

LYNX Board Agenda


Meeting Date: 7/22/2021
Meeting Time: 1:00 PM

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

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

1. Call to Order

2. Approval of Minutes

-  Board of Directors Meeting Minutes 6.24.21

Pg 4

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. Oversight Committee Report

6. Consent Agenda




A. Request for Proposal (RFP)

- i.  Authorization to Release a Request for Proposal (RFP) for Bus Operator and Transportation Supervisor Uniforms Pg 8
- ii.  Authorization to Release a Request for Proposal (RFP) for Occupational Health Services Pg 10


B. Award Contracts

- i.  Authorization to Negotiate and Award a Contract for Southern Operations and Maintenance Facility Site Selection and Suitability Study to WSP USA, Inc. Pg 12
- ii.  Authorization to Negotiate and Award a Contract for Bus and Facility Disinfecting Services to Klen Space, Inc. Pg 14

C. Extension of Contracts

- i.  Authorization to Exercise the First Option Year of Contract #18-C117 with Stepp's Towing Service, Inc. for Bus and Support Vehicle Towing Services Pg 16
- ii.  Authorization to Exercise the First Option Year of Contract #18-C122 with Haines City Fire Extinguisher Service, Inc. for Bus Fire Suppression System Preventive Maintenance and Related Services Pg 18
- iii.  Authorization to Exercise the Second Option Year of Contract #18-C02 for Transit Bus Tire Leasing with Bridgestone Americas Tire Operations, LLC Pg 20



D. Miscellaneous

- i.  Authorization to Execute Amendment 3 to Interlocal Project Agreement No. 1 Between the Orlando Utilities Commission and LYNX Pg 22



-Attachments 


- ii.  Authorization to Negotiate and Enter into Memorandum of Agreement for the Pine Hills Transfer Center with Orange County Pg 31
 -Attachments 
- iii.  Authorization to Approve the Source Evaluation Committee (SEC) Ranking and Initiate Negotiations with AECOM Technical Services, Inc. for Architecture and Engineering Services for Facilities Pg 38
- iv.  Authorization to Approve the Source Evaluation Committee (SEC) Ranking and Initiate Negotiations for Architecture and Engineering Services for Shelters, Transfer Centers and LYMMO with Kimley-Horn and Associates, Inc. Pg 41
- v.  Authorization to Approve the Source Evaluation Committee (SEC) Ranking and Initiate Negotiations with WSP USA, Inc. for Construction Engineering and Inspections Services (CEI) for the Pine Hills Bus Transfer Station Pg 44
- vi.  Board Confirmation of Leonard Antmann Appointment to Serve as LYNX's Chief Financial Officer (CFO) Pg 47

7. Action Agenda

- A.  Authorization to Implement August 22, 2021 Service Changes Pg 48
- B.  Authorization to Submit the Fiscal Year 2022 Transit Development Plan Annual Update to the Florida Department of Transportation Pg 51

8. Information Items

- A.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 Pg 53
- B.  Notification of Sole Source Procurements Pursuant to Administrative Rule 4 Pg 54

-Attachments 

9. Other Business

10. Monthly Reports

- A.  Communications Report Pg 58
- B.  Monthly Financial Report - April 2021 Pg 64
 -Attachments 
- C.  Planning and Development Report- June 2021 Pg 66
- D.  Ridership Report Pg 67

-Attachments 

11. Adjourned

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
Board of Directors' Meeting Minutes

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

DATE: **June 24, 2021**

TIME: **1:00 p.m.**

Members in Attendance:

Buddy Dyer, Mayor, City of Orlando, Chair
Jerry Demings, Mayor, Orange County, Vice-Chair
Lee Constantine, Commissioner, Seminole County BoCC

1. Call to Order

Chair Dyer called the meeting to order at 1:00 p.m.
Chair Dyer asked Mayor Demings to lead the Pledge of Allegiance.

2. Approval of Minutes

Commissioner Constantine moved to approve the Board of Directors meeting minutes of May 27, 2021. Mayor Demings seconded. The minutes were unanimously approved as presented.

3. Public Comments

Naqiy McMullen – Orlando, FL
Mr. McMullen would like to see more capital investments in the infrastructure.

Joanne Counelis - Lake Mary FL
Ms. Counelis stated that she would like train and bus service every thirty minutes.

Paula Perea – Orlando, FL
Ms. Perea would like improvements to the LYMMO line to include time schedules.

Mayor Dyer stated that the LYNX app shows bus locations in real time.

4. Chief Executive Officer's Report

Jim Harrison, Chief Executive Officer, stated that LYNX presented its proposed FY2022 budget to the Seminole County Board of County Commissioners on June 15. Budget presentations are scheduled for Orange and Osceola in July. After the presentations, the Draft Budget will be presented in August and the Final Budget adoption in September.

Ridership continues to stay around sixty-five percent of pre-pandemic levels. Ridership is expected to keep increasing.

The LYNX Ride with Confidence campaign started last month. There is also a statewide effort by the Florida Public Transportation Association and the American Public Transportation Association to get passengers on public transportation.

LYNX is still under the Transportation Security Administration's security directive regarding the wearing of face masks. Passengers are required to wear a mask to enter the bus terminal and to board a bus.

5. Oversight Committee Report

Commissioner Constantine, Vice-Chair of the Oversight Committee provided his report on the Oversight Committee meeting that met earlier. He stated that the committee approved the minutes from the May 27, 2021, Oversight Meeting. Ms. Amanda Clavijo gave her report on the June 17, 2021 Finance & Audit Committee meeting. The Finance Committee recommends approval of all Consent Agenda items.

The Committee received a detailed presentation on the shelter program.

The Oversight Committee recommends approval of all Action and Consent Agenda items.

6. Consent Agenda:

Chair Dyer asked if there were any changes to the Consent Agenda before there is a motion to approve consent agenda items 6.A.i. through 6.E.vii. Mr. Harrison stated that he recommends the entire Consent Agenda for approval.

- A. Request for Proposal (RFP)
 - i. Authorization to Release a Request for Proposal (RFP) for the Manufacture of LYNX Transit Shelters
- B. Invitation for Bid (IFB)
 - i. Authorization to Release an Invitation For Bid (IFB) for the Provision of Bulk Oils and Lubricants
- C. Award Contracts
 - i. Authorization to Negotiate and Award a Contract to Voya Retirement Insurance and Annuity Company for Retirement Plan Administration and Recordkeeping Services

- ii. Authorization to Negotiate and Award a Contract to Humana for Dental Insurance
- D. Extension of Contracts
 - i. Authorization to Exercise the Second Option Year of Contract #17-C19 for the Repainting of Bus Shelters by JMD Global Developers, LLC
 - ii. Authorization to Exercise the First Option Year of Contract #18-C142 with New Flyer of America, Inc. for the Provision of Sixty Foot (60') Articulated Compressed Natural Gas (CNG) Buses
- E. Miscellaneous
 - i. Authorization to Extend the Employment Benefits Provided for Under the Families First Coronavirus Response Act (FFCRA) Related to Emergency Paid Sick Leave (EPSL)
 - ii. Authorization to Amend Contract #20-C28 with Akerman LLP for Legal Services – General Counsel
 - iii. Authorization to Execute MetroPlan Orlando's Intergovernmental Coordination and Review (ICAR) and Public Transportation Collaborative Planning Agreement
 - iv. Authorization to Extend Sub-Recipient Awards to Selected Human Services Agencies
 - v. Ratification of a Grant Application for the FY22/23 Service Development Grant Application to the Florida Department of Transportation (FDOT) and Adoption of Resolution #21-004
 - vi. Authorization to Auction Surplus Capital Items and Obsolete Parts
 - vii. Authorization to Execute Lease Agreement with City of Kissimmee for the Osceola County Satellite Facility

Commissioner Constantine made a motion to approve Consent Agenda items 6.A.i through 6.E.vii. Seconded by Mayor Demings. Motion passed unanimously.

7. Information Items:

There was one item for review purposes only, no action was requested.

- A. Notification of Settlement Agreements Pursuant to Administrative Rule 6

8. Other Business

Commissioner Constantine complimented LYNX staff on the Seminole County budget presentation. He also stated that there may be a conflict with the September LYNX Board meeting due to Florida Association of Counties meeting.

9. Monthly Reports: (For review purposes only)

There were five reports in the packets for review purposes only. No action was required.

- A. Communications Report – May 2021
- B. Mobility Service Report
- C. Monthly Financial Report – March 2021
- D. Planning and Development Report
- E. Ridership Report

10. Adjourned:

The meeting adjourned at 1:16 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the June 24, 2021 LYNX Board of Director's meeting are true and correct, approved by the Board of Directors.

X

Assistant

LYNX Board Agenda

Consent Agenda Item #6.A. i

To: LYNX Board of Directors

From: Dana Baker
Chief Operations Officer
Dana Baker
(Technical Contact)

Phone: 407.841.2279 ext: 6161

Item Name: Authorization to Release a Request for Proposal (RFP) for Bus Operator and Transportation Supervisor Uniforms

Date: 7/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for Operator and Transportation Supervisor uniforms.

BACKGROUND:

Per the Union Contract, bus operators receive a yearly uniform allowance to be used for the purchase of shirts, pants, jackets, caps and other authorized items from the authorized supplier who is currently DesignLab, Inc. The second option year of the contract will expire September 30, 2021.

At the May 26, 2016, Board of Directors' meeting, staff received authorization to release a Request for Proposal (RFP) for operator uniforms. The RFP was released June 24, 2016. In September of 2016, the Board awarded Contract #17-CO4 to DesignLab, Inc. for the provision of uniforms. The contract was for three (3) years with two (2) one (1) year options.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

This is not a DOT assisted project. Federal dollars will not be expended. However, LYNX will reach out to small local businesses.

LYNX Board Agenda

FISCAL IMPACT:

The FY2021 Approved Operating Budget includes \$266,130 for bus operator and transportation supervisors' uniforms.

LYNX Board Agenda

Consent Agenda Item #6.A. ii

To: LYNX Board of Directors

From: Terri Setterington
Director Of Human Resources
Terri Setterington
(Technical Contact)

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Release a Request for Proposal (RFP) for Occupational Health Services

Date: 7/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for Occupational Health Services.

BACKGROUND:

LYNX is seeking a qualified Proposer from Occupational Health Care Providers for services relating to pre-employment physical exams, post-accident physical exams, occupational medical exams (audiometry, spirometry and fit testing), drug/alcohol testing, Hepatitis B shots and return-to-work (fitness for duty) exams.

The contract for these services enables us to meet the mandated requirements of the drug and alcohol testing rules issued by U.S. Department of Transportation as prescribed by Omnibus Transportation Employees Testing Act of 1991, as amended.

The current contract expires on January 23, 2022.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Board Agenda

FISCAL IMPACT:

The Approved FY2021 Amended Operating Budget includes \$158,150 for services relating to pre-employment physical exams, post-accident physical exams, occupational medical exams, drug/alcohol testing, Hepatitis B shots and return-to-work exams.

LYNX Board Agenda

Consent Agenda Item #6.B. i

To: LYNX Board of Directors

From: **Bruce Detweiler**
Interim Director Of Planning And Development
Myles O'Keefe
(Technical Contact)
Alena Dvornikova
(Technical Contact)
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: Authorization to Negotiate and Award a Contract for Southern Operations and Maintenance Facility Site Selection and Suitability Study to WSP USA, Inc.

Date: 7/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to WSP USA, Inc., in an amount not to exceed \$260,000 for a Southern Operations and Maintenance Facility Site Selection and Suitability Study and recommendation(s).

BACKGROUND:

At the February 25, 2021 Board of Directors meeting, staff received authorization to release a Request for Proposal (RFP) for Southern Operations and Maintenance Facility Site Selection and Suitability Study and recommendation(s), which was released on April 19, 2021. Proposals were due to LYNX by 2:00 PM EST on May 25, 2021.

Two (2) Responses were received from the following firms: Wendel Architecture, PC and WSP USA, Inc.

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The initial scoring and ordinal ranking occurred as follows:

Firm	Total Score	SEC Ordinal Ranking
Wendel Architecture, PC	267	8
WSP USA, Inc.	281	6

After review of the proposals, the Source Evaluation Committee (SEC), made a recommendation to negotiate and award the contract to WSP USA, Inc.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 2% is assessed for this procurement. LYNX's procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms.

FISCAL IMPACT:

The Approved FY2021 Capital Budget includes \$260,000 for a site suitability evaluation to be funded 100% with Federal grants.

LYNX Board Agenda

Consent Agenda Item #6.B. ii

To: LYNX Board of Directors

From: Elvis Dovaes
Director Of Maintenance
Elvis Dovaes
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Negotiate and Award a Contract for Bus and Facility Disinfecting Services to Klen Space, Inc.

Date: 7/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a one (1) year contract, with no extensions, to Klen Space, Inc., for contracted bus and facility disinfecting services in an amount not to exceed \$1,013,376.

BACKGROUND:

Bus and facilities disinfecting services were approved by the LYNX Board on September, 24 2020 under Action Agenda Item #7.A as an Operating Budget line item. Currently, facilities and bus disinfecting is being performed by temporary employees that are limited by LYNX Administrative Rule #4 to a 90 day employment term. Due to the work term limitations, the disinfecting program is difficult and costly to manage internally.

With LYNX Board Approval on May 27, 2021 under Consent Agenda Item #6.A.i, a contract was awarded to USSC Acquisition Corp., for a Bus Disinfecting System. It is anticipated that when the bus disinfecting system is installed that a portion of the contracted disinfecting services will be discontinued.

LYNX issued RFP #21-R27 for Facilities and Bus Disinfecting Services on April 13, 2021.

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Nine (9) responses were received from the following firms:

- 3P America, LLC
- ACP Facility Services, Inc.
- BMS CAT of Florida, LLC
- CLO2 Sterilization, Inc.
- Jani-King of Orlando
- Klen Space, Inc.
- National Interior Solutions, LLC
- TBN Holdings, Inc. d/b/a SERVPRO
- Water Restoration Guys

The scoring and ordinal ranking occurred as follows:

Firms	Total Score	Ordinal Ranking
3P America, LLC	181	21
ACP Facility Services, Inc.	229	10
BMS CAT of Florida, LLC	183	23
CLO2 Sterilization, Inc.	200	18
Jani-King of Orlando	231	10
Klen Space, Inc.	267	3
National Interior Solutions, LLC	209	13
TBN Holdings, Inc. d/b/a SERVPRO	193	18
Water Restoration Guys	193	19

The Source Evaluation Committee (SEC), made a recommendation to award the contract to Klen Space, Inc.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2021 Amended Operating Budget includes \$773,552 for enhanced cleaning services.

LYNX ard Agenda

Consent Agenda Item #6.C. i

To: LYNX Board of Directors

From: Elvis Dovaes
Director Of Maintenance
Elvis Dovaes
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the First Option Year of Contract #18-C117 with Stepp's Towing Service, Inc. for Bus and Support Vehicle Towing Services

Date: 7/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of Contract #18-C117 with Stepp's Towing Service, Inc. for bus and support vehicle towing services.

BACKGROUND:

At the Board of Directors meeting on July 26, 2018, the Board authorized LYNX under item #7.B. ii to award Contract #18-C117 to Stepp's Towing Service, Inc. for an amount not to exceed two hundred and forty thousand six hundred dollars (\$240,600) for a period of three (3) years with the option to extend for two (2) one (1) year periods. Contract #18-C117 expires on September 30, 2021 and option year one (1) will extend the contract from October 1, 2021 to September 30, 2022.

LYNX requires on demand towing services for occasions when a bus or support vehicle cannot return to its operating base at LYNX Operations Center (LOC) or Osceola Satellite Facility (OSF). This generally is a result of a system failure (engine, transmission, etc.) or severe structural damage due to an accident. Also, LYNX will occasionally have its fleet towed to various repair centers to have repairs performed.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Board Agenda

FISCAL IMPACT:

The Amended FY2021 Operating Budget includes \$72,000 for Towing Service for Bus and Support Vehicle.

LYNX Board Agenda

Consent Agenda Item #6.C. ii

To: LYNX Board of Directors

From: Elvis Dovalles
Director Of Maintenance
Elvis Dovalles
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the First Option Year of Contract #18-C122 with Haines City Fire Extinguisher Service, Inc. for Bus Fire Suppression System Preventive Maintenance and Related Services

Date: 7/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of Contract #18-C122 with Haines City Fire Extinguisher Service, Inc. for bus fire suppression system preventive maintenance and related services and increase the Not to Exceed cost to \$328,000.

BACKGROUND:

At the Board of Directors meeting on September 27, 2018, the Board authorized LYNX under item #7.C. ii to award Contract #18-C122 to Haines City Fire Extinguisher Service, Inc. for a period of three (3) years with the option to extend for two (2) one (1) year periods. The total contract not to exceed will need to be increased to \$328,000. Contract #18-C122 expires on September 30, 2021 and option year one (1) will extend the contract from October 1, 2021 to September 30, 2022.

The Amerex Fire Suppression System and the Fogmaker Fire Suppression System are the current on-board engine compartment fire suppressant systems used in LYNX fleet and are used in the event of a catastrophic fire in the engine compartment. The services requested will consist of semi-annual, annual, six (6) year maintenance/service and twelve (12) year hydrostatic tests. Each bus must be serviced by a certified technician trained in fire suppression systems.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

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FISCAL IMPACT:

The Amended FY2021 Operating Budget includes \$71,000 for bus fire suppression system preventive maintenance and related services.

LYNX Board Agenda

Consent Agenda Item #6.C. iii

To: LYNX Board of Directors

From: Elvis Dovalles
Director Of Maintenance
Elvis Dovalles
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the Second Option Year of Contract #18-C02 for Transit Bus Tire Leasing with Bridgestone Americas Tire Operations, LLC

Date: 7/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year of Contract #18-C02 for transit bus tire leasing services with Bridgestone Americas Tire Operations, LLC.

BACKGROUND:

On September 28, 2017 the LYNX Board of Directors, on Consent Agenda Item #7.B.iv., approved the award of Contract # 18-C02 to Bridgestone Americas Tire Operations, LLC for three (3) years with the option for two (2) one (1) year options for a total not to exceed amount of \$3,203,484 for the five-year period. The first option year of Contract #18-C02 was approved by the LYNX Board of Directors on Consent Agenda Item #6.C.i. on August 27, 2020. The first option year expires on September 30, 2021 and option year two (2) will extend the contract from October 1, 2021 to September 30, 2022.

The Contractual Not to Exceed Amounts per Fiscal Year are:

Fiscal Year 2018:	\$600,853
Fiscal Year 2019:	\$612,911
Fiscal Year 2020:	\$637,395
Fiscal Year 2021:	\$662,926
Fiscal Year 2022:	\$689,399

It has been LYNX practice to lease tires due to the fact that by leasing tires it results in lower costs per tire mile and the costs of inventory and tire disposal are avoided. LYNX has

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continually monitored the market reviewing benefits of leasing versus buying transit bus tires and it has been proven that leasing produces the greater benefit as shown below.

FY22 Tire Lease to Buy Annual Cost Comparison @ 54,000 miles per year					
Tire Size	Total # Tires	Lease Cost per tire mile	Purchase Cost per tire mile	Lease Cost per year	Purchase cost per year
B275/70R22.5	48	\$ 0.006338	\$ 0.01032	\$16,428.10	\$26,751.21
B315/80R22.5	1566	\$ 0.005886	\$ 0.00952	\$497,743.70	\$805,106.09
B305/70R22.5	340	\$ 0.005964	\$ 0.01021	\$109,499.04	\$187,426.50
385/55R22.5	12	\$ 0.019001	\$ 0.01510	\$12,312.65	\$9,787.53
Annual Totals				\$635,983.49	\$1,029,071.33

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The Amended FY2021 Operating Budget includes \$658,000 for transit bus tire leasing services.

LYNX Board Agenda

Consent Agenda Item #6.D. i

To: LYNX Board of Directors

From: William Slot
Chief Innovation Officer
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: Authorization to Execute Amendment 3 to Interlocal Project Agreement No. 1 Between the Orlando Utilities Commission and LYNX

Date: 7/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into Amendment No. 3 to Interlocal Project Agreement No. 1 with the Orlando Utilities Commission (OUC) to add the City of Orlando to the agreement and to increase the number of buses purchased for the eBus Pilot Program to fourteen.

BACKGROUND:

On April 23, 2020, the LYNX Board of Directors authorized the CEO to enter into a Master Interlocal Agreement and Interlocal Project Agreement No. 1 with the Orlando Utilities Commission (OUC) to allow for an electrification pilot program for up to eight (8) electric buses.

On December 10, 2020, the LYNX Board of Directors authorized the CEO to execute Amendment 1 to Interlocal Project Agreement No. 1 with OUC. This amendment established the station fee at \$17,000 per month and increased OUC's total contribution amounts to \$2,100,000.

On March 25, 2021, the LYNX Board of Directors authorized the CEO to execute Amendment 2 to Interlocal Project Agreement No. 1 with OUC. This amendment reduced the station fee to \$13,000 to reflect project cost reductions and decreased OUC's total contribution amounts to \$1,721,000.

The City of Orlando has requested an amendment to Interlocal Project Agreement No. 1 between LYNX and OUC to add the City as a party to the agreement. This will allow the City to have a direct involvement in project cost decisions as these costs are charged to the city as part of the

LYNX Board Agenda

LYMMO service. The amendment also increases the total number of electric buses from eight (8) to fourteen (14).

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this Agreement.

FISCAL IMPACT:

These charges will be a pass through to the City of Orlando for the LYMMO program, and there is no fiscal impact to LYNX.

AMENDMENT 3 TO INTERLOCAL PROJECT AGREEMENT NO. 1

BETWEEN

THE ORLANDO UTILITIES COMMISSION

AND

BETWEEN THE CENTRAL FLORIDA REGIONAL TRANSPORTATION

AUTHORITY D/B/A “LYNX”

This Amendment 3 to Interlocal Project Agreement No. 1 (“Amendment 3”) is made as of the ____ day of _____ 2021, by and between the **Central Florida Regional Transportation Authority d/b/a “LYNX”**, a body politic and corporate formed pursuant to Part III of Ch. 343, Florida Statutes (hereinafter, “LYNX”) and the **Orlando Utilities Commission**, a statutory commission existing under the laws of the State of Florida (hereinafter, “OUC”) and the **City of Orlando**, a municipal corporation created by and existing under the laws of the State of Florida, whose address is P.O. Box 4990, 400 S. Orange Avenue, Orlando, Florida 32802-4990 (the “**City**”). LYNX and OUC are hereinafter each referred to individually as a “Party” and collectively as the “Parties.” The City is being added to the Interlocal Project Agreement No. 1 by means of this Amendment 3 with rights and obligations limited as described herein and the Scope of the eBus Pilot Program is being amended to provide for the procurement of an additional six (6) buses.

RECITALS:

WHEREAS, LYNX was created and established by Part III, Chapter 343, Florida Statutes, for the purpose of governing and operating a public transportation system and public transportation facilities in Seminole, Orange and Osceola Counties, and may exercise all powers necessary, appurtenant, convenient, or incidental to carrying out of said purpose; and

WHEREAS, the City and LYNX have entered into an Interlocal Agreement dated, 6th day of April, 2015, “Second Amended and Reinstated Operation Agreement between LYNX and the City of Orlando,” providing for the City’s funding of certain LYNX operations, “City Funding Obligations,” including those operations referenced in the Interlocal Project Agreement No. 1; and

WHEREAS, OUC provides public utilities, energy and conservation services, electric vehicle charging, water and electricity to the residents located in the counties of Orange and Osceola; and

WHEREAS, City has requested, and LYNX and OUC have agreed, that the City should be included in any decisions made to further amend the Interlocal Project Agreement No. 1., particularly to the extent that any such amendments impact the City's Funding Obligations under the City/LYNX Agreement; and

WHEREAS, OUC and LYNX entered into that Interlocal Cooperation Agreement dated April 23, 2020 ("Interlocal Agreement"), pursuant to which OUC and LYNX intend to cooperatively pursue various energy efficiency and conservation programs that mutually benefit both their customers by means of one or more Interlocal Project Agreements issued thereunder and subject to the general terms thereof; and

WHEREAS, OUC and LYNX entered into Interlocal Project Agreement No. 1 pursuant to the Interlocal Agreement dated April 23, 2020 to initiate an eBus Pilot Program pursuant to which OUC and LYNX agreed to partner by jointly procuring up to eight (8) eBuses with the associated charging infrastructure; and

WHEREAS, OUC and LYNX entered into Amendment 1 to Project Agreement No. 1 on or about December 23, 2020, pursuant to which OUC's total contributions under Project Agreement No. 1 were recalculated to increase the cap from One Million Two Hundred Thousand Dollars (\$1,200,000) to Two Million One Hundred Thousand Dollars (\$2,100,000) and to adjust the monthly Service Fee to be paid by LYNX to Seventeen Thousand Dollars (\$17,000) to accommodate the new contribution amounts from OUC; and

WHEREAS, OUC and LYNX entered into Amendment 2 to Project Agreement No. 1 on or about 25th day of March, 2021, pursuant to which the monthly Service Fee to be paid by LYNX to OUC was reduced to Thirteen Thousand Dollars (\$13,000).

Amendment 3 to Interlocal Project Agreement No. 1

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Section 1. Recitals.

The recitals set forth above are true and correct as of the date hereof and are incorporated herein by this reference.

Section 2. Addition of Section 22, City Participation. Section 22 of the Interlocal Project Agreement No. 1, is created to read as follows:

***“Section 22. City Participation.** LYNX and OUC agree that, the City will be notified by LYNX of any meetings between LYNX and OUC related to this Project Agreement and, in any event, will be kept reasonably updated and apprised by LYNX of any discussions or negotiations related to this Project Agreement to ensure that the City has the opportunity to participate in such meetings, discussions or negotiations. The Parties acknowledge that the purpose for this provision is to ensure that the City is involved in any meetings, discussions, or negotiations that impact the City’s funding obligations under the LYNX/City Agreement. The City’s contact person for purposes of this Section is the Transportation Department Director.”*

Section 3. Amendment of Section 3, General Scope of Project. Section 3 of the Interlocal Agreement No. 1 is amended and restated as follows:

***“Section 3. General Scope of Project.** The general scope of work under this Project Agreement is for OUC and LYNX to partner to effectively plan for and execute an eBus electrification pilot*

program for up to fourteen (14) electric buses (eBus Pilot Program”). As part of this eBus Pilot Program, LYNX will procure fourteen (14) buses to be customized with an approximate 440k Wh battery system. In addition, OUC will purchase, install and maintain at pre-determined locations, an agreed number of Charging Stations and associated charger management software, procured in accordance with Section 6, to support deployment of the test buses into the local public transit service system. The Parties will use this eBus Pilot Program to begin to study real-world charging patterns, runtime analytics, and charging requirements for an eBus deployed for urban public transit use. The projected schedule for the first eight (8) buses procured through this eBus Pilot Program is attached hereto as Exhibit C and incorporated herein by this reference (“Project Schedule”). The additional six (6) buses being procured through this eBus Pilot Program are currently expected to be delivered and entered into revenue service by July 2022.

Section 4. Ratification of Remaining Terms. All other terms of the Project Agreement No. 1 remain unchanged and are hereby ratified.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

IN WITNESS WHEREOF, the Parties have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered in the presence
of:

ORLANDO UTILITIES COMMISSION

By: _____

Name: Clint Bullock

Title: General Manager & CEO

FOR THE USE AND RELIANCE
OF OUC ONLY - APPROVED
AS TO FORM AND LEGALITY.

Attorney for OUC

Date: _____

SIGNATURE PAGE FOR LYNX

**CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY**

By: _____

Name: James E. Harrison, Esq., P.E.

Title: Chief Executive Officer

Date: _____

This Agreement has been reviewed as to form by LYNX Senior Staff Attorney. This confirmation is not to be relied upon by any person other than LYNX or for any other purpose.

By: _____

Name: Carrie L. Sarver, Esq., B.C.S. Title:
Senior Staff Attorney

Date: _____

SIGNATURE PAGE FOR CITY OF ORLANDO

ATTEST:

By: _____
Stephanie Herdocia, City Clerk

CITY OF ORLANDO, municipal corporation,
organized and existing under the laws
of the State of Florida (SEAL)

By: _____
Buddy Dyer
Mayor

Date: _____

**STATE OF FLORIDA
COUNTY OF ORANGE**

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2021, by Mayor Pro Tem and Stephanie Herdocia, City Clerk, of the City of Orlando, Florida, who are both personally known to me.

Notary Public Signature
My Commission Expires: _____

FOR THE USE AND RELIANCE
OF CITY OF ORLANDO - APPROVED
AS TO FORM AND LEGALITY.

Roy K. Payne,
Chief Assistant City Attorney

Date: _____

Amendment 3 to Interlocal Project Agreement No. 1

LYNX Board Agenda

Consent Agenda Item #6.D. ii

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Negotiate and Enter into Memorandum of Agreement for the Pine Hills Transfer Center with Orange County

Date: 7/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and enter into a Memorandum of Agreement with Orange County for the Pine Hills Transfer Center. This will be for Construction, Engineering, Cost Sharing and Oversight for the Pine Hills Transfer Center.

BACKGROUND:

Over the past 2 years, LYNX has undertaken the preliminary and final design of the Pine Hills Transfer Center. The project has recently been submitted to permitting and this effort is expected to be completed in late July. As part of construction activities for the project, Construction Engineering and Inspection Services (CEI) are required. Under a separate Board Item, LYNX is seeking the approval for CEI for the on-site portion of the project. For the roadway portion of the project associated with the county-owned Belco Drive, Orange County has agreed to provide in-kind CEI services in exchange for LYNX providing construction and associated improvements.

A copy of the final draft of this agreement has been included with this board item for reference.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Board Agenda

FISCAL IMPACT:

The Approved FY2021 Capital Budget includes \$8,175,000 for the Pine Hills Superstop construction project. The total funding sources for the project will be as follows:

Federal 5307	\$5,705,000
Ladders of Opportunity Grant	1,200,000
Orange Cty Parks & Recreation	340,000
MetroPlan	930,000
TOTAL	\$8,175,000

MEMORANDUM OF AGREEMENT

**FOR CONSTRUCTION, ENGINEERING, COST SHARING & OVERSIGHT FOR
BELCO DRIVE IMPROVEMENTS**

(From Silver Star Road to Pine Hills Road)

between

ORANGE COUNTY

and the

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY

This Memorandum of Agreement ("MOA") is made and entered into this _____ day of _____, 2021, by and between **ORANGE COUNTY**, a charter county and political subdivision of the State of Florida (hereinafter referred to as "**ORANGE COUNTY**"), and the **CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY**, located at 455 North Garland Avenue, Orlando, Florida 32801, a body politic and corporate created by Part III, Chapter 343, Florida Statutes (hereinafter referred to as "**LYNX**").

WITNESSETH:

WHEREAS, ORANGE COUNTY has authority pursuant to Section 125.01, Florida Statutes, to enter into agreements, and

WHEREAS, LYNX has the authority pursuant to Section 343, Florida Statutes, to enter into agreements; and

WHEREAS, LYNX is constructing a bus transfer facility, known as the Pine Hills Transfer Center Project, within unincorporated Orange County on Parcel ID # 18-22-29-0169-00-021; and

WHEREAS, as part of this Project, **LYNX** will be reconstructing Belco Drive from Silver Star Road to Pine Hills Road ("Belco Drive Improvements"); and

WHEREAS, LYNX will have to go through the appropriate permit process and have all roadway plans associated with the Belco Drive reconstruction of the roadway and associated storm system approved by **ORANGE COUNTY** as part of the Pine Hills Transfer Center project; and

WHEREAS, Belco Drive is currently an **ORANGE COUNTY** owned and maintained roadway and will continue to be maintained as such after construction; and

WHEREAS, as part of the Pine Hills Transfer Center Project, **LYNX** will enter into a contract with a qualified contractor to build both on-site (transfer center) and off-site (Belco Drive reconstruction) improvements; and

WHEREAS, in exchange for **LYNX** funding the reconstruction of the off-site improvements of the **ORANGE COUNTY** owned and maintained right-of-way, Orange County Highway Construction Division staff will provide inspection and engineering support services to **LYNX** as in-kind services; and

WHEREAS, the construction support services provided by **ORANGE COUNTY** will be only for the roadway and storm system improvements associated with the Belco Drive right-of-way; and

WHEREAS, this MOA evidences the intentions of the respective parties to cooperate with each other in furtherance of the public interest in the reconstruction of Belco Drive from Silver Star Road to Pine Hills Road.

NOW, THEREFORE, in consideration of the mutual terms, conditions, and covenants hereinafter set forth, **ORANGE COUNTY** and **LYNX** hereby agree as follows.

SECTION 1-RECITALS

1.1 The above recitals are true and correct and form a part of the MOA.

SECTION 2-COST SHARING TERMS

2.1 **LYNX** agrees to fund the reconstruction of the Belco Drive Improvements, which consists of the reconstructing of Belco Drive from Silver Star Road to Pine Hills Road, all of which is owned and maintained right-of-way of **ORANGE COUNTY**. In exchange for **LYNX** providing the aforementioned funding and construction services, **ORANGE COUNTY** agrees to provide **LYNX** in-kind construction support services for the roadway and storm system improvements associated with the Belco Drive Improvements.

SECTION 3-GENERAL PROVISIONS

3.1 **ORANGE COUNTY** and **LYNX** each represents, warrants, and covenants to and with the other its respective authority and power under Florida law to enter into this MOA, acknowledges the validity and enforceability of this MOA. Furthermore, **ORANGE COUNTY** and **LYNX** each represents, warrants, and covenants to and with the other that this MOA has been validly approved by its respective governing body, and that this MOA constitutes a legal, valid, and binding contract enforceable against each party in accordance with the terms hereof (assuming the due authorization, execution and delivery hereby by the other party hereto).

3.2 Both parties have been allowed equal input regarding the terms and wording of this MOA, and have had the benefit of consultation with their respective legal counsel prior to its execution, such that all language and wording herein shall be construed equally against the parties.

3.3 The headings or captions of sections or subsections used in this MOA are merely for the convenience of the parties for reference only and are not intended to define or

limit their contents, nor are they intended to affect the construction of or to be taken into consideration in interpreting this MOA.

3.4 The provisions of this MOA are declared by the parties to be severable only to the extent that the remaining provisions can effectuate the purpose and intent of the parties.

3.5 This MOA shall be governed by and construed in accordance with laws of the State of Florida. Venue for any action arising out of or related to this MOA shall be in the Circuit Court for the Ninth Judicial Circuit in Orange County, Florida. In the event a party deems it necessary to take legal action to enforce any provisions of this MOA, each party shall bear its own attorney fees and costs.

3.6 This MOA, along with its exhibits, constitutes the entire Agreement between the parties regarding the subject matter hereof. Any prior oral or written agreements or understandings of any kind between the parties relating to the subject matter hereof are null and void and have no further effect.

3.7 This MOA may be amended only by express written instrument approved by the Board of County Commissioners of **ORANGE COUNTY** and the Board of Directors of **LYNX**, and executed by the authorized officers of each party.

3.8 This MOA and any amendments thereto may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

3.9 Any notice required to be given or otherwise given by one party to the other party shall be in writing and shall be deemed delivered when given by hand delivery; five (5) days after being deposited in the United States Mail, postage prepaid, certified or registered; or the next business day after being deposited with a recognized overnight mail or courier delivery service; or when transmitted by facsimile or telecopy transmission, with receipt acknowledged upon transmission; or when sent by electronic mail, and addressed as follows:

If to **ORANGE COUNTY**: County Administrator, County Administration Center
201 South Rosalind Avenue Orlando, FL 32801

With a copy to: Director, Orange County Public Works Department 4200 South John Young Parkway Orlando, Florida 32839

If to **LYNX**: Senior Project Manager, LYNX 455 North Garland Avenue Orlando, Florida 32801

(With a copy to: Procurement Manager/Contract Administrator of LYNX 455 North Garland Avenue Orlando, FL 32801

In all cases, a notice shall be deemed delivered to a party only upon delivery of the notice to the person or official indicated above in the same manner as for the party being notified. Either party may change its designated official or address for receipt of notice by giving notice of such change to the other party in the manner provided in this section.

3.10 This MOA shall become effective on the date of execution by **ORANGE COUNTY** or the date of execution by **LYNX**, whichever date is later.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties have executed this MOA as of the day and year indicated below.

ORANGE COUNTY, FLORIDA

By: Board of County Commissioners

By: _____
Jerry L. Demings, Mayor

Date: _____

ATTEST: Phil Diamond, CPA, County Comptroller
As Clerk of the Board of County Commissioners

By: _____
Deputy Clerk

Print name: _____

**CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY**

By: _____
James E. Harrison, Esq., P.E.
Chief Executive Officer

Reviewed as to Form:

This Agreement has been reviewed as to form by **LYNX** Senior Staff Attorney. This confirmation is not to be relied upon by any person other than **LYNX** or for any other purpose.

By: _____

LYNX Board Agenda

Consent Agenda Item #6.D. iii

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Approve the Source Evaluation Committee (SEC) Ranking and Initiate Negotiations with AECOM Technical Services, Inc. for Architecture and Engineering Services for Facilities

Date: 7/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to approve the source evaluation committee ranking and initiate negotiations with AECOM Technical Services, Inc. for architecture and engineering services for Facilities.

BACKGROUND:

On October 20, 2020, the LYNX Board of Directors granted permission to proceed with a Request for Proposal (RFP) for Architecture and Engineering Services. This permission was to allow for the award of two contracts: one for facilities and one for bus shelters, transfer centers and LYMMO. This will cover all associated design, permitting and engineering inspection as described in the RFP documents.

During the most recent Triennial Review, the FTA performed an extensive analysis of the process LYNX utilizes. While they did find that the agency methodology and approach was sound, they determined that most transit agencies handled this process differently. After a review of other agencies and the needs of LYNX over the length of the next contract, it was determined that a single RFP would be issued for facilities and another for shelters, transfer centers and LYMMO.

In April 2016, LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Contract #16-C06 to Jacobs Engineering, Inc., Contract #16-C07 to Kimley-Horn and Associates, Inc., and Contract #16-C08 to WSP USA, Inc. for Architectural and Engineering

LYNX Board Agenda

Consultant Services. The contracts were for a period of three (3) years with two (2) one (1) year extensions. The last extension was executed in April of 2020 and expired in April of 2021.

Under the previous set of contracts, the three firms were short-listed and mini-competitions were then performed to ensure an equitable distribution of work between the firms and compliance with the Consultants Competitive Negotiation Act (CCNA) as provided for in Fla. Stat. 287.055.

As LYNX has consolidated award of a contract to a single firm, the process for award per Fla. Stat. 287.055 is a two-step process. First, the agency is required to approve the SEC ranking and proceed with negotiations with the top rank firm. Once this has been determined to be successful, a second board item will be brought forth to award the contract to the selected firm.

In the event that negotiations are not successful with the top ranked firm, this board authorization will allow the agency to proceed with the same process with the next highest ranked firm.

PROCUREMENT PROCESS:

RFP #21-R19 was released on March 26, 2021 and responses due on May 4, 2021.

A total of 6 firms responded to the RFP. These included:

AECOM Technical Services, Inc.
Bentley Architects and Engineers, Inc.
C & S Engineers, Inc.
Jacobs Engineering Group, Inc.
Kimley-Horn and Associates, Inc.
WSP USA, Inc.

The SEC met on June 22, 2021 to discuss the six (6) proposals. The meeting was publicly noticed in accordance with the Florida Sunshine Law.

The proposals were evaluated by each member of the SEC based on the following criteria set forth in the RFP:

- Company Qualifications (40)
- Personnel Experience and Knowledge (30)
- Methodology and Approach (20)
- Financial Qualifications (10)

LYNX ard Agenda

Scoring of the proposals submitted was based on a total possible score of 100 per reviewer and the lowest ordinal ranking will be recommended for contract approval:

Proposer	Score	Ordinal Ranking
AECOM Technical Services, Inc.	291	4
Bentley Architects & Engineers, Inc.	238	17
C & S Engineers, Inc.	238	16
Jacobs Engineering Group, Inc.	283	10
Kimley-Horn and Associates, Inc.	286	7
WSP USA, Inc.	289	6

After discussions on the proposals received from the six firms, the SEC ranked the proposals received. The motion by the SEC was to move forward with the procurement process with AECOM Technical Services, Inc. for Architecture and Engineering Services for Facilities.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2021 Capital Budget includes \$5,417,852 in facility related projects. Each project will be evaluated if A&E Services would be needed. These projects are funded with 100% Federal grants.

LYNX Board Agenda

Consent Agenda Item #6.D. iv

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Approve the Source Evaluation Committee (SEC) Ranking and Initiate Negotiations for Architecture and Engineering Services for Shelters, Transfer Centers and LYMMO with Kimley-Horn and Associates, Inc.

Date: 7/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to approve the source evaluation committee (SEC) ranking and initiate negotiations with Kimley-Horn and Associates, Inc. for architecture and engineering services for Shelters, Transfer Centers and LYMMO.

BACKGROUND:

On October 20, 2020, LYNX Board of Directors granted permission to proceed with a Request for Proposal (RFP) for Architecture and Engineering Services. This permission was to allow for the award of two contracts: one for facilities and one for bus shelters, transfer centers and LYMMO. This will cover all associated design, permitting and engineering inspection as described in the RFP documents.

During the most recent Triennial Review, the FTA performed an extensive analysis of the process LYNX utilizes. While they did find that the agency methodology and approach was sound, they determined that most transit agencies handled this process differently. After a review of other agencies and the needs of LYNX over the length of the next contract, it was determined that a single RFP would be issued for facilities and another for shelters, transfer centers and LYMMO.

In April 2016, LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Contract #16-C06 to Jacobs Engineering, Inc., Contract #16-C07 to Kimley-Horn and

LYNX Board Agenda

Associates, Inc., and Contract #16-C08 to WSP USA, Inc. for Architectural and Engineering Consultant Services. The contracts were for a period of three (3) years with two (2) one (1) year extensions. The last extension was executed in April of 2020 and expired in April of 2021.

Under the previous set of contracts, the three firms were short-listed and mini-competitions were then performed to ensure an equitable distribution of work between the firms and compliance with the Consultants Competitive Negotiation Act (CCNA) as provided for in Fla. Stat. 287.055.

As LYNX has consolidated award of a contract to a single firm, the process for award per Fla. Stat. 287.055 is a two-step process. First, the agency is required to approve the SEC ranking and proceed with negotiations with the top rank firm. Once this has been determined to be successful, a second board item will be brought forth to award the contract to the selected firm.

In the event that negotiations are not successful with the top ranked firm, this board authorization will allow the agency to proceed with the same process with the next highest ranked firm as per the state statute

PROCUREMENT PROCESS:

RFP 21-R20 was released on March 26, 2021 and responses due on May 4, 2021.

A total of 3 firms responded to the RFP. These included:

Bentley Architects and Engineers, Inc.
Kimley-Horn and Associates, Inc.
WSP USA, Inc.

The SEC met on June 22, 2021 to discuss the three (3) proposals. The meeting was publicly noticed in accordance with the Florida Sunshine Law.

The proposals were evaluated by each member of the SEC based on the following criteria set forth in the RFP:

- Company Qualifications (40)
- Personnel Experience and Knowledge (30)
- Methodology and Approach (20)
- Financial Qualifications (10)

LYNX Board Agenda

Scoring of the proposals submitted was based on a total possible score of 100 per reviewer and the lowest ordinal ranking will be recommended for contract approval:

Proposer	Score	Ordinal Ranking
Bentley Architects & Engineers, Inc.	263	9
Kimley-Horn and Associates, Inc.	288	4
WSP USA, Inc.	285	5

After discussions on the proposals received from the three firms, the SEC ranked the proposals received. The motion by the SEC was to move forward with the procurement process with Kimley-Horn and Associates, Inc. for Architecture and Engineering Services for Shelters, Transfer Centers and LYMMO.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2021 Capital Budget includes \$4,313,477 in projects for shelters, transfer centers and LYMMO. Each project will be evaluated for A&E Services as needed. These projects are funded with 100% Federal grants.

LYNX Board Agenda

Consent Agenda Item #6.D. v

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Approve the Source Evaluation Committee (SEC) Ranking and Initiate Negotiations with WSP USA, Inc. for Construction Engineering and Inspections Services (CEI) for the Pine Hills Bus Transfer Station

Date: 7/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to approve the source evaluation committee (SEC) ranking and initiate negotiations for Construction Engineering and Inspection Services (CEI) for the Pine Hills Bus Transfer Station.

BACKGROUND:

In March 2021, the LYNX Board of Directors granted permission to proceed with a Request for Proposal (RFP) for Construction Engineering and Inspection Services (CEI) for the Pine Hills Bus Transfer Station.

During the most recent Triennial Review, the FTA performed an extensive analysis of the process LYNX utilizes. While they did find that the agency methodology and approach was sound, they determined that most transit agencies handled this process differently. After a review of other agencies and the needs of LYNX over the length of the next contract, it was determined that a single RFP would be issued for facilities and another for shelters, transfer centers and LYMMO.

In April 2016, LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Contract #16-C06 to Jacobs Engineering, Inc., Contract #16-C07 to Kimley-Horn and Associates, Inc., and Contract #16-C08 to WSP USA, Inc. for Architectural and Engineering Consultant Services. The contracts were for a period of three (3) years with two (2) one (1) year extensions. The last extension was executed in April of 2020 and expired in April of 2021.

LYNX Board Agenda

Under the previous set of contracts, the three firms were short-listed and mini-competitions were then performed to ensure an equitable distribution of work between the firms and compliance with the Consultants Competitive Negotiation Act (CCNA) as provided for in Fla. Stat. 287.055.

As LYNX has consolidated award of a contract to a single firm, the process for award per Fla. Stat. 287.055 is a two-step process. First, the agency is required to approve the SEC ranking and proceed with negotiations with the top rank firm. Once this has been determined to be successful, a second board item will be brought forth to award the contract to the selected firm.

In the event that negotiations are not successful with the top ranked firm, this board authorization will allow the agency to proceed with the same process with the next highest ranked firm as per the state statute.

PROCUREMENT PROCESS:

RFP # 21-R26 was released on April 20, 2021 and responses due on May 27, 2021.

A total of four firms responded to the RFP:

AECOM Technical Services, Inc.
SAI Consulting Engineering
Transystems
WSP USA, Inc.

The SEC met on July 1, 2021 to discuss the four (4) proposals. The meeting was publicly noticed in accordance with the Florida Sunshine Law.

The proposals were evaluated by each member of the SEC based on the following criteria set forth in the RFP:

- Company Qualifications (40)
- Personnel Experience and Knowledge (30)
- Methodology/Approach (20)
- Financial Qualifications (10)

LYNX ard Agenda

Scoring of the proposals submitted was based on a total possible score of 100 per reviewer and the lowest ordinal ranking will be recommended for contract approval:

Proposer	Score	Ordinal Ranking
AECOM Technical Services, Inc.	283	8
SAI Consulting Engineering	273	8
Transsystems Corporation	272	8
WSP USA, Inc.	290	6

After discussions on the proposals received from the four firms, the SEC ranked the proposals received. Based on the rankings, the motion by the SEC was to move forward with the procurement process with WSP USA, Inc.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The Approved FY2021 Capital Budget includes \$8,175,000 for the Pine Hills Bus Transfer Station construction project, which includes \$750,000 for CEI services. Of the \$8,033,259 total, \$199,752 is encumbered. This project is 100% funded with a mix of Federal, State, and local dollars.

LYNX Board Agenda

Consent Agenda Item #6.D. vi

To: LYNX Board of Directors

From: James E. Harrison, Esq., P.E.
Chief Executive Officer
Tiffany Homler Hawkins
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: Board Confirmation of Leonard Antmann Appointment to Serve as
LYNX's Chief Financial Officer (CFO)

Date: 7/22/2021

ACTION REQUESTED:

Board confirmation of Mr. Leonard Antmann as Chief Financial Officer (CFO).

BACKGROUND:

In accordance with LYNX's Administrative Rules #2 and #3, the LYNX Chief Executive Officer (CEO) submits Mr. Leonard Antmann for the LYNX Board of Directors' confirmation as LYNX's newest Chief Financial Officer (CFO). Mr. Antmann has over 35 years of experience in financial and accounting operations management in both the public and private sectors. Mr. Antmann's public finance experience includes being the Director of Financial Services for the Florida Turnpike Enterprise. Mr. Antmann has served LYNX well for the past 8 years with his experience at engaging all organizational levels for the financial stability of LYNX.

LYNX engaged the services of a transit industry executive search firm to conduct a nationwide search for the anticipated retirement of the previous CFO. Mr. Antmann has been serving in the interim CFO role since May of 2021. Mr. Antmann's performance during this time has been exceptional and I am pleased to recommend his confirmation to the Board.

FISCAL IMPACT:

LYNX staff included an appropriate amount for salary, benefits, and other relevant employee expenses in FY2021 budget.

LYNX Board Agenda

Action Agenda Item #7.A

To: LYNX Board of Directors

From: Bruce Detweiler
Interim Director Of Planning And Development
Bruce Detweiler
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: Authorization to Implement August 22, 2021 Service Changes

Date: 7/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee, to implement the proposed service changes effective August 22, 2021.

BACKGROUND:

On September 24, 2020, staff received authorization from the Board of Directors to initiate the Public Participation Process for consideration of proposed service changes that would go into effect August 22, 2021. One in-person and one virtual hearing/workshop was held. LYNX customers and the public provided input on the service changes at the following workshops/public hearings:

Date/Time: Monday, June 28, 2021, 4-6 PM
Location: LYNX Central Station, Orlando, FL

Date/Time: Tuesday, June 29, 2021, 5-7 PM
Location: Virtual

Details of these events and the service change proposals are published on our website at www.golynx.com

The public comment period for the proposed service changes ran from June 16, 2021, through July 17, 2021. Public notices for the service change information and the public meetings were posted in the LYNX Central Station terminal lobby and bus bays; at SuperStops throughout the

LYNX Board Agenda

service areas; on www.golynx.com, and on LYNX social media sites including Facebook and Twitter.

SCHEDULE ADJUSTMENTS

- **Link 10** – St. Cloud (Osceola County) – Minor schedule adjustments.
- **Link 29** – East Colonial/Goldenrod (Orange County) – Minor schedule adjustments.
- **Link 40** – Americana/Universal Orlando (Orange County) – Minor schedule adjustments.
- **Link 105** – W. Colonial Drive (Orange County) - Minor schedule adjustments.

SCHEDULE REDUCTIONS

- **Link 6** – Dixie Belle (Orange County) – Eliminate weekday 7 and 8 p.m. round trips from Colonial Plaza SuperStop. Eliminate all Saturday service.
- **Link 9** – Winter Park/Rosemont (Orange County) – Eliminate weekday 12:15 a.m. trip from Rosemont SuperStop to Webster Street/Denning Drive.
- **Link 15** – Curry Ford /Valencia College East (Orange County) – Eliminate 5:15 a.m. trip on Saturday from LYNX Central Station to Valencia College East. Minor schedule adjustments.
- **Link 54** – Old Winter Garden (Orange County) – Eliminate Saturday 7:25 p.m. trip from West Oaks Mall SuperStop to LYNX Central Station.
- **Link 405** – Apopka Circulator (Orange County) – Eliminate weekday 11:30 p.m. and 12:30 a.m. trips from Apopka SuperStop.

ROUTE and/or SCHEDULE IMPROVEMENTS

- **Link 38** – International Drive (Orange County) – Change routing to operate between LYNX Central Station and Universal Orlando parking garage via I-4, then via Universal Blvd, I-Drive, Destination Parkway to Destination Pkwy SuperStop. Change to 30-minute peak and 60-minute off peak service daily.
- **Link 42** – International Drive/OIA (Orange County) – Add weekday and Saturday trips from Orlando International Airport to Destination Parkway SuperStop at 11:05 p.m. and 12:05 a.m.; and 10:25, 11:25 p.m. and 12:25 a.m. on Sunday.
- **Link 55** – West U.S. 192/Four Corners (Osceola County/Lake County) – Change routing at Four Corners to U.S. 27, Cagan Valley Way, Cagan View Road to normal route.

LYNX ard Agenda

- **Link 125** – Silver Star Road (Orange County) – Add Sunday trips from West Oaks Mall to John Young Parkway at 9 and 10 p.m.
- **Link 436S** – SR 436/Fernwood/OIA (Orange County/Seminole County) – Add weekday and Saturday trips from Orlando International Airport to Fern Park SuperStop at 12:05 a.m.; and 11:25 p.m. and 12:25 a.m. on Sunday.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

LYNX Staff anticipates the changes proposed to be budget neutral.

LYNX Board Agenda

Action Agenda Item #7.B

To: LYNX Board of Directors

From: **Bruce Detweiler**
Interim Director Of Planning And Development
Myles O'Keefe
(Technical Contact)
Patricia Whitton
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: Authorization to Submit the Fiscal Year 2022 Transit Development Plan Annual Update to the Florida Department of Transportation

Date: 7/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Director's authorization to submit the 2022 Transit Development Plan (TDP) Annual Update to the Florida Department of Transportation (FDOT) for approval to meet Block Grant funding requirements.

BACKGROUND:

The LYNX TDP Annual Update is completed as a self-evaluation tool to review progress towards meeting the goals and implementation plans set within the Major Update that is completed every five years. The TDP Annual Update assesses LYNX's past year accomplishments, identifies steps to mitigate any discrepancies between the plan and its implementation for the past year and facilitates any necessary changes to the goals, objectives, and strategies, and the implementation plan for the coming year.

The Annual Update also includes a new 10th year (2031) and associated new recommendations as well as an updated financial plan identifying operating and capital improvements for LYNX over a ten-year planning horizon, covering the year for which funding is sought, and the nine subsequent years.

Some of the accomplishments highlighted in the LYNX FY2022 TDP Annual Update, include:

- LYNX's response to COVID-19, including safety measures and service modifications.
- Implementation of minor service changes to improve system-wide efficiency in December 2020 and April 2021.

LYNX Board Agenda

- Continuation of the planning and construction of facility projects to include: 1.) Pine Hills Transfer Center; 2.) LYNX Operations Center (LOC) expansion; 3.) Florida Mall SuperStop; and 4.) Rosemont SuperStop
- Completion of guidelines documenting LYNX's service standards and evaluation tools.
- Continuation of the development of LYNX's Transit Asset Management (TAM) Plan and the Geographic Information System (GIS) and Intelligent Transportation Systems (ITS) Strategic Plan Updates.

The Annual Update of the TDP is a needs-based assessment and is not financially constrained.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The TDP Annual Update was completed by LYNX staff, therefore DBE Participation does not apply.

FISCAL IMPACT:

The FY2021 Amended Budget includes \$10,329,240 for the FDOT Block Grant. An approved TDP is required prior to FDOT release of any Block Grant funding.

LYNX Board Agenda

Information Item A

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Tamara Enders
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Notification of Settlement Agreements Pursuant to Administrative Rule 6

Date: 7/22/2021

LYNX Liability Claim Settlements June 1 – June 30, 2021

Claimant Name	Accident Date	Accident Type	Settlement Amount	Date of Check
Alternative Claims Management aso SCSO	9/18/2018	PD	\$1,774.77	6/3/2021
Reed Motors Inc / Tramaine Grant	1/4/2021	PD	\$456.38	6/10/2021
William Sadocki	5/17/2021	PD	\$597.00	6/10/2021
Jeff Stegemoller	2/12/2021	PD	\$3,918.50	6/17/2021
Maaswinkel Law, P.A. f/b/o Lena Ooi	6/26/2017	BI	\$6,500.00	6/10/2021
Maaswinkel Law fbo Joanna Cheng Koo	6/26/2017	BI	\$6,500.00	6/17/2021
Michael T Gibson fbo Hector Miranda Rivera	9/8/2018	BI	\$20,000.00	6/17/2021
Michael T Gibson fbo Maciel Miranda	9/8/2018	BI	\$15,000.00	6/17/2021
Osborne & Francis, PLLC. f/b/o Ahmad Bridges	12/13/2018	BI	\$15,000.00	6/17/2021
Bogin Munns and Munns fbo Lisa Kane	3/19/2018	BI	\$100,000.00	6/17/2021
Elias Lara	2/15/2021	PD	\$10,237.76	6/17/2021
Dan Newlin Injury Attorneys f/b/o Charles Poynor	10/21/2020	BI	\$8,000.00	6/24/2021
RTN Law fbo Brian Lawrence	12/5/2017	BI	\$7,500.00	6/24/2021
Morgan and Morgan fbo Syed Salaam	1/17/2019	BI	\$25,000.00	6/24/2021
Gary Boynton and Linda Connell	5/9/2013	WC	\$185,647.00	6/24/2021
Linda Connel	5/9/2013	WC	\$10,958.00	6/24/2021

LYNX Board Agenda

Information Item B

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Maurice Jones
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Notification of Sole Source Procurements Pursuant to Administrative Rule 4

Date: 7/22/2021

Pursuant to LYNX Administrative Rule 4, information is attached for the following Sole Source Procurements:

1. Trapeze Software Group, Inc./TripSpark



Sole Source Justification

DATE: March 12, 2021

REQUESTED BY: Doug Jamison, Senior ITS Developer, Innovation

SUBJECT: Trapeze CalAMPS for Computer Aided Dispatch vehicle monitoring

BACKGROUND: LYNX implemented Computer Aided Dispatch (CAD) in 2010 with Trapeze Software Group, Inc./TripSpark (Trapeze). Supervisor and support vehicles are tracked using hardware that communicates on the 2G cellular networks. Cellular providers have all discontinued the 2G and 3G networks with the LYNX cellular provider not supporting this service after December 31, 2020. LYNX has temporarily installed Trapeze Ranger 4 devices in the vehicles until the CalAMP devices can be procured and installed. While the Ranger 4 devices are able to provide the needed location information, they have additional functionality that is not needed and not used making this a temporary solution not sustainable in the long term. These Ranger 4 devices will be returned to use with fixed route buses once the CalAMP devices are in place.

SOLE SOURCE JUSTIFICATION: CalAMP LMU Telemetry Devices, model LMU2630LV-H000-G1000, are significantly less expensive than the Ranger 4 solution (approximately \$160 versus \$2,725). Unconfigured hardware can be obtained from vendors in the market, but require programming and configuration to work with the Trapeze Computer Aided Dispatch System.

Sourcing the equipment from a third-party vendor would require international delivery of the items to the Trapeze facility in Canada, then shipment from Canada to Florida. This would add a potential delay due to two border crossings and customs clearance. It also involves duplicated higher shipping costs due to the international destination. Trapeze would then program the devices at their hourly "bench" rate. Trapeze would also be required to provide installation support to LYNX, including ensuring the devices connect and report to the existing Computer Aided Dispatch system. If LYNX encountered an issue with a device requiring warranty service, it would require shipping to Trapeze to check the software, then if necessary shipping from Trapeze to the vendor, then back to Trapeze for programming (at a cost), and back to LYNX.

Sourcing the equipment directly from Trapeze removes the shipping cost to Trapeze. Devices are quoted as configured and programmed, not requiring hourly "bench" rate time. LYNX would also have warranty support from Trapeze should a device fail.

The LYNX Independent Cost Estimate (ICE) does not show a cost reduction for the project by sourcing from the open market. Prices were based on ordering the equipment from two third-party vendors including their shipping rates (Embeddedworks.net and Amazon.com).

From the FTA Circular 4220, Ch. VI, section 3.i. describes allowable reasons for a sole source. The statements above are true and meet the requirements.

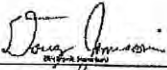
c) Substantial Duplication Costs. In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.

d) Unacceptable Delay. In the case of a follow-on contract for the continued development or production of a highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the recipient's needs.

The FTA lists an allowable reason for a sole source as including when production of highly specialized equipment or components awarded to another contractor would result in substantial duplication of costs. Using another contractor for hardware would require a substantial duplication of effort and associated costs as compared to procuring from Trapeze. The CalAMP telemetry devices would still need to be programmed by Trapeze and would require their support for the configuration and installation regardless of which contractor provides the equipment. The FTA also lists an allowable reason as unacceptable delay, which would likely be introduced by two international border crossings if LYNX were to directly procure the CalAMP telemetry devices with shipment to Trapeze.


COST/PRICE ANALYSIS: Trapeze is quoting a cost of \$15,309.00 for the project. The Independent Cost Estimate for the project is \$18,090.32.

CalAMP model LMU2630LV-H000-G1000 (internal GPS and modem) can be sourced unconfigured and unprogrammed for approximately \$160 each from Embeddedworks.net or from Amazon.com. The power harness model 5C908 is available for approximately \$15 each from the same sources. Shipping to Trapeze per Embeddedworks.net website order page would be \$245.16 for the lot, which would be doubled to account for shipping from Trapeze to LYNX. The order would require programming and configuration by Trapeze, estimated at \$165 "bench" rate per device. LYNX would require installation support from Trapeze regardless of how the equipment is sourced, estimated at \$4,000. See the Independent Cost Estimate for the breakout.




Doug Jamison

March 12, 2021
Date:



William "John" Slot, Jr.



Maurice A. Jones

Chief Innovation Officer

Date:

6/28/21

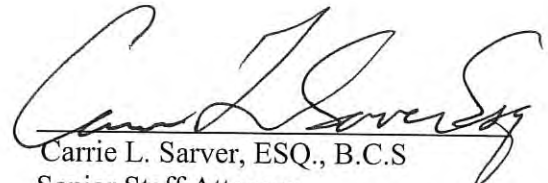
Manager of Procurement

Date:

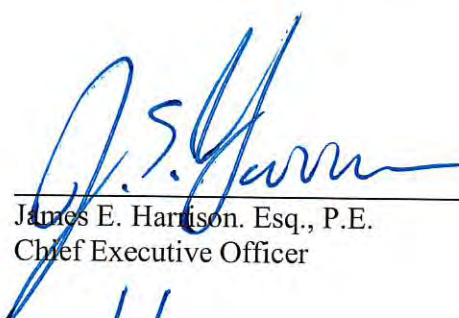
6/25/21


Bert Francis Leonard Antmann 6/25/21
Interim Chief Financial Officer

Date


Carrie L. Sarver, ESQ., B.C.S.
Senior Staff Attorney

7/8/2021
Date


James E. Harrison, Esq., P.E.
Chief Executive Officer

Date:

7/8/21

LYNX Board Agenda

Monthly Report A

To: LYNX Board of Directors

From: Matthew Friedman
Director Of Marketing Comm
Janet Vidal
(Technical Contact)

Phone: 407.841.2279 ext: 6206

Item Name: Communications Report

Date: 7/22/2021

LYNX Press Releases | Media Notes: June 2021

Jun 18	LYNX June 24 Board of Directors and Oversight Committee Meeting Information
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June 2021 – LYNX News Articles

To view the articles below please copy and paste the link into a browser.	
Jun 16	LYNX ASKING PUBLIC FOR PANDEMIC FEEDBACK Osceola News-Gazette
Jun 28	<u>Lynx and Votran see public bus ridership increase as new routes are mulled</u> Orlando Business Journal

LYNX Board Agenda

June 2021 – LYNX Social Media

Jun 1	<p>Whether you're returning or never stopped riding, we want you to travel with confidence knowing we will safely take you to your destination while providing clean transportation options.</p> <p>Response to question on whether masks are a requirement for the bus.</p> <p>Response to question about hiring bus operators.</p> <p>Response to concern about a damaged bus bench.</p> <p>Response to question about the mask mandate.</p>
Jun 2	<p>If you're new to riding LYNX, here are a few helpful tips to make the boarding process smoother.</p>
Jun 3	<p>Escape the heat and find some shade to help you cool down.</p> <p>Reminder that masks are mandatory on all buses and our facilities.</p>
Jun 4	<p>Donut you know, Lennox loves sweet things too!</p>
Jun 5	<p>Jazz hands! Wishing you a jazzy day.</p>
Jun 6	<p>Hop on and catch a ride with us today!</p>
Jun 7	<p>Has COVID-19 impacted your travel? Please take this brief survey to help us understand how COVID-19 has impacted how you travel.</p> <p>Response to comment about a speeding bus.</p> <p>Response to feedback about service.</p> <p>Response to positive feedback for providing service during the pandemic.</p>
Jun 8	<p>Some say it's mystic [It's electric Boogie woogie, woogie] You can't resist it [It's electric Boogie woogie, woogie].</p>
Jun 9	<p>As we approach the five-year remembrance of the Pulse tragedy, we wanted to share this memorial labyrinth located at Colonial town Square Park.</p> <p>Response to question about ACCESS LYNX tickets.</p>
Jun 10	<p>Already dreaming about the weekend? We're almost there! Happy Friday Eve!</p>
Jun 11	<p>Good day from Boxi Park Lake Nona where you can eat, drink, drink, enjoy live music and have a good time!</p> <p>Response to concern about a scheduled ACCESS LYNX pick up.</p>
Jun 12	<p>We honor and remember the 49 lives taken five years ago today.</p>
Jun 13	<p>We want to hear your thoughts! Please take a moment to fill out this brief survey to help us understand how COVID-19 has impacted how you travel.</p>
Jun 14	<p>Response to concern about a service pick up.</p>
Jun 15	<p>Good Tuesday morning from Old Town Station. Have a safe and pleasant day!</p> <p>FDOT District 5 needs your help understanding why people walk and bike, what barriers exist, and the improvements needed to make roadways better for walking and biking in Central Florida.</p>
Jun 16	<p>A look from the driver's seat of our electric bus. Check out that sleek, modern dashboard.</p> <p>The next service change is August 22.</p> <p>Response to question on whether we have a website link for the new Link 38 proposal?</p> <p>Response to question about using a credit card to purchase a bus pass on the bus.</p>

LYNX Board Agenda

Jun 17	Need to renew or acquire a LYNX Youth or AdvantAge ID card but can't get to the station during the week?
Jun 18	<p>It's Friday! Welcome to the weekend!</p> <p>The June 24 LYNX Oversight Committee and Board of Directors meetings will be open to the public with members attending in person.</p> <p>Service Alert Reminder: Due to the Orlando Pride game Sunday, 6/20, Church St. between Lime Ave. and Parramore Ave. as well as Central Blvd. between Westmoreland Dr. and Terry Ave. will be closed from 1:00p until 10:00p.</p> <p>Response to a concern about a bus operator taking a break.</p>
Jun 19	<p>The Lost and Found window will be open today (9a - 1p) for those who need a LYNX Youth or Advantage photo ID card.</p> <p>Today we commemorate 156 years since the Emancipation Proclamation was finally enforced in Texas.</p>
Jun 20	<p>Service Alert Reminder: Due to the Orlando Pride game today, Church St. between Lime Ave. and Parramore Ave. as well as Central Blvd.</p> <p>Today we celebrate all the dads and father-like figures out there. #HappyFathersDay!</p> <p>"Summer, summer, summertime Time to sit back and unwind..." #FirstDayofSummer.</p>
Jun 21	<p>Please see our Independence Day holiday schedule.</p> <p>Response to question on whether or not we are collecting fares.</p> <p>Response to concern about a lost phone.</p>
Jun 22	<p>Has COVID-19 impacted how you travel around Central Florida? Take the survey and let us know how it's changed for you.</p> <p>Service Alert: Due to the Orlando City Soccer Game today, Church St. between Lime Ave. and Parramore Ave. as well as Central Blvd.</p>
Jun 23	<p>Hey, Link 38 riders! Take a look at the map and schedule for the proposed express service to Universal Orlando and I-Drive resort area.</p> <p>Response to feedback that link 38 should go all the way down universal to destination instead of up international.</p> <p>Response to rider needing clarification on link 38 new proposed route vs old route.</p> <p>Response to question on whether link 38 will continue to stop between Kirkman and universal with the new service changes.</p> <p>Ride or glide. You have your choices of electric vehicles.</p> <p>Tomorrow's LYNX Oversight Committee and Board of Directors meetings will be open to the public with members attending in person.</p> <p>Hey, Link 38 riders! Take a look at the map and schedule for the proposed express service to Universal Orlando and I-Drive resort area.</p> <p>Response to question about a 7-Day bus pass.</p> <p>Response to complaint about operators not enforcing the mask mandate.</p>
Jun 24	It's not a bridge too far, it's right here in Orlando!
Jun 25	It's Friday and for some it's time to relax and unwind.
Jun 26	<p>Hurricane season officially began on June 1. As we prepare for what's in store for us this season, please stay informed and be sure to review our service policy.</p> <p>Response to questions about ACCESS LYNX service.</p>

LYNX Board Agenda

Jun 27	<p>Our survey about how your travel has been impacted by COVID will soon be closing.</p> <p>Response to question about ACCESS LYNX service.</p> <p>Response to complaint about Link 37 bus operator.</p> <p>Our proposed service change for August is now available.</p> <p>Response to feedback about service from Universal to Destination Parkway.</p> <p>Response to question about the proposed changes for Link 38.</p>
Jun 28	<p>Join us at LYNX Central Station this afternoon at 4p for a Public Hearing & Workshop to discuss the August proposed service change.</p> <p>LYNX will be operating a holiday schedule on Independence Day.</p> <p>Response to complaint about operators not enforcing the mask mandate.</p>
Jun 29	<p>Join us tonight, June 29 at 5p for a virtual public meeting to discuss the proposed service changes for August.</p> <p>In just one hour (5 p.m.), we will be live for our virtual public hearing and workshop about the proposed service changes for August.</p>
Jun 30	<p>Today is the last day to fill out the survey and tell us how COVID-19 has impacted how you travel.</p> <p>Service Alert: Streets around Lake Eola Park will be closed starting at 7:00 a.m. on Sunday, July 4 until 12:00 a.m. on Monday, July 5, for the 4th of July Fireworks at the Fountain.</p> <p>Service Alert: the bus stop near US 27, south of Cagan Crossings Blvd. has been relocated north to Cagan Valley Way (beside Starbucks) to better navigate through this area.</p> <p>Response to question about the Fourth of July day service schedule.</p>

LYNX ard Agenda

Social Media Usage	June 2021
Facebook Daily Total Reach: The number of people who have seen any content associated with our Page. (Unique Users)	25,076
Facebook Daily Total Impressions: The number of times any content from your Page or about your Page entered a person's screen. This includes posts, stories, check-ins, ads, social information from people who interact with your Page and more. (Total Count)	39,899
Total Facebook Posts	49
Facebook Engagement: The sum of reactions, comments and shares received by content associated with your Pages (for the selected timeframe). Includes comments from the author of the post.	1.1k Engagement: 826 Reactions, 161 Comments, 117 Shares
Total Tweets	59
Twitter Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes.	163 Engagement: 128 Likes, 22 Retweets, 13 Replies
Website Usage	
Total Page Views	335,135
Total User Visits	51,223

LYNX Board Agenda

Commuter Vanpool Program

Vanpool	June 2021
Vanpool Participants	525*
Total Revenue Miles	130,000*
New Vanpool	0
Returned Vanpools	3
Current Vans at Service	136
Pending Interests	Staffing Agencies
Events	None

*These are estimates, as data is not available until after the 21st day of following month.

Advertising Sales

Advertising Sales Revenue	June 2021	LYNX %	FY to Date Sales	FY to Date LYNX %
Sales Revenue	\$348,279.75	\$208,967.85	\$2,633,238.01	\$1,579,942.81

* TBD – reported by advertising agency on or after the 16th day of each month.

LYNX ard Agenda

Monthly Report B

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Monthly Financial Report - April 2021

Date: 7/22/2021

Please find attached the preliminary monthly financial report for the seventh month ending April 30, 2021.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
 STATEMENTS OF REVENUES AND EXPENSES
 For the Seven Months Ending Friday, April 30, 2021
 (UNAUDITED)

	As of 4/30/2021		% Actual compared to Budget
	Budget	Actual	
REVENUES			
Customer fares	7,898,726	8,096,550	103%
Contract services	3,513,070	3,660,072	104%
Advertising	1,674,365	1,493,889	89%
Interest & Other income	408,487	368,921	90%
Federal Revenue	2,695,718	1,501,180	56%
CARES Federal Revenue	27,363,653	24,739,374	90%
State Revenue	7,297,922	7,325,517	100%
Local Revenue	4,717,120	5,327,223	113%
Local Revenue Funding Partner	41,662,898	41,662,908	100%
TOTAL REVENUE	97,231,959	94,175,633	97%
EXPENSE			
Salaries, Wages & Fringe Benefits	49,416,783	49,604,120	100%
Other services	7,701,619	4,552,364	59%
Fuel	6,114,737	5,208,008	85%
Materials and supplies	5,736,410	3,756,020	65%
Utilities	922,704	778,803	84%
Casualty & Liability	2,094,141	2,206,969	105%
Taxes and licenses	348,873	343,510	98%
Purchased transportation services	15,519,373	13,111,283	84%
Leases & Miscellaneous	975,441	587,636	60%
Interest Expense	0	0	0%
TOTAL EXPENSE	88,830,081	80,148,714	90%
OPERATING GAIN/(LOSS)	8,401,878	14,026,920	167%

LYNX Board Agenda

Monthly Report C

To: LYNX Board of Directors

From: Bruce Detweiler
Interim Director Of Planning And Development
Bruce Detweiler
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: Planning and Development Report- June 2021

Date: 7/22/2021

STRATEGIC PLANNING, SERVICE PLANNING AND GIS:

Strategic Planning:

- Staff continued to support the update to the agency's Transit Asset Management (TAM) Plan; with efforts completed July 2021.
- Staff continued to work on the annual update to the Transit Development Plan and participated in the service change public hearings on June 28th and 29th to share highlights from the plan's update with the public.
- Staff have participated in multiple Source Evaluation Committee reviews to support the agency's various procurement efforts.
- At this July 2021 Board of Directors meeting, staff have brought forward a request to award a contract for the Southern Operations & Maintenance Facility site analysis and identification study.
- Staff are conducting interviews to fill vacancies for the GIS Analyst and Planning Technician positions, and hope to have new staff members available soon.

Service Planning:

- Staff is continuing work on the August service change scheduled to take effect on August 22, 2021.
- Conducted public hearings for the August service change on June 28 and 29.
- Staff is continuing the Bus Stop Assessment Program and making necessary adjustments to stops throughout the region
- Concluded the Orlando International Airport Late Night Bus Survey – over 160 responses gathered providing data that will be useful in making future service adjustments.

Geographical Information Systems (GIS)

- No updates

LYNX Board Agenda

Monthly Report D

To: LYNX Board of Directors

From: Bruce Detweiler
Interim Director Of Planning And Development
Bruce Detweiler
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: Ridership Report

Date: 7/22/2021

The attached monthly Performance Report includes May Year-To-Date figures for ridership and other performance indicators. Total ridership for May 2021 was 1,233,093. This is a 16.1% decrease from May 2020. On-Time Performance for Fiscal Year-To-Date 2021 is 79.1%.

- LYNX overall ridership increased by 314K, or 33.5%, compared to May 2020. Year-to-date ridership for FY-21 (9,156,539) decreased 29.9% compared to FY-20 (13,063,824)
- LYMMO ridership increased by 4K, or 12.4%, compared to May 2020. Year-to-date ridership for FY-21 (293,701) decreased 28.8% compared to FY-20 (412,721).
- Fixed Route ridership increased by 288K, or 33.9%, compared to May 2020. Year-to-date ridership for FY-21 (8,304,267) decreased by 30.1% compared to FY-20 (11,880,219).
- NeighborLink ridership increased by 500 or 9.9% compared to May 2020. Year-to-date ridership for FY-21 (48,658) decreased 29.8% compared to FY-20 (69,289).
- ACCESS LYNX ridership increased by 11K or 35.7% compared to May 2020. Year-to-date ridership for FY-21 (338,420) decreased 21.1% compared to FY-20 (428,929).
- Vanpool ridership increased by 9K, or 71%, compared to May 2020. Year-to-date ridership for FY-21 (171,493) decreased by 30.1% compared to FY-20 (245,451).
- There were no special events in May 2021.



May 2021 Service Performance Report

RIDERSHIP

Total Ridership by Mode						
	May-20	May-21	% Δ	YTD-20	YTD-21	% Δ
LYMMO	33,983	38,211	12.4%	412,721	293,701	-28.8%
Fixed Route	850,593	1,138,703	33.9%	11,880,219	8,304,267	-30.1%
NeighborLink	5,538	6,086	9.9%	69,289	48,658	-29.8%
ACCESS LYNX	32,274	43,790	35.7%	428,929	338,420	-21.1%
Vanpool	13,265	22,686	71.0%	245,451	171,493	-30.1%
Special Events	0	0	N/A	27,215	0	N/A
SYSTEM TOTAL	935,653	1,249,476	33.5%	13,063,824	9,156,539	-29.9%

May 2020:	22 Weekdays	4 Saturdays	4 Sundays
May 2021:	22 Weekdays	4 Saturdays	4 Sundays

Average Daily Ridership by Mode									
Mode	Weekday			Saturday			Sunday		
	May-20	May-21	% Δ	May-20	May-21	% Δ	May-20	May-21	% Δ
LYMMO	1,223	1,466	19.9%	746	820	9.9%	967	798	-17.5%
Fixed Route	30,629	42,452	38.6%	23,623	33,142	40.3%	19,984	20,660	3.4%
NeighborLink	232	249	7.3%	181	171	-5.5%	-	-	-
ACCESS LYNX	1,399	1,848	32.1%	650	866	33.2%	173	416	140.5%
Vanpool	613	280	-54.3%	183	135	-26.2%	113	8	-92.9%
SYSTEM TOTAL	34,096	46,295	35.8%						

1

LYNX ridership increased by about 314K, or 33.5%, compared to May 2020. System-wide average weekday riders increased by 35.8% year-to-date.

LYMMO ridership increased by 4K, or 12.4%, compared to May 2020. Average weekday ridership for LYMMO was up 19.9% in May 2021.

Fixed Route ridership increased by 288K, or 33.9%, compared to May 2020. Average daily ridership increased by 38.6% compared to the same time period last year. As the region is reopening from the COVID-19 pandemic, ridership is beginning to increase on fixed route.

NeighborLink ridership increased by about 500, or 9.9%, compared to May 2020. As the region reopens, ridership continues to increase.

ACCESS LYNX ridership increased by about 11K, or 35.7%, compared to May 2020. Ridership continues to increase as the region continues reopening.

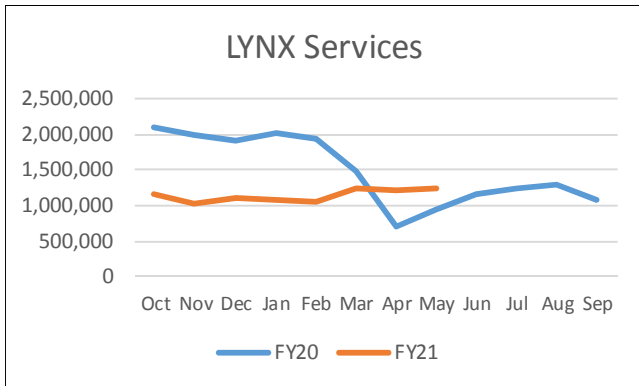
Vanpool ridership increased by about 9K, or 71.0%, compared to May 2020. Vanpool utilization continues to increase as the region begins to reopen.

*According to the U.S. Energy Information Administration, the average price of gasoline in the U.S. was \$1.88/gallon in May 2020 and \$2.98/gallon in May 2021. Historically, low gas prices can result in lower public transit ridership.

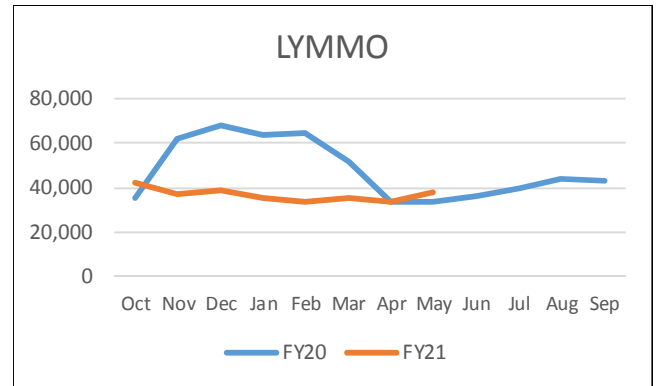


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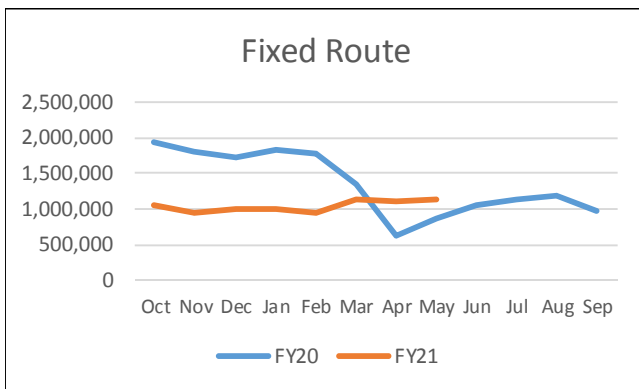
MONTHLY RIDERSHIP TRENDS BY MODE



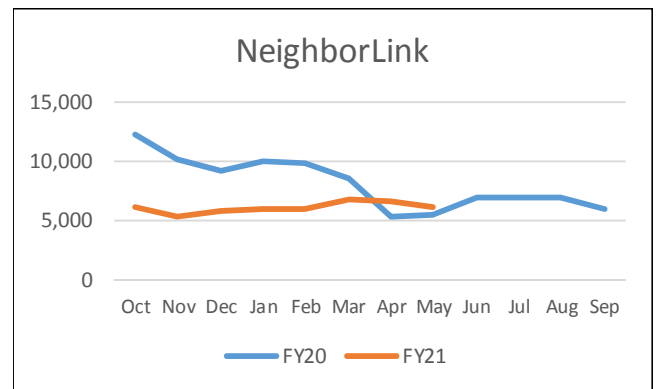
LYNX ridership increased by 33.5% compared to the same time last year. Average weekday riders increased by 35.8%.



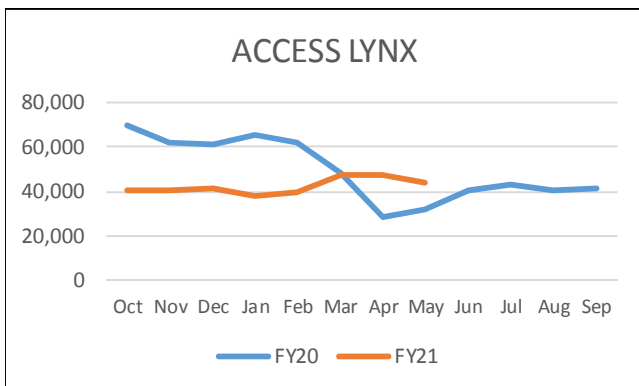
LYMMO ridership increased by 12.4% compared to the same time last year. Average weekday riders increased by 19.9%.



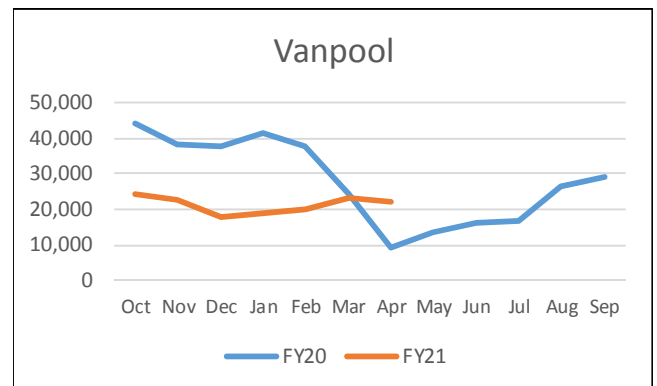
Fixed route ridership increased 33.9% compared to May 2020. Average weekday riders increased by 38.6%.



NeighborLink ridership increased 9.9% compared to May 2020. Average daily riders increased by 7.3%.



ACCESS LYNX ridership increased by 35.7% compared to May 2020. Average daily riders were up by 32.1%.



Vanpool ridership increased by 71.0%. Average daily riders decreased by 54.3% compared to May 2020.



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FY21 Monthly Modal Performance Data Sheet - May 2021

Month End Reporting	Ridership	Passengers per Trip	On-Time Performance	Farebox Recovery	National Transit Database Reportable Accidents	Complaints per 100,000 Miles	Total Trips Scheduled	Percentage of Scheduled Trips	Fleet Availability	Preventative Maintenance Inspection Completed on Time
LYMMO										
Oct	42,383	5	89%	Not Applicable	1	0.17	9,320	100%	16	100%
Nov	36,616	4	89%		0	0.14	8,780	100%	16	100%
Dec	38,943	4	88%		1	0.10	9,310	100%	15	99.6%
Jan	35,376	4	88%		0	0.28	8,962	100%	17	100%
Feb	33,198	4	87%		1	0.18	8,436	100%	23	98%
Mar	35,671	4	86%		0	0.11	9,489	100%	23	100%
Apr	33,303	4	87%		0	0.12	9,138	100%	23	99%
May	38,211	4	88%		0	0.13	9,141	100%	23	88%
Jun										
Jul										
Aug										
Sep										
YTD	293,701	4	87.7%		3	0.15	72,576	100%	20	98%
Fixed Route										
Oct	1,041,411	12	79%	11%	8	0.17	90,806	99%	278	100%
Nov	954,102	11	79%	11%	4	0.14	84,956	99%	282	100%
Dec	1,008,216	11	79%	12%	6	0.10	90,500	99%	290	99.6%
Jan	984,743	11	81%	11%	5	0.28	89,308	99%	299	100%
Feb	955,250	12	80%	13%	10	0.18	83,300	99%	296	98%
Mar	1,120,119	12	79%	11%	13	0.11	93,197	99%	296	100%
Apr	1,101,723	12	78%	14%	9	0.12	89,898	98%	292	99%
May	1,138,703	13	79%	14%	6	0.13	90,929	98%	279	88%
Jun										
Jul										
Aug										
Sep										
YTD	8,304,267	12	79.1%	12%	61	0.15	712,894	99%	289	98%



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FY21 Monthly Modal Performance Data Sheet - May 2021

Month End Reporting	Ridership	On-Time Performance	Collected Fares	NTD Reportable Incident	Complaints per 100,000 M	Fleet Availability	Preventable Maintenance Inspection Completed On-Time
NeighborLink							
Oct	6,128	100%	100%	0	5.4	91%	100%
Nov	5,325	100%	100%	0	2.1	87%	98%
Dec	5,836	100%	100%	0	5.1	83%	97%
Jan	6,012	100%	100%	0	7.3	90%	98%
Feb	5,908	100%	100%	0	5.4	84%	100%
Mar	6,738	100%	100%	0	4.8	85%	100%
Apr	6,625	100%	100%	0	4.9	96%	99%
May	6,086	100%	100%	0	5.5	97%	100%
Jun							
Jul							
Aug							
Sep							
YTD	48,658	100%	100%	0	5.1	89%	99%
ACCESS LYNX							
Oct	42,724	93.06%	99.75%	0	1.7	85%	100%
Nov	13,731	89.94%	99.89%	1	2.7	86%	98%
Dec	41,273	91.87%	99.77%	1	3.1	90%	97%
Jan	37,888	91.92%	99.83%	0	2.2	90%	98%
Feb	39,370	88.74%	99.83%	1	3.9	90%	100%
Mar	47,277	81.76%	99.81%	0	8.2	90%	100%
Apr	47,452	77.73%	99.83%	2	6.5	87%	99%
May	43,790	71.46%	99.87%	0	9.5	87%	100%
Jun							
Jul							
Aug							
Sep							
YTD	313,505	85.81%	99.82%	5	4.7	88%	99%



May 2021 Service Performance Report

Definitions of Metrics Used on the Monthly Performance Data Sheets

Ridership – The number of trips taken by people using a public transportation system in a given time period.

Passengers per Trip – The average number of passengers who ride on a revenue trip.

On-Time Performance – Refers to the level of success of the service operating according to the published schedule (LYNX defines a bus as on-time if it falls within 0 minutes early to five (5) minutes late of the published schedule).

Farebox Recovery – The percent of a trip's operating costs recovered through passenger fares.

National Transit Database (NTD) Reportable Accidents – A safety or security event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a transit maintenance facility or rail yard, during a transit related maintenance activity or involving a transit revenue vehicle that results in one or more of the following conditions:

- A fatality confirmed within 30 days of the event
- An injury requiring immediate medical attention away from the scene for one or more person
- Property damage equal to or exceeding \$25,000
- Collisions involving transit revenue vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle
- An evacuation for life safety reasons

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Complaints per 100,000 Miles – Total number of complaints received based off of every 100,000 vehicle miles.

Total Trips Scheduled – Number of vehicle revenue trips scheduled to operate for the month.

Percentage of Scheduled Trips Operated – Percentage of the total of the revenue trips that were actually operated for the month compared to the number that were scheduled to operate.

Fleet Availability – Shows the extent to which the bus vehicle fleet is available for revenue-earning work.

Preventative Maintenance Completed On Time – Percentage of the total number of scheduled preventive maintenance inspections that were completed on time.

Collected Fares – Percentage of fares collected from passengers to use the service.