



Buhl Building ▪ 535 Griswold Street, Suite 600 ▪ Detroit, MI 48226

Board of Directors Meeting

August 24, 2023



Buhl Building • 535 Griswold Street, Suite 600 • Detroit, MI 48226 • (313) 223-2100

Board of Directors Meeting

Date: August 24, 2023

CHAIRPERSON, MS. HILARIE CHAMBERS

VICE-CHAIRPERSON, MR. ABDUL HAIDOUS

DR. CURTIS IVERY

MR. ROYCE MANIKO

MR. BRET RASEGAN

MR. JOHN PAUL REA

MS. VICKI WOLBER



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**SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION
BOARD OF DIRECTORS' MEETING
AUGUST 24, 2023
6:00 PM**

A G E N D A

ITEM:	ACTION:	PRESENTED BY:
1. Call to Order		Hilarie Chambers
2. Pledge of Allegiance		
3. Roll Call		Tiffany Martin
4. Adoption of Agenda	Approval	Hilarie Chambers
5. Certification of Public Notice	Information	Tiffany Martin
6. Minutes		
A. Board Meeting Minutes for July 27, 2023	Approval	Hilarie Chambers
7. Public Participation	Discussion	Hilarie Chambers
8. Chairperson's Report	Information	Hilarie Chambers
9. General Manager's Report	Information	Dwight Ferrell
10. Board Briefings		
A. HR Hiring Update	Information	Makini Jackson
B. New Paratransit Vans	Information	Danny Whitehouse
11. New Business		
A. Approval of Nominating Committee Appointments	Approval	Laura Bieniek <i>Assistant General Counsel</i>
B. Resolution: Authorization to Award a Contract for Water Vacuum, and Hydraulic Hoses & Fittings Service	Approval	Le Juan Burt <i>VP of Maintenance</i>
C. Resolution: Authorization to Award a Contract for Sign Poles and Anchor Sleeves	Approval	Le Juan Burt <i>VP of Maintenance</i>
D. Resolution: Authorization to Award a Two-Month Contract Ratification for Swiftly Mobility Platform for Transit	Approval	De' Shalon Brownlee <i>VP of Operations</i>

E. Resolution: Authorization to Award a Ten-Month for Swiftly Mobility Platform for Transit	Approval	De'Shalon Brownlee <i>VP of Operations</i>
F. Resolution: Authorization to Award a Contract for SaaS Renewal for FY2024 M365 SaaS Office License	Approval	Melvin Evans <i>Interim VP of IT</i>
G. Resolution: FY 2024 Unified Work Program	Approval	Harmony Lloyd <i>VP of Planning</i>
12. Executive Session <i>(To discuss strategy and conduct negotiations for collective bargaining agreements. Workers Compensation.)</i>	Discussion	Hilarie Chambers
13. Board Member Business	Discussion	Hilarie Chambers



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PUBLIC NOTICE

SMART will hold the August 24, 2023, Board of Directors meeting at 6 PM in Macomb Community College's Albert L. Lorenzo Cultural Center, located on 44575 Garfield Road, Clinton Township, MI 48038

Public Participation will only be available for members of the public attending in person or those who email comments per the process outlined below.

All physically present at the meeting must adhere to the following:

- Please respect anyone needing or choosing to wear a mask.
- People with symptoms of COVID-19 or exposure to someone with COVID-19 should wear a mask.
- People who are positive for COVID-19 may not attend the Meeting in person and should access the recording at the YouTube link below.

The agenda can be found on SMART's website: <http://www.smartbus.org/About/Our-Organization/Board-of-Directors/Board-Meeting-Schedule>

Members of the public may attend in person. The Meeting will be livestreamed on YouTube and available at the following URL: <https://www.youtube.com/@MySMARTBus>.

Members of the public may also submit a written comment to be read during the Public Comment period by emailing SMARTBoard@smartbus.org by 1:45 p.m. on the day of the meeting.

Public Comment will proceed as follows:

- All comments: 3-minute limit per member of the public. Kindly state your name and city of residence.
- Public comments will be received in the following order:
 - Members of the public who attend in person.
 - Written comments via email. The Board Administrator will read any submitted comments.

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

BOARD OF DIRECTORS' MEETING

PROPOSED MINUTES – July 27, 2023

A meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday July 27, 2023, at 2:00 PM. The meeting was held at The Buhl Building, located at 535 Griswold St. Suite #600, Detroit, Michigan 48226.

ATTENDANCE

SMART Board of Directors:	Chairperson	Ms. Hilarie Chambers
	Vice-Chairperson	Mr. Abdul Haidous
		Dr. Curtis Ivery
		Mr. Royce Maniko
		Mr. John Paul Rea
		Mr. Bret Rasegan
Absent Board Members:		Dr. Curtis Ivery
SMART General Manager:		Mr. Dwight Ferrell
SMART Deputy GM & COO:		Ms. Tiffany J. Gunter
SMART Board Administrator:		Ms. Tiffany Martin-Patterson
SMART Staff Present:		Ms. Truvae Adams
		Ms. De'Shalon Brownlee
		Ms. Laura Bieniek
		Mr. Le Juan Burt
		Mr. Ron Beier
		Mr. Ryan Byrne
		Mr. Melvin Evans
		Ms. Beth Gibbons
		Ms. Harmony Lloyd
		Mr. Bernard Parker
		Mr. Sean Riopelle
		Mr. D'Andrae Whitley
		Mr. Danny Whitehouse

Public Registered:

Ms. Alyssa
Mr. Joel Batterman
Mr. Bobby Bamase
Ms. Laura Bleaieje
Mr. D. Duyck
Ms. Patty Fedewa
Mx. Steven Hammontree
Mr. Steven Haring
Mr. Steven Hawig
Mr. Jim Henderson
Mr. Wyatt Johnson
Mr. Drew Kennerly
Mx. Lukas Lasecki
Mr. Robert Pawlowski
Mr. Alexander Selsley
Mr. Thomas Yazbeck

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Present: Chairperson Ms. Hilarie Chambers, Vice-Chairperson Mr. Abdul Haidous, Mr. Royce Maniko, Mr. Bret Rasegan, and Mr. John Paul Rea

Absent: Dr. Curtis Ivery

A quorum was present.

4. Adoption of Agenda

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, to approve the Agenda for the July 27, 2023, Board meeting.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

5. Certification of Public Notice

The Board Administrator read the Public Notice and Rules of Order into the record.

6. Minutes

A. Board Meeting Minutes for June 22, 2023

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, to approve the Board meeting minutes for June 22, 2023.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

7. Public Participation

Chairperson Ms. Hilarie Chambers declared the meeting open for Public Participation.

The following participants voiced their concerns and made comments:

- Ms. Ella
- Ms. Mia
- Mr. Joel Batterman
- Mr. Ethan Benedict
- Mr. Steven Boyle
- Ms. Robin Briebander
- Mr. Shetron Collier
- Mr. Matt Courier
- Ms. Debra Freer
- Mikhail Goodman
- Ms. Ayanna Grace-King
- Ms. Dawn Hammontree
- Mx. Steven Hammontree
- Mr. Steven Haring
- Mx. Lukas Lasecki
- Ms. Megan Owens
- Mr. Richard Sieger
- Ms. Sherry Wells
- Mr. Thomas Yazbeck

8. Chairperson's Report

DISCUSSION:

None

9. General Manager's Report

DISCUSSION:

None

10. Board Briefings

- A.** HR Hiring Update
- B.** FLEX Report

11. New Business

A. Resolution: SMART Fiscal Year 2022/2023

MOTION: Moved by Mr. John Paul Rea, seconded by Ms. Vicki Wobler, that the That the Board of Directors of SMART authorizes the General Manager of SMART to submit the Program of Projects for FY 2022 and FY 2023 to FTA in compliance with the requirements of 49 U.S.C. Section 5310, as amended.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

B. Resolution: SMART Five-Year Vehicle Accessibility Plan

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. John Paul Rea, that the General Manager for the Suburban Mobility Authority for Regional Transportation Board of Directors is hereby authorized to approve the SMART Five-Year Vehicle Accessibility Plan.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

C. Resolution: SaaS Management Consulting, Training & Software

MOTION: Moved by Ms. Vicki Wobler, seconded by Mr. John Paul Rea that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve the purchase of the SaaS Management Consulting, Training & Software in the amount of \$ 279,354.00 to Softchoice Corp.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

D. Resolution: Outside Legal Services

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. John Paul Rea that the General Manager of Suburban Mobility Authority for Regional Transportation is hereby authorized to award a three-year contract for an amount not to exceed \$6,600,000.00 to the selected law firms, with two-one-year renewal options, option year one at an amount not to exceed \$2,354,000.00 and option year two at an amount not to exceed \$2,518,780.00; for a total amount not to exceed \$11,472,780.00 for Outside Legal Services for Five (5) Legal Practice Areas..

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

E. Resolution: Circuit Board Repair

MOTION: Moved by Ms. Vicki Wobler, seconded by Mr. John Paul Rea that the General Manager of Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for circuit board repair for a three-year contract with two, one-year option renewals for a total of \$150,000.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

F. Resolution: Painting and Powerwashing

MOTION: Moved by Mr. Royce Maniko, seconded by Ms. Vicki Wobler that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a three-year contract for an amount not to exceed \$240,000.00 to Decima LLC for Painting and Power Washing Service. There are 2 - 1 (one) year renewal options estimated not to exceed \$80,000.00 per year. If all option years are renewed the total cost would be \$400,000.00 total for the five (5) years.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

12. Closed Session

Roll Call

Present: Chairperson Ms. Hilarie Chambers, Vice-Chairperson Mr. Abdul Haidous, Mr. Royce Maniko, Mr. Bret Rasegan, Mr. John Paul Rea & Ms. Vicki Wobler

Absent: Dr. Curtis Ivery

MOTION: Moved by John Paul Rea, seconded by Mr. Royce Maniko that the Board of Directors of the Suburban Mobility Authority for Regional Transportation **proceed into** Executive Session.

VOTE: All in attendance voted in the affirmative. **THE MOTION CARRIED.**

DISCUSSION:

Confidential

VOTE: All in attendance voted in the affirmative. **THE MOTION CARRIED.**

MOTION: Moved by John Paul Rea, seconded by Ms. Vicki Wolber, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation, hereby authorizes the move to **proceed out** of Executive Session.

VOTE: All in attendance voted in the affirmative. **THE MOTION CARRIED.**

13. Board Member Business

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko that the Board of Directors of the Suburban Mobility Authority for Regional Transportation proceed with the recommendation of General Counsel.

DISCUSSION:

None

VOTE: All in attendance voted in the affirmative. **THE MOTION CARRIED.**

Adjournment

There being no further business to come before the Board, upon motion made by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, and unanimously carried, the meeting adjourned at 4:31 PM.

Respectfully submitted,

Tiffany Martin-Patterson

Tiffany Martin-Patterson
Board Administrator

DATE: August 24, 2023 DISPOSITION SOUGHT: Approval
TO: SMART Board SUBMITTED BY: General Counsel
FROM: General Counsel APPROVED BY: Deputy General Manager
SUBJECT: Approval of Nominating Committee Appointments

SUMMARY:

This item seeks Board approval of the Chairman’s appointments to a nominating committee, which will recommend candidates to the full Board to serve as Chairman and Vice-Chairman during the 2023 – 2024 term.

DISCUSSION:

In accordance with Board By-Laws, Article III Sections 3 and 4, the Board Chairman, subject to the approval of the SMART Board, shall appoint a nominating committee. The Chair will name three Board members to the nominating committee, and Board approval by resolution is required. This committee, consisting of three members who are not currently Board officers, will be providing nominees for consideration at the Board’s September meeting, with voting on the replacement of its current officers at the October meeting.

Once the appointments are made and approved, a resolution in the form of the attached will be prepared and kept on file by the Secretary to the Board.

ATTACHMENT

Resolution

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Approval by the SMART Board of Nominating Committee Appointments

Whereas, Article III sections 3 and 4 of the SMART Board of Director's By-Laws require the Board of Directors approve the appointment by the Board chair of a Nominating Committee by resolution; and

Whereas, The Board's Chairman has appointed a committee of three members who are not Board Officers and is comprised of;

_____;

NOW THEREFORE BE IT,

RESOLVED, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART), hereby approves the appointments to the nominating committee.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies that the foregoing is a true and correct copy of the resolution adopted at a legally convened meeting of the Board of Suburban Mobility Authority for Regional Transportation on August 24, 2023.

Date

Board Secretary

No.

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Water, Vacuum, and Hydraulic Hoses & Fittings Service

- Whereas, SMART owns maintenance facilities that require supplying fittings, water, vacuum, & hydraulic hoses as required; and
- Whereas, An Invitation For Bid (IFB) was advertised and published on Michigan Intergovernmental Trade Network (MITN). Two proposals were received; and
- Whereas, The proposal submitted by Exotic Automation & Supply was determined to be most advantageous to SMART with price and other specified evaluation factors being considered. Price was determined to be fair and reasonable; and
- Whereas, Adequate funding is available in the Authority's general fund; and
- Whereas, The Vice President of Finance is satisfied Exotic Automation & Supply has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Exotic Automation & Supply is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a three-year contract for an amount not to exceed \$105,000.00 to Exotic Automation & Supply for Water, Vacuum, and Hydraulic Hoses & Fittings Service. There are 2 - 1 (one) year renewal options estimated not to exceed \$35,000.00 per year. If all option years are renewed the total cost would be \$175,000.00 total for the five years.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on August 24, 2023.

Date

Board Secretary

No. _____

Bid Tabulation**IFB 23-3783B****Fittings and Hoses**

Purchasing Agent:

Andre J. Baldwin

Description:

SMART is issuing a IFB for Fittings and Hoses

Exotic Automation & Supply

Description	Bidder's Brand Name	Percentage Discount
Fittings	Parker	74% off list
Brass Fittings	Parker	74% off list
Water Hoses	Parker	74% off list
Vacuum Hoses	Parker	74% off list
Hydraulic hoses	Parker	74% off list

Price List Schedule:

4400 Parker Hose, 3501 Brass, 4300 Tube, 3800 QCD

On the following lines, please describe your provisions for providing product if needed during an emergency.**You may attach additional sheets if necessary.**

Contact either the account manager or our after hour service - 248-477-2122.

We provide support 24 hours per day, 7 days per week, 365 days per year.

MSC Industrial Supply

Description	Bidder's Brand Name	Percentage Discount
Fittings	Parker	80%
Brass Fittings	Parker	73%
Water Hoses	Parker	73%
Vacuum Hoses	Parker	73%
Hydraulic hoses	Parker	73%

Price List Schedule:

January 20, 2023 Parker

On the following lines, please describe your provisions for providing product if needed during an emergency.**You may attach additional sheets if necessary.**

Call or email 947-465-5387

DATE:	August 24, 2023	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	Purchasing Department	APPROVED BY:	Certification Committee

SUBJECT: Authorization to Award a Contract for Sign Poles and Anchor Sleeves

RECOMMENDATION

That the Board adopts the attached resolution authorizing the award of a contract:

- for Sign Poles and Anchor Sleeves
- to Vulcan Inc. (dba Vulcan Signs) located at 410 E Berry Ave., Foley, AL 36535
- for a one-year contract with one, one-year renewal option
- at a total cost not to exceed \$240,000.00.

DISCUSSION

SMART has the need for sign poles and anchor sleeves. The sign poles are used for the placement of bus stops along SMART routes. The anchor sleeves are placed into the ground and support the bus stop sign poles.

PROCUREMENT PROCESS

Procurement Method: Sealed Bid Proposal Quotes Sole Source

Advertising: Michigan Chronicle and Michigan Inter-governmental Trade Network

of downloads: 15

Number of Proposers: 2 Proposals

Rationale for award: A request for Quote (RFQ) was advertised and SMART received two proposals. In the proposal submitted by Vulcan Inc. (dba Vulcan Signs) was determined to be responsive and responsible. The price was determined to be fair and reasonable.

FUNDING & COSTS:

The project is funded via: Capital Funds.

Federal Grant MI-2020-061 (5307); MI-2022-048 (5307) and State Grant 2017-0130 P24; 2022-0138 P9; (Comment: MI-2020-061 42190 (\$3,500); MI-2022-048 42800 (\$116,500))

Option Year 1: TBD

The contract costs are summarized as follows:

	Estimated Cost
Sign Poles and Anchor Sleeves One (1) Year Contract	\$120,000.00
Option Year 1 - If Exercised	120,000.00
Total Not to Exceed	\$240,000.00

ATTACHMENTS:

- Resolution
- Bid Tabulation

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Sign Poles and Anchor Sleeves

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has a requirement for sign poles and anchor sleeves; and
- Whereas, A Request for Quote (RFQ) was advertised and posted on MITN. Two bids were received; and
- Whereas, The bid submitted by Vulcan Inc. (dba Vulcan Signs) is the lowest, responsive, and responsible bidder and the price has been determined to be fair and reasonable; and
- Whereas, Funding for this in the amount of \$120,000.00 will be funded via: Federal Grant MI-2020-061 (5307); MI-2022-048 (5307) and State Grant 2017-0130 P24; 2022-0138 P9; and
- Whereas, The Vice President of Finance is satisfied Vulcan Inc. (dba Vulcan Signs) has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Vulcan Inc. (dba Vulcan Signs). is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a one-year contract for an amount not to exceed \$120,000.00 to Vulcan Inc. (dba Vulcan Signs) for Sign Poles and Anchor Sleeves. There is a one, one-year renewal option. If exercised the total amount would be \$240,000.00 for a two-year period.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on August 24, 2023.

Date

Board Secretary

No. _____

Bid Tabulation
RFQ 23-3789

Sign Post and Anchor Sleeve

Purchasing Agent:

Andre J. Baldwin

Description:

SMART is issuing a Request for Quote for Sign Post and Anchor Sleeve

Dornbos Sign & Safety, Inc.

1.) 1.75 x 10' 12 gauge 4 hole, square sign pole (Galvanized steel, ASTM A570 Grade 50); up to 800 per year in lots of 200			
Mfr. Name: Allied Tube			
Year 1: \$38.78 each	Total cost for Quantity 800:		\$31,024.00
Option Year 1: \$40.74 each	Total cost for Quantity 800:		\$32,376.00
2.) 2.25 x 3' 12 gauge 4 hole, square anchor sleeves (Galvanized steel, ASTM A570 Grade 50); up to 800 per year in lots of 200			
Mfr. Name: Allied Tube			
Year 1: \$16.08 each	Total cost for Quantity 800:		\$12,864.00
Option Year 1: \$16.78 each	Total cost for Quantity 800:		\$13,424.00

Cost is base upon Catalog Pricing

Vulcan Inc. dba Vulcan Signs

1.) 1.75 x 10' 12 gauge 4 hole, square sign pole (Galvanized steel, ASTM A570 Grade 50); up to 800 per year in lots of 200			
Mfr. Name: Valtir			
Year 1: \$41.72 each	Total cost for Quantity 800:		\$33,376.00
Option Year 1: \$41.72 each	Total cost for Quantity 800:		\$33,376.00
2.) 2.25 x 3' 12 gauge 4 hole, square anchor sleeves (Galvanized steel, ASTM A570 Grade 50); up to 800 per year in lots of 200			
Mfr. Name: Valtir			
Year 1: \$17.00 each	Total cost for Quantity 800:		\$13,600.00
Option Year 1: \$17.00 each	Total cost for Quantity 800:		\$13,600.00

Cost is base upon Catalog Pricing

DATE: August 24, 2023 DISPOSITION SOUGHT: Board Approval
TO: SMART Board of Directors SUBMITTED BY: General Manager
FROM: Purchasing Department APPROVED BY: Certification Committee

SUBJECT: Authorization to Award a two-month contract ratification for Swiftly Mobility Platform for Transit

RECOMMENDATION

That the Board adopts the attached resolution authorizing the award of a contract:

- for Swiftly Mobility Platform for Transit
- to Swiftly, Inc. located at 2261 Market Street #4151, San Francisco, California 94114
- at a total cost not to exceed \$65,629.67

DISCUSSION

Swiftly, Inc. Mobility Platform for Transit was board approved on August 27, 2020 and recently expired on June 30, 2023. SMART's Bus Operations Department is seeking to award a sole-source two-month contract ratification for Swiftly Mobility Transit Platform, which has been categorized as proprietary, in that exclusive rights are held by Swiftly, Inc. Swiftly designed and engineered the software, which provides SMART with a real-time passenger information engine to provide prediction to a number of third-party endpoints, including Transit App and Live Maps which are currently utilized on all of SMART's Fixed Route Bus Fleet.

PROCUREMENT PROCESS

Procurement Method: Sealed Bid Proposal Quotes Sole Source

Rationale for award: The Swiftly Mobility Platform for Transit can only be purchased from the sole owner Swiftly, Inc. Procurement determined the purchase can only be made from one source which meets the sole source procurement method. Therefore, the purchase of Swiftly Mobility Platform for Transit is authorized as non-competitive for the following reasons allowed by FTA:

- FTA Circular 4220.1F "... Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids...and at least one of the following circumstances apply: (a) The items is available only from a single source.

FUNDING & COSTS:

The contract is funded via: Operating Funds.

The contract costs are summarized as follows:

Description	Cost
Swiftly Mobility Platform for Transit Two-Month Contract Ratification	\$65,629.67
Total MAX	\$65,629.67

ATTACHMENTS:

- Resolution
- Swiftly Price Page – Two Month

/CJB

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorizing the General Manager to Award a two-month contract ratification for Swiftly Mobility Platform for Transit

- Whereas, SMART's current Swiftly Mobility Platform was implemented in 2020. SMART's Bus Operations Department is seeking to maintain these services; and
 - Whereas, The Swiftly Mobility Platform is necessary to provide SMART with a real-time passenger information engine that provides predictions for a number of third-party endpoints and can only be purchased from a sole owner, Swiftly, Inc.; and
 - Whereas, Procurement determined the purchase can only be made from one source which meets the sole source procurement solicitation. Therefore, the contract for Swiftly Mobility Platform is authorized as non-competitive allowed by the FTA. Price was determined fair and reasonable; and
 - Whereas, The project is funded via operating funds; and
 - Whereas, The Director of Finance is satisfied that Swiftly, Inc. has potential to perform under the contract terms and conditions; and
 - Whereas, The EEO Department is satisfied that Swiftly, Inc. is in compliance with the equal opportunity/affirmative action policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a two-month contract ratification in the amount not to exceed \$65,629.67 for Swiftly Mobility Platform to Swiftly, Inc.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on August 24, 2023.

Date

Board Secretary

No. _____

3.01A Pricing Form

The Offeror hereby offers to furnish to SMART all goods and/or services at the prices as proposed below, pursuant to all requirements, terms, and conditions as stated in the Sole Source Procurement and response.

Rates provided must be inclusive of all costs and fees, including but not limited to those fees imposed by Federal, state, and local governments. **No additional fees will be accepted.**

**Pricing shall be valid for 90 days after the Sole Source Solicitation due date.
Pricing shall be firm and fixed for the entire contract.**

Swiftly Real Time Passenger Information & Performance Analytics

Monthly Fees				
Description	Number of Vehicles	List Monthly Price	Monthly Cost Per Vehicle	Total Cost Per Month
Connect with Passengers				
Real-time Passenger Predictions	220	\$60.83	\$46.48	\$10,224.50
Service Adjustments & Rider Alerts	220	\$70.00	\$51.43	\$11,313.50
Connect with Staff				
GPS Playback	220	\$30.42	\$12.38	\$2,722.50
Run-times	220	\$30.42	\$16.13	\$3,549.33
Live Operations	220	-	-	Included
On-time Performance	220	\$60.83	\$19.17	\$4,216.67
Monthly Discount 34% Discount		\$48,858.33	-\$16,831.83	\$32,026.50
Total Monthly Cost				\$32,026.50
Total Monthly Increase After Month 1				7% (after year 1/ month 12)

One-Time Fees				
Description	Number of Vehicles	List Monthly Price	Cost Per Vehicle	Total Cost
Swiftly Implementation Services for On Time Performance	220	\$11.25	\$3.58	\$788.33
One-Time Implementation Services Discount 68% Discount		\$2,475.00	-\$1,686.67	\$788.33
Total One-Time Cost				\$788.33/Month for Year 1 Only

Month 1 Total \$ \$32,814.83

Month 2 Total \$ \$32,814.83

Total Cost of Month 1 & Month 2 \$ \$65,629.67

NAME OF OFFEROR: Swiftly, Inc.

DATE:	August 24, 2023	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	Purchasing Department	APPROVED BY:	Certification Committee

SUBJECT: Authorization to Award a ten-month contract for Swiftly Mobility Platform for Transit

RECOMMENDATION

That the Board adopts the attached resolution authorizing the award of a contract:

- for Swiftly Mobility Platform for Transit
- to Swiftly, Inc. located at 2261 Market Street #4151, San Francisco, California 94114
- at a total cost not to exceed \$1,179,374.27

DISCUSSION

Swiftly, Inc. Mobility Platform for Transit was board approved on August 27, 2020 and recently expired on June 30, 2023. SMART's Bus Operations department is seeking to award a sole-source ten-month contract with two-one year option renewals for Swiftly Mobility Transit Platform, which has been categorized as proprietary, in that exclusive rights are held by Swiftly, Inc. Swiftly designed and engineered the software, which provides SMART with a real-time passenger information engine to provide prediction to a number of third-party endpoints, including Transit App and Live Maps which are currently utilized on all of SMART's Fixed Route Bus Fleet.

PROCUREMENT PROCESS

Procurement Method: Sealed Bid Proposal Quotes Sole Source

Rationale for award: The Swiftly Mobility Platform for Transit can only be purchased from the sole owner Swiftly, Inc. Procurement determined the purchase can only be made from one source which meets the sole source procurement method. Therefore, the purchase of Swiftly Mobility Platform for Transit is authorized as non-competitive for the following reasons allowed by FTA:

- FTA Circular 4220.1F "... Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids...and at least one of the following circumstances apply: (a) The items is available only from a single source.

FUNDING & COSTS:

The contract is funded via: Operating Funds.

The contract costs are summarized as follows:

Description	Cost
Swiftly Mobility Platform for Transit Ten-Month Contract	\$328,148.33
Swiftly Mobility Platform for Transit Option Year One	\$411,220.26
Swiftly Mobility Platform for Transit Option Year Two	\$440,005.68
Total MAX	\$1,179,374.27

ATTACHMENTS:

- Resolution
- Swiftly Price Page – Ten Month

/CJB

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorizing the General Manager to Award a ten-month contract for Swiftly Mobility Platform for Transit

Whereas, SMART’s current Swiftly Mobility Platform was implemented in 2020. SMART’s Bus Operations Department is seeking to maintain these services; and

Whereas, The Swiftly Mobility Platform is necessary to provide SMART with a real-time passenger information engine that provides predictions for a number of third-party endpoints and can only be purchased from a sole owner, Swiftly, Inc.; and

Whereas, Procurement determined the purchase can only be made from one source which meets the sole source procurement solicitation. Therefore, the contract for Swiftly Mobility Platform is authorized as non-competitive allowed by the FTA. Price was determined fair and reasonable; and

Whereas, The project is funded via operating funds; and

Whereas, The Director of Finance is satisfied that Swiftly, Inc. has potential to perform under the contract terms and conditions; and

Whereas, The EEO Department is satisfied that Swiftly, Inc. is in compliance with the equal opportunity/affirmative action policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it

Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a ten-month contract in the amount not to exceed \$328,148.33, with two-one year option renewals at \$411,220.26 and \$440,005.68 for a total amount not to exceed \$1,179,374.27 for Swiftly Mobility Platform to Swiftly, Inc.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on August 24, 2023.

_____ Date

_____ Board Secretary

No. _____

3.01A Pricing Form

The Offeror hereby offers to furnish to SMART all goods and/or services at the prices as proposed below, pursuant to all requirements, terms, and conditions as stated in the Sole Source Procurement and response.

Rates provided must be inclusive of all costs and fees, including but not limited to those fees imposed by Federal, state, and local governments. **No additional fees will be accepted.**

**Pricing shall be valid for 90 days after the Sole Source Solicitation due date.
Pricing shall be firm and fixed for the entire contract.**

Swiftly Real Time Passenger Information & Performance Analytics

Monthly Fees				
Description	Number of Vehicles	List Monthly Price	Monthly Cost Per Vehicle	Total Cost Per Month
Connect with Passengers				
Real-time Passenger Predictions	220	\$60.83	\$46.48	\$10,224.50
Service Adjustments & Rider Alerts	220	\$70.00	\$51.43	\$11,313.50
Connect with Staff				
GPS Playback	220	\$30.42	\$12.38	\$2,722.50
Run-times	220	\$30.42	\$16.13	\$3,549.33
Live Operations	220	-	-	Included
On-time Performance	220	\$60.83	\$19.17	\$4,216.67
Monthly Discount 34% Discount		\$48,858.33	-\$16,831.83	\$32,026.50
Total Monthly Cost				\$32,026.50
Total Monthly Increase				7% (after year 1/ month 12)

One-Time Fees				
Description	Number of Vehicles	List Monthly Price	Cost Per Vehicle	Total Cost
Swiftly Implementation Services for On Time Performance	220	\$11.25	\$3.58	\$788.33
One-Time Implementation Services Discount 68% Discount		\$2,475.00	-\$1,686.67	\$788.33
Total One-Time Cost				\$788.33/Month for year 1 only

10 Month Total \$ \$328,148.33
Option Year 1 Total \$ \$411,220.26
Option Year 2 Total \$ \$440,005.68
Total Cost of 10 Month & Option Years \$ \$1,179,374.27

NAME OF OFFEROR: Swiftly, Inc.

DATE:	August 24, 2023	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	Purchasing Department	APPROVED BY:	Certification Committee

SUBJECT: Authorization to Award a Contract for SaaS Renewal for FY2024 M365 SaaS Office License

RECOMMENDATION

That the Board adopts the attached resolution authorizing the award of a contract:

- for SaaS Renewal for FY2024 M365 SaaS Office License
- to Softchoice Corporation at 314 West Superior Street, Suite 400, Chicago, IL 60654
- for a three-year contract with two, one-year renewal options
- at a cost not to exceed \$247,134.70.

DISCUSSION

SMART utilizes a M365 SaaS Office License allowing staff to connect to and use cloud-based apps over the Internet (i.e.: email, calendaring, and office tools such as Microsoft Office 365). Softchoice Corporation is SMARTS’s current vendor for M365 SaaS and SMART has a discounted renewal with Softchoice Corporation. With this highly specialized M365 SaaS Office License, it is likely an award to another contractor would result in unacceptable delays in fulfilling SMART’s needs. The Vice President of Information Technology determined the purchase can only be made from one source that meets the sole source procurement solicitation. Therefore, the contract of SaaS Renewal for FY2024 M365 SaaS Office License is authorized as non-competitive allowed by the FTA.

PROCUREMENT PROCESS

Procurement Method: Sealed Bid Proposal Quotes Sole Source

Rationale for award: Softchoice Corporation is SMART’s current vendor for M365 SaaS and SMART has a discounted renewal with Softchoice Corporation. With this highly specialized M365 SaaS Office License, it is likely an award to another contractor would result in unacceptable delays in fulfilling SMART’s needs. The Vice President of Information Technology determined the purchase can only be made from one source that meets the sole source procurement solicitation. Therefore, the contract of SaaS Renewal for FY2024 M365 SaaS Office License is authorized as non-competitive allowed by the FTA. Price was determined fair and reasonable.

- FTA Circular 4220. Sec. 3.i(1)(b)1.d “Unacceptable Delay. In the case of a follow-on contract for the continued development or production of a highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the recipient’s needs.”

FUNDING & COSTS:

Funding for this service is available through the Authority’s general fund.

The contract costs are summarized as follows:

Description	Cost
SaaS Renewal for FY2024 M365 SaaS Office License Three (3) Year Contract	\$247,134.70
Option Year One (1)	\$82,378.23
Option Year Two (2)	\$82,378.23
Total Max	\$411,891.16

ATTACHMENTS:

- Resolution
- Price Tab

/AB

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for SaaS Renewal for FY2024 M365 SaaS Office License

- Whereas, SMART utilizes a M365 SaaS Office License allowing staff to connect to and use cloud-based apps over the Internet (i.e.: email, calendaring, and office tools such as Microsoft Office 365). Softchoice Corporation is SMART's current vendor for M365 SaaS and SMART has a discounted renewal with Softchoice Corporation; and
- Whereas, With this highly specialized M365 SaaS Office License, it is likely an award to another contractor would result in unacceptable delays in fulfilling the recipient's needs; and
- Whereas, The Vice President of Information Technology determined the purchase can only be made from one source that meets the sole source procurement solicitation. Therefore, the contract of SaaS Renewal for FY2024 M365 SaaS Office License is authorized as non-competitive allowed by the FTA. Price was determined fair and reasonable; and
- Whereas, Adequate funding is available in the Authority's general fund; and
- Whereas, The Vice President of Finance is satisfied Softchoice Corporation has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Softchoice Corporation is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a three-year contract for an amount not to exceed \$247,134.70 to Softchoice Corporation for SaaS Renewal for FY2024 M365 SaaS Office License. There are two, one (1) year renewal options estimated not to exceed \$82,378.23 per year. If all option years are renewed the total cost would be \$411,891.16 total for the five years.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on August 24, 2023.

Date

Board Secretary

No. _____

Year 1

Item#	Mfg SKU#	Description	Qty	Billing Frequency	Start Date	End Date	Usage Country	License Type	Unit Price	Extended Price
2000402530	AAD- 33204	M365 E3 Unified ShrdSvr ALNG SubsVL MVL PerUsr	500	Upfront	01-Nov-2003	31-Oct-2024	United States	Subscription	\$380	\$190,000
2000401901	7NQ-00292	SQLSvrStdCore ALNG SA MVL 2Lic Corelic	14	Upfront	01-Nov-2003	31-Oct-2024	United States	Maintenance	\$655	\$9,170
2000402742	N9U- 00002	VisioPlan2 ShrdSvr ALNG SubsVL MVL PerUsr	30	Upfront	01-Nov-2003	31-Oct-2024	United States	Subscription	\$138.49	\$4,154.70
2000401836	6VC-01253	WinRmtDsktpSrvcsCAL ALNG SA MVL DvcCAL	500	Upfront	01-Nov-2003	31-Oct-2024	United States	Maintenance	\$20	\$10,000
2000401912	9EA-00273	WinSvrDCCore ALNG SA MVL 16Lic Corelic	14	Upfront	01-Nov-2003	31-Oct-2024	United States	Maintenance	\$1,020	\$14,280
2000401919	9EM-00267	WinSvrSTDCore ALNG SA MVL 16Lic Corelic	126	Upfront	01-Nov-2003	31-Oct-2024	United States	Maintenance	\$155	\$19,530
2000671979	NYG- 00001	AUDIO CONFERENCING SELECT DIAL OUT SUB ADD-ON	500	Upfront	01-Nov-2003	31-Oct-2024		Subscription	\$0	\$0
2000402B83	TPA- 0001	O365F3 ShrdSvr ALNG SubsVL MVL PerUsr	712	Upfront	01-Nov-2003	31-Oct-2024	United States	Subscription	\$38.49	\$27,404.88
2000402742	N9U- 00002	VisioPlan2 ShrdSvr ALNG SubsVL MVL Per Usr	30	Upfront	01-Nov-2003	31-Oct-2024	United States	Subscription	\$138.4!	\$4,154.70

\$274,539.58

Year 2

Item#	Mfg SKU#	Description	Qty	Billing Frequency	Start Date	End Date	Usage Country	License Type	Unit Price	Extended Price
2000402530	AAD- 33204	M365 E3 Unified ShrdSvr ALNG SubsVL MVL PerUsr	500	Upfront	01-Nov-2003	31-Oct-2024	United States	Subscription	\$380	\$190,000
2000401901	7NQ-00292	SQLSvrStdCore ALNG SA MVL 2Lic Corelic	14	Upfront	01-Nov-2003	31-Oct-2024	United States	Maintenance	\$655	\$9,170
2000402742	N9U- 00002	VisioPlan2 ShrdSvr ALNG SubsVL MVL PerUsr	30	Upfront	01-Nov-2003	31-Oct-2024	United States	Subscription	\$138.49	\$4,154.70

2000401836	6VC-01253	WinRmtDsktpSrvcsCAL ALNG SA MVL DvcCAL	500	Upfront	01-Nov-2003	31-Oct-2024	United States	Maintenance	\$20	\$10,000
2000401912	9EA-00273	WinSvrDCCore ALNG SA MVL 16Lic Corelic	14	Upfront	01-Nov-2003	31-Oct-2024	United States	Maintenance	\$1,020	\$14,280
2000401919	9EM-00267	WinSvrSTDCore ALNG SA MVL 16Lic Corelic	126	Upfront	01-Nov-2003	31-Oct-2024	United States	Maintenance	\$155	\$19,530
2000671979	NYG-00001	AUDIO CONFERENCING SELECT DIAL OUT SUB ADD-ON	500	Upfront	01-Nov-2003	31-Oct-2024		Subscription	\$0	\$0
2000402B83	TPA-0001	O365F3 ShrdSvr ALNG SubsVL MVL PerUsr	712	Upfront	01-Nov-2003	31-Oct-2024	United States	Subscription	\$38.49	\$27,404.88
2000402742	N9U-00002	VisioPlan2 ShrdSvr ALNG SubsVL MVL Per Usr	30	Upfront	01-Nov-2003	31-Oct-2024	United States	Subscription	\$138.41	\$4,154.70

\$274,540

Year 3

Item#	Mfg SKU#	Description	Qty	Billing Frequency	Start Date	End Date	Usage Country	License Type	Unit Price	Extended Price
2000402530	AAD-33204	M365 E3 Unified ShrdSvr ALNG SubsVL MVL PerUsr	500	Upfront	01-Nov-2003	31-Oct-2024	United States	Subscription	\$380	\$190,000
2000401901	7NQ-00292	SQLSvrStdCore ALNG SA MVL 2Lic Corelic	14	Upfront	01-Nov-2003	31-Oct-2024	United States	Maintenance	\$655	\$9,170
2000402742	N9U-00002	VisioPlan2 ShrdSvr ALNG SubsVL MVL PerUsr	30	Upfront	01-Nov-2003	31-Oct-2024	United States	Subscription	\$138.49	\$4,154.70
2000401836	6VC-01253	WinRmtDsktpSrvcsCAL ALNG SA MVL DvcCAL	500	Upfront	01-Nov-2003	31-Oct-2024	United States	Maintenance	\$20	\$10,000
2000401912	9EA-00273	WinSvrDCCore ALNG SA MVL 16Lic Corelic	14	Upfront	01-Nov-2003	31-Oct-2024	United States	Maintenance	\$1,020	\$14,280
2000401919	9EM-00267	WinSvrSTDCore ALNG SA MVL 16Lic Corelic	126	Upfront	01-Nov-2003	31-Oct-2024	United States	Maintenance	\$155	\$19,530
2000671979	NYG-00001	AUDIO CONFERENCING SELECT DIAL OUT SUB ADD-ON	500	Upfront	01-Nov-2003	31-Oct-2024		Subscription	\$0	\$0

2000402B83	TPA- 0001	O365F3 ShrdSvr ALNG SubsVL MVL PerUsr	712	Upfront	01- Nov- 2003	31- Oct- 2024	United States	Subscription	\$38.49	\$27,404.88
2000402742	N9U- 00002	VisioPlan2 ShrdSvr ALNG SubsVL MVL Per Usr	30	Upfront	01- Nov- 2003	31- Oct- 2024	United States	Subscription	\$138.4!	\$4,154.70

\$274,540

3 year total

\$823,619

Option Year 1

Item#	Mfg SKU#	Description	Qty	Billing Frequency	Start Date	End Date	Usage Country	License Type	Unit Price	Extended Price
2000402530	AAD- 33204	M365 E3 Unified ShrdSvr ALNG SubsVL MVL PerUsr	500	Upfront	01- Nov- 2003	31- Oct- 2024	United States	Subscription	\$380	\$190,000
2000401901	7NQ- 00292	SQLSvrStdCore ALNG SA MVL 2Lic Corelic	14	Upfront	01- Nov- 2003	31- Oct- 2024	United States	Maintenance	\$655	\$9,170
2000402742	N9U- 00002	VisioPlan2 ShrdSvr ALNG SubsVL MVL PerUsr	30	Upfront	01- Nov- 2003	31- Oct- 2024	United States	Subscription	\$138.49	\$4,154.70
2000401836	6VC- 01253	WinRmtDsktpSrvcsCA L ALNG SA MVL DvcCAL	500	Upfront	01- Nov- 2003	31- Oct- 2024	United States	Maintenance	\$20	\$10,000
2000401912	9EA- 00273	WinSvrDCCore ALNG SA MVL 16Lic Corelic	14	Upfront	01- Nov- 2003	31- Oct- 2024	United States	Maintenance	\$1,020	\$14,280
2000401919	9EM- 00267	WinSvrSTDCore ALNG SA MVL 16Lic Corelic	126	Upfront	01- Nov- 2003	31- Oct- 2024	United States	Maintenance	\$155	\$19,530
2000671979	NYG- 00001	AUDIO CONFERENCEING SELECT DIAL OUT SUB ADD-ON	500	Upfront	01- Nov- 2003	31- Oct- 2024		Subscription	\$0	\$0
2000402B83	TPA- 0001	O365F3 ShrdSvr ALNG SubsVL MVL PerUsr	712	Upfront	01- Nov- 2003	31- Oct- 2024	United States	Subscription	\$38.49	\$27,404.88
2000402742	N9U- 00002	VisioPlan2 ShrdSvr ALNG SubsVL MVL Per Usr	30	Upfront	01- Nov- 2003	31- Oct- 2024	United States	Subscription	\$138.4!	\$4,154.70

\$274,540

Item#	Mfg SKU#	Description	Qty	Billing Frequency	Start Date	End Date	Usage Country	License Type	Unit Price	Extended Price
2000402530	AAD- 33204	M365 E3 Unified ShrdSvr ALNG SubsVL MVL PerUsr	500	Upfront	01-Nov-2003	31-Oct-2024	United States	Subscription	\$380	\$190,000
2000401901	7NQ-00292	SQLSvrStdCore ALNG SA MVL 2Lic Corelic	14	Upfront	01-Nov-2003	31-Oct-2024	United States	Maintenance	\$655	\$9,170
2000402742	N9U- 00002	VisioPlan2 ShrdSvr ALNG SubsVL MVL PerUsr	30	Upfront	01-Nov-2003	31-Oct-2024	United States	Subscription	\$138.49	\$4,154.70
2000401836	6VC-01253	WinRmtDsktpSrvcsCAL ALNG SA MVL DvcCAL	500	Upfront	01-Nov-2003	31-Oct-2024	United States	Maintenance	\$20	\$10,000
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2000402B83	TPA- 0001	O365F3 ShrdSvr ALNG SubsVL MVL PerUsr	712	Upfront	01-Nov-2003	31-Oct-2024	United States	Subscription	\$38.49	\$27,404.88
2000402742	N9U- 00002	VisioPlan2 ShrdSvr ALNG SubsVL MVL Per Usr	30	Upfront	01-Nov-2003	31-Oct-2024	United States	Subscription	\$138.4!	\$4,154.70

\$274,540



agenda item

DATE:	August 24, 2023	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	VP Planning and Innovation
FROM:	VP Planning and Innovation	APPROVED BY:	General Manager

SUBJECT: FY 2024 Unified Work Program

RECOMMENDATION:

That the board approve the attached resolution,

- approving the proposed Unified Work Program in the amount of \$389,500;
- authorizing the General Manager to certify the required local match of \$70,694, to modify the submission if required upon further negotiations with FTA, and to execute a project agreement with SEMCOG for FTA technical studies dollars.

DISCUSSION:

To remain eligible for federal and state capital improvement and operating grants, SMART develops required planning justifications through technical studies. SMART is required to submit its proposed program of technical study tasks to SEMCOG for the region's annual Unified Work Program (UWP) to be eligible for Federal Transit Administration (FTA) funding, primarily 5303 Metropolitan Planning Program funds for 81.85% of the study's cost.

Consistent with the requirements of this process, staff submitted a FY 2024 SMART Unified Work Program submission to SEMCOG, with the understanding that the Board maintains the right to modify it based on the Board's concerns and any other factors. A summary is attached. If priorities change, SMART can add or change projects to accomplish needed work.

The general objectives of the UWP are:

- To provide planning documents to fulfill federal planning requirements
- To update and monitor plans which met the requirements of the Americans with Disabilities Act
- To update the regional public transportation database and plan
- To analyze current and proposed transit services to ensure they are being provided in the most effective and efficient manner possible
- To perform regional data gathering in conjunction with the SEMCOG Long Range Transportation Plan.

FUNDING SOURCE:

The budget for the proposed UWP totals \$389,500, of which \$318,806 would be provided through a FTA technical study grant (passed through SEMCOG) and \$70,694 would be provided from SMART's operating funds as the required local match. This is the same amount received in FY 2023.

ATTACHMENTS:

1. Resolution
2. Summary of Proposed FY 2024 Unified Work Program and Budget

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Approval of FY 2024 Unified Work Program

- Whereas, The Suburban Mobility Authority for Regional Transportation is charged with the planning, operation, and improvement of regional public transportation in southeastern Michigan; and
- Whereas, Monies to support the conduct of urban mass transportation planning in southeastern Michigan, are made available annually by the Federal Transit Administration (FTA) through SEMCOG to SMART in order to financially assist the Authority in its mass transportation planning and related responsibilities; and
- Whereas, In order to receive these technical funds, the Suburban Mobility Authority for Regional Transportation must prepare an annual work program of proposed planning projects, commonly termed a “Unified Work Program” and submit this program to SEMCOG for inclusion into the region’s annual Overall Work Program; and
- Whereas, The Authority has submitted to SEMCOG a Unified Work Program for FY 2024 which contains a budget amount of \$389,500 including \$70,694 of required local match; and
- Whereas, SEMCOG and FTA review and subsequent negotiation of the Authority’s work program could result in a situation where the scope, cost and emphasis of these programs could be different from those originally submitted; now, therefore, be it
- Resolved, That the Authority’s FY 2024 Unified Work Program referred to herein is approved and the General Manager is authorized to execute a negotiated project agreement with SEMCOG for \$318,806 of FTA Section 8 technical studies funds; represent that \$70,694 is available for the local match of these funds; and to negotiate, as may be required, the scope, cost, emphasis, etc. of the content of this program.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on August 24, 2023.

Date

Board Secretary

No. _____

SMART FY 2024 UWP Summary and Budget

FY 2024 UWP 5303 PLANNING GRANT

		FTA 5303	Match Local	TOTAL
1 DATA COLLECTION AND ANALYSIS				
W9100	Data Collection and Analysis	\$2,821	\$626	\$3,447
Program Area Subtotal		\$2,821	\$626	\$3,447
2 PLAN AND POLICY DEVELOPMENT				
W9200	Plan for Comm. Transit / Conn. Services	\$118,490	\$26,275	\$144,765
W9300	Fixed Route Planning	\$162,512	\$36,037	\$198,549
W9400	Long Term Planning	\$22,569	\$5,005	\$27,574
Program Area Subtotal		\$303,571	\$67,317	\$370,888
3 PLAN IMPLEMENTATION				
W9500	Fiscal Project Development/TIP	\$6,771	\$1,501	\$8,272
Program Area Subtotal		\$6,771	\$1,501	\$8,272
4 SUPPORT SERVICES				
W9600	Public Participation/Outreach	\$2,821	\$626	\$3,447
W9700	Unified Work Program Design & Monitoring	\$2,821	\$626	\$3,447
Program Area Subtotal		\$5,645	\$1,252	\$6,894
TOTALS		\$318,806	\$70,694	\$389,500

W9100 DATA COLLECTION AND ANALYSIS

Purpose/Outcome

To continue to develop and maintain a comprehensive and up-to-date database of SMART patron trip patterns and opinions, and inventory bus stop and shelter locations. SMART will also maintain/update its business/employer database.

W9200 PLAN FOR COMMUNITY TRANSIT / CONNECTOR SERVICES

Purpose/Outcome

To continue the development, coordination, and enhancement of community transit services within the SMART region including the implementation of paratransit services in compliance with the Americans with Disabilities Act (ADA) of 1990.

W9300 FIXED ROUTE PLANNING

Purpose/Outcome

The objectives of this project are to develop various strategies to make SMART Fixed Route services more productive, through the evaluation and development of appropriate service modifications and maintenance strategies and the refinement of a database for monitoring SMART Fixed Route performance.

W9400 LONG TERM PLANNING

Purpose/Outcome

The objectives of this task are to continue to identify capital improvement strategies and service expansion. The projects developed because of this task will be longer in terms of time of study initiation and projected project impact (at least 20-year durations). The projects will be more capital intensive, in terms of dollar investment, than the relatively low-cost short-term planning projects. Projects conducted under this task include operating and capital improvement strategies. This project updates and builds on previous plans, lessening future financial impact.

W9500 FISCAL PROJECT DEVELOPMENT/TIP

Purpose/Outcome

The objective of this project is to identify and apply for all feasible methods of funding available through federal or state sources.

W9600 PUBLIC PARTICIPATION/OUTREACH

Purpose/Outcome

The objective of this task is to broaden the knowledge and understanding of the public regarding public transportation programs and initiatives by attending public meetings or forums. This program is designed to coordinate with transit advocates, riders, and the public to develop a consensus for improving public transportation in this region.

W9700 UNIFIED WORK PROGRAM DESIGN AND MONITORING

Purpose/Outcome

The objective of this task is to provide for the administration, evaluation, and close-out of existing SMART Unified Work Program (UWP) tasks and the preparation of the FY'2025 work program document.