

LYNX Oversight Committee Agenda

Meeting Date: 4/28/2022
Meeting Time: 11:00 AM

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

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

1. Call to Order

2. Approval of Committee Minutes

 Oversight Committee Minutes 3.24.22 Pg 3

3. Public Comments






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

4. Chief Executive Officer's Report


5. Finance & Audit Committee Report

6. Consent Agenda






A. Invitation for Bid (IFB)

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| i. |  Authorization to Issue an Invitation for Bid (IFB) for Roof Replacement at the LYNX Operations Center Building A, 2nd Floor | Pg 7 |
| ii. |  Authorization to Issue an Invitation for Bid (IFB) for HVAC Systems Replacement & Enhancement at the LYNX Central Station and LYNX Operations Center | Pg 9 |
| iii. |  Authorization to Issue an Invitation for Bid (IFB) for Installation of an Emergency Diesel Generator at LYNX Operations Center Expansion | Pg 11 |
| iv. |  Authorization to Issue an Invitation for Bid (IFB) for Renovation of the Tool Crib at LOC A and the Wellness Center at LOC B | Pg 12 |
| v. |  Authorization to Issue an Invitation for Bid (IFB) for Concrete and Drainage Replacement at LYNX Central Station and LYNX Operations Center | Pg 14 |

B. Award Contracts

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| i. |  Authorization to Negotiate and Award a Contract to Widener-Burrows & Associates, Inc. for a System-Wide Passenger Survey | Pg 16 |
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C. Miscellaneous

- i.  Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) for the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Fixed Route Electric Buses and NeighborLink Electric Vehicles and Associated Charging Equipment and Training Pg 18
- ii.  Board Ratification of a Grant Application Submitted to the Florida Department of Transportation (FDOT) FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Rural Areas for Ten (10) Fixed Route CNG Buses Pg 20
- iii.  Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies Pg 22
- iv.  Authorization to Enter into a Sole Source Agreement by Amending the Master Purchase Agreement and Annual Maintenance Support Agreement with Trapeze Software Group, Inc. Pg 24
- v.  Authorization to Conditionally Waive Section 6.4 of the CNG Vehicle Fuel Purchase Agreement Related to Continuing Performance Bond Requirement Pg 26

7. Discussion Items

- A.  Reserve Analysis Pg 28
- B.  Proposed FY2023 Operating Budget Pg 29

8. Action Items

- A.  Approval to Amend the FY2022 Operating Budget Pg 30

9. Other Business

10. 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
Oversight Committee Meeting Minutes

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

DATE: **March 24, 2022**

TIME: **11:00 a.m.**

Members in Attendance:

Viviana Janer, Chair, Commissioner,
Osceola County BoCC
Tanya Wilder, City of Orlando
Jo Santiago, FDOT
Renzo Nastasi, Orange County
Mary Moskowitz, Seminole County

Staff Members in Attendance:

James E. Harrison, Chief Executive Officer
Tiffany Homler-Hawkins, Chief Administrative Officer
William Slot, Chief Innovation Officer
Leonard Antmann, Chief Financial Officer
Dana Baker, Chief Operating Officer

1. Call to Order

Chair Janer called the meeting to order at 11:00 a.m.

2. Approval of Minutes

A motion to approve the February 24, 2022 Oversight Committee meeting minutes was made by Renzo Nastasi and seconded by Tanya Wilder. Motion carried unanimously.

3. Public Comments

No one requested to address the Committee.

4. Chief Executive Officer's Report

Jim Harrison, Chief Executive Officer, stated that LYNX staff has been busy with Open Houses for the Orange County Transportation Funding Initiative.

Ridership is increasing with three days of over 51,000 passengers per day. Ridership is up almost twenty percent more than last year at this time.

Two buses were unveiled on March 9 at a kickoff event for the 2022 Special Olympics to be held in June.

Tomorrow is the City of Orlando's Bike to Work Day led by Mayor Dyer. LYNX staff will be participating in this event.

The LYNX funding partners softball tournament will be held on March 26 in Altamonte Springs.

5. Finance & Audit Committee Report

Lenny Antmann, Chief Financial Officer, reported that the Finance and Audit Committee met on Thursday, March 10, 2022.

Rosemont Transfer Center renovations are now completed. The OPAGA audit will begin in May or June. In April, the Amended FY2022 budget will be presented to the Finance and Audit Committee along with a finalized version of the Reserve Analysis.

All Consent Agenda items and the one Action item were approved to move forward to the Oversight Committee.

The Discussion item on the Finance & Audit Committee agenda was regarding the FY2023 Operating Budget. Several scenarios were presented and discussion ensued amongst the Committee members. In April, the final version will be presented to the Finance Committee.

6. Committee Consent Agenda Items

Chair Janer 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.D.vi. 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) to Procure Legal Services for Risk Management
- ii. Authorization to Release a Request for Proposal (RFP) for NeighborLink Services

B. Invitation for bid (IFB)

- i. Authorization to Release an Invitation for Bid (IFB) for the Provision of Transit Bus Remanufactured Transmissions

C. Award Contracts

- i. Authorization to Negotiate and Award a Contract to Tolar Manufacturing Company, Inc. for the Manufacturing of Commercial Style Transit Shelters
- ii. Authorization to Negotiate and Award a Contract to Kimley-Horn and Associates for the Transit Development Plan (TDP) Major Update

D. Miscellaneous

- i. Authorization for LYNX Insurance Broker to Negotiate and Bind Coverage for First Party Property Insurance
- ii. Authorization to Dispose of Items Accumulated Through the Lost and Found Process
- iii. Authorization to Write Off Assets Pursuant to the September 30, 2021 Physical Inventory Count and Reconciliation

- iv. Authorization to Submit a Grant Application to the Florida Department of Environmental Protection (DEP) Under the Electric Transit Bus Project
- v. Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies
- vi. Authorization to Enter into the Third Amended and Restated Operations Agreement for the LYMMO Services with the City of Orlando

Renzo Nastasi made a motion to approve Consent Agenda items 6.A.i through 6.D.vi. Seconded by Tanya Wilder. Motion passed unanimously.

7. Action Items

- A. Authorization to Approve FY2021 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

Chair Janer recognized Lenny Antmann, Chief Financial Officer. Mr. Antmann stated according to Florida statute, a third-party audit firm must audit the financials annually. Mr. Antmann introduced Joel Knopp from MSL CPAs & Advisors to make the presentation.

Mr. Knopp stated that there were no significant findings, no corrected or uncorrected misstatements, and no new accounting standards were implemented. An unmodified opinion was issued.

Mary Moskowitz made a motion to Approve FY2021 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program. Seconded by Jo Santiago. Motion passed unanimously.

- B. Authorization to Implement April 24, 2022 Service Changes

Chair Janer recognized Bruce Detweiler, Interim Director of Planning, to make the presentation. Mr. Detweiler stated that the service change methodology was on workers accessing employment areas. The changes include schedule adjustments and route changes to improve efficiency. Some routes that utilize I-4 are now able to utilize the I-4 express lanes. Public hearings were held and notices were placed on the LYNX website, media sites and key bus stops and SuperStops.

Mary Moskowitz made a motion to Implement April 24, 2022 Service Changes. Seconded by Renzo Nastasi. Motion passed unanimously.

8. Other Business

Chair Janer recognized Renzo Nastasi. Mr. Nastasi thanked LYNX staff for helping Orange County with the Transit Plan associated with the Sales Tax Initiative. There have been six open houses, and several other meetings that were attended.

9. Adjourned

Meeting adjourned at 11:28 a.m.

Certification of Minutes:

I certify that the foregoing minutes of the March 24, 2022 Oversight Committee meeting are true and correct, approved by the Oversight Committee.

X

Assistant

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. i

To: LYNX Oversight Committee

From: Leonard Antmann
Chief Financial Officer
Lismar Matos Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Issue an Invitation for Bid (IFB) for Roof Replacement at the LYNX Operations Center Building A, 2nd Floor

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for the Roof Replacement Project at the LYNX Operations Center (LOC) Building A, 2nd Floor.

BACKGROUND:

Back in 2013, LYNX via AECOM had provided a thorough evaluation on roof conditions for the complete LOC A building. In 2014, LYNX via AECOM developed a set of plans and specifications that addressed all issues observed in the 2013 report for the roof area repair, but this work was not performed. Years after, a mold issue was observed in the LOC A, 2nd floor. In September 2021, LYNX declared this mold issue an emergency project. This initiated the Mold Source Evaluation and Recommendation Report provided in early January 2022 by AECOM. In this report, it was identified that the mold source was “due to prolonged water intrusion at the rooftop unit and the office location”, but source of the water leak in the office area was untraced and further investigation would be needed. LYNX immediately initiated correction for the rooftop unit (RTU) base and, after various corrections, the water leak was not corrected and there was still the untraced water leak coming into the office area.

On March 24, 2022, LYNX decided to execute a complete roof improvement to the LOC A, 2nd floor roof area via an Invitation for Bid (IFB) using an updated version of original AECOM's documents developed in 2013 and 2014 to meet current site conditions for a Commercial Roof Vendor to improve the roof conditions, stop the untraceable water leaks, and provide the much-needed enhancement above current conditions specifically in this roof area prior to continuing with the mold remediation and final interior repairs in the LOC A, 2nd floor (being requested as

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a separate board item). This will ensure that the area will not have any water leaks that could create a mold issue in the future, and that it is safe for employees to go back to work in this area.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The FY2022 Approved Capital Budget includes \$3,162,054 for HVAC Upgrades for all facilities which includes roof replacement at the LOC A facility. This project is 100% Federally funded.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. ii

To: LYNX Oversight Committee

From: Leonard Antmann
Chief Financial Officer
Lismar Matos Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Issue an Invitation for Bid (IFB) for HVAC Systems Replacement & Enhancement at the LYNX Central Station and LYNX Operations Center

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for HVAC Systems Replacement & Enhancement at the LYNX Central Station (LCS) and the LYNX Operations Center (LOC).

BACKGROUND:

LYNX operates out of two owned main facilities: the LYNX Central Station and Office Tower, and the LYNX Operations Center. The facilities have HVAC systems of different manufacturers and types that have met their useful life. The units are over fifteen (15) years old and have become failure prone, and increasingly costly and difficult to maintain. LYNX is seeking to replace the major components of the HVAC systems at both locations with systems of the same name brand manufacturer, with the latest high efficiency HVAC systems available for the building climate-controlled areas.

It is our goal to bid this project at the three (3) locations together due to the economies of scale, to attract more potential bidders, and to ensure same brand manufacturer for future service and maintenance benefit.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

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FISCAL IMPACT:

The FY2022 Approved Capital Budget includes \$3,162,054 for HVAC Upgrades at both the LCS Facility and the LOC Facility. This project is 100% Federally funded.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. iii

To: LYNX Oversight Committee

From: Leonard Antmann
Chief Financial Officer
Lismar Matos Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Issue an Invitation for Bid (IFB) for Installation of an Emergency Diesel Generator at LYNX Operations Center Expansion

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for the Installation of an Emergency Generator at the LYNX Operations Center (LOC) Expansion.

BACKGROUND:

Recently, LYNX has completed the construction of the LOC Expansion to serve Mobility Services. Initially, the project scoped a 30kW generator. A subsequent evaluation determined that this is sufficient to run the maintenance building but not the administrative building. Hence, an additional generator is necessary to provide zero downtime during a power outage event to the administration building, allowing LYNX to fulfill the mandate to be able to remain operational during emergencies.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The FY2022 Approved Capital Budget includes \$296,549 for Administration Building Generator at the LOC Expansion Facility. This project is 100% Federally funded.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. iv

To: LYNX Oversight Committee

From: Leonard Antmann
Chief Financial Officer
Lismar Matos Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Issue an Invitation for Bid (IFB) for Renovation of the Tool Crib at LOC A and the Wellness Center at LOC B

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for the Renovation Project to LYNX Operations Center (LOC) Building A Tool Crib and LYNX Operations Center (LOC) Building B Wellness Center.

BACKGROUND:

It is our goal to bid the two (2) projects together due to the possible economies of scale, and to attract more potential bidders.

LOC A Tool Crib Renovation

In 2014, AECOM had originally designed a Tool Crib Renovation Project at LOC A. Its scope consisted converting the existing tool crib and equipment storage areas into four (4) offices and a training area, but this project was not executed.

LYNX is now proposing two (2) offices, one (1) breakroom, a closed off Training/Conference Room area, and updating the original design and technical specifications to comply with current 2020 Florida Building Code. The project is anticipated to consist at a minimum of: architectural (new doors, glass windows, acoustical ceiling, and epoxy finish flooring), electrical (power outlets and data), and mechanical (air duct and fire sprinkler work).

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LOC B Wellness Center Renovation

In 2014, AECOM originally designed a Wellness Center renovation at LOC B. Its scope consisted of increasing the wellness center space area from 728 SQFT to 971 SQFT, but this project was not executed.

LYNX is now proposing updating original design and technical specifications to comply with current 2020 Florida Building Code. The project is anticipated to consist at a minimum of: architectural (a new wall, acoustical ceiling, rubber flooring installation), electrical (power outlets) and mechanical (air duct and fire sprinkler work),

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The FY2022 Approved Capital Budget includes \$632,774 for Tool Crib & Wellness Center Renovations. This project is 100% Federally funded.

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Consent Agenda Item #6.A. v

To: LYNX Oversight Committee

From: Leonard Antmann
Chief Financial Officer
Lismar Matos Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Issue an Invitation for Bid (IFB) for Concrete and Drainage Replacement at LYNX Central Station and LYNX Operations Center

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for Concrete and Drainage Replacement at LYNX Central Station (LCS) and LYNX Operations Center (LOC).

BACKGROUND:

LYNX is proposing three (3) construction improvements projects at the LYNX Central Station (LCS) and at the LYNX Operations Center (LOC). It is our goal to bid these three (3) projects together due to economies of scale, and to attract more potential bidders.

LCS Bus Facility Concrete Improvement: The concrete pavement at the LCS bus entrance from Amelia St. to the edge of the bus bays has experienced significant concrete failure over time. The scope of this project will correct the deficient state of the concrete curbs at the entrance and exit of LCS, improve the American with Disabilities Act (ADA) non-compliant ramps, installation of new reinforced concrete pavement and associated pavement markings.

LOC Bus Wash Exit Concrete & Drainage Improvements: The concrete located at the exit to the bus wash at LOC has experienced major failures. This project will correct the deficient state of concrete at the bus wash exit area by improving this area to include concrete demolition, new base/sub-base, new steel reinforcement, high early strength concrete, and surface water drainage improvement.

LOC Fuel Island Drain Improvement: The LOC fuel island has been experiencing significant drainage issues over the years, resulting in the drain line being grouted full where it connects to

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the main sanitary line. The goal of this project is to install a new drainage system to serve the fuel island and maintain environmental protection. The project will include concrete demolition, new sanitary drain, and new oil/water separator.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The FY2022 Approved Capital Budget includes \$525,052 for Concrete & Drainage Improvements at LCS & LOC. This project is 100% Federally funded.

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Consent Agenda Item #6.B. i

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6136

Item Name: **Authorization to Negotiate and Award a Contract to Widener-Burrows & Associates, Inc. for a System-Wide Passenger Survey**

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and execute a contract with Widener-Burrows & Associates, Inc., d.b.a. WBA Research, for a system-wide passenger survey. The total not to exceed cost is \$918,382.

BACKGROUND:

At the April 22, 2021, LYNX Board of Director's meeting, staff received authorization to issue a Request for Proposal (RFP) for a system-wide passenger survey. The RFP for this project, 22-R06, was released on November 23, 2021, with proposals due January 13, 2022.

LYNX is required by the Federal Transit Administration (FTA) to collect passenger demographic information at least every five years, per FTA Circular 4702.1B – "Title VI Requirements and Guidelines for Federal Transit Administration Recipients." This information is comprised of a system-wide on-board origin and destination passenger review and is a transit industry best practice.

Updates to LYNX's Title VI Program in 2023 and 2026 are driven by the data from this survey. The most recent system-wide passenger survey was completed in 2017 as part of an origin and destination customer survey that also supported the "After" study requirements for SunRail Phase 1. The 2017 system-wide passenger survey data was used in the 2017 and 2020 Title VI Program updates.

LYNX will leverage this information in support of the agency's corridor studies, the major update of LYNX's Transit Development Plan (TDP), and share the data with its partners as they conduct their own transportation studies. LYNX will coordinate with SunRail and FDOT staff to

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provide the collected survey information to also support the “After” study requirements for SunRail Phase 2.

The Source Evaluation Committee (SEC) public meeting was held on March 14, 2022, with the following results:

Proposer	Total Score	Ordinal Ranking
ETC Institute, Inc.	426	11
Warner Transportation Consulting, Inc.	370	14
Widener-Burrows & Associates, Inc. dba WBA Research	446	5

The SEC recommends that LYNX proceed with contracting with WBA Research to complete the system-wide passenger survey.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable for this activity.

FISCAL IMPACT:

The FY2022 Approved Operating Budget for Professional Services includes \$920,000 for a system-wide passenger survey.

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Consent Agenda Item #6.C. i

To: LYNX Oversight Committee

From: **Tiffany Homler Hawkins**
Chief Administrative Officer
Elvis Dovalles
(Technical Contact)
Prahallad Vijayvargiya
(Technical Contact)
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) for the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Fixed Route Electric Buses and NeighborLink Electric Vehicles and Associated Charging Equipment and Training**

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a grant application to the Federal Transit Administration (FTA) for the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program in the amount of \$15 million for twenty (20) fixed route electric buses and five (5) NeighborLink electric vehicles and associated charging equipment and training.

BACKGROUND:

On March 7, 2022, the FTA released a joint Notice of Funding Opportunity (NOFO) and availability of \$1.47 billion in competitive grants under both the FY2022 Low or No (Low-No) Emission Grant Program and the Grants for Buses and Bus Facilities (Bus & Bus Facilities) Competitive Program. An applicant may submit a low or no emission project to both programs or may choose to submit to only one of the two programs. If a project is submitted for consideration under both programs is selected for funding, the FTA will exercise its discretion to determine under which program the project will receive funding. Additionally, an applicant proposing a low or no emission project under both programs may include partnerships with other entities that intend to participate in the implementation of the project. Grant applications are due on May 31, 2022.

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The Low-No Program provides funding for the purchase or lease of zero-emission and low-emission transit buses as well as for the acquisition, construction or leasing of supporting facilities and equipment. The Bus & Bus Facilities Program authorizes the FTA to assist in the financing of buses and bus facilities capital projects including replacing, rehabilitating, purchasing, or leasing buses or related equipment and in rehabilitating, purchasing, constructing or leasing bus-related facilities. The maximum Federal share is 85% for leasing or acquiring buses, 90% for acquiring, installing, or constructing vehicle-related equipment or facilities, and 80% for other projects. Five (5) percent of the requested Federal award for zero-emissions projects must be used for workforce development unless the applicant explains why less funding is needed.

LYNX will submit one application to both programs for twenty (20) battery electric buses for five (5) NeighborLink electric buses and associated charging stations and training as summarized below. The application is for the cost of charging stations and the incremental cost of electric buses.

FTA Low-No and Bus & Bus Facilities Funding Request Approximately:	\$12,750,000
Local Match (Toll Revenue Credits) Approximately	\$ 2,250,000
Other Federal/State Funding Approximately	<u>\$13,000,000</u>
Total Project Cost Approximately	\$28,000,000

The application will be scalable down to ten (10) electric buses and five (5) NeighborLink electric buses and associated charging and training. This is based upon previous requests from the FTA for flexibility in grant submissions if needed due to funding allocations.

LYNX will work with the Center for Transportation and the Environment, the Orlando Utilities Commission, bus manufacturer Proterra, Inc., and ABC Companies, Inc. to develop and submit the grant application. Local match will consist of Toll Revenue Credits.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable for this activity.

FISCAL IMPACT:

LYNX staff will include the award of this program in the appropriate LYNX fiscal year budget upon confirmation of award and securing the local match.

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Consent Agenda Item #6.C. ii

To: LYNX Oversight Committee

From: **Tiffany Homler Hawkins**
Chief Administrative Officer
Elvis Dovalles
(Technical Contact)
Prahallad Vijayvargiya
(Technical Contact)
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Board Ratification of a Grant Application Submitted to the Florida Department of Transportation (FDOT) FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Rural Areas for Ten (10) Fixed Route CNG Buses**

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' ratification on a grant application submitted to the Florida Department of Transportation (FDOT) on April 25, 2022 for the Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Rural Areas. Rural FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities funding is managed by FDOT and all rural applications are packaged as part of a statewide application submitted by FDOT to the Federal Transit Administration (FTA).

BACKGROUND:

On March 7, 2022, the FTA released a joint Notice of Funding Opportunity (NOFO) and availability of \$1.47 billion in competitive grants under both the FY2022 Low or No (Low-No) Emission Grant Program and the Grants for Buses and Bus Facilities (Bus & Bus Facilities) Competitive Program. An applicant may submit a low or no emission project to both programs or may choose to submit to only one of the two programs. If a project is submitted for consideration under both programs is selected for funding, the FTA will exercise its discretion to determine under which program the project will receive funding. Additionally, an applicant proposing a low or no emission project under both programs may include partnerships with other entities that intend to participate in the implementation of the project. FDOT grant applications were due on April 25, 2022.

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The Low-No Program provides funding for the purchase or lease of zero-emission and low-emission transit buses as well as for the acquisition, construction or leasing of supporting facilities and equipment. The Bus & Bus Facilities Program authorizes the FTA to assist in the financing of buses and bus facilities capital projects including replacing, rehabilitating, purchasing, or leasing buses or related equipment and in rehabilitating, purchasing, constructing or leasing bus-related facilities. The maximum Federal share is 85% for leasing or acquiring buses, 90% for acquiring, installing, or constructing vehicle-related equipment or facilities, and 80% for other projects. 0.5 percent of the requested Federal award for projects must be used for workforce development unless the applicant explains why less funding is needed.

LYNX will submit one application to both programs for ten (10) CNG buses and training as summarized below. The application is for the cost of CNG buses.

FTA Low-No and Bus & Bus Facilities Funding Request:	\$ 5,506,615
Local Match (Toll Revenue Credits)	\$ 971,755
Total Project Cost	\$ 6,478,370

The application will be scalable down to five (5) CNG buses and training. This is based upon previous requests from the FTA for flexibility in grant submissions if needed due to funding allocations.

Local match will consist of Toll Revenue Credits.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

LYNX staff will include the award of this program in the appropriate LYNX fiscal year budget upon confirmation of award and securing the local match.

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Consent Agenda Item #6.C. iii

To: LYNX Oversight Committee

From: **Tiffany Homler Hawkins**
Chief Administrative Officer
Prahallad Vijayvargiya
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies**

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend sub-recipient awards to selected Human Services Agency projects and to enter into sub-recipient agreements with the selected applicants for Section 5310 Funding, a Federal Transit Administration (FTA) Program for the Enhanced Mobility of Seniors and Individuals with Disabilities.

BACKGROUND:

LYNX is the designated recipient of Section 5310 program funds for the Urbanized Orlando and Kissimmee areas. LYNX received Board authorization on December 9, 2021 to solicit Human Services Agency projects for the Urbanized Orlando and Kissimmee Section 5310 Program funds.

LYNX conducted a Section 5310 Virtual Grant Workshop on January 21, 2022 and each interested applicant was required to coordinate projects with ACCESS LYNX as the Community Transportation Coordinator (CTC). Project proposals were due February 18, 2022 and a multi-disciplinary team comprised by the Florida Department of Transportation, MetroPlan Orlando and ACCESS LYNX met to evaluate them.

APPLICATION EVALUATION:

A total of eight (8) proposals were received. Two (2) of the proposals were disqualified due to incomplete or missing documentation, and/or lack of authorized signatures. The other six (6) applications moved forward for evaluation.

LYNX Oversight Committee Agenda

Proposals were prioritized and notices of intent to award were issued. A pre-award monitoring phase will be conducted to ensure compliance with federal regulations and LYNX requirements. These projects will support the travel needs of the elderly and individuals with disabilities in the LYNX service area, targeted to provide cost-effective transportation options beyond paratransit and supporting regional transportation coordination while reducing resource demands on ACCESS LYNX.

LYNX proposes to provide Section 5310 sub-recipient funding, subject to Federal Transit Administration (FTA) grant awards for the respective agencies below, based on the Evaluation Committee recommendation:

Agency Name	Operating Funds	Vanpool Funds	Total
Special Hearts Farm	-	4,140.00	\$ 4,140.00
Quest	40,000.00	-	\$ 40,000.00
The Opportunity Center	62,604.09	-	\$ 62,604.09
Meals on Wheels	-	4,140.00	\$ 4,140.00
Primrose Center	182,235.00	-	\$ 182,235.00
	\$ 284,839.09	\$ 8,280.00	\$ 293,119.09

Funds will be provided to sub-recipients at 50% federal share under the Section 5310 grant program for operating and vanpool projects. In addition, a total of three (3) passenger vans w/o wheelchairs were requested. Vehicles will be transferred based on availability from LYNX annual retirements as follow: One (1) ten (10) passenger van to Special Hearts Farm and two (2) ten (10) passenger vans to Park Place Behavioral Health Care.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The FY2022 Approved Operating Budget includes \$300,000 for Sub-Recipient Agreements with Human Service Agencies.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.C. iv

To: LYNX Oversight Committee

From: Norman Hickling
Director Of Mobility Services
Norman Hickling
(Technical Contact)

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Enter into a Sole Source Agreement by Amending the Master Purchase Agreement and Annual Maintenance Support Agreement with Trapeze Software Group, Inc.

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a Sole Source Agreement by amending the Master Purchase Agreement and Annual Maintenance Support Agreement with Trapeze Software Group, Inc. (Trapeze) to add an amount not to exceed \$542,410 to upgrade to the Trapeze PASS software for the configuration, testing, and deployment of cloud managed services for ACCESS LYNX.

BACKGROUND:

Trapeze Group, Inc., is the sole manufacturer, developer, and provider of the reservation, scheduling and dispatch software currently used by Mobility Services for ACCESS LYNX. With this recommended software upgrade to the cloud managed services package, Mobility Services current version 15 software will be upgraded to version 21 software, thereby providing enhanced functionality for Mobility Services Representatives and an improved customer service experience for our passengers. Additionally, the upgrade will allow the possibility for future software integrations for flexible on-demand NeighborLink services with automated scheduling and routing utilizing this PASS software.

The project budget outlined below includes all licenses, implementation services and expenses for the PASS version 15 to version 21 upgrade.

LYNX Oversight Committee Agenda

ITEM	DESCRIPTION	YEAR 1	YEAR 2	YEAR 3
1	Implementation Services	\$72,449		
2	Expenses	\$2,025		
3	Cloud Platform One-time Setup Fee	\$59,757		
4	Map Upgrade	\$10,163	\$10,163	\$10,163
5	Trapeze Production Environment and Managed Services	\$82,349	\$86,466	\$90,789
6	Trapeze UAT Environment and Managed Services	\$16,224	\$17,035	\$17,887
7	322 PASS Licenses	\$18,631		
8	Maintenance for added PASS Licenses	\$3,726	\$3,912	\$4,108
*	Assessment and Training (Optional)	\$36,563		
	Total Cost	\$301,887	\$117,576	\$122,947

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The FY2022 Approved Operating Budget includes \$301,887 in contract maintenance service for the upgrades detailed above.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.C. v

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Conditionally Waive Section 6.4 of the CNG Vehicle Fuel Purchase Agreement Related to Continuing Performance Bond Requirement

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer or designee to conditionally waive Section 6.4 of the CNG Vehicle Fuel Purchase Agreement related to the continuing performance bond requirement.

BACKGROUND:

In January 2015, LYNX and Nopetro-Orlando, LLC (“Nopetro”) entered into a CNG Vehicle Fuel Purchase Agreement (the “Fuel Purchase Agreement”) pursuant to which Nopetro provides Compressed Natural Gas (CNG) for LYNX buses and other third parties. Under the Fuel Purchase Agreement Nopetro was to provide to LYNX a continuing performance bond which would guarantee to LYNX that it would receive fuel, and LYNX was given the opportunity to assess liquidated damages if the bond was not furnished. The bond was to be for a period of at least ten years, after which Nopetro could request that the bond requirement be waived. Nopetro has faithfully performed all of the fuel and services called for under the Fuel Purchase Agreement in the ensuing years since 2015.

Under section 12.2 of the Fuel Purchase Agreement, Nopetro may finance or refinance all or a portion of the cost to develop, construct, equip, operate, maintain, repair, expand, alter, and replace the Fuel Station. Nopetro now wishes to refinance its existing financing and LYNX's approval is required, not to be unreasonably withheld. In reviewing the refinancing request, no record of a continuing performance bond provided by Nopetro under the Fuel Purchase Agreement has been located.

LYNX Oversight Committee Agenda

As mentioned above, Nopetro has faithfully performed all of the fuel and services called for under the Fuel Purchase Agreement in the ensuing years. In light of this performance, staff requests authority to conditionally waive the requirement of a supply bond and waive liquidated damages, if any, that may have accrued, with the condition that LYNX, could reinstitute the requirement for the supply bond in the future as LYNX in its sole discretion, deems appropriate.

With this Board approval, staff has been advised by General Counsel that it can proceed to approve the Nopetro refinancing without further Board approval, assuming that the refinancing meets all other requirements of the Fuel Purchase Agreement.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

DBE participation is not required for this action.

FISCAL IMPACT:

There is no fiscal impact with the associated action.

LYNX Oversight mmittee Agenda

Discussion Item #7.A.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Reserve Analysis

Date: 4/28/2022

LYNX Staff will present the Reserve Analysis as of September 30, 2021.

LYNX Oversight mmittee Agenda

Discussion Item #7.B.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Proposed FY2023 Operating Budget

Date: 4/28/2022

LYNX Staff will present the Proposed FY2023 Operating Budget for presentation to the Counties.

LYNX Oversight Committee Agenda

Action Agenda Item #8.A.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Approval to Amend the FY2022 Operating Budget

Date: 4/28/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend the FY2022 Adopted Operating Budget.

BACKGROUND:

These changes will not result in any increase request from the funding partners.

LYNX Oversight Committee Agenda

FY2022 Operating Budget Amendment

	APPROVED FY2022	PROPOSED ADJUSTMENTS	PROPOSED AMENDED FY2022
REVENUES			
Customer Fares	\$ 18,480,166	\$ (1,516,857)	\$ 16,963,309
Contract Services	5,739,863	(606,881)	5,132,982
Advertising	3,550,000	(1,145,000)	2,405,000
Interest & Other Income	790,900	-	790,900
Federal Revenue	8,310,944	300,000	8,610,944
State Revenue	13,691,519	720,551	14,412,070
Local Revenue	9,037,152	1,035,035	10,072,187
Local Revenue Funding Partner	71,422,119	-	71,422,119
ARPA Federal Revenue	<u>44,000,000</u>	<u>1,414,879</u>	<u>45,414,879</u>
TOTAL REVENUE	\$ <u>175,022,663</u>	\$ <u>201,727</u>	\$ <u>175,224,390</u>
	APPROVED FY2022	PROPOSED ADJUSTMENTS	PROPOSED AMENDED FY2022
EXPENSE			
Salaries, Wages & Fringe Benefits	\$ 88,144,812	\$ 4,789,158	\$ 92,933,970
Other services	12,997,815	-	12,997,815
Fuel	12,158,746	-	12,158,746
Materials and Supplies	9,630,955	-	9,630,955
Utilities	1,717,676	-	1,717,676
Casualty & Liability	3,189,832	-	3,189,832
Taxes and Licenses	598,048	-	598,048
Purchased Transportation Services	31,468,965	-	31,468,965
Leases & Miscellaneous	1,670,104	-	1,670,104
Transfer to Reserves	<u>13,445,710</u>	<u>(4,587,431)</u>	<u>8,858,279</u>
TOTAL EXPENSE	\$ <u>175,022,663</u>	\$ <u>201,727</u>	\$ <u>175,224,390</u>
CHANGE IN NET POSITION	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>

LYNX Oversight Committee Agenda

Explanation of Changes:

Revenues:

Customer Fares - Ridership for both Fixed Route and Paratransit is not increasing at the projected rate originally budgeted. The Fixed Route adjustment reflects a change from 75% of FY19 actuals (pre-covid) to 70%, while the Paratransit adjustment reflects a change from 95% to 73%.

Contract Services – The adjustment is primarily on the Paratransit side, due to the TD Grant funding allocations methodology being readjusted.

Advertising Revenue – Advertising revenue has not rebounded as anticipated: the adjustment reflects the contract minimum guarantee.

State Revenue – Block grant award was higher than anticipated.

Federal Revenue – The \$300,000 increase is due to an additional NeighborLink 5310 Grant not previously budgeted.

Local Revenue – A new contract with Orange County was adopted in December 2021 to add service to the I-Drive Corridor.

Federal ARPA Revenue – An additional ARPA Rural Allocation was distributed as 5311 passthrough in the amount of \$1,414,879.

Expenses:

Salaries, Wages and Fringe/ Other Services – The adjustment for wages and fringe includes one-time market adjustments plus additional positions have been added to support the I-drive services, road ranger program and for training & diversity. Medical expense increases are also reflected in the adjustment.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The Amended FY2022 Operating Budget has been balanced from offsetting adjustments in other categories.