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

**4:30 pm  
BREC Administration Building 6201 Florida Boulevard  
Commission Room  
Baton Rouge, LA 70806**

## **AGENDA**

- I. CALL TO ORDER: Mr. Jim Brandt**
- II. ROLL CALL: Ms. Amie McNaylor**
- III. APPROVAL OF MINUTES OF DECEMBER 18, 2018 MEETING: Mr. Jim Brandt**
- IV. PRESIDENT'S ANNOUNCEMENTS: Mr. Jim Brandt**
- V. SAFETY MOMENT: Ms. Renee Simpson**
- VI. ADMINISTRATIVE MATTERS**
  - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VII. COMMITTEE REPORTS AND ANY ACTION THEREON**
  - 1. Finance & Executive: Mr. Jim Brandt**
  - 2. Technical, Policies & Practices: Dr. Peter Breaux (no meeting held)**
  - 3. Audit: Mr. Kahli Cohran (no meeting held)**
  - 4. Planning: Mr. Kevin O'Gorman (no meeting held)**
  - 5. Community Relations: Ms. Linda Perkins (no meeting held)**

## **VIII. ACTION ITEMS**

- 1. Consideration of approval to extend adjuster claims services contract with Brown Claims Management Group, LLC**
- 2. Consideration of adoption of 2019 CATS Strategic Plan**
- 3. Consideration of approval for CEO to waive passenger fares from February 24 through March 2, 2019**
- 4. Consideration of approval to award the contract for the Construction of the Cortana Transit Center ITB**

## **X. PUBLIC COMMENT**

## **XI. 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  
DECEMBER 18, 2018  
4:30 p.m.  
BREC Administration Building  
6201 Florida Boulevard  
Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Mr. Jim Brandt**

Mr. Brandt called the meeting to order.

**II. ROLL CALL**

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

**III. APPROVAL OF MINUTES OF NOVEMBER 13, 2018 MEETING**

Ms. Perkins moved to approve the minutes of the November 13, 2018, meeting and Ms. Pierre seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

**IV. PRESIDENT’S ANNOUNCEMENTS**

Mr. Brandt provided a review of the public comment process.

Mr. Brandt noted that CATS employees would be hosting a Christmas party on Thursday, December 20<sup>th</sup> from 12:00 p.m. until 4:00 p.m. and noted that all board members were invited to attend.

Mr. Brandt reminded the members that annual officer elections would take place in February and any member wishing to hold an officer position should let the Nominating Committee Chair Ms. Green know of their interest.

## **V. SAFETY MOMENT**

Ms. Simpson shared a safety moment centered on slips, trips, and falls.

## **VI. ADMINISTRATIVE MATTERS**

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

Mr. Brown noted that CATS made the following hires in November: Customer Care – 1 Representative; and there was one internal promotion to Customer Care Lead Representative. He noted that agency is participating in a donation effort of winter items to St. Vincent DePaul during December.

Ms. Dwana Williams shared that, in Operations, there are currently 130 active operators.

Ms. Williams updated the members on the performance measures. She noted that CATS had 216,023 passenger trips in November. There were 2.3 preventable accidents per 100,000 miles. Ms. Williams shared that there were 339.4 trips cancelled in November of the approximately 35,000 trips for the month. The percentage of on-time trips was 66.8%. There were 27.3 complaints per 100,000 miles in November. Ms. Williams shared that there were 1,756.3 miles between mechanical failures and 5,340.7 miles between road calls.

Mr. Deville reported that CATS held the second round of customer satisfaction surveys for 2018 in November; ETC Institute is compiling the data and it will be presented in early 2019.

The Division of Administration is in the process of completing the sale of the LSU property in North Baton Rouge to CATS. There are various legal requirements to be met, and the sale may be final in the second quarter of 2019.

The Cortana Transit Center construction solicitation has been posted and a pre-bid conference has been held. The projected milestones are as follows: bid advertisement – December 2018; contract award – January 2019; begin revenue service – May, 2019.

CATS recently participated in a series of stakeholder workshops conducted by HNTB on behalf of the City-Parish in conjunction with CATS and the Redevelopment Authority. Phase One of the outreach focused on elected leaders and community stakeholders to outline the scope and intent of the redefinition study, obtain concerns, and map out proposed funding structures.

The Service Improvement Plan is scheduled for implementation on February 24, 2019; this date coincides with the first of three run-cuts outlined in the labor agreement. Staff is working to ensure this deadline is met and that customers are fully educated on the new service before the implementation occurs.

Ms. Rhonda Williams shared that CATS had \$214,760 in self-generated revenue for November. There was \$1,564,583 in non-federal revenue and \$369,800 in federal revenue for a total of \$2,149,143 in operating revenue for November. Year to date the agency has collected \$24,938,291 in total operating revenue.

The operating expenses for November were \$2,675,523. Year to date the agency has spent \$24,040,561 in operating expenses.

Ms. Williams reported on the Key Performance Indicators for November and noted that in grants, the Grants Manager has been revising existing grants and reallocating existing award funds with the FY2019 budget.

The agency spent \$115,000 in overtime in November that is primarily related to operator terminations, which have led to supervisors filling trips where possible.

It was noted there was no update on the Medicaid process.

Ms. Williams shared that the farebox committee plans to reconvene in January to discuss the recommendations made by the committee.

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

### **1. Finance and Executive: Mr. Jim Brandt**

Mr. Brandt referred the members to the minutes of the committee's December 13<sup>th</sup> meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting. He noted that all items except the general liability insurance came with a unanimous recommendation; this item comes with no recommendation to allow for the negotiation of final pricing. He let

the members know that the 2019 Budget comes with a unanimous recommendation for adoption.

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

Dr. Breaux referred the members to the minutes of the committee's December 10<sup>th</sup> meeting in their packets. He shared the highlights and noted that the policy being considered comes with a unanimous recommendation from the TPP Committee.

**3. Audit: Mr. Cohran**

Mr. Cohran noted the committee did not meet.

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

Mr. O'Gorman referred the members to the minutes of the committee's December 14<sup>th</sup> meeting in their packets. He shared the highlights and noted the Strategic Plan would come to the board in early 2019 for adoption.

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

Ms. Perkins referred the members to the minutes of the committee's December 12<sup>th</sup> meeting in the packets. She shared the highlights of the meeting and noted that she was able to attend a customer service training class with operators and found the experience to be very eye-opening.

Mr. Bryan Basford of MV Transportation noted that there were 7,489 scheduled trips; of those, 644 were cancellations and 217 were no-shows. He noted that CATS On Demand did not operate on Thanksgiving, and the days before and after the holiday were very light. There were five complaints for the month and the on-time percentage was 93.6%.

**VIII. ACTION ITEMS**

**1. Consideration of amendment of CATS Settlement and Judgment Payment Policy**

Per the policy adopted by the board, CATS pays fleet liability claims on a quarterly basis. The current annual amount CATS allocates for this fund has been \$200,000; this year, the amount that is budgeted is \$300,000.

Mr. Abadie noted that each claim receives a prorated payment quarterly and once the balance due for a claim reaches \$1,000 or less, the claim is paid in full. Mr. Abadie recommends that the pay in full amount be raised to \$2,000, which would allow the agency to close more claims. He noted that there are approximately 25 settlements that would close under this increased amount.

Mr. Abadie stated that he would research whether or not it would be feasible and advantageous to increase the amount to \$5,000.

Ms. Pierre moved that the following resolution be adopted and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

**RESOLUTION OF CATS BOARD OF COMMISSIONERS  
AMENDING EARLIER ADOPTED PROCEDURE FOR PAYING  
SETTLEMENTS AND JUDGMENTS**

**BE IT RESOLVED** by the Board of Commissioners of Capital Area Transit System that it hereby amends the resolution originally adopted on July 20, 2004, as amended in 2005, 2011 and 2016, that provides for a procedure for paying settlements and judgments, by amending the language as follows:

Under the heading of "Settlement Payment Procedure", amend Section 5(B) to the following:

- B.** If after the quarterly budget allocation the Settlement Account balance is greater than the total amount of approved settlements, then the settlements shall be paid in full. If the total amount of settlements is greater than the Settlement Account balance, then any settlements (or the remaining amounts to be paid on individual settlements) which are \$2,000.00 or less per claimant shall be paid from the balance in the Settlement Account to the extent funds are available to do so. If there are not adequate funds available, such claimants shall be paid on a prorata basis. If funds remain in the Settlement Account after the payment of these \$2,000.00 or less claims, then the amount of the balance shall be divided by the total monetary amount of the settlements then payable and the resulting percentage will be applied to each settlement to calculate the amount to be paid to each claimant. This procedure will be repeated at the end of each quarter.

**BE IT FURTHER RESOLVED** that this amendment shall be effective

for payments made at the end of the first quarter of 2019.

**2. Consideration of award of general liability insurance contract**

Mr. Brown shared that this is a contract for the general liability, employee benefit liability, management liability, employment practices liability, law enforcement liability, property, crime, and inland marine insurances. He noted that CATS sought quotes with the help of Arthur J. Gallagher, the agent of record. Two firms provided quotes; Travelers Insurance, the current provider, and Stone Insurance, Inc.

Mr. Brown shared that Stone Insurance, Inc. provided lower premiums than the current provider; the difference being \$11,558. After discussion at the F&E Committee meeting, staff was able to remove the taxes – \$1,236.17 – from the total of the quote.

The total premium is \$85,353.00, a savings of \$12,754 from 2018.

Mr. Cohran moved that the CEO is authorized to award the contract for general liability insurance to Stone Insurance, Inc. and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

**3. Consideration of approval of CATS Emergency Preparedness and Recovery Plan**

Ms. Eckert shared that the purpose of the policy is to capture all the information relevant to CATS' ability to withstand an emergency and to document the steps that CATS will follow if an emergency occurs in order that business continuity is restored.

Ms. Eckert noted that many of the details included therein already existed in various forms, but they have not been compiled into one document. She shared that an internal committee has been meeting weekly for approximately three months and has dedicated many hours to creating this plan.

It was noted that each emergency scenario is self-contained and has its own appendix.

The committee responsible for the Plan will meet quarterly to review the plan and update it as necessary. There will also be a meeting after any emergency where the plan is activated; this will help



determine what worked, what did not, and what revisions need to be made.

Ms. Eckert noted that the plan will be available on the employee portal and there will also be physical copies in all the departments for easy access.

Mr. Thomas moved that the CATS Emergency Preparedness and Recovery Plan be adopted and Dr. Breau seconded the motion. Mr. Brandt invited public comment and there was one. Reverend Alexis Anderson inquired how the plan will be disseminated to the public and how it will be distributed to signage. The motion carried unanimously with no abstentions.

#### **4. Consideration of approval of 2019 Budget**

Ms. Rhonda Williams shared that the 2019 Operating Budget is \$26,999,987, which is a five percent increase over 2018.

Ms. Williams briefed the board members on the highlights contained in the budget. Some of those highlights include the first quarter 2019 implementation of the Service Improvement Plan; a \$400,000 decrease in CATS On Demand paratransit services; the first-ever acquisition and delivery of three electric buses; and the construction and completion of the Cortana Transit Center.

It was noted that the majority of operating revenue comes from the property tax millage and federal grants, and that the balance comes from the Parish Transportation Fund, the Hotel/Motel tax, and advertising revenue.

Ms. Williams shared that the operating expenses for 2019 will be aided in the delivery of eight new Gillig diesel buses to replace aged vehicles as well as increased recruitment to reach a full complement of operators. The agency will continue its efforts to upgrade technology and this includes the implementation of a new, state-of-the-art financial management system.

CATS will continue to focus attention on the items in the Capital Improvements and Investments Plan (CIIP). To that end, the agency will kick-off several projects, including a Bus Rapid Transit (BRT) route on Plank Road, as well as several transit centers. The CIIP calls for the acquisition of sixteen revenue and four non-revenue vehicles to obtain an average fixed route fleet age of less than four years.

Ms. Williams shared that there is an increase of \$100,000 – to \$300,000 total – for the settlement payments, with \$40,000 continuing to be the allocation for judgments.

Mr. Cohran moved that the full board adopt the resolution approving the 2019 budget and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

**Resolution of CATS Board of Commissioners  
Approving 2019 Budget**

**BE IT RESOLVED** by the Board of Commissioners of Capital Area Transit System that the attached document setting forth the 2019 budget for the Capital Area Transit System, which has been made available for public inspection and presented to the Board, is hereby approved.

**BE IT FURTHER RESOLVED** that the agency's Chief Executive Officer shall have the authority to make changes to the line item amounts of the operating budget without the approval of the Board of Commissioners if the change does not exceed ten percent (10%) in either direction. If the change exceeds a ten percent (10%) variance in either direction, the agency's Chief Executive Officer shall have to return to the Board of Commissioners for approval. In no event may the amounts for total revenues or total expenditures be changed without approval of the Board of Commissioners.

5. **Consideration of authorization for the CEO to settle the claim of Willis Travis, Sr. and Marie Travis under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is pending in the 19<sup>th</sup> Judicial District Court and is Suit Number 656,552, Sec. 22; and that Willis Travis, Sr. and Marie Travis are the plaintiffs and Capital Area Transit System and Michelle Moore are the defendants.)**

Mr. Brandt moved to enter executive session to discuss the pending litigation referenced in action items 5 and 6 and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no objection.

6. **Strategy session regarding the claims of Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis. (This matter might possibly be discussed in executive session. As required by the Open**

Meeting Law, notice is hereby given that this claim is pending in the 19<sup>th</sup> Judicial District Court and is Suit Number 640,054, Sec. 22; and that Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis are the plaintiffs and Capital Area Transit System and Eric Marselis are the defendants.)

Thereafter, the board reconvened in open session.

Mr. Brandt moved that the CEO is authorized to settle the claim of Willie Travis, Sr. and Marie Travis for the sum of fifty-five thousand and 00/100 (\$55,000) dollars under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended and Ms. Pierre seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no objection.

#### **IX. PUBLIC COMMENTS**

Mr. Ahmed Furqan commented that the community of Alsen and St. Erma Lee has no service and the closest stop is two miles. He shared that he had a petition with signatures requesting that service be added.

Reverend Alexis Anderson shared that things have not improved since her last visit to the board. There is failure to adhere to ADA regulation and there was no communication of Route 12 changes to the public. She inquired of the appeals process when customers have been banned from using the system. There is no weekend coordination and drivers are rude all the time.

#### **X. ADJOURNMENT**

Ms. Perkins moved to adjourn the meeting and Ms. Pierre seconded the motion. The motion passed unanimously with no abstentions.

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



## EXECUTIVE STAFF

**Bill Deville**  
*Chief Executive Officer*

**Darrell Brown**  
*Chief Administrative Officer*

## EXECUTIVE REPORT

January 2019

Bill Deville and Executive Staff

### HUMAN RESOURCES: *Darrell Brown*

- The Human Resources Department participated in a donation effort for St. Vincent DePaul in December.

### OPERATIONS AND MAINTENANCE: *Dwana Williams*

- Operations now has 131 active Operators
- See attached Performance Measures

### CEO NOTES: *Bill Deville*

As we conclude 2018 and start 2019, CATS can say that, with the leadership of this Board of Commissioners, 2018 was a very successful year in continuing the turnaround of CATS even with some challenges.

- In addition to key stakeholders like BRAC, BRAF, DOTD, CRPC, etc., our City Parish, State, and Federal elected officials stepped up to the plate with very positive support of CATS. Some of this support included:
  - Several grant awards facilitating a number of projects and programs
  - Joined in support of, or invited CATS to participate in a number of collaborative programs and projects for the betterment of Baton Rouge and the region
- CATS has several projects planned for 2019, and a Service Improvement Plan to begin February 24<sup>th</sup>:
  - CATS is working with Will Scott & Company to do an executive search for a Chief Operating Officer and hopes to have qualified candidates by early second quarter 2019.
  - CATS first BRT route project is underway with BYD Electric buses scheduled for delivery of the first electric bus by March. The Plank Road BRT revenue service is slightly delayed to near the end of 2019 to work in the major joint Transit Oriented Development project, the Plank/Nicholson BRT Corridor Small Starts project collaborating with City Parish, Redevelopment Authority, and a number of key stakeholders throughout Baton Rouge
  - Operations and Communications working to on how to best utilize the new electric buses once they are ready for revenue service, between their arrival and the beginning of BRT revenue service; there will also be a press event planned once more details have been established
  - CATS will be planning to break ground on the East (Cortana) Transit Center in January; there will be a planned press event once more details are secured



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## EXECUTIVE STAFF

- CATS will be implementing its first Microtransit Pilot Project; Operations and Communications will begin preparing another a Microtransit pilot service area and marketing plan will be developed announcing the specifics of the pilot project
- Once the government shutdown concludes, CATS is hopeful to begin working on the North Baton Rouge Transit Center, adjacent to the LSU Health facilities on Airline Highway
- CATS has started working on implementing a system wide Enterprise Technology program for all areas of the agency
- Gallagher was contracted to begin a CATS organization compensation study this month, and it is expected to last four to six months.
- Postlethwaite & Netterville CPA firm confirmed they will arrange a team of accounting practice and finance software auditors to review and confirm changes made by the Finance staff; this is expected to begin in early January.

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

### **FACILITIES PLANNING: *James Baker or Bill Deville***

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

- Management is waiting to hear from LSU/Division of Administration as they proceed in clearing their regulatory requirements prior to the sale of the LSU property in North Baton Rouge to CATS.
- A new property survey has been commissioned to establish property boundaries and to identify physical structures – fencing, DOTD signage, etc. – adjacent to the property.
- The property survey will aid in identifying and removing any property encroachments prior to the sale; it will be LSU's responsibility to provide free and clear property. The survey will also identify physical structures and obstructions to be considered in the design of the development.

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

- Construction bids for the Cortana Transit Center have been received and vetted by CATS staff and legal counsel.
- A recommendation to award the contract will be considered by the F&E Committee and the full board this month.

#### **Downtown Transit Center:**

- Management continues its outreach to the Division of Administration along with Hollywood Casino officials regarding CATS vision and feasibility of a Downtown Transit Center.
- DOTD appears to be one controlling entity of possible properties in downtown that could accommodate CATS operations. DOTD officials have identified specific site that may be suitable to house portions of our operations.
- Access to a site for bus staging site is critical to the Downtown Transit Center. Management is working to schedule a meeting with casino officials to discuss their support.



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## EXECUTIVE STAFF



### **Bus Rapid Transit: Plank and Florida BRT:**

- The design and engineering phase is underway for Plank and Florida station designs.
- Consultants have reviewed each Plank and Florida BRT station locations to identify pedestrian safety issues, right-of-way limitations, utility impediments, etc.
- Engineering surveying, 3D scanning, and photography is complete and right-of-way mapping and limits of construction data have been obtained.

### **Plank-Nicholson BRT:**

- CATS recently participated in a series of stakeholder workshops conducted by HNTB in conjunction with the City-Parish and the EBR Redevelopment Authority. The stakeholder meetings included briefings to elected officials, downtown stakeholders, and a presentation to Plank Road stakeholders and interested parties. The objective of the briefings was to outline the scope and intent of the redefinition study, obtain and address stakeholder concerns, map out proposed funding structure as well as plans for advancing the project.
- CATS management met recently with Baton Rouge Airport officials to discuss their forthcoming plans regarding its plans to expand an area of the runway in compliance with federal aviation regulations. This would require that Plank Road be re-routed; this construction starts in 2019, and is slated to take about 12 to 18 months. Plank Road will not be closed and re-routed during construction but only after construction is completed. There will be another meeting in January to discuss potential options for transit service possibilities for the airport and CATS.

### **City of Baker:**

#### **Park-and-Ride project**

- The Mayor of Baker is advocating the development of park-and-ride/transportation center on Plank Road. Per Mayor Darnell Waites' vision, this project would not only attract and help mitigate the heavy commuter traffic currently along Plank, but he also envisions this as an economic catalyst for further private investments in the Baker/Baton Rouge area.
- A meeting is scheduled with CRPC to discuss project funding requirements.
- A meeting will be set with CATS and Mayor Waites to outline plans to advance the initial phase once funding has been secured.

### **Service Planning: *Bill Deville***

- The Service Improvement Plan is scheduled for an implementation date of February 24, 2019; this date coincides with the first of three run-cuts outlined in the labor agreement. Staff is working to ensure this deadline is met and that our customers are fully educated on the new service before the implementation occurs.

**Finance: *Rhonda Williams***

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PHONE: 225.389.8920



#### EXECUTIVE STAFF

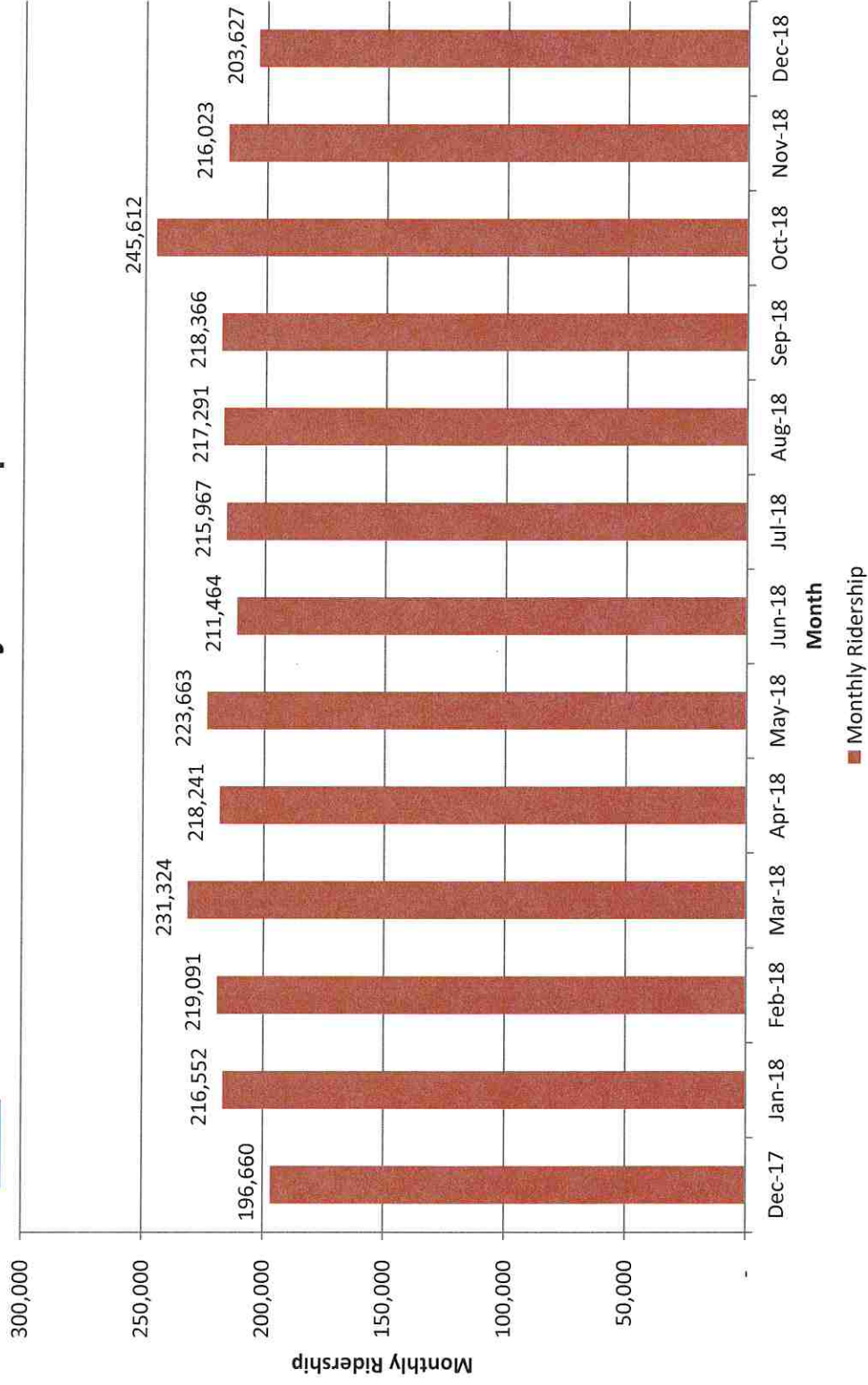
#### Key Performance Indicators (KPIs):

- Grants – CATS has received the initial “Recipient Information Request (RIR)” for the Triennial. The Grants Manager is working to retrieve the information from the respective departments.
- Overtime – Overtime for the first ten months of the year is as follows:
  - January – \$63,000
  - February – \$83,000
  - March – \$89,000'
  - April – \$71,000
  - May – \$65,000
  - June – \$55,000
  - July – \$50,000
  - August –\$68,000
  - September – \$78,000
  - October – \$118,000
  - November—\$115,134.94
  - December--\$95,221.50
- December’s overtime is \$35,000 over budget as a result of operators that have been terminated and the utilization of supervisors to avoid as many route cancellations as possible. However, overtime has decreased from the last two months by \$23,000 in November and \$20,000 in December.
- Medicaid – No update.
- Analyzing farebox revenue – The fare box committee will meet before the end of January.



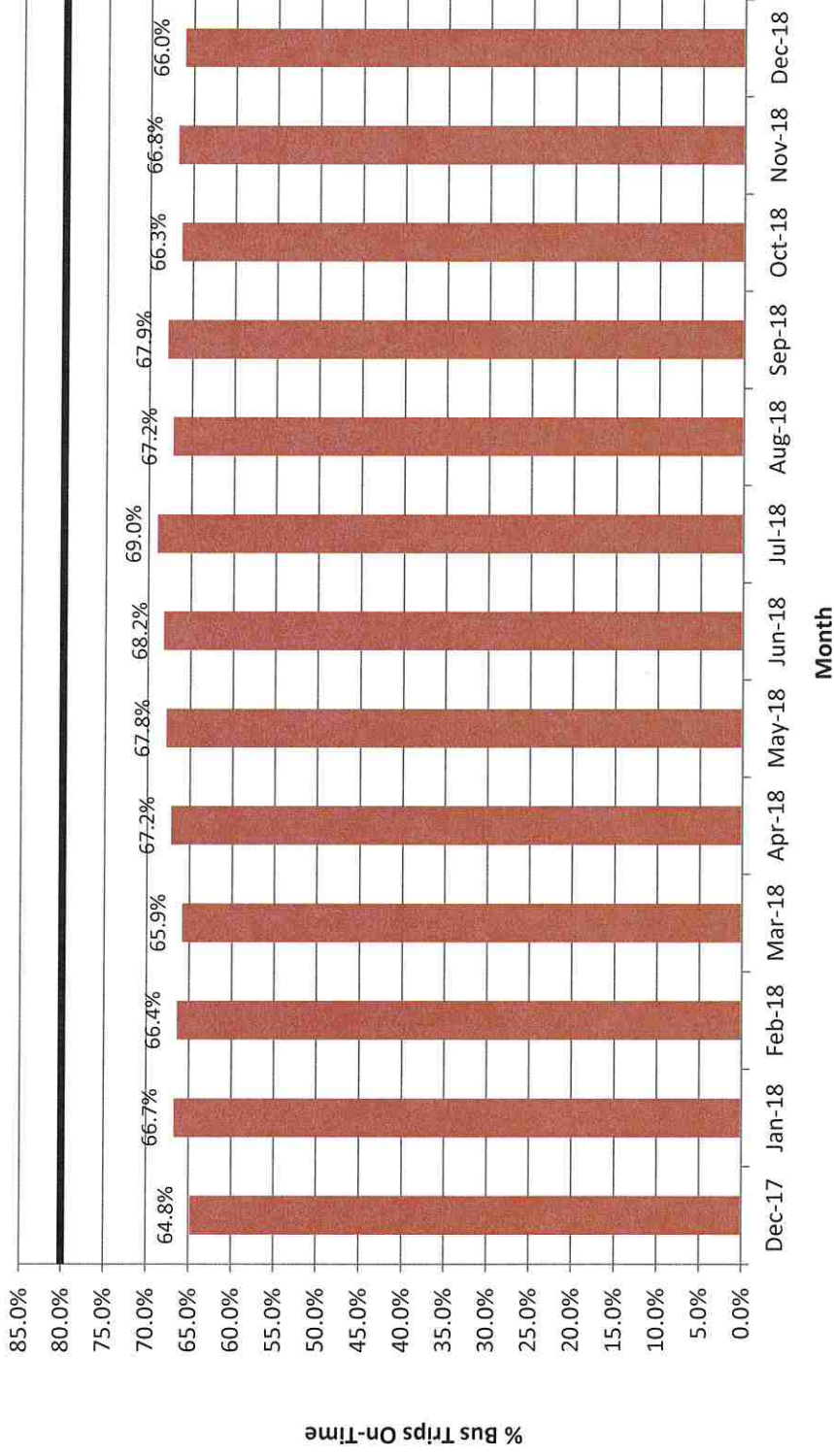


## CATS Monthly Ridership





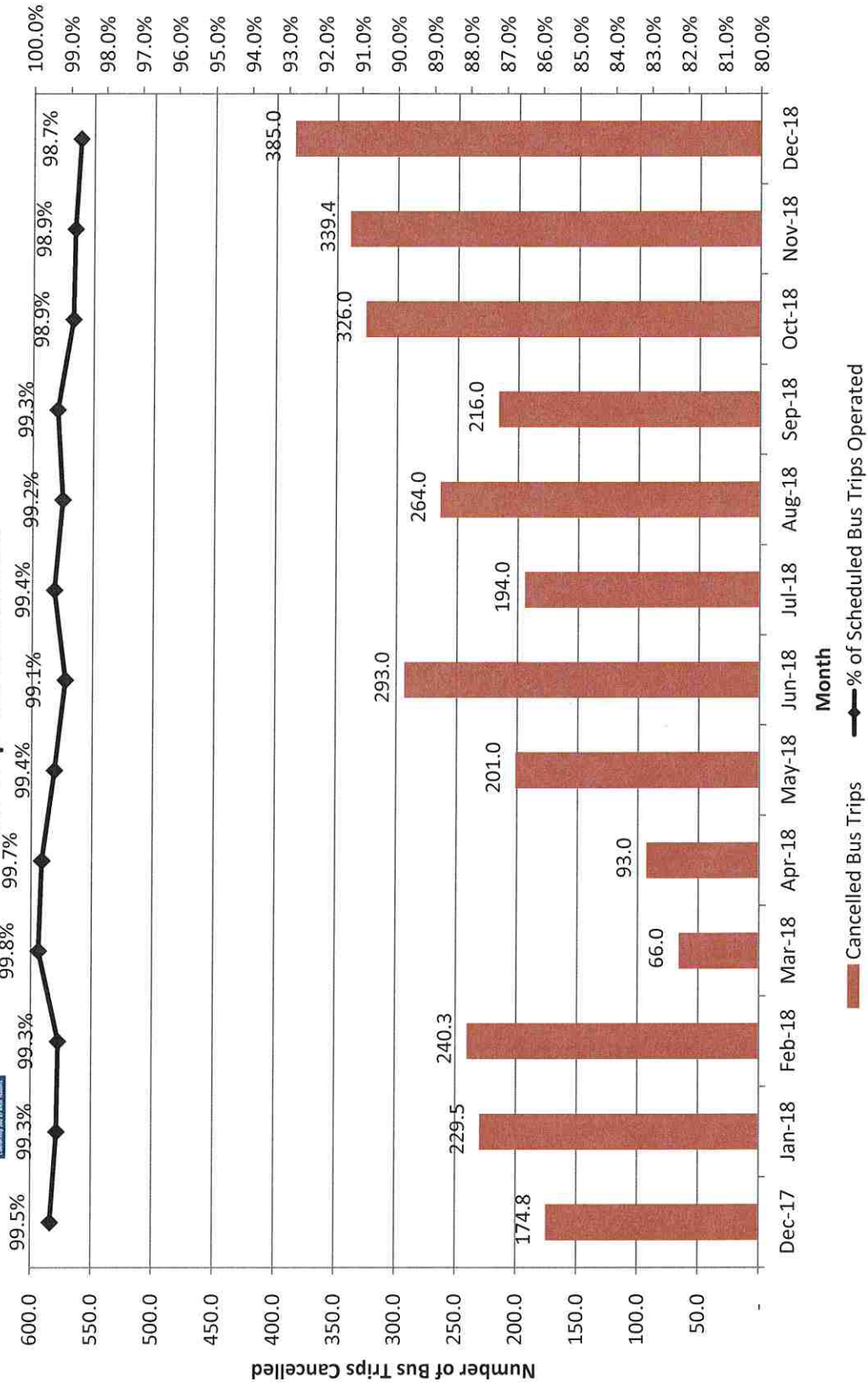
## Percentage of Bus Trips On Time



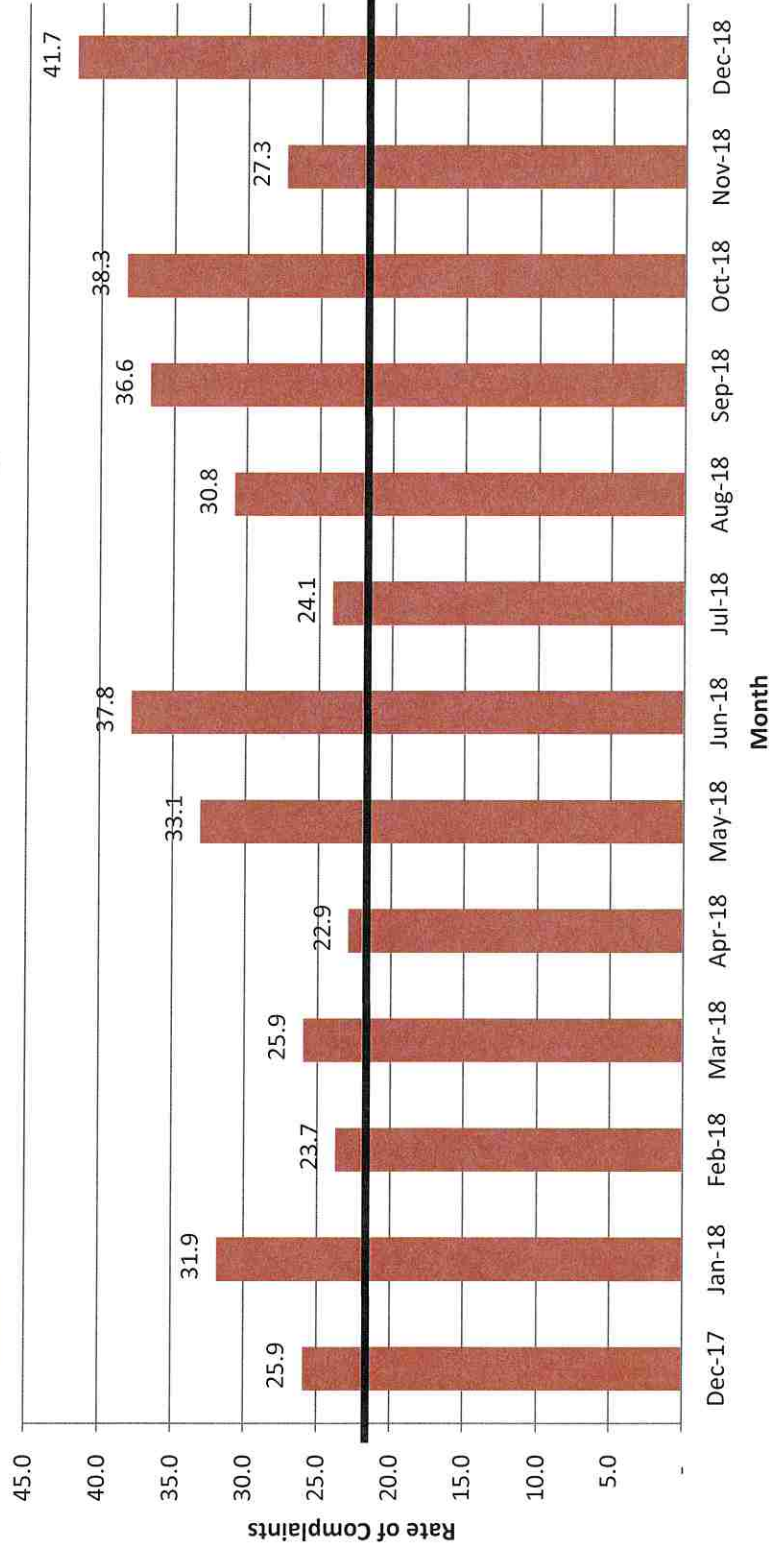
■ % On-Time Within 5-Min. Window

Note: On-Time performance is measured at scheduled timepoints which represent 13.44% of the total system bus stops

## Bus Trip Cancellations

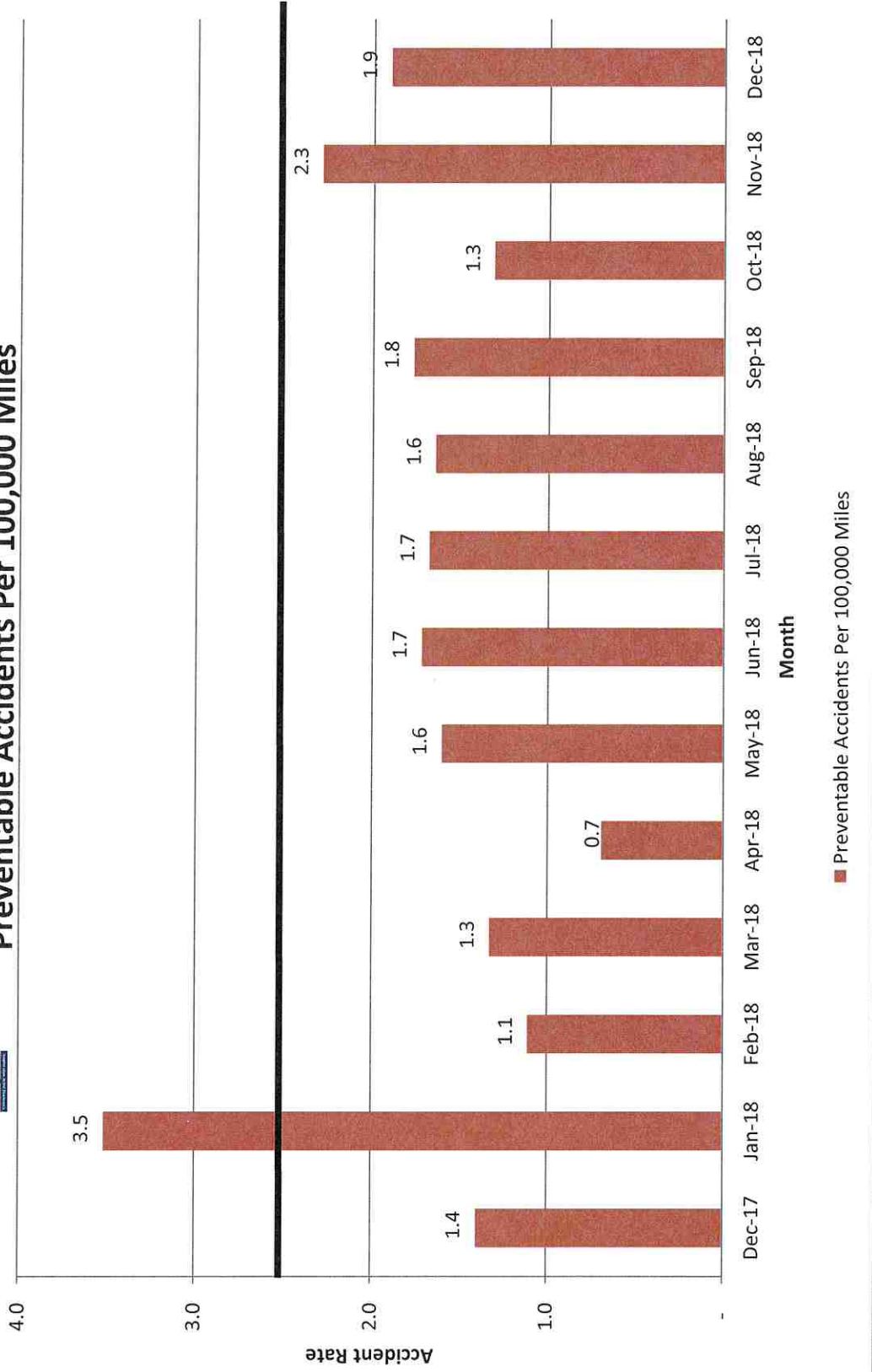


# Complaints per 100,000 Boardings

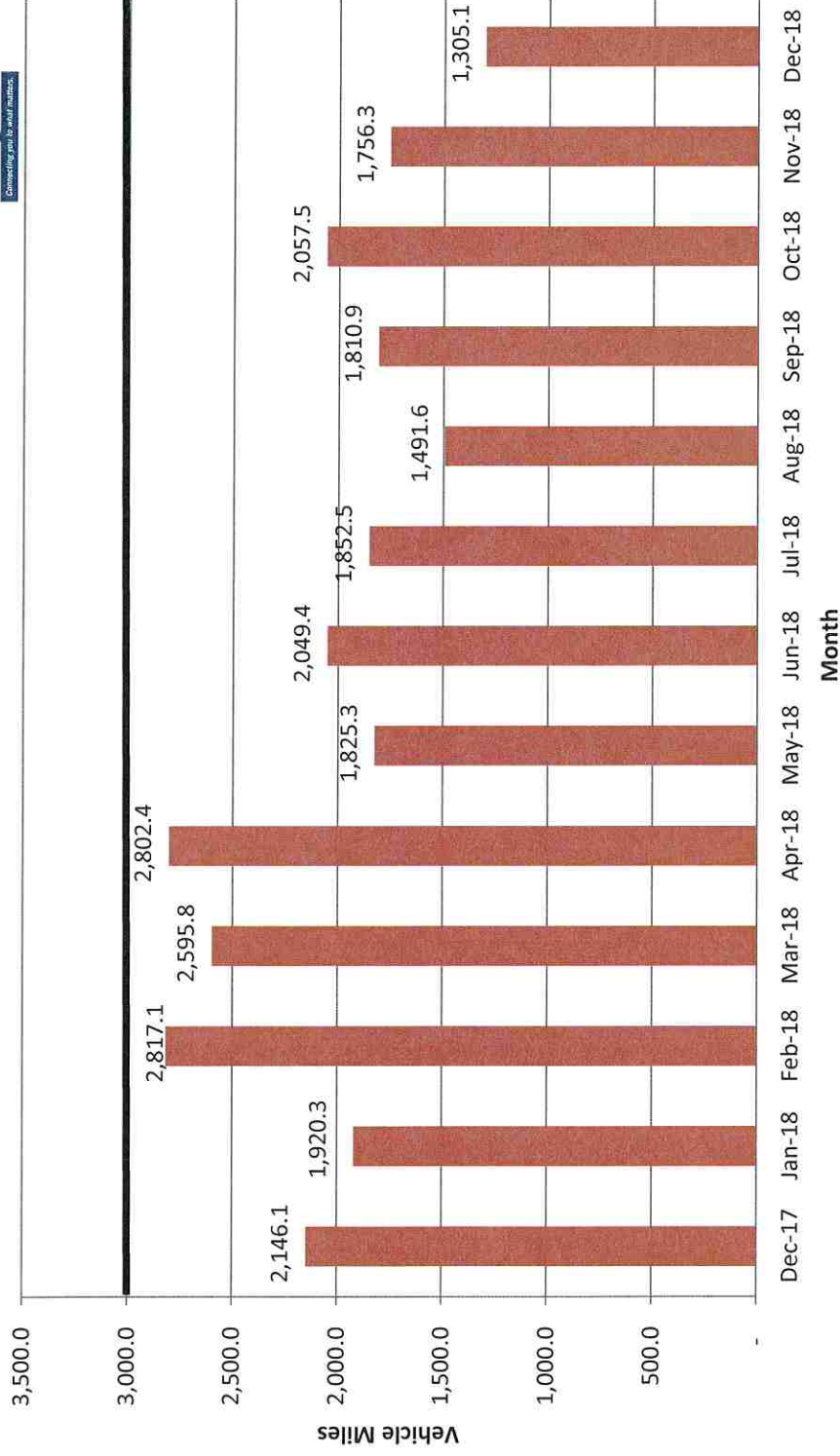


■ Complaints per 100,000 Boardings

# Preventable Accidents Per 100,000 Miles

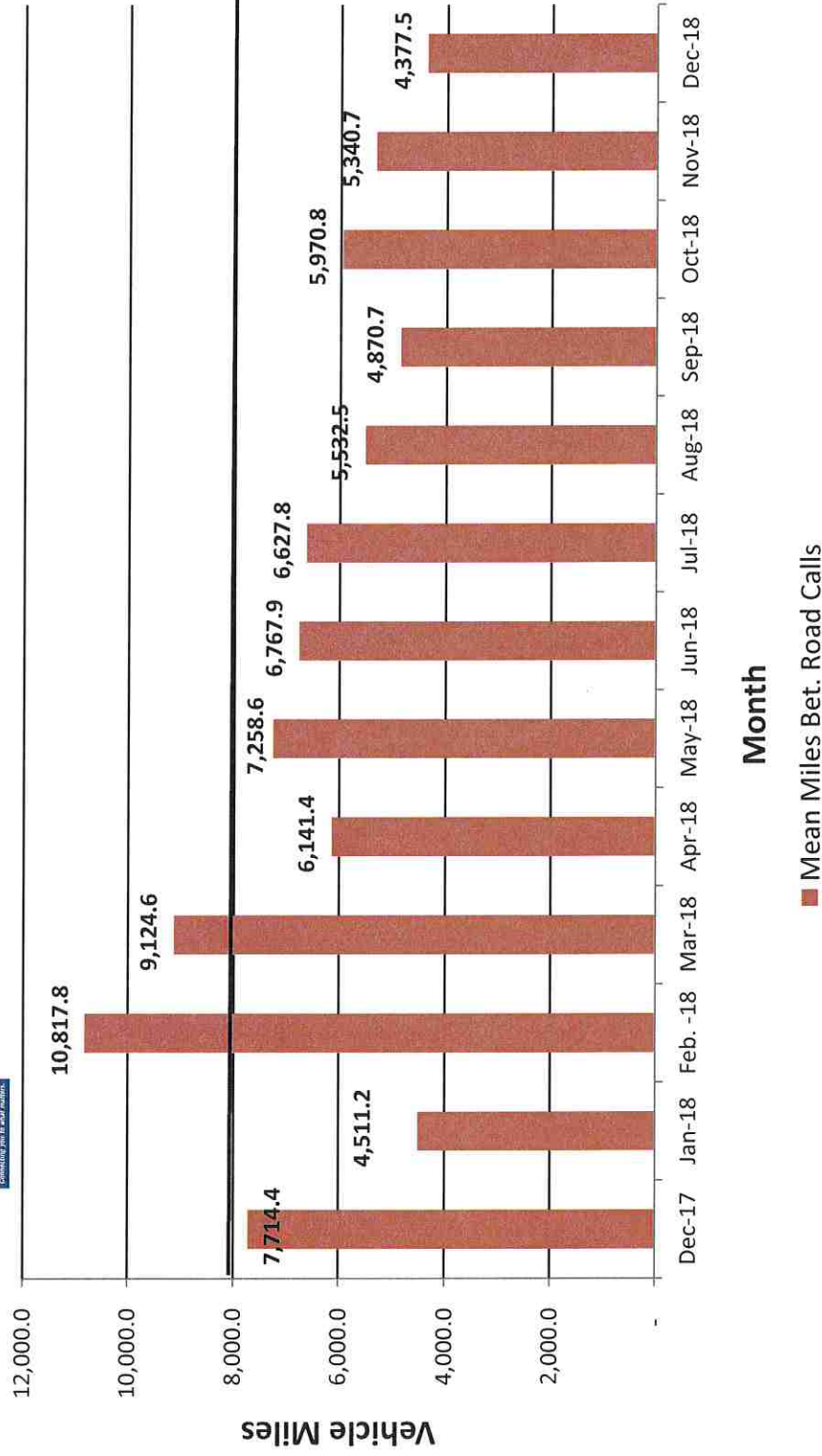


# Mean Miles Bet. Mechanical Failures





## Mean Miles Bet. Road Calls



Capital Area Transit System

Statement of Operating Budget vs. Actual

For the Period Ended December 31, 2018

Page 1

**Draft**

CY18

Year to Date

Current Month

Description	Budget	Actual	Var. Amount	%	Budget	Actual	Var. Amount	%	Approved Budget
Passenger Paid Fares	145,833	126,000	(19,833)	-13.6%	1,750,001	1,714,706	(35,295)	-2.0%	1,750,001
Special Transit Fares (Contract)	34,343	900	(33,443)	-97.4%	412,113	254,090	(158,023)	-38.3%	412,113
ADA/Paratransit Revenue	9,167	0	(9,167)	-100.0%	110,001	28,150	(81,851)	-74.4%	110,001
Advertising Revenue	41,667	45,304	3,638	8.7%	500,001	700,933	200,932	40.2%	500,001
Interest Income	4,167	176	(3,991)	-95.8%	50,001	129,276	79,275	158.5%	50,001
Other Agency Revenue	4,484	162	(4,322)	-96.4%	53,805	154,581	100,776	187.3%	53,805
<b>Total CATS Generated</b>	<b>239,660</b>	<b>172,543</b>	<b>(67,118)</b>	<b>-28.0%</b>	<b>2,875,922</b>	<b>2,981,736</b>	<b>105,814</b>	<b>3.68%</b>	<b>2,875,922</b>
<b>Non Federal Revenue</b>									
Hotel/Motel Tax	108,333	108,333	(0)	0.0%	1,300,000	1,267,214	(32,786)	-2.5%	1,300,000
Parish Transportation Fund	45,833	45,833	(0)	0.0%	550,000	458,332	(91,668)	-16.7%	550,000
Property Tax Revenue	1,410,417	1,410,417	0	0.0%	16,925,002	17,005,854	80,853	0.5%	16,925,001
<b>Total Non Federal</b>	<b>1,564,583</b>	<b>1,564,583</b>	<b>(0)</b>	<b>0.0%</b>	<b>18,775,001</b>	<b>18,731,400</b>	<b>(43,601)</b>	<b>-0.2%</b>	<b>18,775,001</b>
<b>Federal Operating Subsidies</b>									
FTA - Preventive Maintenance	343,191	343,191	0	0.0%	4,118,292	4,258,034	139,742	3.4%	4,118,292
FTA - Project Administration	7,500	7,500	0	0.0%	90,000	118,833	28,833	32.0%	90,000
FTA - Planning	19,109	19,109	0	0.0%	229,306	213,809	(15,497)	-6.8%	229,305
FTA - JARC/New Freedom			0			446,081	446,081		
FTA - BOA Bus Leases			0			295,323	295,323		
<b>Total Federal Operating</b>	<b>369,800</b>	<b>369,800</b>	<b>0</b>	<b>0.0%</b>	<b>4,437,598</b>	<b>5,332,080</b>	<b>894,483</b>	<b>20.2%</b>	<b>4,437,597</b>
<b>Total Operating Revenues</b>	<b>2,174,043</b>	<b>2,106,926</b>	<b>(67,118)</b>	<b>-3.09%</b>	<b>26,088,520</b>	<b>27,045,216</b>	<b>956,696</b>	<b>3.7%</b>	<b>26,088,520</b>
<b>TOTAL SOURCES OF REVENUE</b>	<b>2,174,043</b>	<b>2,106,926</b>	<b>(67,118)</b>	<b>-3.09%</b>	<b>26,088,520</b>	<b>27,045,216</b>	<b>956,696</b>	<b>3.7%</b>	<b>26,088,520</b>
<b>Operating Expenses</b>									
Labor	975,863	793,641	(182,222)	-18.7%	11,707,952	10,225,374	(1,482,578)	-12.7%	11,707,952
Fringe Benefits	312,042	490,310	(178,268)	-57.1%	3,744,498	6,753,137	(3,008,639)	-80.3%	3,744,498
<b>Total Labor and Fringe Benefits</b>	<b>1,287,904</b>	<b>1,283,951</b>	<b>3,954</b>	<b>0.3%</b>	<b>15,452,450</b>	<b>16,978,512</b>	<b>(1,526,062)</b>	<b>-9.9%</b>	<b>15,452,450</b>
Casualty and Liability	121,923	53,636	(68,287)	-56.0%	1,463,081	1,526,831	(63,750)	-4.4%	1,463,081
Services	94,159	84,708	(9,451)	-10.0%	1,129,907	1,615,232	(485,325)	-43.0%	1,129,907
Purchased Transportation	203,417	192,248	(11,169)	-5.5%	2,441,000	2,101,297	(339,703)	-13.9%	2,441,000
Materials & Supplies	292,012	219,364	(72,648)	-24.9%	3,504,139	2,774,705	(729,434)	-20.8%	3,504,139
Utilities	20,883	14,082	(6,801)	-32.6%	250,599	186,156	(64,443)	-25.7%	250,599
Miscellaneous Expenses	72,476	49,077	(23,399)	-32.3%	869,706	597,461	(272,245)	-31.3%	869,706
Leases and Rentals	10,341	0	(10,341)	-100.0%	124,091	157,434	(33,343)	-26.9%	124,091
Local Match (Capital)	71,129	0	(71,129)	-100.0%	853,547	0	(853,547)	-100.0%	853,547
<b>Total Operating Expenses</b>	<b>2,174,043</b>	<b>1,897,066</b>	<b>276,978</b>	<b>12.7%</b>	<b>26,088,520</b>	<b>25,937,627</b>	<b>150,893</b>	<b>0.6%</b>	<b>26,088,520</b>
<b>NET BALANCE (+/-)</b>	<b>0</b>	<b>209,860</b>	<b>209,860</b>		<b>0</b>	<b>1,107,590</b>	<b>1,107,589</b>		<b>0</b>

## Capital Area Transit System

## Balance Sheet

December 2018

# Draft

12/31/2018**ASSETS****Current Assets:**

Cash and Cash Equivalents	(\$2,278,656.59)
Accounts Receivable	\$390,229.33
Property Tax Receivable	\$17,291,859.00
Due from Governments	\$541,527.75
Notes Receivable	\$0.00
Interest and Dividends Receivable	\$0.00
Inventory	\$713,704.97
Prepaid Expenses and Other Assets	\$103,235.07
<b>Total Current Assets:</b>	<b>\$16,761,899.53</b>

**Restricted Assets:**

Cash and Cash Equivalents	\$694,618.14
<b>Total Restricted Assets:</b>	<b>\$694,618.14</b>

Investments	\$0.00
Net Pension Asset, Long-Term	\$490,522.00
Equipment, Net	\$20,392,232.01

**Total Assets****\$38,339,271.68****LIABILITIES AND NET ASSETS****Current Liabilities**

Accounts Payable and Accrued Expenses	\$803,605.93
Accrued Payroll and Tax Liabilities	\$1,036,163.37
Accrued Interest (Bus Lease)	(\$0.27)
Note Payable	\$0.00
Accrued Compensated Absences	\$142,274.27
Claims Payable and Related Liabilities	\$883,055.80
Capital Lease Payable	(\$656,273.46)
Deferred Revenue (Grants/Prop Tax)	\$5,232,784.91
Other Current Liabilities	\$0.00
<b>Total Current Liabilities</b>	<b>\$7,441,610.55</b>

**Long-Term Liabilities**

Note Payable, Less Current Portion	\$0.00
Accrued Compensated Absences, Less Current Portion	\$266,320.40
Capital Lease Payable, Less Current Portion	\$3,938,589.76
Estimated Liabilities	\$1,192,231.01
<b>Total Long-Term Liabilities</b>	<b>\$5,397,141.17</b>
<b>Total Liabilities</b>	<b>\$12,838,751.72</b>

**Net Assets:**

Investments in Capital Assets, Net of Related Debt	(\$14,736,901.37)
Restricted Cash and Cash Equivalents	(\$694,618.14)
Unrestricted	(\$10,069,000.45)
<b>Total Net Assets:</b>	<b>(\$25,500,519.96)</b>
<b>Total Liabilities And Net Assets</b>	<b><u>\$38,339,271.68</u></b>

Report name: Two Columns Balance Sheet

Chart template: Balance Sheet-NEW

Include account levels 1 to 4

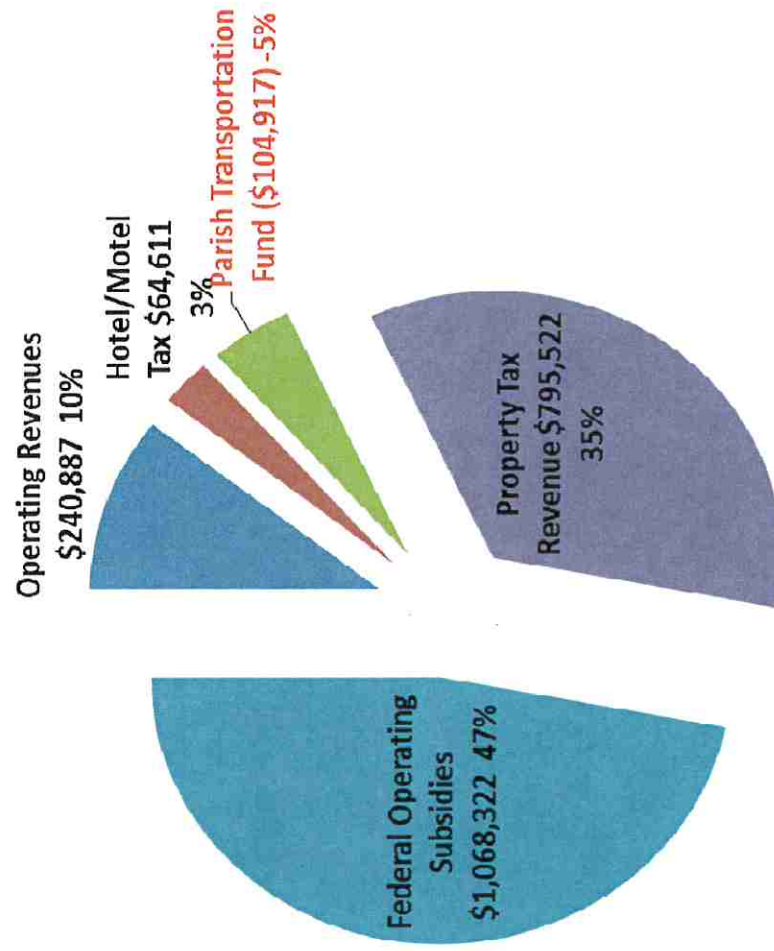
Include accounts with zero balances

Include inactive accounts

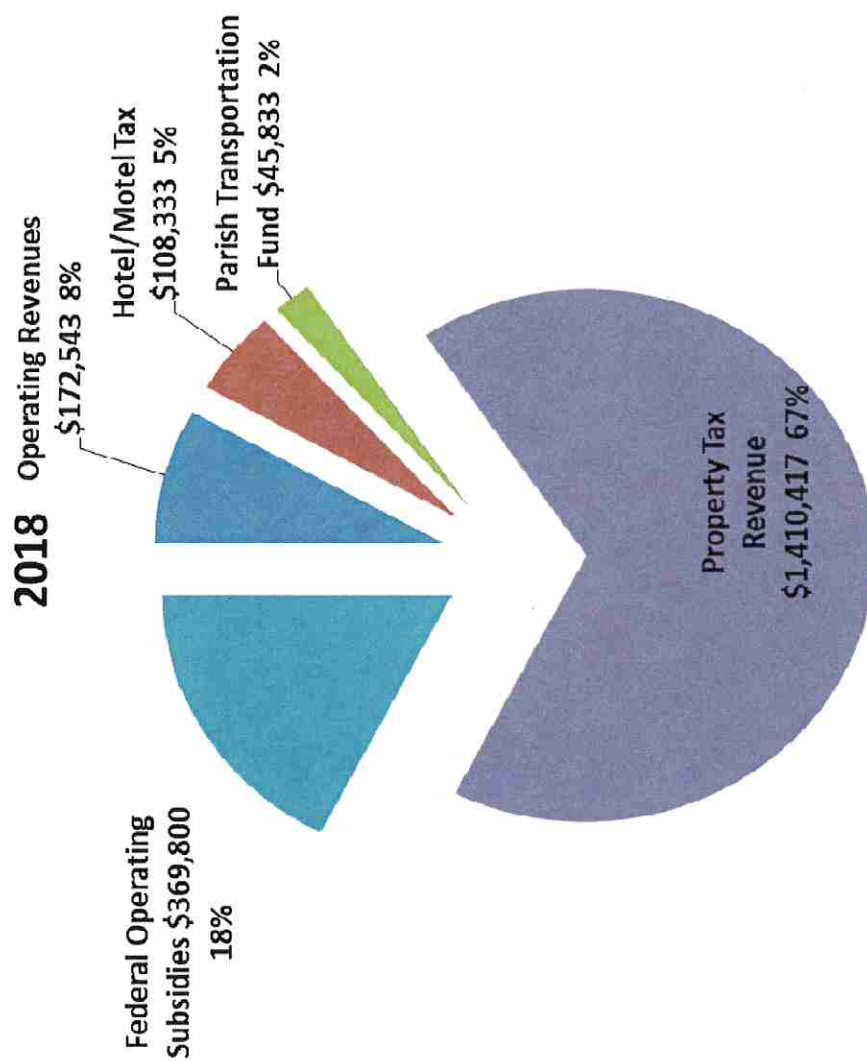


## Monthly Operating Revenues

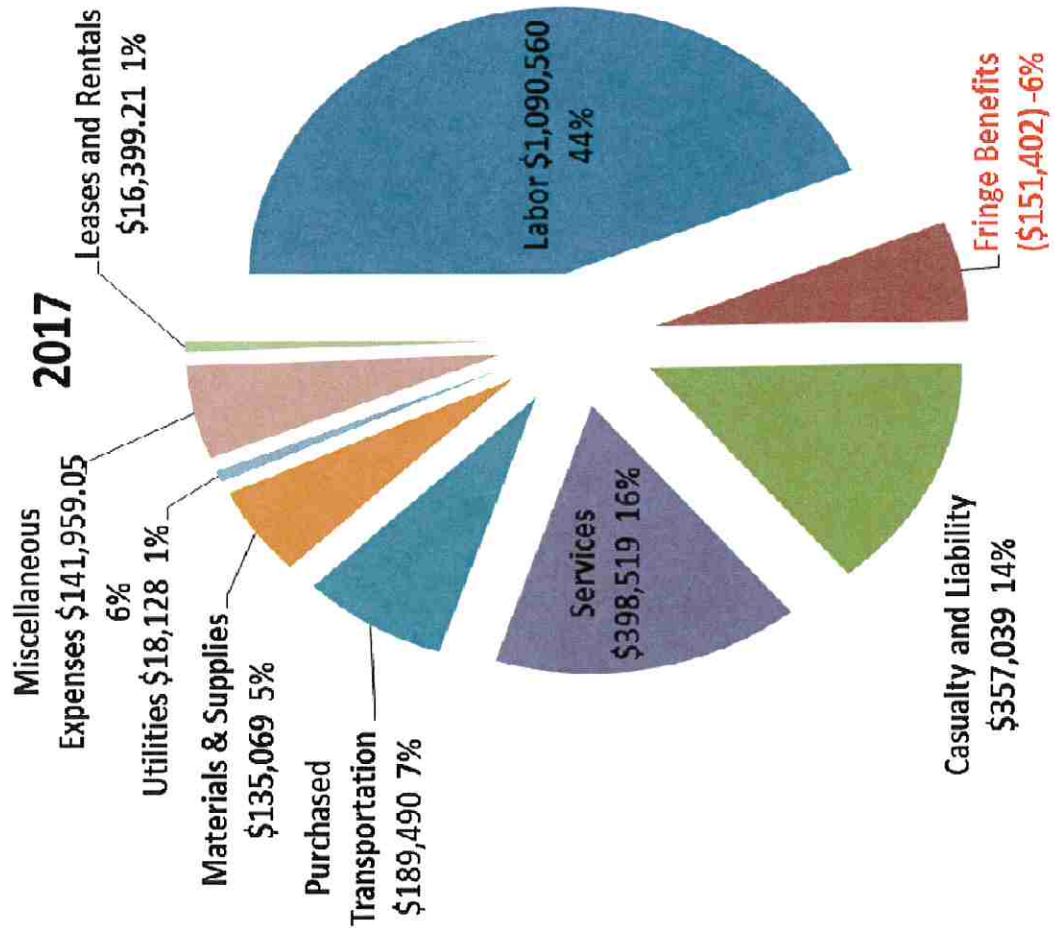
2017



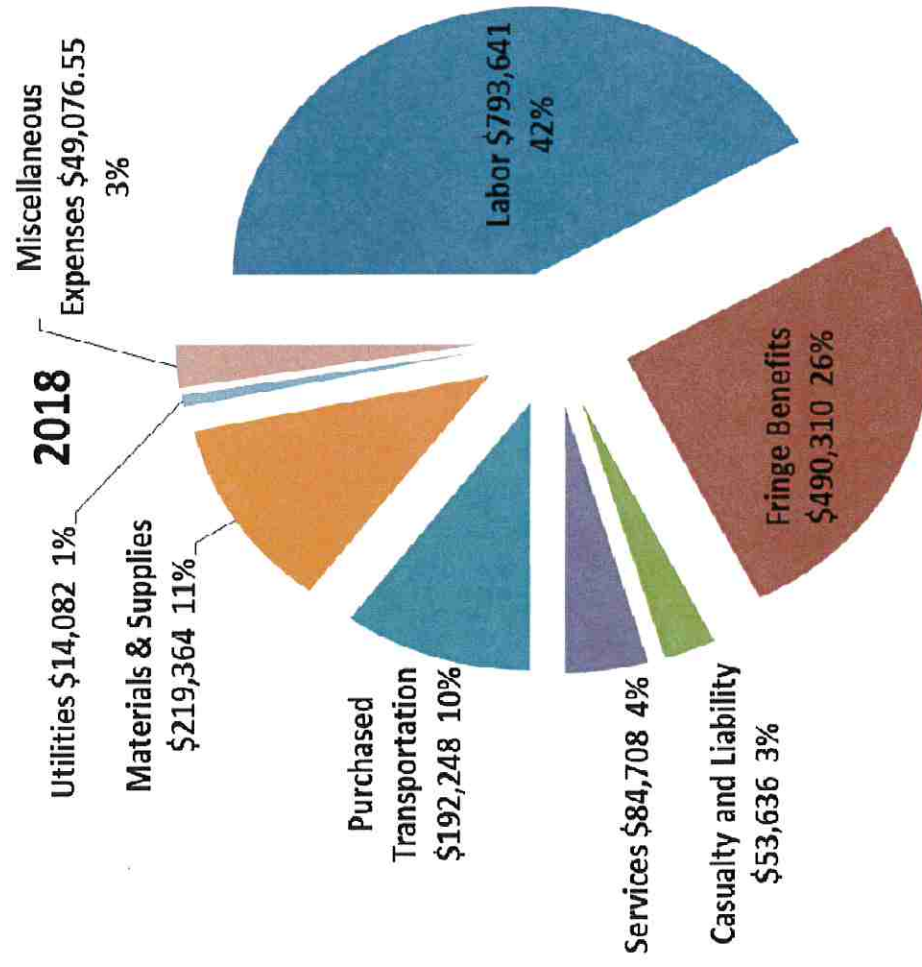
## Monthly Operating Revenues



## Monthly Operating Expenses



## Monthly Operating Expenses



CATS GRANT BALANCES BY FPC CODE AS OF December 31, 2018									
Grant Number	FPC 00- Capital	FPC 02 Planning	FPC 04- OPS	FPC 06 Proj Admin	Subtotal	Encumbrance	Grant Balance Total	Grant Type	Total by Type
LA 2017-027	22,213				22,213		22,213		
2017 5339									
LA 2016-023	544,113				544,113	-544,113	0		
2016 5339									
LA-2017-028	2,310,187				2,310,187	-953,450	1,356,737		
2017 CMAQ									
LA 2017-029	1,011,017				1,011,017	-1,011,017	0	Buses	1,378,950
2017 5309 85 15									
LA-37-X029	22,606			1,696	24,302		24,302		
2007 JARC - WtW									
LA-37-X033	8,458			33,651	42,109		42,109		
2008 JARC WtW									
LA-37-X047				64,674	64,674		64,674	JARC	131,085
2011 & 2012 JARC									
LA-90-x063	938,311	53			938,364	-131,765	806,599		
2017 formula									
LA-90-X332	23,675				23,675		23,675		
2008 formula									
LA-90-X404	30,538				30,538		30,538		
2013 formula									
LA-90-x426	34,957				34,957		34,957		
2014 formula									
LA-90-x437	465,908				465,908	-15,207	450,701		
2015 formula									
LA-90-x451	581,271	0			581,271	-154,359	426,912	Formula	1,773,362
2016 formula									
LA-95-0010	335,360				335,360	-160	335,200	DOTD	335,200
Bus Shelters									
BALANCES	6,328,614	53	0	100,021	6,428,688	-2,810,071	3,618,617		3,618,617



CAPITAL AREA TRANSIT SYSTEM

*Connecting you to what matters.*

**MEETING OF THE  
FINANCE AND EXECUTIVE COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
JANUARY 10, 2019  
Ninth Floor Conference Room  
5700 Florida Boulevard**

**MINUTES**

The Finance and Executive Committee met on Thursday, January 10, 2019, at 10:30 a.m. Present at the meeting were members Jim Brandt, Erika Green, Linda Perkins, and Antoinette Pierre. Also present were Bill Deville, Darrell Brown, Dwana Williams, and members of CATS staff.

**I. Call to order and establishment of quorum**

Mr. Brandt welcomed those assembled.

**II. President's Announcements**

Mr. Brandt let the committee know that Mr. Bellue, Ms. Pierre, and he had been reappointed by the Metro Council at their meeting on January 9<sup>th</sup>. Mr. Thomas was replaced with Laurence Lambert; their respective terms are effective immediately. Mr. Brandt thanked Mr. Thomas for his service to CATS and Mr. Thomas shared that he has enjoyed his time and hopes the best for the agency.

**III. Safety Moment**

Ms. Renee Simpson shared a safety moment that centered on bus operator safety.

**IV. Executive Report and Financials**

Mr. Deville noted that there was no update from the Human Resources Department.



Ms. Williams updated the committee on the performance measures. She noted that CATS had 203,627 passenger trips in December. There were 1.9 preventable accidents per 100,000 miles. Ms. Williams shared that there were 385 trips cancelled in December of the approximately 35,000 trips for the month; she shared this was largely due to vehicle maintenance issues. The percentage of on-time trips was 66%. There were 41.7 complaints per 100,000 miles in December. Ms. Williams shared that there were 1,305.1 miles between mechanical failures and 4,377.5 miles between road calls.

It was noted that CATS has taken delivery of the eight Gillig buses and they will be ready for revenue service in the week of January 15<sup>th</sup> when all technology and software has been installed and tested.

Mr. Deville noted that CATS had a successful 2018 and shared some of the highlights with the committee members. He noted that key stakeholders like BRAC, BRAF, DOTD, CRPC, City, State, and Local elected officials, were very supportive of the agency. There were several grant awards facilitating a number of projects and programs, and CATS was invited to join a number of collaborative programs and projects for the betterment of Baton Rouge.

Mr. Deville shared that CATS has several projects planned for 2019, as well as a Service Improvement Plan that is scheduled to begin February 24<sup>th</sup>. The agency is working with Will Scott & Company to do an executive search for a COO and hopes to have qualified candidates by early second quarter 2019. The agency's first BRT route is underway with the first BYD electric bus scheduled for delivery in March. Staff is working to determine how best to utilize the new buses once they are ready for revenue service. CATS will be planning to break ground on the East Baton Rouge Cortana Transit Center in January.

CATS plans to implement its first Microtransit Pilot Project. Operations and Communications will begin preparing a marketing plan that will announce the specifics of the project once the study is complete.

The agency has undertaken a compensation study that is expected to be complete in four to six months.

CATS will temporarily suspend charter service until June 2019 in an effort to focus on fixed-route service.

In Facilities Planning, Mr. Deville let the board know the construction bids for the Cortana Transit Center have been received and a recommendation to award the contract will be presented as an action item.

Ms. Rhonda Williams shared that CATS had \$172,543 in self-generated revenue for December. There was \$1,564,583 in non-federal revenue and \$369,800 in federal revenue for a total of \$2,106,926 in operating revenue for December. Year to date the agency has collected \$27,045,216 in total operating revenue.

The operating expenses for December were \$1,897,066. Year to date the agency has spent \$25,937,627 in operating expenses.

Ms. Williams reported on the Key Performance Indicators for December and noted that in grants, CATS has received the initial "Recipient Information Request" for the upcoming Triennial Review.

The agency spent \$95,221 in overtime in December that is primarily related to operator terminations, which have led to supervisors filling trips where possible.

It was noted there was no update on the Medicaid process.

Ms. Williams shared that the farebox committee plans to reconvene in January to discuss the recommendations made by the committee.

Mr. Brandt let the committee know that he had asked staff to consider waiving fares when the Service Improvement Plan (SIP) is implemented. Ms. McNaylor shared that the average weekly revenue for 2017 was \$26,960, and the revenue for the same week in 2018 was \$31,188. After discussion by the committee members, each was supportive of waiving fares and it was decided that the full board would be asked to consider waiving fares for the week of February 24 through March 2, 2019.

**V. Recommend award of construction contract for Cortana Transit Center construction project**

Mr. Brown notified the committee that CATS received two bids in response to the construction Invitation to Bid (ITB). He noted the low bid appeared to be flawed and there is a hearing regarding the issue scheduled for Friday, January 11<sup>th</sup>.

Mr. Abadie noted that he and Mr. Brown wanted to inform the committee of the status of the bid. He shared that it is their hope that the agency will be in a position to award the bid to the remaining bidder at the January meeting and to not delay the project.

**VI. Recommend approval to extend adjuster claims services contract with Brown Claims Management Group, LLC**



Mr. Brown noted that the contract with Brown Claims Management, LLC is set to expire at the end of February and CATS is satisfied with the work of the firm. He noted that the contract will remain the same but there will be a 2.23% increase in the cost according to the Consumer Price Index (CPI).

Mr. Abadie shared that Brown Claims has been a good partner with CATS for many years and that as it relates to the services he sees, Brown Claims has provided excellent service to CATS.

Ms. Pierre moved that the full board approve a one-year renewal with Brown Claims Management Group, LLC for adjuster claims services and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

**VII. Recommend approval of 2019 CATS Strategic Plan**

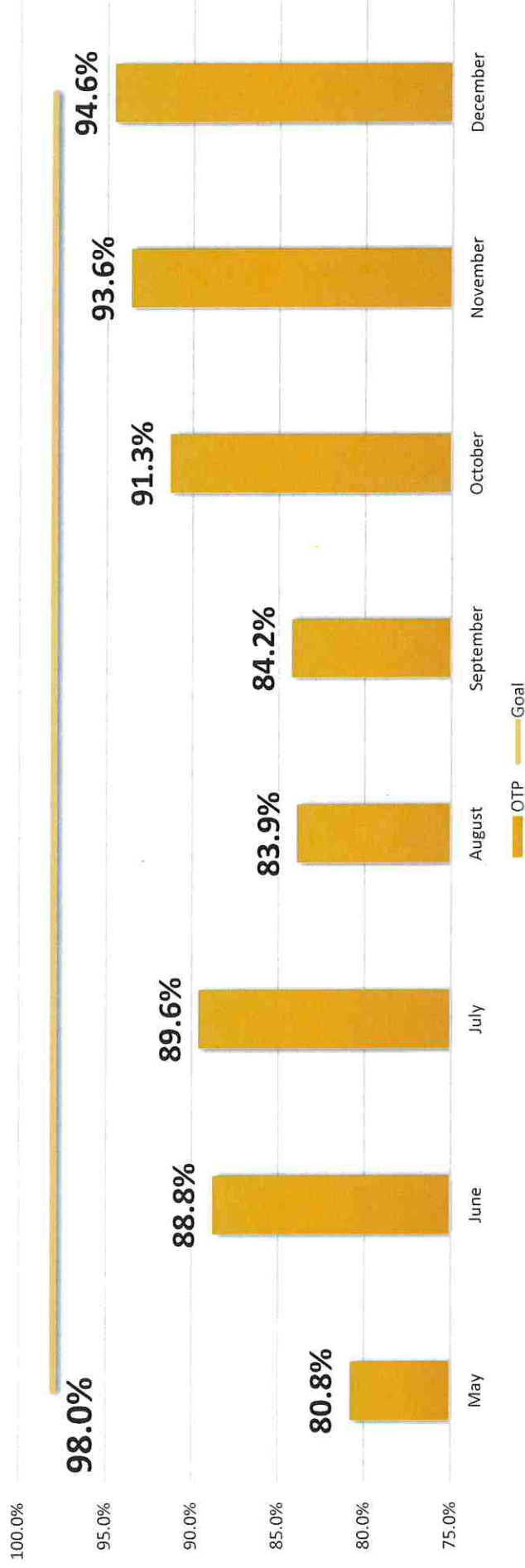
Ms. McNaylor shared that the revisions to the 2019 Strategic Plan were centered on goals and action items. The goals and action items completed in 2018 were replaced with the goals and action items listed in the new plan. She noted there were no changes to the priorities, core values, or mission statement.

Mr. Brandt shared that the plan had been reviewed by the Planning Committee and was unanimously recommended to the F&E Committee for recommendation of approval.

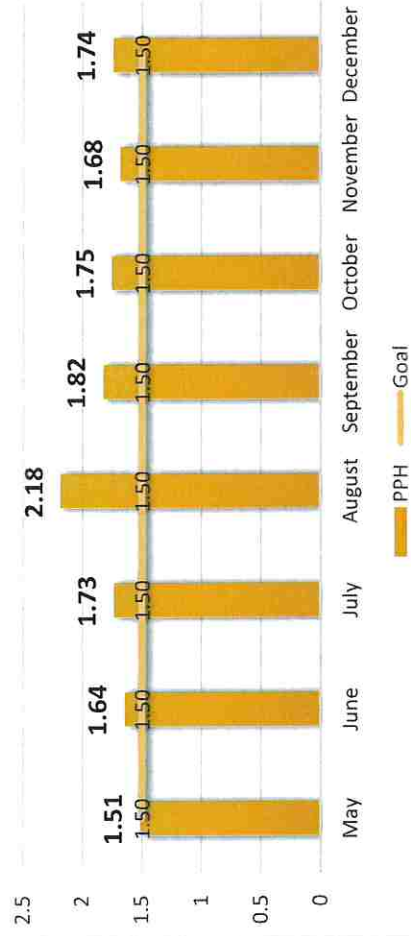
Mr. Brandt moved that the full board adopt the 2019 CATS Strategic Plan with the proposed revisions and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

There being no further business, the meeting adjourned.

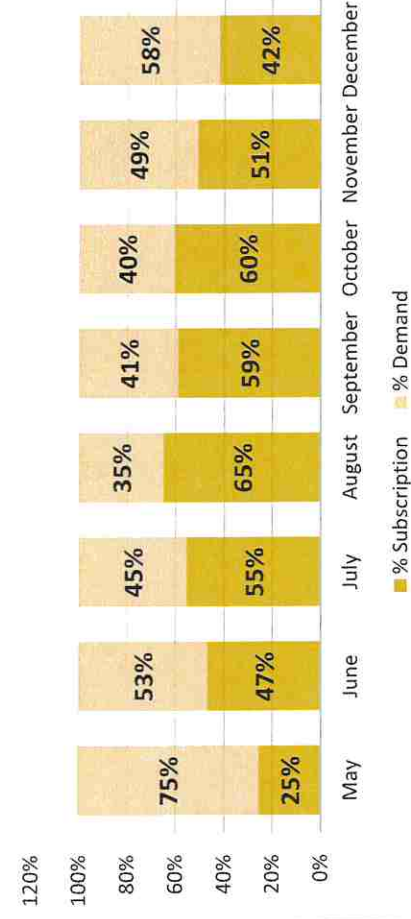
## On Time Performance



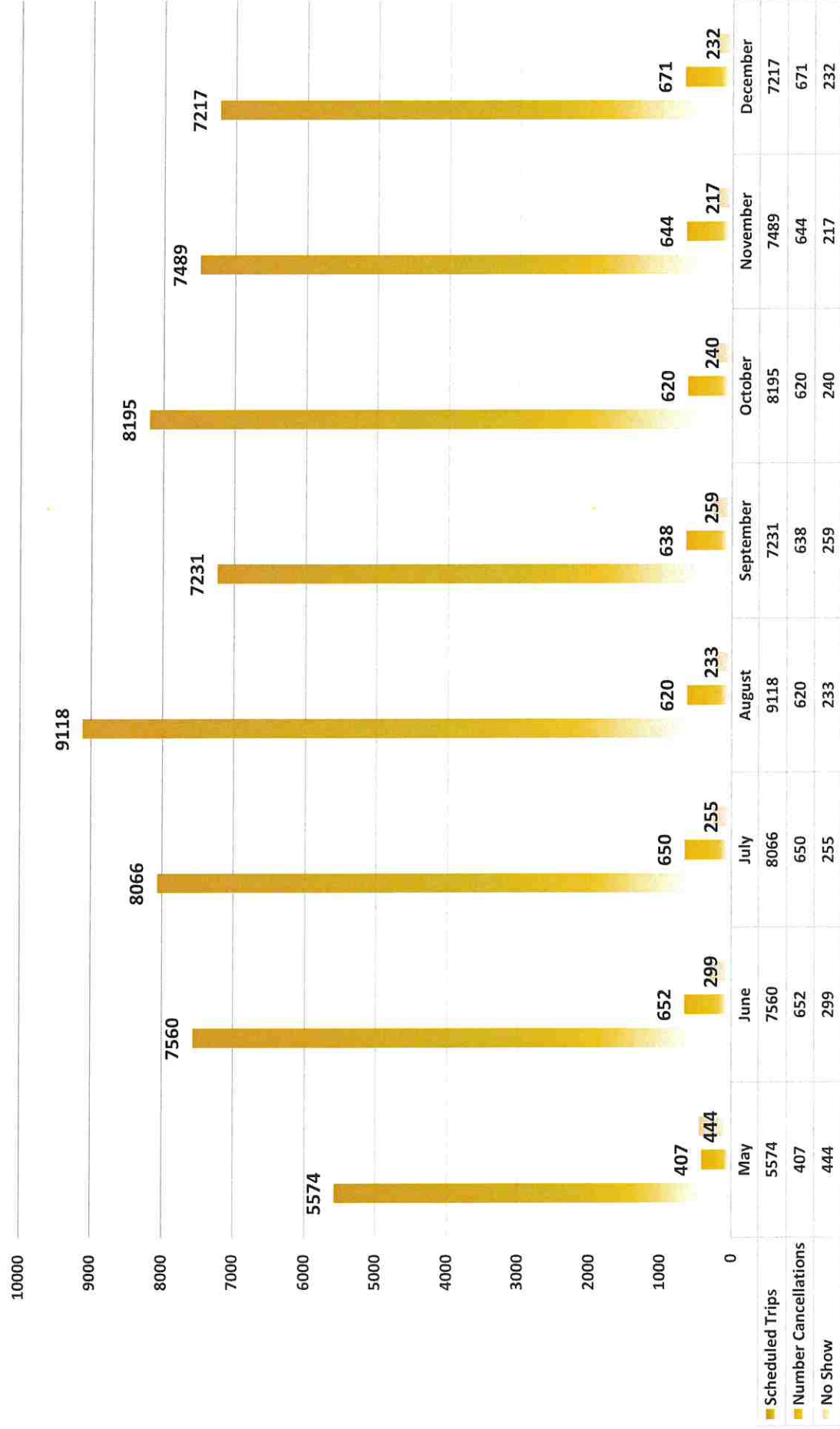
## Passengers Per Hour (PPH) Productivity



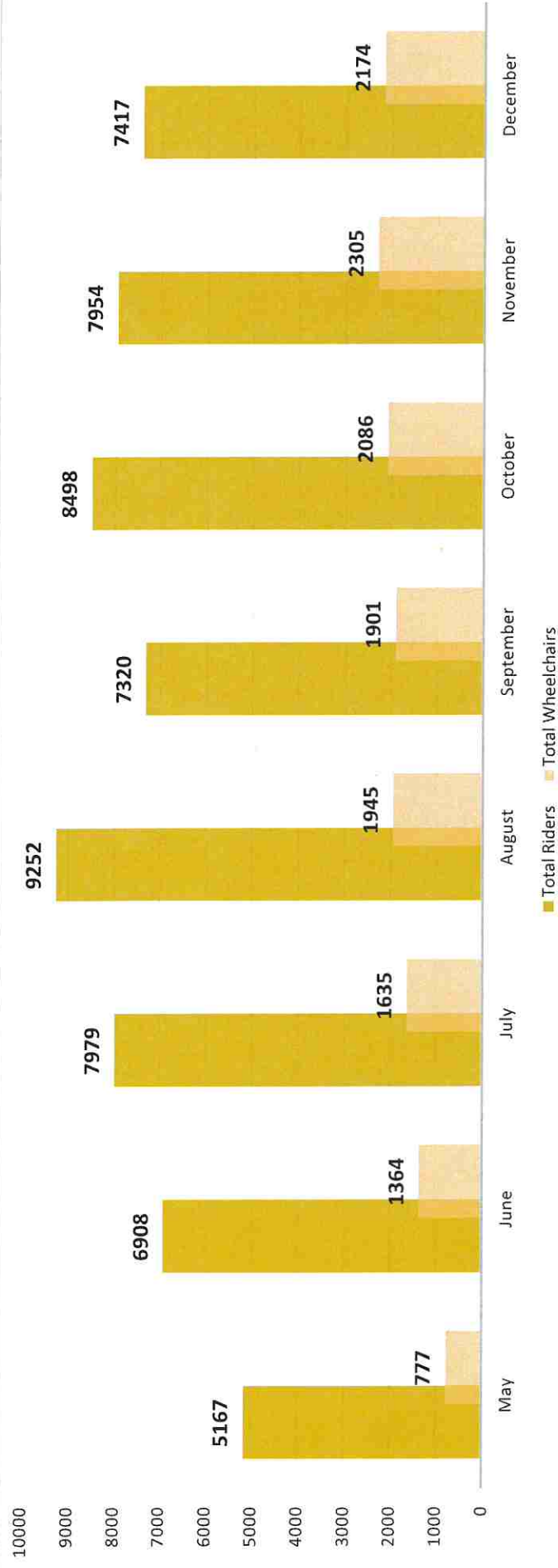
## SUBSCRIPTION VS. DEMAND



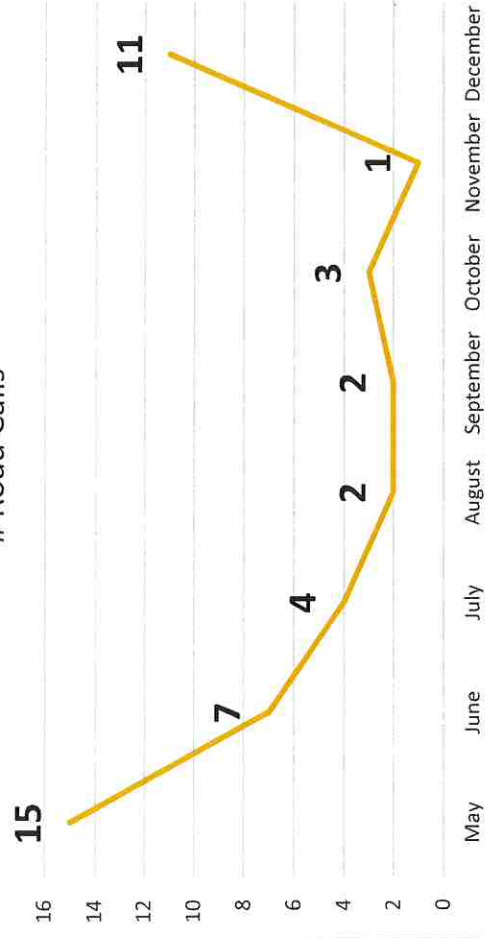
# CHART TITLE



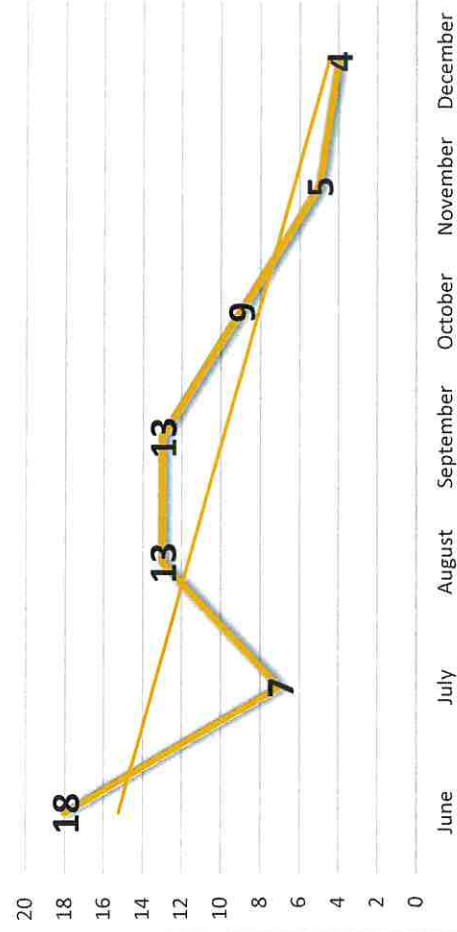
■ Scheduled Trips
 ■ Number Cancellations
 ■ No Show



### # Road Calls



### # Complaints -





2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



January 4, 2018

## MEMORANDUM

### CONTACT

**Renee Simpson**  
Risk and Safety Manager  
[rsimpson@brcats.com](mailto:rsimpson@brcats.com)

**To:** William "Bill" Deville, CATS CEO  
Darrell Brown, CATS CAO  
Lisa Sanchez, CATS Procurement Manager

**From:** Renee Simpson, CATS Risk and Safety Manager (and Project Manager)

**Subject:** Brown Claims Management Group, LLC (adjuster claims services)  
**Contract Performance / Renewal and Extension**  
**One (1) Year Renewal & Extension from Mar. 1, 2019 thru Feb 28, 2020** (based on CATS Original RFP Solicitation #2010-Adjust-004)

### Purpose:

The purpose of this summary is to document the satisfactory Contract Performance by Brown Claims over the past year and to ensure the appropriate procurement procedures are taken in an effort to recommend a renewal and extension of this contract.

### Background and Procurement Contract Awards:

**Aug 2010 thru Aug 2015 - Original Contract:** The Adjuster Claims Services contract was awarded to **Brown Claims Services, Inc.** through an RFP competitive process. CATS received five (5) proposals, and through an evaluation process, Brown Claims Management Group, LLC was selected as the contractor who best met CATS needs, price and otherwise. The original contract was effective for an initial term of three (3) years w/two (2) one-year renewal options available (or a total of 5 years) through August 2015.

**Aug 2015 to Aug 2016 - Contract Renewal & Extension:** CATS assigned Project Manager determined that it was in the best interest of CATS to renew and extend the Brown Claims Services, Inc. contract for an additional one year thru August 2016. CATS allowed Brown Claims, in accordance with the original RFP, to apply the Consumer Price Index (CPI), which resulted in a slight price increase. The new prices were compared to the prices received in 2010 from the four (4) other proposals, and Brown Claims Management Group, LLC were still significantly lower. Although we advertised the original RFP to get competitive pricing, Louisiana Public Bid Law does not require service contracts to be competitively solicited. Federal procurement laws are not applicable because we do not use any federal money in this type of project. Therefore, CATS issued a contract renewal and extended the contract period through August 2016. (Refer to Table 1 below for Brown Claims price changes from 2010 thru 2018).



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**Aug 2016 to Aug 2017 - Contract Renewal & Extension:** CATS assigned Project Manager once again determined that it was in the best interest of CATS to renew and extend the Brown Claims contract for another year through August 2017. Again the CPI was applied, which resulted in a slight increase again. The new prices were compared to the prices received in 2010 from the four (4) other proposals and Brown Claims' prices were once again significantly lower. CATS issued a contract renewal and extended the contract period through August 2017. *(Refer to Table 1 below for Brown Claims price changes from 2010 thru 2018).*

**Aug 2017 to Feb 2018 - Contract Renewal & Extension:** The current CATS assigned Project Manager determined that it was in the best interest of CATS to renew and extend the contract for a six (6) month duration instead of one year. The six (6) month period was to allow the Project Manager to fully evaluate the performance of the contractor and enable him to make a determination if it was in the best interest of CATS to issue a new RFP for these services. Brown Claims was in agreement with this decision and was willing to renew at the same prices from the prior year and extend the contract through Feb 2018. *(Refer to Table 1 below for Brown Claims price changes from 2010 thru 2018).*

**Feb 2018 to Feb 2019 - Contract Renewal & Extension:** The current CATS assigned Project Manager and CAO determined that it was in the best interest of CATS to renew and extend the contract for a duration of one (1) year through February 2019. With this renewal, CATS allowed Brown Claims, in accordance with the original RFP, to apply the Consumer Price Index (CPI), which resulted in a slight price increase (1.35%) to the Adjuster Hourly Rate, the Clerical Hourly Rate and the File Origination Fee; all of the other services pricing remained the same in accordance with the original 2010 RFP pricing. The new prices were compared to the prices received in 2010 from the four (4) other proposals and Brown Claims Management Group, LLC was found to be lower than the second lowest proposer in the original 2010 RFP. The performance of the contractor was evaluated as satisfactory and the best interest of CATS to continue. Brown Claims Services was in agreement with this decision and extended the contract through Feb 2019. Brown Claims Services, Inc. also legally changed their name to Brown Claims Management Group, LLC. *(Refer to Table 1 below for Brown Claims price changes from 2010 thru 2019 renewal).*

**Feb 2019 to Feb 2020 – Contract Renewal & Extension:** The current CATS assigned Project Manager has determined that it is in the best interest of CATS to renew and extend the contract for a duration of one (1) year through February 2020. With this renewal, CATS has allowed Brown Claims, in accordance with the original RFP, to apply the Consumer Price Index (CPI), which will result in a slight price increase (2.23%) to the Adjuster Hourly Rate, the Clerical Hourly Rate and the File Origination Fee; all other services pricing will remain the same in accordance with the 2010 RFP pricing. The proposed



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CONTACT

renewal prices were again compared to the prices received in 2010 from the four (4) other proposals and Brown Claims Management Group, LLC's hourly Adjuster Rate was found to be 19.77% lower than the second lowest proposer in the original 2010 RFP. The performance of the contractor has been evaluated as satisfactory and in the best interest of CATS to continue. (Refer to Table 1 below for Brown Claims price changes from 2010 thru 2019 renewal).

**Contract Renewal and Extension Recommendations:**

It has been determined to be in the best interest of CATS to renew and extend the Brown Claims Management Group, LLC, contract for a period of **one (1) year from March 1, 2019 thru February 28, 2020.**

**Table 1 – Contract Pricing from 2010 to Current**

Adjuster Claims Services Description	Unit Cost	Original 2010 to 2015 Pricing	2015 to 2016 Pricing	2016 to 2017 Pricing	2017-2018 Pricing	2018-2019	2019-2020 Renewal Pricing
Adjuster Rate (hourly)	Per Hour	\$46.00	\$ 49.92	\$50.34	\$50.34	\$51.02	\$52.15
Clerical Rate (hourly)	Per Hour	\$23.00	\$ 24.96	\$25.17	\$25.17	\$25.51	\$26.08
Mileage	Per Mile	IRS rate	IRS rate	IRS rate	IRS rate	IRS rate	IRS rate
File Origination Fee	Per File	\$40.00	\$ 43.41	\$43.77	\$43.77	\$47.78	\$48.76
Police Reports	Per Report	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost
Photos	Per Photo	\$ 1.00	\$ 1.00	\$1.00	\$1.00	\$1.00	\$1.00
Copies	Per Page	\$ 0.25	\$ 0.25	\$0.25	\$0.25	\$0.25	\$0.25
Faxes	Per Page	\$ 0.25	\$ 0.25	\$0.25	\$0.25	\$0.25	\$0.25
Digital	Actual	Actual	Actual	Actual	Actual	Actual	Actual

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CONTACT

Equip Cost (tapes, CD, other)		Cost	Cost	Cost	Cost	Cost	Cost
Postage	Actual	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost
Long Distance Telephone	Per Call	\$ 1.00	\$ 1.00	\$1.00	\$1.00	\$1.00	\$1.00





January 7, 2019

## MEMORANDUM

**To:** William “Bill” Deville, CEO  
Darrell Brown, CAO

**From:** Lisa M Sanchez, CATS Procurement Manager  
James Baker, Capital Improvements Director and Project Manager

**Subject:** CATS Procurement Process and Bid Review Summary  
Recommendation for an Award of Contract  
ITB Solicitation #2018-CortanaTransitCtr-020

### Purpose:

The purpose of this Procurement Summary is to document the procurement process and to recommend an award of a contract for the referenced Construction of the Cortana Transit Center contract.

### Background:

The purpose of the ITB is to secure a contract for a firm to handle the construction of the Cortana Transit Center – Civil Work Improvements (Public Works/Construction) as described in the referenced ITB.

### Procurement Process:

The solicitation was advertised in The Advocate (official journal) and in the Weekly Press (DBE Publication) on November 29, December 5 and December 10, 2018. The ITB notification was also emailed directly to 41 contractors, including 13 small businesses and DBE firms. A Pre-bid conference and site visit was also held for the attending vendors on December 4<sup>th</sup> at 11:00am. During the open inquiry period, CATS received 1 question, which was answered via an Addendum to the ITB on December 14, 2018. On **December 27, 2018** CATS Procurement Department received **two (2)** bids in response to the ITB from the following firms: **(1) Kelly Construction Group** (total bid amount: \$465,181), and **(2) The Luster Group** (total bid amount: \$346,042.25).

### Bids Received and Reviewed:

CATS Procurement Department staff conducted a compliance review of the two (2) bids received and found one (1) of them to meet the requirements of the ITB. This one (1) bid was deemed to be responsive. One (1) bid was found to be non-responsive, as the bidder did not include the signed Signatory Page (Page 1 of the ITB) with the bid, as was required in the ITB.

### Pending Issues:

While the low bidder acknowledges a flawed bid, he alleges that the next low bid is flawed as well. Official notice of the flawed low bid has been issued to the apparent low bidder as staff prepares to recommend award to the next low bidder. The merits of the bidder’s allegations are being reviewed by legal counsel.

### Contract Award Recommendation:

CATS Procurement and the Project Manager recommend awarding this contract to the only responsive and responsible bidder, **Kelly Construction Group**, for **\$465,181**, which is within the CATS current budget amount for this project.

***Note:** If award is approved, CATS Procurement will issue the Purchase Order (contract) to Kelly Construction Group. The contractor will prepare the necessary materials and will plan to begin work on or about January 22 and end on or about May 30 2019. Dates also depend on time taken by Contractor to obtain an acceptable Performance Bond and a Certificate of Recordation from the EBR Clerk of Court, per ITB.*

# DECEMBER

		2018		2017	
#	ROUTES	RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young/BRCC	2,799	\$ 1,491.96	14,064	\$ 8,694.80
10	Scenic Hwy/Southern University	6,119	\$ 3,473.77	5,557	\$ 3,253.17
11	Norhside Circulator	4,025	\$ 2,865.06	5,046	\$ 3,583.97
12	Government/Jefferson	8,408	\$ 3,487.42	9,878	\$ 3,658.10
14	Thomas Delpit	4,166	\$ 2,397.08	3,366	\$ 2,099.98
16	Capitol Park Trolley	2	\$ -	2	\$ -
17	Perkins Rd/Mall of LA	10,491	\$ 5,498.11	12,311	\$ 6,126.45
18	LSU/Cortana Mall	7,403	\$ 3,844.51	5,985	\$ 3,386.11
20	North Acadian	8,697	\$ 5,360.07	11,658	\$ 7,471.39
21	Fairfield/Cortana Mall	5,652	\$ 3,037.86	3	\$ 0.35
22	Winbourne	7,392	\$ 4,188.88	0	\$ -
23	Foster Drive	5,725	\$ 3,486.56	0	\$ -
41	Plank Road	18,837	\$ 10,793.16	19,458	\$ 10,629.24
44	Florida Blvd	30,593	\$ 14,231.58	32,202	\$ 15,134.88
46	Gardere/OLOL/L'auberge	4,833	\$ 3,898.17	22	\$ 5.75
47	Highland Road	21,568	\$ 10,346.48	48,531	\$ 27,148.14
50	Glen Oaks/Greendale	2,721	\$ 1,808.53	0	\$ -
52	Baker Circulator	1,244	\$ 1,020.33	1,369	\$ 1,115.36
54	Airline HwyNorth/SUBR	11,535	\$ 7,404.74	0	\$ -
55	East Florida/BREC	3,215	\$ 2,260.19	0	\$ -
56	Mall to Mall via Drusilla	5,765	\$ 2,641.21	28	\$ 22.30
57	Sherwood Forest	12,069	\$ 8,341.36	12,340	\$ 8,620.55
58	Coursey/O'Neal	4,985	\$ 2,988.27	7,691	\$ 4,430.30
59	East Florida/O'Neal	4,557	\$ 2,649.55	590	\$ 284.31
60	Medical Circulator	768	\$ 439.19	565	\$ 317.58
70	Baker/Southern Univ/ CATS Terminal	3,812	\$ 2,235.39	0	\$ -
72	Florida Limited	5,260	\$ 2,105.70	5,325	\$ 1,605.79
103	Airport Express	116	\$ 75.69	41	\$ 38.64
80	SU	870	\$ -	628	\$ -
	Terminal Fare Box Probed 8-18				
	Genfare Trip Adjustments				
	<b>TOTAL PASSENGERS</b>	203,627	\$ 112,370.82	196,660	\$107,627.16

TRIPS BY ROUTES DECEMBER 2018

Route Name	Route Number	RIDERSHIP	REVENUE	MILEAGE	TIME
Gus Young/BRCC	8	2,799	\$1,491.96	2,451	279.40
Scenic Hwy/Southern	10	6,119	\$3,473.77	10,082	688.01
Northside Circulator	11	4,025	\$2,865.06	9,347	738.47
Government/Jefferson	12	8,408	\$3,487.42	3,192	996.47
Thomas Delpit	14	4,166	\$2,397.08	3,500	310.00
Capitol Park Trolley	16	2	\$0.00	17	89.35
Perkins Rd/Mall of LA	17	10,491	\$5,498.11	13,152	1,025.56
LSU/Cortana Mall	18	7,403	\$3,844.51	4,333	903.33
North Acadian	20	8,697	\$5,360.07	10,959	894.70
Fairfield/Cortana Mall	21	5,652	\$3,037.86	3,712	589.62
Winbourne	22	7,392	\$4,188.88	5,017	835.36
Foster Drive	23	5,725	\$3,486.56	10,096	888.93
Plank Road	41	18,837	\$10,793.16	13,311	1,209.05
Florida Blvd	44	30,593	\$14,231.58	7,329	1,487.53
Gardere/OLOL	46	4,833	\$3,898.17	9,146	714.31
Highland Road	47	21,568	\$10,346.48	18,521	1,762.92
Glen Oaks/Greendale	50	2,721	\$1,808.53	2,362	221.47
Baker Circulator	52	1,244	\$1,020.33	2,691	733.36
Airline HwyNorth/SUBR	54	11,535	\$7,404.73	14,098	1,089.23
East Florida/BREC	55	3,215	\$2,260.19	3,915	281.66
Mall to Mall via Drusilla	56	5,765	\$2,641.21	7,265	711.47
Sherwood Forest	57	12,069	\$8,341.36	9,897	1,046.80
Coursey/O'Neal	58	4,985	\$2,988.27	10,360	755.86
East Florida/O'Neal	59	4,557	\$2,649.55	6,832	553.08
Medical Circulator	60	768	\$439.19	3,153	285.50
Baker/Southern Univ/ CATS Terminal	70	3,812	\$2,235.39	9,746	594.43
Florida Limited	72	5,260	\$2,105.70	9,826	412.90
Airport Express	103	116	\$75.69	4,766	401.64
Southern University	80	870	\$0.00	1,042	94.72
<b>Terminal Fare Box Probed 7/9/18</b>					
<b>ReRoutes</b>					
<b>ReRoutes</b>					
<b>ReRoutes</b>					
<b>ReRoutes</b>					
<b>LSU TDE Route 96 &amp; 97</b>					
<b>Total</b>		<b>203,627</b>	<b>\$112,370.81</b>	<b>210,118</b>	<b>20,595.13</b>





# CATS Procurement Listing for CATS Board

January 15, 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 <small>End date is 2/28/19.</small>	Service RFP	<b>Brown Claims Management Group</b> Adjuster Claim Services Bus Liability & Workers Comp	Refer to updated Hourly Rates for renewal period 3/1/19 thru 2/29/20	<b>Renewal: 3/1/19</b>	<b>2/29/20 Current end date is 2/28/19.</b>	Board to Approve 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	1/10/19 – Seeking 1 yr renewal thru 2/29/20. 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 – Contract renewal finalized. 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> 11/18/18 – 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 #	A&E Design Services	<b>TBD</b>	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for Transit Amenities and Related Equipment	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. RFQ not solicited yet.
<b>Audit Services</b> <b>CATS &amp; Pension</b> External Audit Services	RFP Services Contract	<b>Postlethwaite &amp; Netterville</b>	Approx Cost \$148,000 for 3 years	Jan 2019	Dec 2021	Board Approved 11/13/18	RFP for External Audit Services to replace an existing contract ending 12/31/18	11/13/18 - <b>Board approved</b> 11/18/18 – 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.
<b>C</b> <b>Construction</b> Cortana Transit Center	ITB	<b>Kelly Construction Group</b>	Approx Cost \$465,181	1 <sup>st</sup> Quarter 2019	<b>May, 2019</b>	Board to approve 1/15/19	ITB for Construction of Cortana Transit Center	1/10/19 – F&E will discuss recommendation to award to lowest responsive & responsible bidder. Bid Opening/Due Date: 12/27/18. Two (2) bids were received, with low bid deemed non-responsive, thus rejected.
<b>Customer Satisfaction Surveys</b> <small>End date is 4/30/19 with one renewal</small>	Consult Service	<b>ETC Institute</b>	\$68,120	5/1/18	<b>4/30/19</b> <b>One year contract renewal available</b>	4/16/18 Board approved contract to ETC Institute	Board surveys twice a year at a total cost of \$68120. Refer to the CEO recommendation to award letter.	Approved by CATS Board on April 16, 2018 – CATS Board approved 4/13/18 Procurement prepared the recommendation for award letter to CATS CEO recommending ETC Instituted as selected by the PEC members.
<b>F</b>								



# CATS Procurement Listing for CATS Board

January 15, 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>Financing Bus Finance Lease /Purchase</b> (10 Gillig Buses)	RFP Bus financing for 7 years through 2024	Banc of America Public Capital Corp (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	Apr 2017	Oct 2024	Board approved 3/21/17.	Capital Bus Lease/Purchase Finance 10 Gillig Buses Pay over 7 year period. Total Cost: \$4,217,800 2 payments of \$328,137 per year = \$656,273 per yr	3/21/17 – <b>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> Joint C-P & CATS Contract Approved thru 3/31/2019	RFP by City Parish	FuelTrac Via City Parish solicitation. Contract for Diesel and Gasoline	Oil Price Info Serv OPIS + \$ 0.039 adm fee + tax = price per gal (ppg)	11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	03/31/19 Current 2 year contr w/5 one year renewals available thru 2021	Board Approved for one year renewal thru 3/31/19	City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	10/3/18 – Received notification that Mansfield Oil was assigned contract by FuelTrac, approved by City Parish. 3/26/18 – Contract was finalized and signed with Fueltrac and the C-P Purchase was copied on all correspondence. 3/20/17 – <b>Board Approved</b> for renewal period of 4/1/18 thru 3/31/19. See CEO Letter Recommending Renewal Contract. 3/21/17 – <b>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	Rockit Science	\$125,000 Maximum per year	10/1/18	9/30/19	Board Approved 9/18/18	Provide assistance to CATS in creating and executing marketing programs, including 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.	9/18/18 – <b>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> Contract is thru Start renewal process March 2019	Consult Legal Services	Lindsay & Abadie, APLC	Monthly Retainer Fee + hourly rates apply.	5/19/16	5/18/19	Board Approved 5/17/16	Three (3) year Legal Services Contract Approved by CATS board on 5/17/16	9/30/16—contract finalized. 9/19/16—Creighton submitted a final change in contract for review/approval before signing renewal. 5/17/16 – Legal contract approved by Board. 5/12/16 – F&E is recommending board approval of a new contract. 5/6/16 - A new multi-year contract being negotiated. 4/18/16—one month contract extension was approved by CATS board thru 5/19/16.
<b>P</b> <b>Paratransit Services ADA</b>	RFP Services	MV Transp.	3 year contract amount \$6,975,000	5/6/18 3 yr contract w/ 2 one year renewals	4/30/21 (potential 5 year contract thru 2023)	Board approved 2/20/18 to MV Transportation. 1/16/18	Contracted Para-Transit Service Provider	2/20/18 – <b>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.



# CATS Procurement Listing for CATS Board

January 15, 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>S</b>								
<b>Security Guard Services</b>	RFP Services	Weiser Security Services, Inc.	Approx. \$237,000 annual cost	1/1/19 1 <sup>st</sup> of 2 one-year renewals	12/31/19	Board Approved 11/13/18	24 /7 - Security Guard Services at CATS 2250 Florida Blvd. location.	11/13/18 - <b>Board approved 11/8/18</b> – F&E Committee approved to move to full Board. <b>Board Approved original award on 1/15/16</b> – Security contract awarded to Weiser Security Services, Inc. 3-year contract with 2 options to renew for 12-months each.
<b>Software ERP Sys Specification Development</b>	RFP Services	Intueor Consulting, Inc.	\$94,474	9/1/18	4/30/19	Board Approved 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 Specifications for a software technical solution for an RFP to be advertised by CATS. The consultant 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 RouteMatch Services</b>	Service for Tech Support, Warranty & Maint	RouteMatch Software Warranty	one year of tech support, warranties, & maintenance coverage <b>\$165,052</b>	8/1/18	7/31/19	Board Approved 7/17/18	F&E approved 7/12/18 Tech Support, Maintenance & Warranty Coverage for AVL, APC & AVA Sys	<b>Board Approved on 7/17/18.</b> 7/12/18 - Item pending board approval 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 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	Material Supply ITB	Bridgestone Americas Tire Operations, LLC	<b>\$600,000</b> (est cost for 3 years)  ----- 2016 Average cost is \$200,000 per year	9/1/17 Current Contract with Goodyear is thru 8/17/17	8/31/20 Initial Contract for 3 years w/ 2 one year renewals through 8/31/22	Board Approved 7/18/17	Board Approved 7/18/17  F&E approved 7/13/17  ----- Goodyear agreed to extend contract thru 8/31/17 at same prices.	<b>Board Approved on 7/18/17.</b> 7/13/17-CATS Maint. and Procurement Depts recommend an award of contract to 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>								

# CATS Procurement Listing for CATS Board

January 15, 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>Vehicles ADA Para-Transit Vans</b>	Rolling Stock 1 ADA Vans Gasoline 12 Pass 2 W/C spaces	Creative Bus Sales  (Gasoline) LA State Contract #4400010611	\$63,252.22 Each <b>\$63,252.22</b> <b>Total</b>	estimated 8/25/18	Estimated 2/01/19 150 day ARO (after receipt of order)	Board Approved 8/21/18	Board Approved 8/21/18  F&E approved 8/16/18  Intend to Purchase from the LA State Contract	<b>Board Approved on 8/21/18.</b> This gasoline powered vehicle will be purchased from the approved vendor Creative Bus Sales off of the Louisiana State Contract #4400010611. CATS Procurement is currently working with this vendor to ensure the appropriate FTA documents are obtained for this purchase, i.e., Buy America, % List of Components in the vehicle, Lobbying Certificate, and SAM search, etc.
<b>Vehicles ADA Para-Transit Vans</b>	Rolling Stock 3 ADA Vans Gasoline 12 Pass 2 W/C spaces	Creative Bus Sales  (Gasoline) LA State Contract #4400010611	\$63,252.22 Each x 3 = <b>\$189,756.66</b> <b>Total</b>	estimated 8/25/18	estimated 1/30/19 150 day ARO (after receipt of order)	Board Approved 7/17/18	F&E approved 7/12/18  Intend to Purchase from LA State Contract	<b>Board Approved on 7/18/18.</b> These gasoline powered vehicles will be purchased from the approved vendor Creative Bus Sales off of the Louisiana State Contract #4400010611. CATS Procurement is currently working with this vendor to ensure the appropriate FTA documents are obtained for this purchase, i.e., Buy America, % List of Components in the vehicle, Lobbying Certificate, and SAM search, etc.
<b>Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations</b>	Rolling Stock	Buses 3 Electric Buses and install 3 electric charging stations	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 the award	Board Approved 1/16/18 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>3/7/18 – P.O. submitted to BYD for the order of 3 Elec Buses with delivery date by 2/22/19. 1/16/18 – Board approved award to BYD for 3 buses. 1/12/18 - F&amp;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&amp;E voted to move the item to full board for approval. 11/14/17 – All 3 bids received are still under review. The lowest responsive and responsible bid has not been determined. No recommendation for award has been made to-date. 10/19/17 – CATS Received 3 bids from BYD, New Flyer and Proterra.</b>
<b>Vehicles Diesel Buses (8) 35ft</b> <b>Delivery Schedule Nov/Dec 2018</b> 16 to 18 month Delivery period	Rolling Stock ITB	Gillig, LLC 35 ft diesel 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	Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17	Bus unit price: \$421,780 ea Total P.O.: \$5,061,362.40	<b>1/3/19 – Procurement was notified that all 8 buses have been received by CATS Maintenance. 7/21/17 P.O. sent to Gillig – 7/17/17 – 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. 4/11/17 – Awaiting approved PR from CEO to issue PO for 8 buses (on hold). 3/21/17 – Update: 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>



# 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
<b>Website Re-Design</b> <small>Start renewal process Oct 2019</small>	Website Services RFP	Covalent Logic	Estimate ReDesign \$87,000 plus Hosting Fees est \$4,000/yr	01/01/17	12/31/19 3 years w/2 one year renewals available	Board Approved 12/20/16	Website Re-Design - includes Hosting and Software Services	<b>July 2017</b> – launched new website. 12/15/16 – Award approved by F&E to Covalent Logic, who scored highest among 3 proposals received. 11/10/16 – 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.
<b>2018 Contracts Authorized by CATS CEO</b> <i>(includes CEO approved procurements between \$20,000 to \$50,000)</i> <i>Listed Alphabetically by Description – yellow highlights indicates latest approved project by CEO</i>								
Description		Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
A&E Cortana Walmart Conceptual Drawings		Monroe & Corie, Inc. (PR 383)	\$31,390 Max Amt	4/16/18	12/31/18	Written Contr PO 2018051	Consultant will provide the Interim Transit Hub Improvements at Cortana / Walmart Site. PR-383).	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.
DBE Program Evaluation Services Consultant		Pierlott & Associates	\$23,140 Max Amt	8/13/18	12/31/18	Written Contr PO 2018145	Consultant will provide DBE Program Evaluation Services, where they will evaluate DBE Program Elements and Program Implementation	8/10/18 – Notice to Proceed Letter sent to Pierlott for service to begin on 8/13/18 and end 9/20/18. Contract document is being worked on.
Drug & Alcohol 3 <sup>rd</sup> Third Party Adm <small>D &amp; A Services for Safety Sensitive</small>		IHSN	\$15,000 12 months of service	5/1/18	4/30/19	Witten contr PO 2018	FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees.	Orig Contr began 2012. One year Renewal.
Executive Search Services for CATS COO Position		Will Scott & Company, LLC	\$25,000 Max Amt. Not to Exceed	11/20/18	11/19/19	Written Contr PO 2018231	Consultant to provide professional support to assist CATS and its senior management team in the search for the CATS Chief Operating Officer position.	Nov 19, 2018 – Notice to Proceed was sent to vendor on November 19 <sup>th</sup> to begin work on Nov 20 <sup>th</sup> through Nov 19 <sup>th</sup> , 2019.
Government Relations & Affairs		Southern Strategy Group of LA	\$50,000 Max Amt.	1/1/18	12/31/18	Written Contr PO 2018023 3/2/2018	Consultant provides Governmental Affairs, Relations and Educational services (lobbying)	Mar 2018 Max contract amount: \$50,000, inclusive of direct expenses of \$8,000/year.
HR Consultant Contract		Irma McMillon HR Consulting	\$45,000 (\$40 hr)	4/24/17	4/23/19 Two yr contract	Written Contr PO 2017068 4/20/17	Provides HR services w/compliance reviews, audits, emp training, Policies & PPM revisions on as needed basis.	Apr 2017 Assistance needed by new HR Director with daily operations until vacant positions can be filled
HR Consultant Contract <small>HR Special Assistance to the CEO</small>		Dee Everett HR Consulting	\$50,000 (\$50 hr) One year contract	6/1/18	5/31/19	Written Contr PO 2018102 6/8/18	Consultant provides confidential investigative HR resources/services by way of advice, consultation, analysis, guidance and other misc. tasks assigned by the CEO as needed.	Jun 2018 Consulting HR assistance and other specialized HR functions.
IT Back Up Server Appliance		Venture Technologies <small>CEO Letter recommended</small>	\$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.



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January 15, 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
Oil and Related Products (Maintenance) <a href="#">Start renewal inquiry process by Sept. 2019 for Jan 2020</a>		Material Supplies ITB	Sun Coast: \$17,065 (Gear oil, synthetic trans. fluid and wheel grease)	1/1/19	12/31/19	Board approved 1/17/17 thru 12/31/18. <i>Contract has 4 one year renewals available thru 1/16/22</i> CATS CEO is able to approve, as threshold is below Board amount of \$50,000 for each 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.	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– <b>Board approved new bid award to 2 separate suppliers</b> 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.
			Miguez Fuel: \$36,670 (Hydraulic turbine oil, diesel exhaust fluid)					Consultant provides 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.
Procurement Consultant		Kathy Hernandez Procurement Consulting	\$50,000 Max Amt	9/10/18	9/9/19	Written Contr PO 2018102 9/10/18		
Senior Operations Advisor to CATS Senior Management		New Age Industries, LLC (Paul Toliver)	\$50,000 Max Amt	10/22/18	2/28/19	Written Contr PO 2018206 10/22/18	Consultant provides professional services for oversight of CATS operations by its Interim COO and assists with filling COO vacancy.	<b>October 2018</b> – Assist the Interim COO and other duties