



**REGULAR MEETING  
OF THE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
NOVEMBER 19, 2019  
4:30 pm  
BREC Administration Building 6201 Florida Boulevard  
Commission Room  
Baton Rouge, LA 70806**

**AGENDA**

- I. CALL TO ORDER: Mr. Mark Bellue**
- II. ROLL CALL: Ms. Amie McNaylor**
- III. APPROVAL OF MINUTES OF OCTOBER 15, 2019 MEETING: Mr. Mark Bellue**
- IV. PRESIDENT’S ANNOUNCEMENTS: Mr. Mark Bellue**
- V. ADMINISTRATIVE MATTERS**
  - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VI. COMMITTEE REPORTS AND ANY ACTION THEREON**
  - 1. Finance & Executive: Mr. Mark Bellue**
  - 2. Technical, Policies & Practices: Dr. Peter Breaux (no meeting held)**
  - 3. Audit: Mr. Kahli Cohran (no meeting held)**
  - 4. Planning: Mr. Kevin O’Gorman**
  - 5. Community Relations: Ms. Linda Perkins (no meeting held)**
- VII. ACTION ITEMS**
  - 1. Consideration of approval of increase in Cortana Transit Center amenities contract**
- VIII. PUBLIC COMMENT**

## **IX. ADJOURNMENT**

**Individuals having questions regarding the meeting should contact Amie McNaylor, 225.389.8920, 2250 Florida Boulevard, Baton Rouge, LA 70802.**

**Individuals needing special accommodations during this meeting should contact Karen Denman (225) 389-8920, Ext. 1504, 2250 Florida Boulevard, Baton Rouge, LA 70802, no later than 4:00 p.m. on the Monday immediately preceding the Tuesday meeting.**



CAPITAL AREA TRANSIT SYSTEM

*Connecting you to what matters.*

**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
OCTOBER 15, 2019**

**4:30 p.m.**

**BREC Administration Building  
6201 Florida Boulevard  
Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Mr. Mark Bellue**

Mr. Bellue called the meeting to order.

**II. ROLL CALL**

Present at the meeting were Messrs. Bellue, Brandt, Breaux, Cohran, and Lambert Mss. Green, Perkins, and Pierre. Mr. O’Gorman was absent. Also present were Mr. Bill Deville, CEO; Mr. Charles Odingbe, DCEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

**III. APPROVAL OF MINUTES OF SEPTEMBER 17, 2019 MEETING**

Ms. Perkins moved to approve the minutes of the September 17, 2019, meeting and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

**IV. PRESIDENT’S ANNOUNCEMENTS**

Mr. Bellue reviewed the public comment process.

**V. ADMINISTRATIVE MATTERS**

**1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**

**Mr. Deville provided agency updates and noted that CATS has been running Touchdown Express for home football games.**

**CATS has completed repairs of the holes and cracks at the terminal and has installed new trash bins to enhance the aesthetics. The platform and surrounding areas have also been pressure washed.**

**Substantial work has been done to the new bus wash bays, and the agency is working on improved lighting. There will also be new paint for the walls. Holes in the bus parking area have been repaired.**

**Bus operators will debut new uniforms effective October 15<sup>th</sup>.**

**The agency is implementing an “inform not enforce” campaign with operators where their focus will be shifted to improving on-time performance as well as enhanced customer encounters.**

**After a successful and informative Planning Committee meeting on October 3<sup>rd</sup>, CATS has begun reaching out to the City-Parish to move forward with the I110 Transit Center.**

**CATS participated in the Senior Expo at the Raising Canes River Center on October 11<sup>th</sup> and will host the annual Healthy Blue Health Fair at the CATS Terminal on October 18<sup>th</sup>.**

**Mr. Jim Fight shared that the agency had interviews for bus operators on October 9<sup>th</sup> and hopes to have a training class begin at the end of October.**

**Ms. Dwana Williams shared that, in Operations, there are currently 129 active operators. There are 148 total operators and the remaining operators are on FMLA and light duty.**

**Ms. Williams noted that CATS had 220,042 passenger trips in September. There were 1.5 preventable accidents per 100,000 miles, and 674.25 trips cancelled for the month. The percentage of on-time trips was 57.89%, there were 60.4 complaints per 100,000 miles, and there were 4,970.7 mean miles between road calls for the month.**

**It was noted that some of the staff began a two-day run cut training class today that will make it possible for CATS to bring their scheduling capabilities in-house. There was discussion of the number of cadets in training and it was noted that 18 cadets will begin full-time driving in the next four weeks.**

**Mr. Deville shared that management has executed a 36 month lease for the 350 North Donmoor Avenue office building within the parameters approved by the Board at the September board meeting. Kudos to Ms. Thomas who aggressively negotiated the lease within the Board's parameters and was able to have the real estate firm allow immediate access to achieve what was needed to get employees moved as soon as possible.**

**Mr. Deville thanked Ms. Dargin and her Facilities staff for their tireless efforts in very hot conditions to remove items from the vacated site at 5700 Florida.**

**Mr. Deville and Ms. Thomas acknowledged Mr. James Lonnett and Mr. Cyril Hubbard for their tireless work moving the admin staff from 5700 to the new site at Donmoor.**

**Congressman Graves's office has scheduled a follow-up meeting to discuss the potential ride sharing pilot project for paratransit service that they have been working on.**

**CATS expects federal legislation regarding future acquisitions of BYD electric buses. While BYD has manufacturing plants in the United States and passes all "Buy America" requirements, the agency has been advised to monitor future legislation.**

**It was noted that the Service Implementation Team will begin meeting weekly to discuss the February 2020 service changes.**

**CATS is preparing a scope of work as well as a schedule for a Comprehensive Operational Analysis, and a Transit Development Plan is ongoing. There was discussion of the timeline of the COA as well as the intent of the analysis. It was noted that it would likely be a hybrid of in-house work and a consultant to determine where improvements need to be made. It will look at origin and destinations to design a system that fits the community. The Transit Development Plan will look at future service, up to twenty years in the future. This has not been done in the past.**

**CATS is participating in the Baker Park and Ride in conjunction with the City of Baker and CRPC. The project is in the property acquisition phase.**

**The triennial review is ongoing.**

**CATS has scheduled the NEPA workshop with FTA for Tuesday, October 29<sup>th</sup>.**

The award application is underway for the 2250 Florida/Florida Corridor TOD Grant application. The Bus and Bus Facilities FY 2020 grant award is awaiting USDOT project selections.

Mr. Deville shared that legal counsel advised that LSU and the Division of Administration have completed the process of notifying the previous owners of the intent to sell the property. The title search is underway and closing is anticipated shortly.

Construction continues and is nearing completion at the Cortana Transit Center.

Mr. Deville presented the September financials and noted that the total current assets as of September 30, 2019 are \$19,458,249. The total assets are \$50,068,362. The total current liabilities are \$5,746,061 and the total liabilities are \$11,784,097.

The operating expenses as of September 30, 2019 are \$2,485,827.

The total CATS-generated operating revenues as of September 30, 2019 are \$227,646. The total non-federal subsidies are \$1,467,373 and the total federal subsidies are \$1,284,984. The total operating subsidies are \$2,752,357.

It was noted that Finance is working on a schedule to close out the remaining audit information.

## **VI. COMMITTEE REPORTS AND ANY ACTION THEREON**

### **1. Finance and Executive: Mr. Mark Bellue**

Mr. Bellue referred the members to the highlights of the minutes of the October 10<sup>th</sup> meeting and shared the highlights. He noted the action items were presented to the F&E Committee and were unanimously recommended for approval by the board.

### **2. Technical, Policies and Practices: Dr. Peter Breaux**

Dr. Breaux noted the committee did not meet.

### **3. Audit: Mr. Cohran**

Mr. Cohran noted the committee did not meet.

### **4. Planning: Mr. Kevin O'Gorman**

Mr. Brandt gave a report in Mr. O’Gorman’s absence. He referred the members to the minutes of the committee’s October 3<sup>rd</sup> meeting and shared the highlights. He noted that there was discussion of the Two Year Capital Plan and Budget and that the committee members requested additional information. He let the members know the committee took no action on the proposed plan and budget. He shared that there was a BRT update and a transit center update. It was decided that the staff would pursue a downtown transit center at the I110 Underpass at Florida and they would renew discussions for a South Baton Rouge Transit Center with the Medical District.

**5. Community Relations: Ms. Linda Perkins**

Ms. Perkins referred the members to the minutes of the committee’s October 9<sup>th</sup> meeting in their packets and shared the highlights of the meeting. Ms. Perkins commended the staff on the press event and rollout of the electric buses.

Mr. Cooksey noted that CATS On Demand had 8,613 scheduled trips in September. Of those, 744 were cancellations and 379 were no shows, for a total of 7,490 completed trips.

Mr. Cooksey shared that there were four valid complaints for the month.

The on-time performance for the month was 86.9%.

There were three road calls for the month.

Mr. Deville and Mr. Cooksey discussed a new paratransit option, UServe, which provides same day service. It is currently being utilized in Florida and in Las Vegas.

**VII. ACTION ITEMS**

**1. Consideration of approval of health insurance policy for 2020**

Mr. Fight introduced Mike Williams of HUB International.

Mr. Williams noted that the proposed policy is a fifteen percent increase year over year, and this is partially related to the number of claims from the agency’s employees. The agency has several long term claimants that are impacting the claims projections for the upcoming year. There has also been a slight negative demographic change.

It was noted that there will be no increase in payroll deductions for employees because the plan will change. The agency is proposing to absorb that cost.

It was noted that the union leadership has reviewed the proposal and is supportive of it.

Mr. Brandt moved that the CEO is authorized to renew the health insurance policy with United Healthcare for 2020 that is set forth as option 3 in the HUB proposal and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was one from Yvette Rhines, ATU Local 1546 President. She had a question for Mr. Fight. Mr. Odimgbe informed the board that the union leadership previewed the proposal before it was presented to the F&E Committee. The motion passed unanimously with no abstentions.

**2. Consideration of approval of Erika Green absences**

Mr. Abadie noted that it is a requirement of the state statute and the CATS Board bylaws that a board member may not miss two of any three consecutive, regularly scheduled board meetings without having their absences approved by the board. Ms. Green was required to miss the August and September meetings.

Mr. Brandt moved that the following resolution be adopted and Ms. Perkins seconded the motion.

**RESOLUTION OF CATS BOARD OF COMMISSIONERS  
APPROVING ABSENCES OF ERIKA GREEN**

WHEREAS, state law in Revised Statutes 48:1456E provides that a member of the CATS Board of Commissioners “shall be deemed to have abandoned his office upon failure to attend two of any three consecutive regularly scheduled meetings without an excuse approved by a resolution of the board at its next regular meeting”; and

WHEREAS, it was necessary for Erika Green to be absent from the board meetings held on August 20, 2019, and September 17, 2019;

**BE IT RESOLVED** by the Board of Commissioners of Capital Area Transit System that it approves the absences of Erika Green from its meetings held on August 20, 2019, and September 17, 2019.

**VIII. PUBLIC COMMENT**



**There were no public comments.**

**IX. ADJOURNMENT**

**Mr. Cohran moved to adjourn the meeting and Mr. Lambert seconded the motion. The motion passed unanimously with no abstentions.**

DRAFT

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## EXECUTIVE STAFF

**Bill Deville**  
*Chief Executive Officer*

**Charles Odingbe**  
*Deputy Chief Executive Officer*

**Dwana Williams**  
*Chief Operations Officer*

## EXECUTIVE REPORT

**November 2019**

**Bill Deville and Executive Staff**

### AGENCY UPDATES: *Bill Deville*

- CATS, along with the City-Parish and Build Baton Rouge, has been awarded the BUILD grant for \$15 million. The agency was informed of the award on Wednesday, November 7<sup>th</sup>, by Congressman Garret Graves, and the official announcement was made the following day.
- CATS is concluding the process to procure ERP software for the agency and plans to bring a recommendation to the CATS Board in December.
- Work is beginning on the revisions for the CATS Strategic Plan and those revisions will be brought to the Planning Committee when they are complete.
- CATS has planned a Don't Drink and Drive event for New Year's Eve. In partnership with Healthy Blue, the agency will be extending fixed route service until 2:30am on New Year's Eve night. Passengers will be able to ride the system for free from midnight until 2:30am. More information on this event will be forthcoming.
- CATS is working with the City-Parish, the Louisiana Housing Corporation, and St. Vincent de Paul for their annual Thanksgiving Day lunch at the Raising Cane's River Center. The agency will provide a shuttle to take members of the community to the River Center to participate in the event.
- CATS employees are hosting a potluck lunch on Friday, November 15<sup>th</sup> at the Maintenance Shop. The event will be from noon until 6pm, and our Board members are welcome to join in at their convenience.

### HUMAN RESOURCES: *Jim Fight*

- CATS will have open enrollment for benefits from November 14<sup>th</sup> through 22<sup>nd</sup>.
- Open enrollment will have a new component, a Benefit Fair, where providers will be onsite to answer employee questions.
- Flu shots for employees will be offered on Friday, November 15<sup>th</sup> and again on Tuesday, November 19<sup>th</sup>.

### OPERATIONS AND MAINTENANCE: *Dwana Williams*

- We currently have 129 active operators working. There are 139 total operators; the remaining operators are on FMLA and light duty.
- See attached Performance Measures.

### CEO NOTES: *Bill Deville*

- The CATS proposed 2020 budget has been posted on the CATS website for public inspection and the board members will be contacted to meet regarding the budget prior to the December F&E and Board meetings.
- CATS attended a meeting requested by Congressman Graves and his staff with BRAF, where paratransit stakeholders were present. The meeting was productive and the agency looks forward to working with the ARC.

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- CATS was invited by the Mayor of Baker and CRPC to participate in several meetings to review updated conceptual designs for the proposed Baker Park and Ride and how it would function within the parameters of the mixed-use development: retail, hotel, and apartments. Baker Mayor Waites also held a media event, and the CEO was invited to participate and be interviewed for the project.
- CATS was invited by the BRC Housing leadership to attend BR Choice – Neighborhood Key Implementation, where a mixed-use housing project at the former Earl K. Long site was discussed.
- Southern University is beginning an inclusive planning initiative that will create a community-driven vision for the Baton Rouge campus and the surrounding Scotlandville community. There will also be an implementation strategy, and CATS has been identified as a key leader in expressing views and advancing the project.
- The Complete Streets Technical Advocacy Committee is proposing updates to their cross sections and would like to obtain feedback from the technical committee as outlined in the 2014 City-Parish Complete Streets Policy.
- CATS was invited to attend the Build Baton Rouge Plank Road Master Plan reveal on November 5<sup>th</sup>, where the agency was recognized for our role in advancing this project. BBR's President and CEO expressed his appreciation for the collaboration from the beginning with CATS on this revitalization effort.

### ON CALL SERVICES: *Pearlina Thomas*

- CATS solicited a Request for Proposals for On Call Services to expand the breadth of resources available to provide a variety of services. A number of interested vendors submitted proposals to provide services in the following areas:
  - Corporate Affairs
  - General Administrative Support
  - Information Technology
  - Marketing and Advertising
  - Operations
  - Planning
  - Procurement
  - Project Development and Delivery
- A Proposal Evaluation Committee evaluated proposals on the following criteria:
  - Staff/Firm experience
  - Proven ability
  - Technical requirements
  - Approach to the project
  - Proposer qualifications
  - References and performance records
  - Proposer price and fees schedule
- With consideration of the PEC scores and after evaluation, the agency is reporting on the on call proposal submittals.

### PLANNING AND PROGRAM DEVELOPMENT:

- CATS and the City-Parish received notice of an award of \$15 million from the U.S. Department of Transportation BUILD grant program for the entire ten-

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## EXECUTIVE STAFF



mile Plank-Nicholson Corridor. CATS is now revising the scope, schedule, and budgets for the BRT projects.

- NEPA and preliminary engineering are underway for the ten-mile Plank-Nicholson BRT corridor. It has been determined a Categorical Exclusion is the appropriate level of environmental review. A Finding of No Significant Impact (FONSI) is anticipated by March 2020.
- HNTB, the engineers for the project, conducted a NEPA Environmental workshop on October 29<sup>th</sup> to update stakeholders on the project. State Historic Preservation Office (SHPO) representatives were in attendance for the workshop as they will be part of the NEPA process. FTA and SHPO are coordinating the Section 106 review process for historic and potentially historic resources along the corridor.
- The Florida BRT project is in its early stages and will be refined based on the BUILD award.
- The project will require environmental review and preliminary engineering.
- Funding for construction of the project has yet to be determined and obtained.
- FTA officials and CATS staff toured the Florida BRT corridor on October 30<sup>th</sup>.

### **FACILITIES PLANNING: *Bill Deville***

#### **North Baton Rouge Transit Center:**

- Legal counsel indicated the title attorney is working to clear an old lien on the property; the timeline to clear the lien is not known at this point.

#### **East Baton Rouge Transit Center – Cortana-Walmart Transit Center:**

- Construction is substantially complete, with only minor items remaining.
- Cameras are being installed and a punch list has been developed.
- CATS staff is completing the timeline to begin revenue service and have an unveiling of the new site.

#### **Downtown Baton Rouge West Transit Center:**

- CATS staff made FTA Region VI officials aware of the move to the I110 Underpass at Florida and they have indicated they will help where possible with the relocation.
- Planning staff will begin work on developing the Preliminary Engineering (PE) for the project, and it is possible that analyses of previously considered sites may be sufficient for the initial feasibility and site selection of I110.
- CATS staff will begin outreach to the Downtown Development District, LaDOTD, and other stakeholders to begin negotiations regarding ownership and co-locations with the current users.

#### **Medical District South Baton Rouge Transit Center:**

- CATS Board member Laurence Lambert offered to assist the agency with locating a suitable site in the Medical District for this project through his association with key stakeholders.

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## EXECUTIVE STAFF



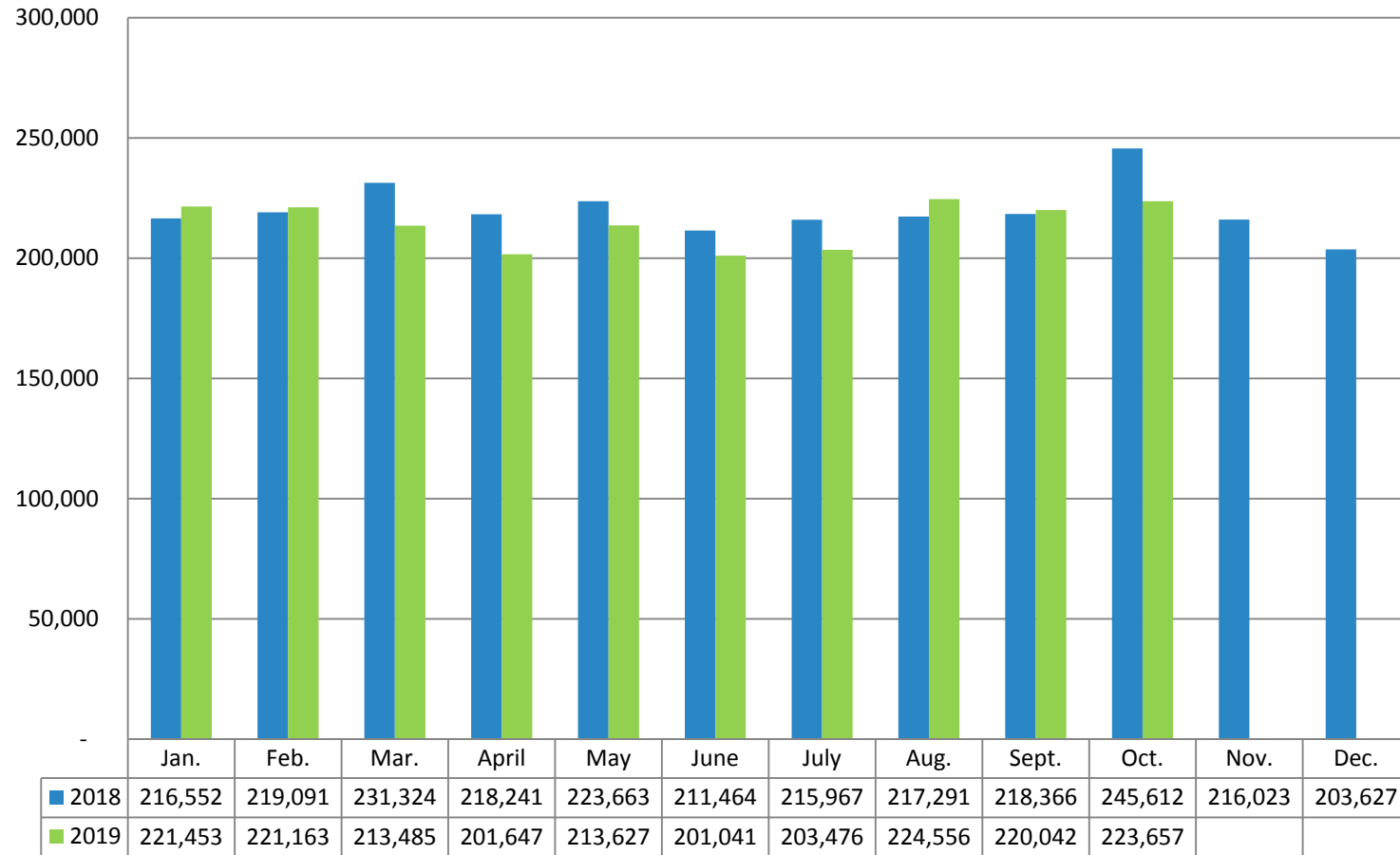
### OFFICE FACILITIES: *Bill Deville*

- CATS administrative staff has relocated to the 350 North Donmoor office from the AOM facility at 2250; there are some items remaining at the new site due to the urgency of the relocation. Some of the remaining items include:
  - Cubicles in large, open areas
  - Wiring for cubicles and other spaces
  - Seeking federal funding due to the nature of the former office building's sudden shutdown in August.

### Finance: *Mr. John Cutrone*

- See attached financial report.

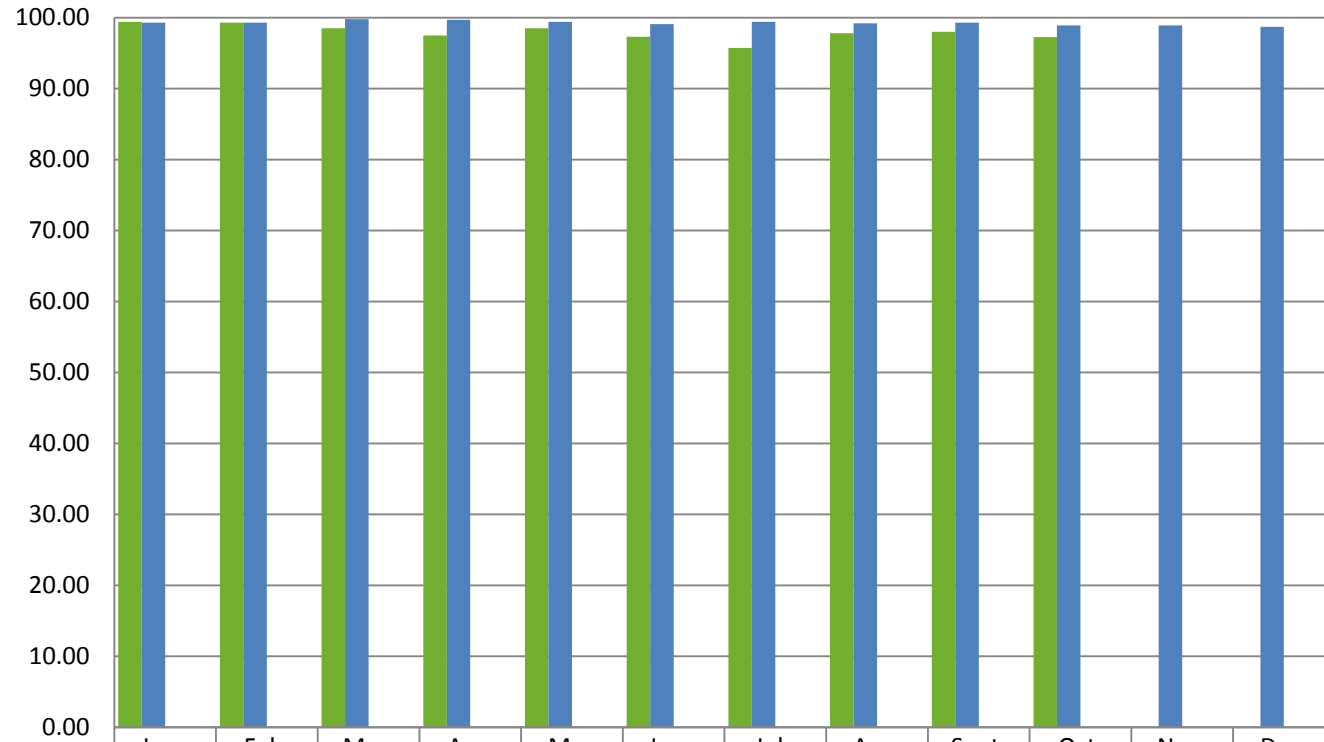
## Ridership





## % Trips Operated 2018-2019

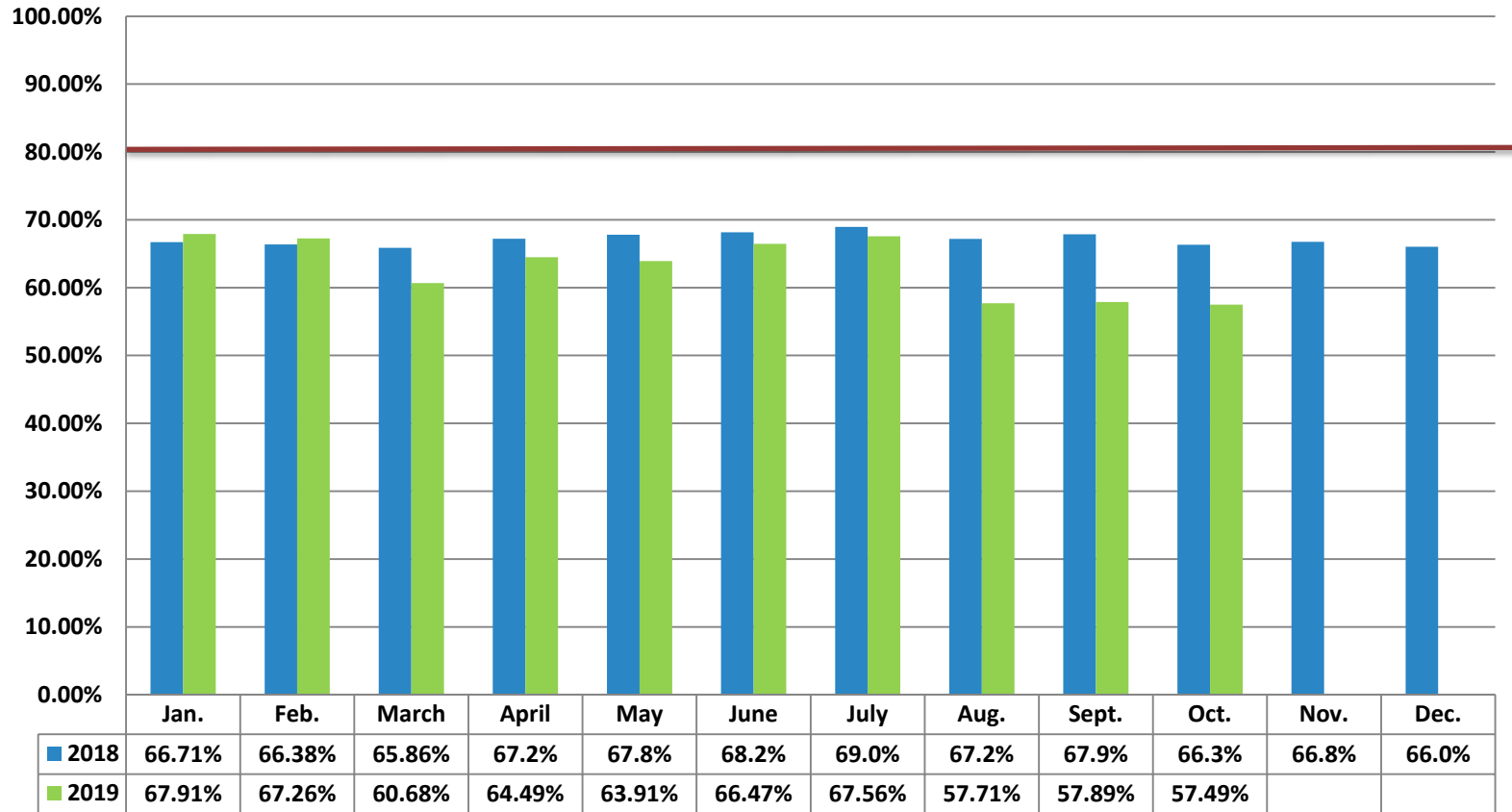
Percentage of Trips Operated



■ 2019 % of Scheduled Bus Trips Operated	99.40	99.30	98.50	97.50	98.50	97.30	95.73	97.80	98.00	97.27		
■ 2018 % of Scheduled Bus Trips Operated	99.30	99.30	99.80	99.70	99.40	99.10	99.40	99.20	99.30	98.90	98.90	98.70
2018 Cancelled Bus Trips	229.5	240.3	66	93	201	293	194	264	216	326	339.4	385
2019 Cancelled Bus Trips	173.6	200.35	511.3	827.45	498.25	889.75	1,419.	746.75	674.25	907.10		



## On-Time Performance

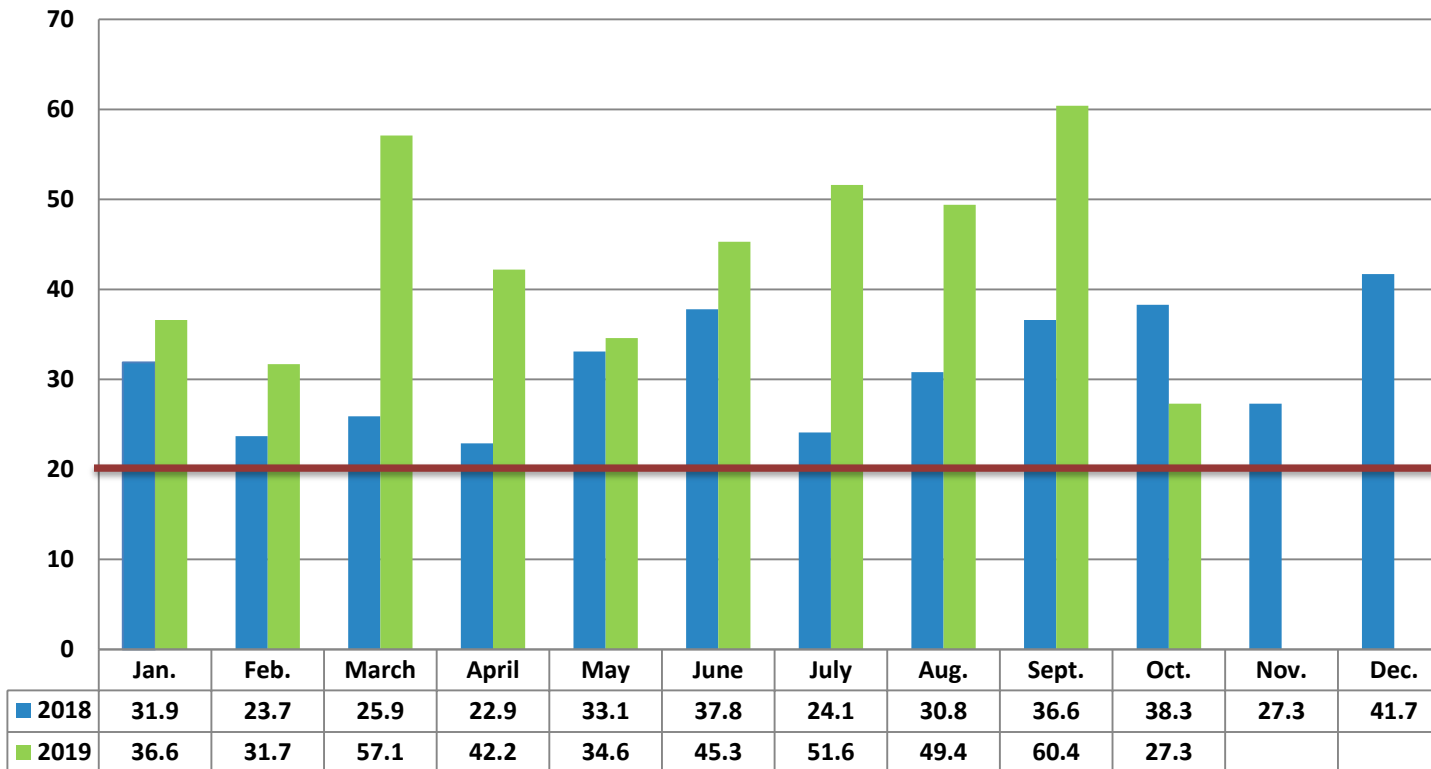


**\*Target 80% On-Time Performance**

*Note: On-Time performance is measured at scheduled timepoints which represent 6.78% of the total system bus stops*

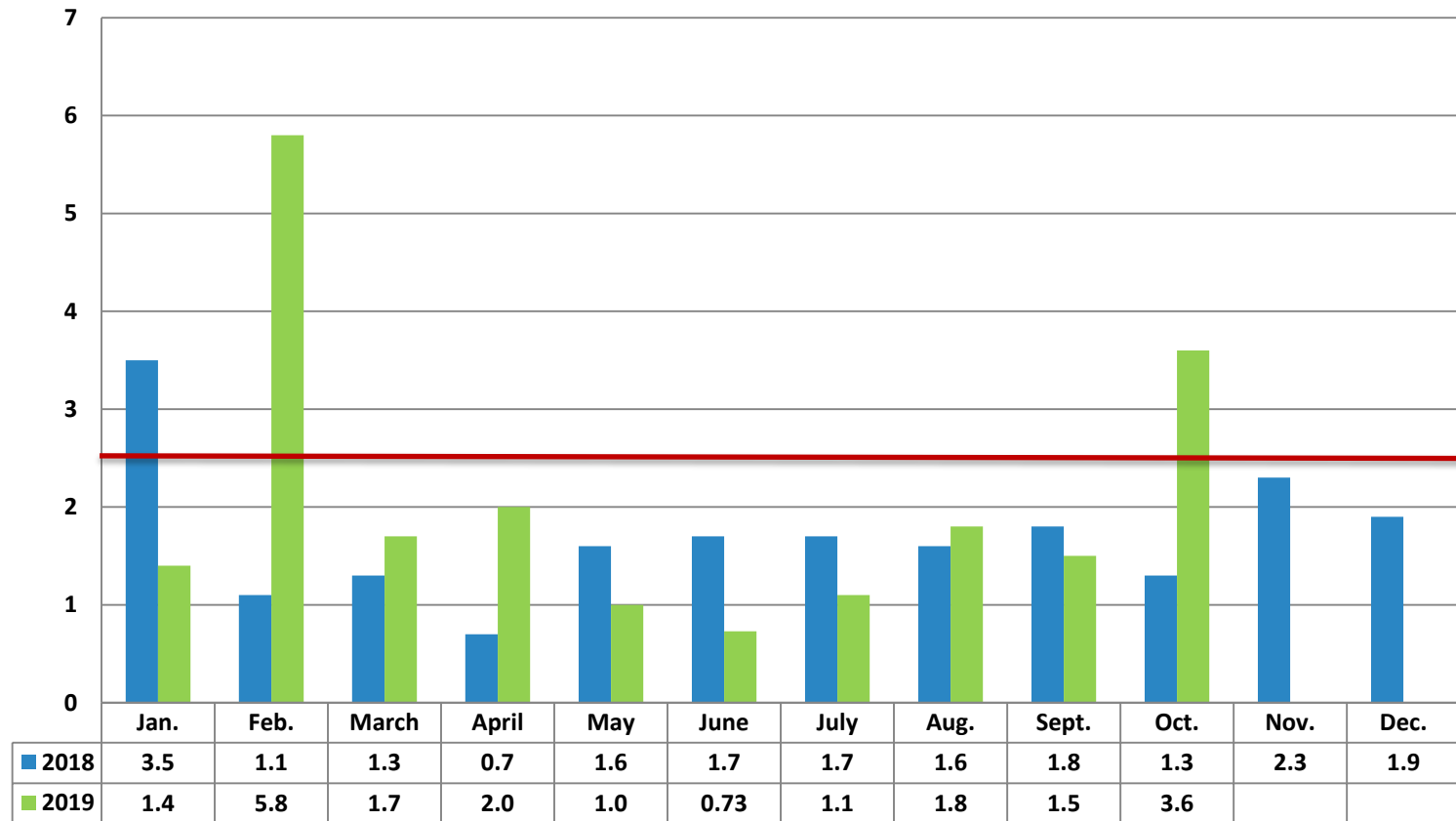


## Customer Contacts Per 100,000 Boardings



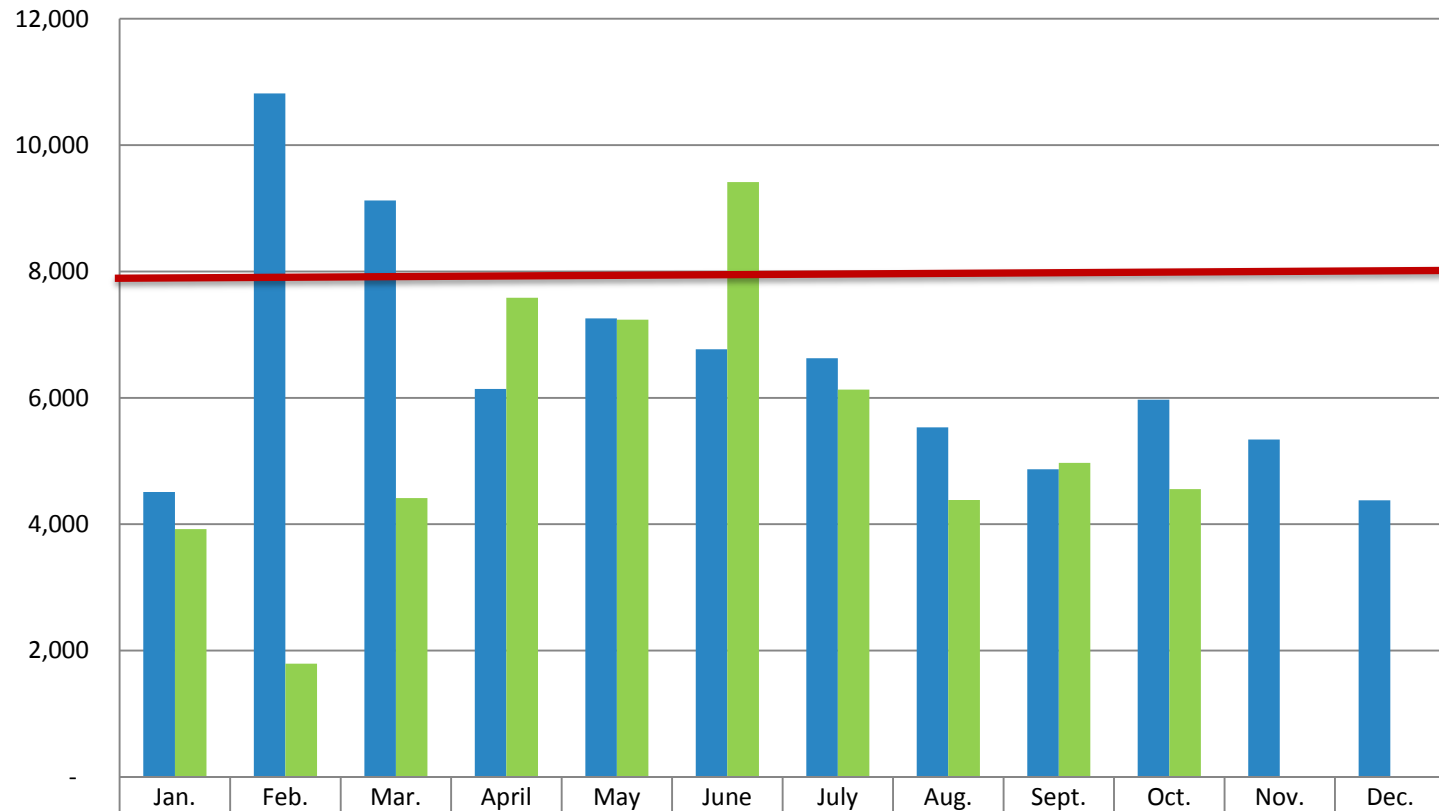
\*Target less than 20 Customer Contacts per 100,000 Boardings

## Preventable Accidents per 100,000 Miles



\*Target 2.5 Preventable Accidents Per 100,000 Miles

## Mean Miles Between Road Calls



■ 2018 Mean Miles Bet. Road Calls
■ 2019 Mean Miles Bet. Road Calls

Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
4,511	10,818	9,125	6,141	7,259	6,768	6,628	5,533	4,871	5,971	5,341	4,378
3,922	1,792	4,415	7,583	7,237	9,414.5	6,130.1	4,382.7	4,970.8	4,554.5		

**Capital Area Transit System  
Balance Sheet  
October, 2019**

**10/31/2019    10/31/2018**

**ASSETS**

<b>Current Assets:</b>		
Cash and Cash Equivalents	1,967,425	(176,807)
Accounts Receivable	642,547	370,062
Property Tax Receivable	17,300,802	17,291,859
Due from Governments	339,802	816,528
Notes Receivable	0	0
Interest and Dividends Receivable	0	0
Inventory	129,585	721,178
Prepaid Expenses and Other Assets	639,468	132,657
<b>Total Current Assets:</b>	<b>21,019,629</b>	<b>19,155,476</b>
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	376,272	694,618
Total Restricted Assets:	376,272	694,618
Investments	0	0
Net Pension Asset, Long-Term	1,466,268	490,522
Equipment, Net	27,776,011	20,392,232
<b>Total Assets</b>	<b>50,638,181</b>	<b>40,732,848</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current Liabilities</b>		
Accounts Payable and Accrued Expenses	4,854,369	583,284
Accrued Payroll and Tax Liabilities	270,158	(318,255)
Accrued Interest (Bus Lease)	(0)	(0)
Note Payable	0	0
Accrued Compensated Absences	424,440	142,274
Claims Payable and Related Liabilities	855,488	883,056
Capital Lease Payable	220,482	(328,137)
Deferred Revenue (Grants/Prop Tax)	(0)	5,232,785
Other Current Liabilities	0	0
<b>Total Current Liabilities</b>	<b>6,624,937</b>	<b>6,195,007</b>
<b>Long-Term Liabilities</b>		
Note Payable, Less Current Portion	0	0
Accrued Compensated Absences, Less Current Portion	0	266,320
Capital Lease Payable, Less Current Portion	2,788,983	3,938,590
Estimated Liabilities	3,249,053	1,192,231
<b>Total Long-Term Liabilities</b>	<b>6,038,036</b>	<b>5,397,141</b>
<b>Total Liabilities</b>	<b>12,662,973</b>	<b>11,592,148</b>
<b>Net Assets:</b>		
Investments in Capital Assets, Net of Related Debt	24,766,546	16,781,779
Restricted Cash and Cash Equivalents		
Unrestricted	13,208,662	12,358,921
<b>Total Net Assets:</b>	<b>37,975,208</b>	<b>29,140,700</b>
<b>Total Liabilities And Net Assets</b>	<b>50,638,181</b>	<b>40,732,848</b>

Capital Area Transit System

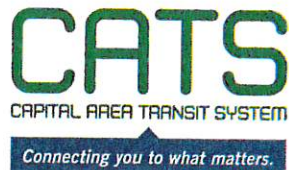
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Statement of Operating Budget vs. Actual

For the Period Ended October, 2019

	Current Month			Year to Date			2019 Approved Annual Budget
	Budget	Actual	Var. Amount	Budget	Actual	Var. Amount	
Operating Expenses							
Labor	\$907,132	\$802,859	\$104,273	\$9,071,320	\$8,102,461	\$968,859	\$10,885,584
Fringe Benefits	\$540,182	\$523,551	\$16,630	\$5,401,816	\$5,603,094	(\$201,278)	\$6,482,179
Total Labor and Fringe Benefits	\$1,447,314	\$1,326,411	\$120,903	\$14,473,136	\$13,705,555	\$767,581	\$17,367,763
Casualty and Liability	\$140,540	\$143,450	(\$2,910)	\$1,405,398	\$1,359,629	\$45,769	\$1,686,478
Services	\$149,226	\$221,553	(\$72,327)	\$1,492,258	\$2,134,159	(\$641,902)	\$1,790,709
Purchased Transportation	\$187,500	\$195,166	(\$7,666)	\$1,875,000	\$1,998,031	(\$123,031)	\$2,250,000
Materials & Supplies	\$227,770	\$380,807	(\$153,037)	\$2,277,698	\$3,530,098	(\$1,252,400)	\$2,733,238
Utilities	\$22,667	\$15,482	\$7,185	\$226,667	\$140,517	\$86,149	\$272,000
Miscellaneous Expenses	\$61,650	\$100,342	(\$38,692)	\$616,499	\$892,577	(\$276,078)	\$739,799
Leases and Rentals	\$13,333	\$15,406	(\$2,073)	\$133,333	\$61,278	\$72,056	\$160,000
Total Operating Expenses	\$2,249,999	\$2,398,617	(\$148,618)	\$22,499,989	\$23,821,845	(\$1,321,856)	\$26,999,987
Operating Revenues							
Passenger Paid Fares	\$141,803	\$161,611	\$19,809	\$1,418,025	\$1,467,298	\$49,273	\$1,701,630
Special Transit Fares (Contract)	\$25,943	\$20,966	(\$4,977)	\$259,433	\$189,136	(\$70,296)	\$311,319
ADA/Paratransit Revenue	\$7,667	\$11,682	\$4,015	\$76,667	\$82,193	\$5,526	\$92,000
Advertising Revenue	\$61,054	\$79,375	\$18,321	\$610,539	\$526,846	(\$83,693)	\$732,647
Interest Income	\$13,515	\$127	(\$13,388)	\$135,153	\$135,381	\$229	\$162,183
Other Agency Revenue	\$14,947	\$104,293	\$89,346	\$149,472	\$234,281	\$84,809	\$179,366
Total Operating Revenues	\$264,929	\$378,055	\$113,126	\$2,649,288	\$2,635,135	(\$14,152)	\$3,179,145
Operating Shortfall/Subsidy Required	(\$1,985,070)	(\$2,020,562)	(\$35,492)	(\$19,850,701)	(\$21,186,710)	(\$1,336,009)	(\$23,820,842)
Federal, State & Local Subsidies)							
Non Federal Revenue							
Hotel/Motel Tax	\$104,235	\$774,673	\$670,438	\$1,042,352	\$1,692,874	\$650,521	\$1,250,823
Parish Transportation Fund	\$45,833	\$0	(\$45,833)	\$458,333	\$412,500	(\$45,833)	\$550,000
Property Tax Revenue	\$1,467,373	\$1,467,373	\$0	\$14,673,725	\$14,673,725	\$0	\$17,608,470
Total Non Federal Subsidies	\$1,617,441	\$2,242,046	\$624,605	\$16,174,411	\$16,779,099	\$604,688	\$19,409,293
Federal Operating Subsidies							
FTA - Preventive Maintenance	\$348,879	\$641,904.00	\$293,025	\$3,488,791	\$5,033,748	\$1,544,957	\$4,186,549
FTA - Planning	\$18,750	\$0	(\$18,750)	\$187,500	\$288,040	\$100,540	\$225,000
Total Federal Subsidies	\$367,629	\$641,904	\$274,275	\$3,676,291	\$5,321,788	\$1,645,497	\$4,411,549
Total Operating Subsidies	\$1,985,070	\$2,883,950	\$898,880	\$19,850,701	\$22,100,887	\$2,250,185	\$23,820,842
Net Operations Balance +/-	\$0	\$863,388		\$0	\$914,176		\$0

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



EXECUTIVE STAFF

**Pearlina Thomas**  
CATS Interim CAO  
[pearlina@brcats.com](mailto:pearlina@brcats.com)

**CATS BOARD APPROVAL REQUEST:**

P.O. #2018051

*Ref - MONROE & GORIE*

Date: November 7, 2019

*R*

Department requesting approval: Procurement

Project Manager: Garrick Rose

Project/Contract: Architectural & Engineering Design Services for  
Cortana/Walmart Interim Transit Hub Improvements

Project/Contract Date(s): September 1, 2019 through April 30, 2020

Renewal options (Yes/No): Yes

If yes, what year/option: NA

Budgeted project (Yes/No): Yes

Grant(s) Funded (Yes/No): No

**Project/Contract Summary:** This document summarizes the procurement process and documents reasons to recommend an award of a Contract Amendment for CATS to continue the referenced Design Services for Cortana/Walmart Interim Transit Hub Improvements.

The purpose of the Contract Amendment is to increase the contract total by \$6,227.50 for this firm to provide additional administrative services for the Architectural & Engineering (A&E) Design Services for Cortana/Walmart Interim Transit Hub Improvements Contract.

The Contract was issued as Purchase Order 2018051 for Architectural & Engineering (A&E) Design Services for Cortana/Walmart Interim Transit Hub Improvements, originally awarded for \$12,625.00, commencing on April 16, 2018 and ending on July 16, 2018.



2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



EXECUTIVE STAFF

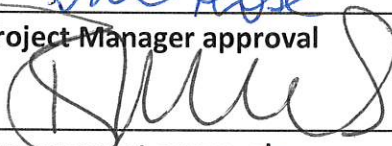
The original contract sum for Engineering Services:	\$12,625.00
Net change by previously authorized additional services:	<u>\$34,195.00</u>
The contract sum prior to this change authorization:	\$46,820.00

The contract sum increased by this proposal:	\$6,227.50
--	------------

The NEW contract sum is NOT TO EXCEED:	\$53,047.50
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CATS Procurement and the Project Manager recommend approval to increase this contract by \$6,227.50 for a new total of **\$53,047.50**.

  
\_\_\_\_\_  
Project Manager approval

  
\_\_\_\_\_  
Procurement approval

  
\_\_\_\_\_  
CEO approval

**OCTOBER 2019 GENFARE RECORDED RIDERSHIP AND REVENUE PER ROUTE BY TYPE OF DAY**

		RIDERSHIP				REVENUE			TOTAL	
Route Number	Route Name	Weekday	Saturday	Sunday		Weekday	Saturday	Sunday	Ridership	REVENUE
8	Gus Young Ave / BRCC	2,888	487	313		\$1,286.27	\$227.56	\$142.37	3,688	\$1,656.20
10	Scenic Hwy / Southern University	8,018	519	470		\$3,798.59	\$254.64	\$241.21	9,007	\$4,294.44
11	Northside Circulator / 72nd Ave / Scotlandville	3,580	458	304		\$2,488.68	\$273.00	\$165.50	4,342	\$2,927.18
12	Government St / Jefferson Hwy	6,190	617	509		\$2,442.12	\$259.45	\$190.52	7,316	\$2,892.09
14	Thomas Delpit Dr / Roosevelt St	4,937	648	389		\$2,580.29	\$314.79	\$218.94	5,974	\$3,114.02
15	Glen Oaks / Blount Rd / Crestworth	2,015	357	160		\$1,262.52	\$206.68	\$122.42	2,532	\$1,591.62
16	Capitol Park Shuttle	208	No service	No service		Free service	No service	No service	208	\$0.00
17	Perkins Rd	9,356	945	680		\$4,709.18	\$474.09	\$367.42	10,981	\$5,550.69
18	Tigerland / Cortana Mall	6,794	843	699		\$3,957.53	\$370.02	\$348.42	8,336	\$4,675.97
20	North Acadian Thwy	8,373	789	946		\$4,850.94	\$404.71	\$489.16	10,108	\$5,744.81
21	Fairfields Ave	6,882	768	623		\$3,870.47	\$401.11	\$321.69	8,273	\$4,593.27
22	Winbourne Ave	7,363	693	663		\$4,290.87	\$351.10	\$344.29	8,719	\$4,986.26
23	Foster Dr	4,291	409	285		\$2,709.29	\$246.81	\$154.99	4,985	\$3,111.09
41	Plank Rd	17,469	2,325	1,558		\$10,006.30	\$1,093.75	\$732.21	21,352	\$11,832.26
44	Florida Blvd	22,795	3,418	2,560		\$11,131.89	\$1,468.92	\$1,132.65	28,773	\$13,733.46
46	Cortana / Gardere / L'auberge	6,835	872	726		\$4,778.29	\$575.34	\$499.85	8,433	\$5,853.48
47	Highland Rd / LSU	22,370	1,813	1,866		\$11,402.80	\$789.22	\$894.50	26,049	\$13,086.52
54	Airline Hwy North / Metro Airport / Southern University	10,714	1,077	743		\$6,412.36	\$596.08	\$403.73	12,534	\$7,412.17
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	14,303	1,699	1,158		\$10,305.36	\$957.40	\$743.74	17,160	\$12,006.50
58	Coursey Blvd / O'Neal Ln / Ochsner	4,880	450	No service		\$2,916.66	\$228.79	No service	5,330	\$3,145.45
59	East Florida Blvd / O'Neal Ln / Ochsner	4,509	476	402		\$3,193.26	\$249.45	\$194.88	5,387	\$3,637.59
60	Medical Circulator	1,109	85	42		\$480.46	\$28.34	\$18.50	1,236	\$527.30
70	CATS Terminal / Southern University / Baker	4,142	527	283		\$2,875.17	\$282.56	\$135.25	4,952	\$3,292.98
72	Florida Blvd Limited Stops	6,346	No service	No service		\$2,280.53	No service	No service	6,346	\$2,280.53
80	Southern University Shuttle / Jag Train	1,636	No service	No service		Free service	No service	No service	1,636	\$0.00
										\$121,945.88
	<b>Total</b>	<b>188,003</b>	<b>20,275</b>	<b>15,379</b>		<b>\$104,029.83</b>	<b>\$10,053.81</b>	<b>\$7,862.24</b>	<b>223,657</b>	<b>\$121,945.88</b>



OCTOBER 2019 COMPARED TO OCTOBER 2018

		2019		2018		DIFFERENCE	
#	ROUTE NAME	RIDERSHIP	REVENUE	RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	3,688	\$ 1,656.20	3,576	\$ 1,712.49	112	\$ (56.29)
10	Scenic Hwy / Southern University	9,007	\$ 4,294.44	8,953	\$ 4,201.88	54	\$ 92.56
11	Northside Circulator / 72nd Ave / Scotlandville	4,342	\$ 2,927.18	4,299	\$ 2,996.99	43	\$ (69.81)
12	Government St / Jefferson Hwy	7,316	\$ 2,892.09	8,498	\$ 3,158.99	-1,182	\$ (266.90)
14	Thomas Delpit Dr / Roosevelt St	5,974	\$ 3,114.02	5,184	\$ 2,721.86	790	\$ 392.16
15	Blount Rd / Crestworth (began service 02/24/2019)	2,532	\$ 1,591.62	0	\$ -	2,532	\$ 1,591.62
16	Capitol Park Shuttle	208	Free service	19	Free service	189	\$ -
17	Perkins Rd	10,981	\$ 5,550.69	13,381	\$ 6,789.88	-2,400	\$ (1,239.19)
18	Tigerland / Cortana Mall	8,336	\$ 4,675.97	8,608	\$ 4,756.24	-272	\$ (80.27)
20	North Acadian Thwy	10,108	\$ 5,744.81	11,005	\$ 6,612.11	-897	\$ (867.30)
21	Fairfields Ave	8,273	\$ 4,593.27	6,070	\$ 3,636.92	2,203	\$ 956.35
22	Winbourne Ave	8,719	\$ 4,986.26	7,211	\$ 4,071.57	1,508	\$ 914.69
23	Foster Dr	4,985	\$ 3,111.09	4,285	\$ 2,678.80	700	\$ 432.29
41	Plank Rd	21,352	\$ 11,832.26	22,519	\$ 12,499.61	-1,167	\$ (667.35)
44	Florida Blvd	28,773	\$ 13,733.46	38,506	\$ 17,353.23	-9,733	\$ (3,619.77)
46	Gardere / OLOL / L'auberge (ended service 02/23/2019)	0	\$ -	6,788	\$ 4,829.24	-6,788	\$ (4,829.24)
46	Cortana / Gardere / L'auberge (began service 02/24/2019)	8,433	\$ 5,853.48	0	\$ -	8,433	\$ 5,853.48
47	Highland Rd / LSU	26,049	\$ 13,086.52	29,836	\$ 14,602.20	-3,787	\$ (1,515.68)
50	Glen Oaks Circulator (ended service 02/23/2019)	0	\$ -	2,007	\$ 1,362.51	-2,007	\$ (1,362.51)
52	Baker Circulator (ended service 02/23/2019)	0	\$ -	1,312	\$ 1,043.04	-1,312	\$ (1,043.04)
54	Airline Hwy North / Southern University / Metro Airport	12,534	\$ 7,412.17	11,132	\$ 6,538.85	1,402	\$ 873.32
55	East Florida Blvd / SF BREC (ended service 02/23/2019)	0	\$ -	3,327	\$ 2,217.13	-3,327	\$ (2,217.13)
56	Mall to Mall / Drusilla Ln / Tara Blvd (ended service 02/23/2019)	0	\$ -	4,518	\$ 2,378.19	-4,518	\$ (2,378.19)
57	Sherwood Forest Blvd / Greenwell Springs Rd	17,160	\$ 12,006.50	14,855	\$ 10,672.35	2,305	\$ 1,334.15
58	Coursey Blvd / O'Neal Ln / Ochsner	5,330	\$ 3,145.45	6,041	\$ 3,679.12	-711	\$ (533.67)
59	East Florida Blvd / O'Neal Ln / Ochsner	5,387	\$ 3,637.59	5,147	\$ 3,033.64	240	\$ 603.95
60	Medical Circulator	1,236	\$ 527.30	736	\$ 403.22	500	\$ 124.08
70	CATS Terminal / Southern University / Baker	4,952	\$ 3,292.98	6,316	\$ 3,239.56	-1,364	\$ 53.42
72	Florida Blvd Limited Stops	6,346	\$ 2,280.53	6,206	\$ 1,900.70	140	\$ 379.83
80	Southern University Shuttle	1,636	Free service	5,078	Free service	-3,442	\$ -
103	Airport / Downtown Express (ended service 02/23/2019)	0	\$ -	199	\$ 138.81	-199	\$ (138.81)

TOTAL PASSENGERS & REVENUE	223,657	\$ 121,945.88	245,612	\$129,229.13	-21,955	-\$7,283.25
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RIDERSHIP BY TYPE OF PASSENGER CATEGORY FOR SEPTEMBER 2019		
PASSENGER TYPE	PASSENGER FARE	RIDERSHIP
BASE FARE	\$ 1.75	28,711
LOUISIANA STATE UNIVERSITY (LSU)	\$ -	13,819
SOUTHERN UNIVERSITY (SU)	\$ -	6,643
BATON ROUGE COMMUNITY COLLEGE (BRCC)	\$ -	3,746
ELDERLY & HANDICAPPED/DISABLED	\$ 0.35	27,218
YOUTH (5 to 18 YEARS OLD)	\$ 0.35	170
HIGH SCHOOL STUDENT	\$ 0.35	1,377
CHILD(REN) UNDER 5	\$ -	2,730
EMPLOYEE	\$ -	1,099
TRANSFER	\$ 0.25	18,706
WEEKDAY PASS	\$ 4.00	9,906
WEEKEND PASS	\$ 2.00	6,546
24 HOUR PASS	\$ 4.00	3,492
1 RIDE (BASE FARE)	\$ 1.75	306
1 RIDE (ELDERLY & HANDICAPPED/DISABLED)	\$ 0.35	1,104
7 DAY PASS	\$ 19.00	6,776
31 DAY PASS	\$ 56.00	16,666
15 RIDE (BASE FARE)	\$ 24.50	585
15 RIDE (ELDERLY & HANDICAPPED/DISABLED)	\$ 5.25	2,208

**Touchdown Express (LSU vs. Utah State) Ticket Sales from Ticket Buses per GenFare**

Saturday, October 5th, 2019			
ROUTE	ROUTE NAME	RIDERSHIP	REVENUE
96	Touchdown Express / Downtown Baton Rouge	107	\$ 1,043.00
97	Touchdown Express / L'auberge Casino & Hotel	148	\$ 1,480.00
TOTAL		255	\$ 2,523.00

**Touchdown Express (LSU vs. Florida) Ticket Sales from Ticket Buses per GenFare**

Saturday, October 12th, 2019			
ROUTE	ROUTE NAME	RIDERSHIP	REVENUE
96	Touchdown Express / Downtown Baton Rouge	312	\$ 2,750.00
97	Touchdown Express / L'auberge Casino & Hotel	295	\$ 2,920.00
TOTAL		607	\$ 5,670.00

**Touchdown Express (LSU vs. Auburn) Ticket Sales from Ticket Buses per GenFare**

Saturday, October 26th, 2019			
ROUTE	ROUTE NAME	RIDERSHIP	REVENUE
96	Touchdown Express / Downtown Baton Rouge	261	\$ 2,480.00
97	Touchdown Express / L'auberge Casino & Hotel	328	\$ 3,270.00
TOTAL		589	\$ 5,750.00

# CATS Procurement Listing for CATS Board

**November 12, 2019**

**Yellow = Action Item / needs Board Approval now**

**Blue = Projects Pending Board Action within 1 to 3 months**

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>A</b>								
<b>Adjuster Claims</b> Bus Fleet Liability & Worker Comp end date is 2/29/20.	Service RFP	<b>Brown Claims Management Group</b> Adjuster Claim Services Bus Liab & W C	Refer to updated Hourly Rates for renewal period 3/1/19 thru 2/29/20	Renewal: 3/1/19	2/29/20	Board Approved Renewal through 2/29/20	Board Approved renewal period of 3/1/18 – 2/28/19 (original 5 year contract for Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp claims). Seeking renewal thru 2/29/20	1/15/19 – <b>Board approved</b> . 3/1/18 – New Contract issued for one year. 2/20/18 – <b>Board approved</b> . 2/15/18 – F&E approved. 8/15/17 – Board Approved - 8/10/17 – F&E approved. 7/21/17 – Per Project Manager, this contract will be a 6 month renewal. 9/9/16 – <b>Contract renewal finalized</b> . 8/30/16 – CATS Board approved renewal of contract. 8/11/16
<b>A&amp;E Design Services</b> BRT Stations Plank Rd & Fla Blvd. PR #775	A&E Design Services	<b>SJB Group, LLC</b>	Approx Cost \$323,000	Estimated Date: TBD (18 mo)	Estimated Date: TBD (18 mo)	Board Approved 11/13/18	RFQ for Design Services for BRT Stations on Plank Rd & Fla Blvd. to include new transit facilities	11/13/18 - <b>Board approved</b> 11/8/18 – F&E Committee approved to move to full Board. 10/25/18 – CATS received final offer in the amount of \$322,544.55 from SJB. 10/10/18 – Evaluations still ongoing. 8/2/18 – New RFQ is advertised and notification sent to vendor list, posted on CATS website. Proposal Opening Date: 8/29/18.
<b>A&amp;E Design Services</b> Transit Amenities & Related Equip PR #934 RFQ 2019-AmenitiesDesign-005	A&E Design Services	<b>Reich Landscape Architecture</b>	Approx Cost \$180,000	TBD	TBD	Board Approved Contract Award in May	RFQ for Design Services for Transit Amenities and Related Equipment	5/15/19 - <b>Board approved</b> 4/17/19 – Proposals were received by Procurement, and PEC evaluated proposals and recommend an award at the June 2019 Board meeting for \$180,000. 3/28/19 – RFQ was solicited. Proposals due at 10:00am on 4/17/19. Will include Shelters, Kiosks, Landscapes, etc. Design consultant will also assist CATS with the construction bids in determining the lowest responsive bidder in meeting the technical specifications.
<b>A&amp;E Design Services</b> NBR Transit Ctr PR #1307	A&E Design Services	<b>TBD</b>	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for the North Baton Rouge Transit Center	4/1/19 – <b>On hold</b> at this time per CATS Management. Firm to undertake the development of a series of 4 major bus transfer centers, where NBR Transit Center is one. To feature bus parking bays, canopy structures, driver's lounge, enclosed passenger facilities, bike racks, trash receptacles, lighting, safety bollards, kiosks and ticket machines, etc.
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-009	Consulting	<b>TBD</b>	Approx Cost TBD	TBD	TBD	TBD	CATS issued RFP for non-A&E on-call services on 3/28/2019 Proposers agreed to extend binding period through 11/12/19 as CATS needs more time for evaluating them.	8/1/19 – PEC to submit scores, evaluations this month. 7/2/19 - Procurement met with PEC to discuss process & hand out packets. 5/16/19 – Proposals publicly opened. 3/28/19 – RFP solicited for On-Call Services. Pre-proposal conference to be held on 4/17/19 at 2pm. Proposals due on 5/16/19. 3/14/19 – RFQ is cancelled. CATS to reissue <b>RFQ</b> for non A&E on-call services. 2/8/19 – RFQ distributed and posted on CATS website 2/13/19. Services to include services for CATS, such as Finance, General Admin Support, Marketing & Advertising, Operations, Procurement, IT, & Corp Affairs
<b>Audit Services CATS &amp; Pension</b> External Audit Services	RFP Services Contract	<b>Postlethwaite &amp; Netterville</b>	(Add \$119,500 for CATS CYE 2018) = \$151,000	Jan 2019	Dec 2021	Board to approve increase of \$119,500 in July.	RFP for External Audit Services to replace an existing contract ending 12/31/18	7/16/19 – <b>Board approved</b> additional \$119,500 for CATS CYE 2018 to initial \$31,500 for <b>new total of \$151,000</b> . 11/13/18 - <b>Board approved</b> 11/8/18 – F&E Committee approved to move to full Board. RFP opened on 10/30/18. For Calendar Years ending in 2018 through 2020, with 2 one-year renewal options.

# CATS Procurement Listing for CATS Board

**November 12, 2019**

**Yellow = Action Item / needs Board Approval now**

**Blue = Projects Pending Board Action within 1 to 3 months**

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>C</b>								
<b>Construction</b> Cortana Transit Center PR #1304	ITB	Kelly Construction Group, LLC	Approx Cost \$525,000	Within 3 weeks of issuance of the Notice to Proceed (3/27/19)	180 days from NTP/PO: 9/23/19	<b>Board Approved 3/19/2019</b>	<u>REBID</u> : ITB for Construction of Cortana Transit Center – ITB #2019-CortanaTransitCtr-002	<b>3/19/19 – Board approved.</b> Notice to Proceed with PO sent out on 3/27/19. <b>3/14/19 – F&amp;E Approved.</b> <b>3/6/19 – Bids opened.</b> CATS received 3 bids, and is recommending award to lowest bidder, Kelly Construction Group, LLC. <b>2/6/19 – CATS posted ITB to website and emailed to vendor list.</b> Bid Due Date: 3:00pm, March 6, 2019.
<b>Construction</b> Bus Washers PR #1206	ITB	Tillage Construction	\$589,000	Within 3 weeks of issuance of the Notice to Proceed		<b>Board Approved 7/16/2019</b>	Procurement has solicited bids for two (2) bus washers. Vendor to remove old units and replace with new ones.	<b>7/16/19 – Board approved</b> award of \$589,000 to lowest bid in July. <b>6/19/19 – Bids publicly read at bid opening.</b> Procurement reviewed. <b>5/2/19 – ITB solicited.</b> Bid Opening Date: 5/29/19 at 3pm. <b>4/2/19 – Final draft of ITB being reviewed for Procurement to finalize and send out.</b> <b>2/8/19 – ITB is being drafted, almost complete, for 2 bus washers, using Federal funds.</b> We are hoping to have the bids out within the next 30 days or sooner.
<b>Compliance Assistance</b> (FY2019 FTA Comprehensive Oversight Review)	Consult Service	Pierlott & Associates	\$144,349 (Add \$96,492 to current contract)  \$47,857	12/24/18	Extension for 4/30/2020. 8/31/19 or until FY2019 FTA comp oversight review, whichever occurs later.	<b>Board approved 5/21/19</b> Written Contract PO 2018261	Consultant to assist CATS with preparation of upcoming FTA Triennial 2019 to include tasks: Corrective Action Support, Post-Review Assistance for Oversight Review	<b>11/8/19- Contract</b> Extension for Period of Performance only, until 4-30-2020 (Garrick) <b>5/21/19 – Board approved</b> additional funds of \$96,492 for a total contract amount of \$144,349. <b>8/10/18.</b> Original contract was executed on 2/5/19 for \$47,857, which was within the threshold for CEO approval.
<b>Customer Satisfaction Surveys</b> End date is 4/30/19 with one renewal	Consult Service	ETC Institute	\$103,375 (Add \$32,215 to renewal for 2019)  \$68,120	5/1/19	4/30/20  One year contract renewal	<b>Board approved renewal contract and add \$32,215</b>	Board surveys twice a year at a renewed total cost of <b>\$103,375.</b> Refer to CEO recommendation to renew letter.	<b>4/16/19 – Board approved</b> renewal w/additional amount for added tasks. <b>4/11/19 F&amp;E</b> to review and approve renewal with additional tasks for more funds. CATS Board approved 1 <sup>st</sup> contract on April 16, 2018. <b>4/13/18</b> Procurement prepared the recommendation for award letter to CATS CEO recommending ETC Instituted as selected by the PEC members.
<b>D</b>								
<b>Acting Deputy CEO &amp; Senior Operations Advisor to CATS Senior Management</b>	Consult Service	New Age Industries, LLC (NAI)	\$50,000	6/10/19	6/19/20	<b>Board approved 5/21/19</b> Written Contract PO 2019152	Consultant to assist CATS with development of new COO job description; assist in oversight and management of day-to-day operating and maintenance duties; assist with filling CATS Deputy CEO vacancy with a qualified candidate; and work with CEO and executive staff to implement recommendations, goals and objectives as defined in CATS Strategic and Capital Improvement	<b>5/21/19 – Board approved</b> this new contract with New Age Industries.

CATS Procurement Listing for CATS Board								
November 12, 2019		Yellow = Action Item / needs Board Approval now				Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
							Investment Plans.	
<b>F</b>								
<b>Financing Bus Finance Lease /Purchase</b> (10 Gillig Buses)	RFP  Bus financing for 7 years through 2024	<b>Banc of America Public Capital Corp</b> (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	Apr 2017	Oct 2024	<b>Board approved 3/21/17.</b>	Capital Bus Lease/Purchase Finance 10 Gillig Buses Pay over 7 year period. Total Cost: <b>\$4,217,800</b> 2 payments of \$328,137 per year = \$656,273 per yr	<b>3/21/17 – Board approved</b> financing of 10 Gillig buses. 3/16/17 - F&E approved item to move to full board for approval. Financing is for 10 Gillig Buses. 2/8/17 – RFP solicited to multiple financial institutions. Proposals due back 3/2/17. Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17.
<b>Fuel Diesel and Gasoline</b> <i>Joint C-P &amp; CATS Contract</i> Approved thru 3/31/2019	RFP by City Parish	<b>Mansfield Oil</b> (was assigned by FuelTrac) Via City Parish solicitation. Contract for Diesel and Gasoline	<b>Oil Price Info Serv OPIS +</b> \$ 0.039 adm fee + tax = price per gal (ppg)	11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	03/31/20 Current 2 year contr w/5 one year renewals available thru 2021	<b>Board Approved on 3/19/19 one year renewal thru 3/31/20</b>	City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	<b>3/19/19 – Board approved.</b> Renewal contract sent out. <b>3/14/19 – F&amp;E Approved.</b> 2/8/19 – City Parish has renewed for one year and notified CATS. This will go to March Board. <b>10/3/18 –</b> Received notification that Mansfield Oil was assigned contract by FuelTrac, approved by City Parish. <b>3/26/18 –</b> Contract was finalized and signed with Fueltrac and the C-P Purchase was copied on all correspondence. <b>3/20/17 – Board Approved</b> for renewal period of 4/1/18 thru 3/31/19. See CEO Letter Recommending Renewal Contract. <b>3/21/17 – Board approved renewal of contract.</b> 3/21/17 – Contract needs Board Approval for renewal period of 4/1/17 thru 3/31/18. See CEO Letter Recommending Renewal Contract.
<b>G</b>								
<b>Graphic Design Services</b>	RFP Consult Services	<b>Rockit Science</b>	<b>\$160,000 Maximum 1<sup>st</sup> Renewal</b>  <b>\$125,000 Maximum per year</b>	10/1/19  10/1/18	9/30/20  9/30/19	<b>Board Approved 9/17/19</b>  <b>Board Approved 9/18/18</b>	Assist CATS in creating and executing marketing programs, incl. marketing strategies and designs to increase CATS ridership base, build and maintain a positive brand in the community, and showcase the accomplishments of the Agency.	<b>9/17/19 – Board approved 1<sup>st</sup> renewal through 9/30/20</b> for Strategic Creative Consulting Services under this contract. <b>9/18/18 – Board Approved.</b> 7/27/18 - An RFP solicitation was sent to 52 graphic design firms and advertised in The Advocate and The Weekly Press. CATS received 5 proposals which were evaluated by the Proposal Evaluation Committee (PEC). Highest scoring firm is Rockit Science, with contract award recommendation to be in the amount of <b>\$125,000</b> for 12 months, with the option for up to four (4) twelve-month renewals.
<b>L</b>								
<b>Legal Services</b> <i>Contract is thru 5/18/20</i>	Consult Legal Services	<b>Abadie Law Firm, APLC</b>	Monthly Retainer Fee + hourly rates apply.	(new) 5/19/19	(new) 5/18/22	<b>Board Approved 2/19/2019</b>	Three (3) year Legal Services Contract Approved by CATS board on 2/19/2019	<b>2/19/19 – Board approved</b> new 3-year contract. No changes from last year.
<b>O</b>								
<b>Oil (Motor) and Antifreeze</b>	ITB	<b>Miguez Fuel (Antifreeze)</b>  <b>Petro Choice (Motor Oil)</b>	Approx. Total Cost for Miguez Fuel through 12/31/19 <b>\$51,670</b>	1/1/19	12/31/19	Board to approve in April 2019	CATS currently has no contract in place for Motor Oil or Antifreeze, so an ITB was solicited for these items through 12/31/19 with one renewal option.	<b>4/16/19 – Board approved.</b> 4/2/19 – ITB for antifreeze and motor oil to be awarded, where the antifreeze will be awarded to Miguez Fuel (for a total of <b>\$15,000</b> ), who currently contracts with CATS for hydraulic turbine oil, diesel exhaust fluid (at a total of <b>\$36,670</b> ). Contract for remainder of CY2019 will be <b>\$51,670</b> . Motor Oil will be awarded to Petro Choice for a total of <b>\$34,620</b> , within the

## CATS Procurement Listing for CATS Board

November 12, 2019		Yellow = Action Item / needs Board Approval now				Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
			Approx Cost for Petro Choice: <b>\$34,620</b>					CEO's threshold of \$50,000.
<b>P</b>								
<b>Paratransit Services ADA</b>	RFP Services	<b>MV Transp.</b>	3 year contract amount <b>\$6,975,000</b>	5/6/18 3 yr contract w/ 2 one year renewals	4/30/21 (potential 5 year contract thru 2023)	<b>Board approved</b> 2/20/18 to MV Transportation. 1/16/18	Contracted Para-Transit Service Provider	<b>2/20/18 – Board approved award to MV.</b> 1/16/18 – Board deferred until Feb Board meeting. 1/12/18– F&E meeting Based on the Proposal Evaluation Committee results; CATS recommends an award of contract to MV Transportation as CATS paratransit services contractor.
<b>S</b>								
<b>Security Guard Services</b>	RFP Services	<b>Weiser Security Services, Inc.</b>	Approx. <b>\$237,000</b> annual cost	1/1/19 1 <sup>st</sup> of 2 one-year renewals	12/31/19	<b>Board Approved</b> 11/13/18	24 /7 - Security Guard Services at CATS 2250 Florida Blvd. location.	<b>11/13/18 - Board approved 11/8/18 – F&amp;E Committee approved to move to full Board. Board Approved original award on 1/15/16 – Security contract awarded to Weiser Security Services, Inc.</b> 3-year contract with 2 options to renew for 12-months each.
<b>Software ERP Sys Specification Development</b>	RFP Services	<b>Intueor Consulting, Inc.</b>	\$94,474	9/1/18	180 days following final award of ERP Software System	<b>Board Approved</b> 8/21/18	Board Approved 8/21/18  F&E approved 8/16/18	<b>Board Approved on 8/21/18.</b> The Consultant will develop a detailed Scope of Work (SOW) and Technical Specs for a software technical solution for an RFP. They will also assist CATS IT and Procurement Departments in the technical review of the proposals received to ensure CATS SOW and technical specification needs and requirements are met. This assistance will help CATS proposal evaluation committee (PEC) greatly in determining if the proposals submitted meet the technical requirements of the RFP.
<b>Software ERP Sys RFP</b>	System Wide Software	<b>TBD</b>	TBD	TBD	TBD	<b>Board to approve in Fall, 2019</b>	CATS issued an RFP for system-wide software – ERP Software Proposals Due: 8/13/19 at 10:00am	<b>8/28/19 – Proposals received on due date.</b> Procurement reviewed for responsiveness. <b>8/14/19 – Addendum #2</b> issued to respond to questions and make changes to the RFP. <b>8/1/19 – Addendum #1</b> issued to extend due date and allow more time for CATS responses to many questions submitted. New Due Date: 8/28/19. <b>6/26/19 – RFP</b> is advertised, posted on CATS website and notification sent to vendor list. Due: 8/13/19.
<b>Software RouteMatch Services</b>	Service for Tech Support, Warranty & Maint	<b>RouteMatch Software Warranty</b>	One year of tech support, warranties, & maintenance coverage <b>\$165,052</b>	8/1/19	7/31/20	<b>Board Approved</b> 9/17/19	Tech Support, Maintenance & Warranty Coverage for AVL, APC & AVA Sys	<b>9/17/19 - Board approved 12-month renewal for \$165,052.</b> Renew warranty services contract through 7/31/20. <b>Board Approved on 7/17/18</b> to renew tech support and warranty coverage for AVL, APC & AVA Systems from 8/1/18 thru 7/31/19.
<b>T</b>								
<b>Tire Lease</b>	Material Supply	<b>Bridgestone Americas Tire</b>	<b>\$600,000</b>	9/1/17	8/31/20 Initial	<b>Board Approved</b>	Board Approved 7/18/17	<b>Board Approved on 7/18/17.</b> 7/13/17-CATS Maint. and Procurement Depts recommend an award of contract to



# CATS Procurement Listing for CATS Board

**November 12, 2019**

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>for Buses (Maintenance)</b> Contract for 3 years thru 8/31/20 w/ 2 one year renewals thru 8/31/22 Start renewal process June 2020	ITB	Operations, LLC	(est cost for 3 years) ----- 2016 Average cost is \$200,000 per year	Current Contract with Goodyear is thru 8/17/17	Contract for 3 years w/ 2 one year renewals through 8/31/22	7/18/17	F&E approved 7/13/17  ----- Goodyear agreed to extend contract thru 8/31/17 at same prices.	Bridgestone. 6/30/17- It was determined that Bridgestone was the lowest responsive and responsible vendor. 6/22/17 Bid opening. CATS Received 3 bids from (1) Bridgestone, (2) Goodyear & (3) Michelin.
<b>V</b>								
<b>Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations</b>	Rolling Stock	<b>Buses 3 Electric Buses and install 3 electric charging stations</b>	Total Bid Price for 3 buses and 3 charging stations <b>\$2,381,245</b> Approx unit cost for one bus and one charging station <b>\$791,748</b>	01/16/18	01/16/23  Contract can be used for the next 5 years from the date of award	<b>Board Approved 1/16/18</b> PO Issued on 3/7/18. <b>Delivery to be by Feb 22, 2019</b>	Purchase 3 electric buses, 35 foot w/extended battery range and install 3 in-house charging stations.	<b>5/1/19</b> – All 3 buses have been received. Waiting on post-award documents per FTA requirements before payment can be made. <b>3/7/18</b> – P.O. submitted to BYD for the order of 3 Elec Buses with delivery date by 2/22/19. <b>1/16/18 – Board approved award to BYD for 3 buses.</b> 1/12/18 - F&E meeting – CATS recommended an award of contract for the purchase of 3 electric 35 foot buses to the lowest priced and responsive bid submitted by BYD. F&E voted to move the item to full board for approval. <b>11/14/17</b> – All 3 bids received are still under review. <b>10/19/17</b> – CATS Received 3 bids from <b>BYD, New Flyer and Proterra.</b>
<b>Vehicles Diesel Buses (8) 35ft</b> <i>Delivery Schedule Nov/Dec 2018 16 to 18 month Delivery period</i>	Rolling Stock  ITB	<b>Gillig, LLC 35 ft diesel</b> Per bus price + added amenities \$417,227.20 total order \$5,006,726.40	3 <sup>rd</sup> order. Purchase of 8 buses 56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid	P.O. has been issued	8 buses delivery in Nov/Dec 2018	<b>Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17</b>	Bus unit price: \$421,780 ea Total P.O.: \$5,061,362.40	<b>1/3/19</b> – Procurement was notified that all 8 buses have been received by CATS Maintenance. <b>7/21/17</b> P.O. sent to Gillig – <b>7/17/17</b> – Pending P.O. / will be issued this week to Gillig for 8 buses. Waiting on Buy Am info from them before sending P.O. The delivery date is 16 months. <b>4/11/17</b> – Awaiting approved PR from CEO to issue PO for 8 buses (on hold). <b>3/21/17 – Update:</b> P.O. pending since board approval in Dec. 2016. Per management, the P.O. will be changed to reflect the purchase of 8 buses instead of 12 and will be sent later this week.
<b>W</b>								
<b>Website Re-Design</b> Start renewal process Oct 2019	Website Services RFP	<b>Covalent Logic</b>	Estimate ReDesign \$87,000 plus Hosting Fees est \$4,000/yr	<b>01/01/17</b>	<b>12/31/19</b> 3 years w/2 one year renewals available	<b>Board Approved 12/20/16</b>	Website Re-Design - includes Hosting and Software Services	<b>July 2017 – launched new website. 12/15/16</b> – Award approved by F&E to Covalent Logic, who scored highest among 3 proposals received. <b>11/10/16</b> – RFP has been solicited to multiple potential proposers. Proposals will be due by November 30 <sup>th</sup> . Contract Award Recommendation is scheduled to be on 12/20/16 Board meeting agenda.

## 2019 Contracts Authorized by CATS CEO

(includes CEO approved procurements between \$20,000 to \$50,000)

Listed Alphabetically by Description – yellow highlights indicate latest approved project by CEO

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
US DOT BUILD Grant Application Assistance	HNTB Corporation	\$45,611 Max Amt	5/24/19	12/31/19	Written Contr PO 2019148	Consultant to assist CATS with certain aspects of the BRT Project and Grant Application	5/30/19 – Contract executed and sent to vendor.
Assessment of CATS 2250 Florida Blvd Facilities	GOTECH, Inc.	\$48,500	3/29/19	45 days after start	Written Contr PO 2019090	Consultant to complete a Building Component Assessment and a Civil Site Inspection & Survey	6/6/19 – Contract executed and sent to vendor.
Materials Testing & Resident Inspection Services at Cortana Transit Ctr & Plank Rd BRT	The Beta Group	\$50,000	4/2/19	3/30/20	Written Contr PO 2019092	Contractor to provide Materials Testing and Resident Inspection Services at Cortana Transit Center and Plank Road BRT	5/28/19 – Contract executed and sent to vendor.
A&E Design Services Interim Transit Hub Cortana Walmart Conceptual Drawings	Monroe & Corie, Inc. (PR 383)  (PR #3164 – Add'l amt of \$6,227.50)	\$46,820 Max Amt  \$53,047.50 New Max Amt	4/16/18  9/1/2019	9/1/19  4/30/2020	Written Contr PO 2018051  Amendment	Consultant will provide the Interim Transit Hub Improvements at Cortana / Walmart Site. PR-383).  Contract construction administrative services	11/7/19 - Contract Amend: Add \$6,227.50 and extend to 4/30/2020. This amt brings it over the \$50k limit. Board approval needed. 5/22/19 – Contract Amended: Add \$12,640 and extend through 9/1/2019. 1/19/19 – Contract Amended: Add \$2,790 and extend through 5/15/19. 7/26/18- Contract Amended: Add \$18,765 to current amount of \$12,625; and extend through 12/31/18. 4/12/18 – Contract Finalized.
(Salary) Comp Study	Gallagher Benefit Services	\$45,000	1/1/19	Until terminated	Written Contr	Consultant to meet with CATS leadership and compare to similar markets for salary compensation study. Final report will be sent to Board and CATS leadership.	11/20/18 – Gallagher submitted proposal for CATS. Timeline should be approximately 8 months to complete.
Construction: Parking Lot project behind Convention St. & North Blvd.	The Luster Group	\$27,000	Approx. 10/5/19	Until terminated	PO 2019296	Contractor to install limestone, trim trees and haul off debris for employee parking at these lots.	9/26/19 – PO issued to vendor, after all approvals received.
Drug & Alcohol 3 <sup>rd</sup> Third Party Adm D & A Services for Safety Sensitive	IHSN	\$15,000 12 months of service	5/1/19	4/30/20	Written Contr PO 2019052	FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees.	3/8/19 – CATS is extending the 12-month renewal contract with IHSN with only a \$0.50 increase on drug tests. Orig Contr began 2012. One year Renewal.
Financial Consultant Contract	Vicki Harris	\$30,000	4/5/19	10/5/19	Written Contr PO 2019111	Consultant to provide Finance Department with assistance in reconciling accounts, verification of grants receivables, bank reconciliations, etc.	July 2019 – CATS to extend current contract for approx. 90 days. May 2019 – Assistance needed by Director of Finance Rate: \$50/hr and max of \$30,000.
Government Relations Consulting	Southern Strategy Group of LA	\$50,000 Max Amt.	1/1/19	12/31/19	Written Contr PO 2019071 3/2/2018	Consultant provides Governmental Affairs, Relations and Educational services (lobbying)	Mar 2019 – Extend contract through 2019. No other changes. Mar 2018. Max contract amount: \$50,000.
HR Consultant Contract	Dee Everett HR	\$50,000 (\$50 hr) One year	6/1/18	5/31/20	Written Contr PO 2019164 6/8/18	Consultant provides confidential investigative HR resources/services by way of advice, consultation, analysis, guidance and other	June 2019 – Extended contract through May 31, 2020. Jun 2018 Consulting HR assistance and other



CATS Procurement Listing for CATS Board									
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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments	
HR Special Assistance to the CEO		Consulting	contract				misc. tasks assigned by the CEO as needed.	specialized HR functions. Rate: \$50/hr	
Interim CAO		PLAC Enterprise	\$50,000	7/29/19	12/31/19	Written Contr PO 2019201	Consultant provides oversight of various CATS departments, under direction of the CEO, including on-call services, Title VI, EEO, Risk Management, DBE and Procurement.	July 2019 – Issued contract to PLAC Enterprise, LLC (Pearlina Thomas) Rate: \$125/hr	
IT Back Up Server Appliance		Venture Technologies CEO Letter recommended	\$28,328	7/1/18	6/30/23	PO 2018082 6/12/18 RFP #2018-Server-008	5 year back-up IT system for CATS existing backup server. Includes and all in one server backup server solution, 5 yr updates, instant replacement, cloud storage & AWS replication	Apr 2018 - Advertised and received 3 proposals. PEC recommended Venture. Sent CEO letter recommending award of contract.	
Microtransit Pilot Program		TransLoc, Inc.	\$25,000	12/20/18	6/19/19 w/option to renew an additional 3 months	1/15/19	Microtransit pilot program to serve CATS routes either outside of the current areas that CATS serves and other areas as found necessary.	1/15/19 – This was discussed at the Board meeting and the Board approved this. After Pilot program, CATS may choose to enter into a longer contract, which would be presented at the proper Board meeting.	
Oil and Related Products (Maintenance) Start renewal inquiry process by Sept, 2019 for Jan 2020	Material Supplies ITB	<u>Petro Choice:</u> \$34,620 (Motor oil)  <u>Sun Coast:</u> \$17,065 (Gear oil, synthetic trans. fluid and wheel grease)  <u>Miguez Fuel:</u> \$36,670 (Hydraulic turbine oil, diesel exhaust fluid)		1/1/19	12/31/19	Board approved 1/17/17 thru 12/31/18. Contract has 4 one year renewals available thru 1/16/22 CATS CEO is able to approve, as threshold is below Board amount of \$50,000 for each contract	2019 ITB has one (1) renewal option for Motor Oil and Antifreeze. Contract through 12/31/19. 2017 Contract Renewal options available up to four (4) successive one (1) year periods or through 1/16/22. Price adjustment based on the PPI at time of the renewal. Vendor needs to provide PPI calculations for increase.  Items not renewed, due to higher price increases, will be bid. A new ITB will be solicited within the next 30 days. These will go to Board for approval, as price is estimated at approximately \$70,000 for the year 2019. These 2 items are motor oil and antifreeze.	4/2/19 – ITB solicited for Motor Oil and Antifreeze. Petro Choice would be awarded the Motor Oil for \$34,620. Miguez Fuel would be awarded the Antifreeze for \$15,000, and they currently contract with CATS for other items for \$36,670. Board to approve total contract to Miguez for \$51,670 in April. 12/15/17 – It has been determined that the usage for the Oil Related Products for CYE 2017 are much less than the original anticipated usage, thereby lowering the projected annual cost to \$17,065 for products from Sun Coast and \$36,670 for products from Miguez Fuel. These contracts will be renewed for one year for the period of 1/1/19 thru 12/31/19 and are within the CEO threshold authority. 1/17/17– Board approved new bid award to 2 separate suppliers for the purchase and delivery of Oil Related Products. – Sun Coast Oil was the lowest bid for - Gear Oil, Motor Oil, Transmission Fluid & Wheel Grease. Miguez Fuel was lowest bid for Hydraulic Turbine Oil and Diesel Exhaust Fluid.	
Procurement Consultant		Kathy Hernandez Procurement Consulting	\$25,000 Max Amt	9/10/19	12/31/19	Written Contr PO 2019264 9/17/19	Consultant provides “as needed” Procurement services, specifically working with “on-call” services, and other Procurement tasks as assigned by the Procurement Manager and CAO, on an as needed basis.	Sept 2019 – Renew contract that expired 9/9/19 through 12/31/19 on an “as needed” basis. Consulting Procurement assistance and other specialized Procurement functions. Rate: \$45/hr	

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Relocate CATS Admin Offices to 350 N. Donmoor		Armstrong Relocation Company	\$24,957	10/1/19	10/4/19	PO 2019302	Vendor to package, box, label all files from bookshelves, desks and cabinets from 5700 Florida, and move storage items from Life Storage to 350 N. Donmoor.	10/1/19 – Vendor was awarded contract based on lowest price.
Workers' Comp Evaluation Services		Global Profit Strategies	\$50,000 Max Amt.	9/9/19	12/31/19	Written Contr PO 2019272 9/17/19	Consultant provides professional services to evaluate CATS Workers' Comp Plan	Sept 2019 – Evaluation of the CATS Workers' Compensation plan and other related professional services. Rate: \$200/hr