



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

# **Board of Directors Meeting**

*January 27, 2022*



**Suburban Mobility Authority for Regional Transportation**

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

**ROLL CALL**

**Board of Directors Meeting**

**Date: January 27, 2022**

CHAIRPERSON, MS. VICKI WOLBER

VICE-CHAIRPERSON, MS. HILARIE CHAMERS

MR. ABDUL HAIDOUS

MR. ROYCE MANIKO

MR. KHALIL RAHAL

MR. BRET RASEGAN

MR. JOHN PAUL REA

Tiffany Martin-Patterson, SMART Board Secretary



**SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION  
BOARD OF DIRECTORS MEETING  
THURSDAY, JANUARY 27, 2022  
2:00 PM**

**AGENDA**

<u>ITEM:</u>	<u>ACTION:</u>	<u>PRESENTED BY:</u>
1. Call to Order		V. Wolber
A) Pledge of Allegiance		
2. Roll Call		T. Martin
3. Adoption of Agenda	Approval	V. Wolber
4. Certification of Public Notice	Information	T. Martin
5. Minutes		
A) Board Meeting Minutes for December 2, 2021	Approval	V. Wolber
6. Public Participation	Discussion	V. Wolber
7. Chairperson's Report	Information	V. Wolber
8. General Manager's Report (APTA Conference Briefing)	Information	D. Ferrell
9. New Business		
A) Resolution: Appointment of SMART Representative and Alternate to the Toledo Metropolitan Area Council of Governments Board of Trustees	Approval	R. Cramer
B) Resolution: Authorization to Approve a Purchase Order Change Action (POCA) #3 additional funds needed for year 3 of the contract with Dell Company POCA 22-3543	Approval	R. Cramer
C) Resolution: Authorization for Purchase Order Change Action (POCA) for Consulting Service-Compensation Study POCA 22-3535	Approval	R. Cramer
D) Resolution: Authorization to Award a Contract Employment Advertisement Services RFP 22-3401A	Approval	R. Cramer
E) Resolution: Authorization to Award a Contract for Professional Consultant to Conduct a Terminals Functional Assessment and Feasibility Study RFP 22-3465	Approval	R. Cramer

F) Resolution: Authorization to Award a Contract For Non-Fixed Route Tires RFQ 22-3463	Approval	R. Cramer
G) Resolution: Authorization to Award Electrical Repair Services RFP 22-3487	Approval	R. Cramer
H) Resolution: Authorization to Award a Contract for Bus Tire Lease and Tire Related Services RFP 21-3406	Approval	R. Cramer
I) Resolution: Authorization to Award a Contract for Rebuilt Allison Transmissions RFQ 22-3525	Approval	R. Cramer
J) Resolution: Authorization to Award a Contract for Labor Negotiator Consultant Services RFP 22-3507	Approval	R. Cramer
K) Ratification: Final payment for on road cleaning <i>(This will be provided under separate cover.)</i>	Approval	R. Cramer
L) Information: Litigation Settlements	Approval	R. Cramer
10. Board Member Business	Discussion	V. Wolber

Adjournment



**Suburban Mobility Authority for Regional Transportation**

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**PUBLIC NOTICE**

SMART will hold the January 27, 2022 Board of Directors meeting at 2 p.m. in SMART’s Board Room located on the sixth floor of the Buhl Building, 535 Griswold Street, Detroit, MI 48226.

**Virtual attendance is strongly encouraged, and full public participation is still available via Zoom.**

Consistent with Federal TSA Mask Mandate, MiOSHA, and SMART policies; all physically present at the meeting must adhere to the following policies:

- Wear a mask at all times regardless of vaccination status
- Pass a temperature check and health screening questionnaire prior to entering the Board room.

The agenda can be found [on SMART’s website: http://www.smartbus.org/About/Our-Organization/Board-of-Directors/Board-Meeting-Schedule](http://www.smartbus.org/About/Our-Organization/Board-of-Directors/Board-Meeting-Schedule)

Members of the public may attend in person, or virtually/phone.

To attend virtually; on a smartphone, tablet or computer; please enter this URL in a web browser:

<https://smartbus.zoom.us/j/97955560638>

Via phone only, please dial: (313) 715-8592

Webinar ID: 979 5556 0638 (no password required)

One-tap mobile:

+13017158592,,97955560638#

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

Requests for reasonable accommodations at SMART require advance reservations. Individuals with disabilities requiring assistance should contact SMARTBoard@smartbus.org or 313-223-2110 as soon as possible. If you have difficulties joining the virtual session, contact SMARTBoard@smartbus.org or 248-419-7912 and we will assist you to the best of our abilities.

Public Comment will proceed as follows:

- All comments: 5 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
  - Members of the public on Zoom/phone
  - Written comments via email. The Board Secretary will read any submitted comments



# SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

## BOARD OF DIRECTORS MEETING

### PROPOSED MINUTES – December 2, 2021

A meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday December 2, 2021 at 2:13 PM. The meeting was held at 535 Griswold, Suite 600, Detroit, MI 48226 and via a digital public video conference.

#### ATTENDANCE

<b>SMART Board of Directors:</b>	Chairperson	Ms. Vicki Wolber Mr. Abdul Haidous Mr. Khalil Rahal Mr. Royce Maniko Mr. Bret Rasegan Mr. John Paul Rea
<b>Absent Board Members:</b>	Vice-Chairperson	Ms. Hilarie Chambers
<b>SMART General Manager:</b>		Mr. Dwight Ferrell
<b>SMART Staff Present:</b>		Mr. Brandon Adolph Ms. Melinda Arndt Mr. Darren Beach Ms. Laura Bieniek Mr. Ryan Byrne Mr. Robert Cramer Mr. Melvin Evans Ms. Beth Gibbons Mr. Dustin Hagfors Ms. Melissa Hightower Mr. Ian Holme Ms. Lynette Hurt Ms. Carol Jones Ms. Angie Kelley Ms. Nichole Peters Mr. Sean Riopelle Ms. Lacey Shepard Ms. Leeya Sutter Mr. Andy Thorner Mr. Tony Vinson Mr. Mark Watson

Mr. D’Andrae Whitley

**Public Registered:**

Passenger  
Passenger

Ms. Patty Fedewa  
Mr. Robert Pawlowski

**1. Call to Order**

A) Pledge of Allegiance

**2. Roll Call**

**Present:** Chairperson Ms. Vicki Wolber, Mr. Abdul Haidous, Mr. Khalil Rahal, Mr. Bret Rasegan, Mr. John Paul Rea and Mr. Royce Maniko

**Absent:** Vice-Chairperson Ms. Hilarie Chambers

**A quorum was present.**

**3. Adoption of Agenda**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, to add Cummins Diesel Engines to the Agenda as “Item L” for the December 2, 2021 Board meeting.

**DISCUSSION**

None

**VOTE: THE MOTION CARRIED.**

**4. Public Notice and Rules of Order**

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

**5. Minutes**

**A. Board Meeting Minutes for October 28, 2021**

**MOTION:** Moved by Mr. Royce Maniko, seconded by Mr. Abdul Haidous, to approve the Board meeting minutes for October 28, 2021.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**B. Audit Committee Report**

**DISCUSSION:**

Mr. John Paul Rea provided a brief oral report of the meeting.

**6. Public Participation**

Chairperson Ms. Vickie Wolber declared the meeting open for Public Participation.

- **Ms. Patty Fedewa** – Passenger
- **Mr. Robert Pawlowski** - Passenger

**7. Chairperson’s Report**

**DISCUSSION:**

None

**8. Staff Reports**

**A. General Manager & Deputy General Manager Report**

**DISCUSSION:**

Mr. Cramer updated the Board on the following;

- Open Positions (as of Oct 31)
  - 76 Fixed Route
  - 8 Connector
  - 20 Mechanics
  - 17 CSSA
- On-Site Events
  - Macomb – 10 interviews /6 offers
  - Oakland – 30 interviews /21 offers
  - Wayne – 12/8 & 12/9
- Retention Rates (Drivers Classes) 84%
- Update Vaccine Mandate Prep Efforts
- TSA Mask Mandate Extended
- Procurement Staff Acknowledgement
-

## 9. Financial Reports

### A. Resolution: Fiscal 2021 Audit Presentation

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby receives and files the following reports:

- The June 30, 2021, audited financial statements, and accompanying independent auditors report dated November 10, 2021,
- The audited single audit report for the year ended June 30, 2021, and the accompanying Independent Auditors reports dated November 10, 2021, regarding the Report on Schedule of Expenditures of Federal Awards, the Report on Internal Control
- The Report on Compliance, the November 10, 2021 Other Required Communications letter and

BE IT FURTHER RESOLVED: that the Board directs the Director of Finance to submit all reports to their proper federal and state agencies as required by state and federal law prior to December 31, 2021.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

### B. Information: First Quarter Financial Report

**DISCUSSION:**

None

## 10. New Business

### A. Resolution: Authorization to Increase Wages for Non-Union Employees

**MOTION:** Moved by Mr. Royce Maniko, seconded by Mr. John Paul Rea, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby authorizes the General Manager to provide an across-the-board wage increase in the amount of 2.5% for non-union employees effective January 1, 2022.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**B. Resolution: Authorization to Award a Contract for Professional Consulting Services to Conduct Operation Policy and Service Delivery Analysis**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Mr. John Paul Rea, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for a one-time purchase of consultant services in the form of an Operation Policy and Service Delivery Analysis from Nelson\Nygaard. The amount of the contract shall not exceed \$387,163.00.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**C. Resolution: Authorization to Award a Contract for HVAC PM and Repair Services**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a one-year contract for HVAC PM and Repair Services in the amount of a \$184,000 and two one-year renewal options in the amount of \$184,000 each year, with a total cost of \$552,000 with Johnson Controls.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**D. Resolution: Authorization to Award a Contract for Seon Bus Cameras**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a contract in the amount of \$88,312.00 to Seon System Sales, Inc.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**E. Resolution: Authorization for Purchase Order Change Action (POCA) #3 Trapeze OPS Accrual Generation Module**

**MOTION:** Moved by Mr. Bret Rasegan, seconded by Mr. John Paul Rea, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA #3 in the amount of \$138,346.00.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**F. Resolution: Authorization for Purchase Order Change Action (POCA) #1 Non-Warranty Cummins Engine Parts and Repair Services**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA #1 in the amount of \$105,000.00 to Cummins Sales and Service, bringing the new maximum total for the three year base term of \$180,000.00.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**G. Resolution: LETC City Hall Project POCA #1**

**MOTION:** Moved by Mr. Royce Maniko, seconded by Mr. John Paul Rea, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA #1 in the amount of \$41,911.89 to LaSalle Construction Services.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**H. Resolution: Community CARES Funding-Additional Funds**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Mr. John Paul Rea, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART), to adopt revised funding amounts to be made available to its transit partners and for this information to be submitted as a revision to the Program of Projects for CARES Act funding to the FTA in compliance with the requirements of 49 U.S.C. Section 5307, as amended.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**I. Resolution: Authorization to Purchase and Construction for a New Vehicle Wash System**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Mr. Khalil Rahal, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART), hereby authorized to approve the purchase of the Vehicle Wash Systems for Wayne, Oakland and Macomb Terminals in the amount of \$7,191,014.92 to Creative Construction Concepts.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**J. Resolution: Oil, Lubricants, Fluids and Anti-Freeze Coolant**

**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 (SMART), hereby authorized to approve a one-year contract for Oil, Lubricants, Fluids & Anti-Freeze/Coolant in the amount of \$489,790.00 to Wolverine Oil.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**K. Resolution: Authorization to Award a Contract for Thirty-One (31) Cut Away Busses**

**MOTION:** Moved by Mr. Bret Reagan, seconded by Mr. John Paul Rea, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to Award a Contract to Transportation Equipment Sales Inc., (TESCO) for the Purchase of thirty-one (31) Cut Away Buses. The vehicles will be purchased under a cooperative purchasing agreement through The State of Michigan MDOT.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**L. Resolution: Cummins Diesel Engines**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a three-year contract for Cummins Diesel Engines in the amount of a \$695,718.32 for three years and two one-year renewal options in the amount of \$245,957.54 and \$253,336.28 in subsequent years to Cummins Sales and Service. The total cost for five years is \$1,195,012.14.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**11. Board Member Business**

**DISCUSSION:**

Mr. Bret Rasegan thanked SMART's staff for meeting with Oakland County.

Mr. Robert Cramer, Deputy GM suggested a Motion be made to change the location of the January 27, 2022 board meeting.

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART), hereby authorizes SMART's staff to change the location of the January 27, 2022 board meeting to SMART's Oakland Terminal, located at 2021 Barrett Drive, Troy MI 48084.

**DISCUSSION:**

None

**VOTE: 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. Bret Rasegan, and unanimously carried, the meeting adjourned at 3:13 PM.

Respectfully submitted,

*Tiffany Martin-Patterson*

Tiffany Martin-Patterson  
Secretary to the Board of Directors

DATE: January 27, 2022 DISPOSITION SOUGHT: Approval  
TO: SMART Board SUBMITTED BY: General Counsel  
FROM: General Counsel APPROVED BY: General Manager  
SUBJECT: Appointment of SMART Representative and Alternate to the Toledo Metropolitan Area Council of Governments Board of Trustees

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**SUMMARY:**

The Toledo Metropolitan Area Council of Governments (TMACOG) is asking the SMART Board of Directors to appoint a trustee and one alternate to their Board of Trustees. Staff recommends the SMART Board appoint Board member Royce Maniko and General Manager, Dwight Ferrell, as alternate.

**DISCUSSION:**

The Toledo Metropolitan Area Council of Governments (TMACOG) is a non-partisan voluntary planning organization, similar in most important respects to this region's SEMCOG. The organization engages in a variety of transportation planning for its region, including system performance and preparation of their TIP.

In July of 2012, President Obama signed into law the transportation bill titled "Moving Ahead for Progress in the 21st Century Act" (MAP-21). This law requires the metropolitan planning organization (MPO) for an area to include among its members "officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation;" 49 U.S.C. 5303(d)(2)(B). Subsequent to its passage, and to comply with the law, TMACOG amended its By-Laws to add a seat to its Board of Trustees for SMART. See attached. TMACOG now asks the SMART Board to appoint that member and one alternate.

**RECOMMENDATION:**

Staff recommends the appointment of Monroe Board member Royce Maniko, and Dwight Ferrell, General Manager, to the TMACOG Board of Trustees. The Resolution attached reflects this recommendation.

**ATTACHMENTS:**

Resolution  
TMACOG By-Laws (as amended January, 2020)

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Appointment of SMART Representative to the Toledo  
Metropolitan Area Council of Governments (TMACOG) Board of Trustees

- Whereas, in July, 2012 the United States Congress passed and President Obama signed into law MAP-21, which requires the metropolitan planning organization for a given region to include officials of public agencies providing transportation. 49 U.S.C. 5303(d)(2)(B); and,
- Whereas, the TMACOG General Assembly amended the By-Laws to include a seat for SMART; and,
- Whereas, the SMART Board of Directors desires to appoint an appropriate member and alternate to the TMACOG Board of Trustees; now therefore be it
- Resolved, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby appoints Mr. Royce Maniko as its representative, and Mr. Dwight Ferrell, General Manager, as alternate to the TMACOG Board of Trustees.

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 by the Board of Directors of the Suburban Mobility Authority for Regional Transportation at a legally convened meeting on January 27, 2022.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary  
Tiffany C. Martin

\_\_\_\_\_  
No.



## BYLAWS OF THE TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS

### PREAMBLE:

It is hereby affirmed that:

- A. The local governments - counties, cities, villages, townships, public school districts, public universities and colleges, and special districts and authorities that represent and serve the citizens of the Toledo metropolitan region of northwest Ohio and southeast Michigan, and the private sector stakeholders of that region, have common opportunities, issues, and problems that transcend their individual jurisdictions;
- B. The destinies of each of the above groups rest with the interrelated and collective voluntary cooperation of the family of local governments, the private sector stakeholders that comprise the region to meet broader, regional concerns that can only be solved through cooperative and coordinated regional approaches.
- C. It is vital to retain local home rule and to strengthen the capabilities of each unit of government by combining resources to meet areawide challenges that may be beyond the capacity of individual units of government.

### DEFINITIONS

- A. Toledo Metropolitan Area Council of Governments (TMACOG) - A voluntary association organized on May 31, 1968 and established under Chapter 167 of the Ohio Revised Code and the Michigan Urban Cooperation Act No. 7 of 1967 (Ex. Sess.). It is comprised of local governments, public school districts, public universities and colleges, special districts and authorities, and private sector stakeholders in northwest Ohio and southeast Michigan.
- B. Governmental Members - Counties, cities, townships, villages, public school districts, public universities and colleges, and special districts and authorities that have joined TMACOG.
- C. Non-governmental Members - Major institutions, such as private schools, private universities or colleges, businesses, hospitals, chambers of commerce, or other industrial, commerce, or business organizations, and private non-profit corporations that have joined TMACOG.
- D. Representatives - Persons who represent members on the General Assembly.
- E. Trustees - Persons who represent members on the Board of Trustees.
- F. Executive Committee - Core leadership committee for TMACOG consisting of 13-21 members authorized to act on behalf of the Board of Trustees.
- G. Alternates - Persons who serve on the Board of Trustees in the trustees' absence.
- H. Elected Officials - Persons elected by popular vote or persons appointed to fill vacancies in such offices as defined in Chapter 124 of the Ohio Revised Code.

## **I. PURPOSE**

### **FUNCTIONS AND METHODS**

- A. TMACOG fosters regional progress through networks of public and private partnerships.
- B. TMACOG serves as a forum for assessing and acting on regional issues and problems through cooperative efforts by formulating policies, plans, and programs, and facilitating actions that are common and regional; that are cost effective and efficient for the region; and that contribute to the effectiveness of local government and the quality of life enjoyed by citizens of the region.
- C. TMACOG provides a forum for regional governance; networks for local government officials; information and data; facilitation of partnerships on issues; convening of transportation stakeholders and having a role in the provision of transportation services; facilitation and provision of support for the coordination of land use planning across jurisdictions within the region; design and coordination of improvement of environmental quality within the region; and membership services to assist in making the members more effective and cost efficient.

## **II. POWERS AND DUTIES**

### **A. TMACOG shall:**

- 1. Study regional issues and problems common to its member governments as it deems appropriate, including, but not limited to, matters affecting health, safety, welfare, education, economic conditions, and regional development;
- 2. Promote cooperative arrangements and coordinate action between and among its member governments, the private sector stakeholders, other agencies of local or state governments, and the federal government;
- 3. Make recommendations for review and action to members and non-member governments and public agencies, the private sector, and other organizations that perform functions within the region;
- 4. Promote cooperative agreements and contracts among its members and non-member governments, governmental agencies, and the private sector stakeholders within the region;
- 5. Perform studies, collect data, develop regional plans and programs, and engage in such other activities as the president finds necessary or desirable within the context of the policies, plans, and programs approved by the General Assembly, the Board of Trustees, and the Executive Committee for the solution of regional issues and problems;
- 6. Carry out its responsibilities as the Metropolitan Planning Organization (MPO) pursuant to 23 U.S.C. § 134 and 49 U.S.C. § 1600, et seq.;

7. Carry out its responsibilities as the Areawide Water Quality Planning Agency for the U.S. Environmental Protection Agency pursuant to 33 U.S.C. § 1251, et seq. and other applicable provisions of the United States Code; and
8. Perform any and all acts appropriate, necessary, or incidental to the furtherance or accomplishment of the foregoing purposes.

**B. TMACOG may:**

1. Review, evaluate, comment upon, and make recommendations relative to the planning and programming, and the location, financing, and scheduling of public facility projects within the region and affecting the development of the area;
  2. Act as an areawide agency to perform comprehensive planning for the programming, locating, financing, and scheduling of public facility projects within the region and affecting the development of the area and for other proposed land development or uses, which projects or uses have public metropolitan-wide, regional or inter- jurisdictional significance;
  3. Act as an agency for coordinating local public policies and activities affecting the development of the region or area based on metropolitan-wide or regional comprehensive planning and programming; and
  4. Perform such other functions and duties capable of being performed by the members and necessary or desirable for dealing with problems of mutual concern, upon appropriate action by the General Assembly, the Board of Trustees, or the Executive Committee.
- C. The authority granted to TMACOG in Section II (A) and (B) or in any agreement between members thereof shall not displace any existing municipal, county, regional, or other planning commission or planning agency in the exercise of its statutory powers.

**III. MEMBERSHIP**

**A. ELIGIBILITY**

1. The following groups are automatically eligible for TMACOG membership:
  - a. Ohio counties - Lucas, Wood, Fulton, Sandusky, and Ottawa;
  - b. Michigan counties - Monroe;
  - c. All cities, townships, villages, public school districts, public universities and colleges, and special districts and authorities located partially or wholly within the counties set forth in (a) and (b) above; and
  - d. The Governor of Ohio, or his/her designee, and the Governor of Michigan, or his/her designee.

2. The following groups may apply for TMACOG membership, subject to the approval of the Executive Committee.
  - a. Governmental units beyond the boundaries of the area in 1 (a & b).
  - b. Special districts and authorities and public school districts, public universities and colleges, beyond the boundaries of the governmental units in 1 (a & b).
  - c. Major institutions, such as private schools, private universities or colleges, businesses, hospitals, chambers of commerce, or other industrial, commerce, or business organizations, and private non-profit corporations.

## **B. CONDITIONS**

To become a member an eligible entity shall:

1. Formally enter into an agreement with TMACOG to commit to support and endorse the purpose of TMACOG, and
2. Pay the annual membership fee.

## **C. MEMBER PARTICIPATION IN TMACOG**

1. Each governmental member of TMACOG will designate one (1) representative to sit on the TMACOG General Assembly, unless a representative for a particular member is otherwise designated in these Bylaws.
2. Each governmental member shall have one (1) representative, and that representative may represent only that member.

## **IV. POLICY BODIES**

TMACOG shall have three (3) policy bodies: a General Assembly, a Board of Trustees, and an Executive Committee.

### **A. THE GENERAL ASSEMBLY**

#### **1. Representation**

- a. The chair of TMACOG;
- b. The vice chair of TMACOG;
- c. Governmental representatives - Each governmental member of TMACOG shall have one (1) voting representative on the General Assembly, who shall be an elected official or an appointed executive directly responsible to local elected officials.
  - 1) The Mayor of the City of Toledo, or his/her designate shall be the governmental representative for Toledo, provided the City be a TMACOG member.

- 2) The Presidents of the Boards of County Commissioners shall be the governmental representatives for member counties.
- d. Non-governmental representatives - Each year, non-governmental members will caucus to nominate a list of prospective representatives and alternates. The president shall set the date and time for the caucus and ensure that proper facilities and notices for the caucus be provided. The caucus will nominate an equal number of representatives and alternates for the General Assembly. From these nominations the governmental representatives shall elect non-governmental representatives and alternates, provided that the non-governmental representatives constitute no more than forty (40) percent of the entire General Assembly.

## **2. Responsibilities**

Propose, initiate, or take any action to further the purpose of TMACOG. The powers reserved to the General Assembly include:

- a. Adopting or amending the TMACOG Bylaws;
- b. Adopting the long-term goals and objectives for TMACOG;
- c. Adopting criteria for TMACOG membership; and
- d. Electing the TMACOG chair and vice chair.

## **3. Officers**

- a. Election of officers shall be held annually at a General Assembly meeting.
- b. Election - The chair and vice chair shall be elected officials of member jurisdictions of TMACOG.
- c. Officers are trustees - The chair and vice chair shall automatically be trustees, irrespective of any requirements under Section IV (B), (2), or (3).
- d. The chair and vice chair shall serve in the same capacity for the General Assembly, Board of Trustees, and Executive Committee.
- e. Term of Office - Terms shall be for one (1) year or until a successor is duly elected, provided the officer remains eligible under article IV (A) (3a).
- f. Vacancies - Upon a vacancy occurring in the office of chair, the vice chair shall assume the position of chair for the balance of the unexpired term. Upon a vacancy occurring in the office of vice chair, the Board of Trustees shall elect a new vice chair to serve the balance of the unexpired term.

## **4. Meetings**

The General Assembly shall meet at least once a year at the call of its chair or at the request of the Board of Trustees.

## **5. Routine Voting**

- a. A measure before the General Assembly shall be adopted only if it receives the affirmative vote of a majority of the quorum.
- b. At the procedural motion of any General Assembly representative present, any specific matter before the General Assembly shall be decided by a majority of

the votes cast on the weighted basis distributed according to the Policy and Table of Representation adopted by the Board of Trustees as of June 30 each year.

6. **Quorum** – A quorum of the General Assembly shall consist of a simple majority of the total voting representatives.

## **B. BOARD OF TRUSTEES**

1. **Representation** - Representation on the Board of Trustees is granted according to the type of government and type of membership. The number of trustees per member is as follows:

- a. The chair of TMACOG.
- b. The vice chair of TMACOG.
- c. Immediate Past Chair of TMACOG, without an alternate, provided the jurisdiction in which the immediate past chair serves is a TMACOG member.
- d. Counties: The President of the Board of County Commissioners shall serve as trustee for each member county. Each member county shall have one (1) trustee, except for Lucas County and Wood County, which shall also be represented by the County Engineers.
- e. Toledo: The Mayor of the City of Toledo shall serve as trustee for the City of Toledo provided the City be a TMACOG member.
- f. Other Cities: There shall be three (3) trustees, selected by all cities excluding Toledo.
- g. Villages: There shall be five (5) trustees selected by all villages.
- h. Townships: There shall be five (5) trustees selected by all townships.
- i. Cities, townships, and villages that pay membership dues to both TMACOG and also to SEMCOG may collectively appoint one (1) trustee and one (1) alternate to the Board of Trustees.
- j. Special Districts and Authorities, Public School Districts, Public Universities and Colleges: There shall be up to eight (8) trustees, selected as follows:
  - 1) Each of the following public agencies that administer or operate major modes of transportation in the designated metropolitan area shall have one (1) trustee if it is participating in the urban transportation planning process pursuant to 23 U.S. C. § 134 and 49 U.S. C. § 5303 et seq.:
    - a) The Toledo Area Regional Transit Authority (TARTA)
    - b) The Suburban Mobility Authority for Regional Transportation (SMART)
    - c) Bowling Green Transit (B.G. Transit)
  - 2) The Toledo-Lucas County Port Authority shall have one (1) trustee if it is participating in the urban transportation planning process pursuant to 23 U.S. C. § 134 et seq.,
  - 3) Park and recreation districts and authorities shall have one (1) trustee,

- 4) Public School Districts (grades k-12) shall have one (1) trustee, and
  - 5) Public universities and colleges shall have one (1) trustee, and
  - 6) All other special districts and authorities shall (together) have one (1) trustee.
- k. Non-governmental Members: There shall be up to thirteen (13) trustees.
  - l. Governor of Ohio: The Governor or his/her designee shall be a trustee.
2. **Eligibility** – All trustees and alternates must represent a TMACOG member organization.
- a. Governmental member representatives shall be an elected official or an appointed executive directly responsible to local elected officials.
  - b. Non-governmental representatives shall be the chief administrative official of the organization or their designee.
3. **Selection of Trustees** - Unless otherwise stated, all trustees shall be selected from among the representatives seated on the General Assembly.
- a. Governmental members - Each member (other than counties, the City of Toledo and The Governor of Ohio) shall classify itself into the appropriate category set forth in B.1. c-g above. Each category of members will caucus annually to select its trustee(s) for the following year. The president shall set the date and time for the caucus and shall ensure that proper facilities and notices for the caucus be provided in the appropriate manner.
  - b. Non-governmental members – Non-governmental members will caucus and recommend up to thirteen (13) proposed trustees from its list of proposed non-governmental representatives, as directed in Article IV(A)(1b), subject to and pending approval by the Executive Committee at its next meeting following the General Assembly.
4. **Alternate Trustees** - Each member shall be entitled to select alternates as authorized in these bylaws.
- a. Selection of alternates for governmental members: Alternates shall be elected or appointed officials of jurisdictions that are members of TMACOG.
    - (1) The Boards of Commissioners of Lucas and Wood Counties shall each select two (2) alternates for each county, one (1) of whom shall be an elected official. The Boards of Commissioners of all other counties shall each select one (1) alternate.
    - (2) The Mayor of the City of Toledo shall select two (2) alternates, one (1) of whom shall be an elected official.
  - b. Selection of alternates for all other members: For all remaining members, an equal number of alternates as trustees shall be selected from the General Assembly by the same method used to select trustees.

- (1) Alternate members selected by a caucus of General Assembly members, shall be selected as a body, rather than selected and assigned on a one-to-one basis to individual Board of Trustees members.
- (2) Authority of alternates - A duly selected alternate may vote on matters before the Board of Trustees only when the duly selected trustee is not in attendance. In the event that neither the selected trustee nor the alternate can attend the meeting, then no other individual shall have the right to represent them or cast votes in their behalf.

**5. Terms of Office**

- a. Trustees and alternates selected by caucus shall serve for a term of one (1) year or until their successors have been selected by caucus.
- b. Trustees and alternates not selected by caucus shall serve for a term of one (1) year or until their successors are duly selected or appointed.

**6. Vacancies on the Board of Trustees**

When a vacancy occurs, the vacancies shall be filled from the alternates as follows:

- a. For those member governments whose trustees are automatically chosen (i.e., counties, certain authorities, and the City of Toledo), the member shall notify TMACOG of the vacancy, and shall select a successor within thirty (30) days.
- b. For those trustees chosen by caucus, the member shall notify TMACOG of the vacancy within thirty (30) days, and the Executive Committee shall be responsible for filling the vacancy from the alternates within that caucus at its next meeting.

**7. Ex-Officio Members**

- a. The state and federal governments may have ex-officio, non-voting trustees on the Board of Trustees. These trustees shall be selected by the chair at the recommendation of the Executive Committee and the agency they represent.
- b. Ex-officio trustees shall not have alternates.

**8. Responsibilities**

- a. Adopt the TMACOG annual budget and membership fee schedules;
- b. Adopt the Annual Work Program; and
- c. Adopt and thereby recommend to its General Assembly TMACOG policies, plans, and programs, and any amendments thereto.
- d. Is designated as the Metropolitan Planning Organization by the Ohio Department of Transportation on behalf of the Governor of Ohio in cooperation with local elected officials and is authorized to carry out the continuing, comprehensive, and coordinated transportation planning process for the Toledo area;

**9. Meetings**

The Board of Trustees shall meet quarterly, or at the call of the chair, or at the direction of the General Assembly, or at the request of ten (10) voting members of the Board of Trustees.

**10. Voting**

- a. Unless otherwise so moved, any measure before the Board of Trustees shall be adopted only when it receives an affirmative vote of a majority of the quorum.
- b. At the procedural motion of any trustee present, any specific matter before the Board of Trustees shall be decided by a majority of the votes cast on the weighted basis distributed according to the Policy and Table of Representation adopted by the Board of Trustees as of June 30 each year.

- 11. Quorum** - A quorum of the Board of Trustees shall consist of a simple majority of the total number of members are present at any duly called and scheduled meeting. A board member must be physically present at a meeting to be counted towards a quorum or to cast a vote on any action items.

**C. EXECUTIVE COMMITTEE**

- 1. **Membership** - The Executive Committee is the core leadership of TMACOG and provides opportunities for developing regional leadership. The committee shall consist of no fewer than thirteen (13) and no more than twenty-one (21) representatives of TMACOG members, constituted as follows:
  - a. The chair of TMACOG;
  - b. The vice chair of TMACOG;
  - c. The immediate past chair of TMACOG, without an alternate, provided the jurisdiction in which the immediate past chair serves is a TMACOG member;
  - d. The chairs from each of TMACOG's two (2) programmatic councils and four (4) administrative committees as defined in Section X of these Bylaws, upon recommendation of their respective committees. In the absence of the council or committee chair, the vice chair (who is not a member of the committee) shall represent the chair and will count towards the quorum and will have full motion and voting rights;
  - e. All programmatic council and administrative committee chairs and vice chairs will be from TMACOG member jurisdictions or organizations;
  - f. The TMACOG chair shall appoint representatives for the City of Toledo and for Lucas County if not represented under a or b above, provided the City and County be TMACOG members;
  - g. The TMACOG chair may appoint other at large members to promote balanced representation from the region, the types of members, and the activities under way, within TMACOG; and
  - h. At-large Executive Committee members shall have no alternate or proxy;

2. **Authority** - The Executive Committee is authorized to act on behalf of TMACOG each month when the Board of Trustees and/or the General Assembly does not meet. The Executive Committee shall be governed by Operating Procedures which are to be approved by the Board of Trustees.

3. **Responsibilities**

- a. Propose an annual budget and membership fee schedule to the Board of Trustees;
- b. Propose the Annual Work Program to the Board of Trustees;
- c. Review and make recommendation to the Board of Trustees on policies, plans and programs, and any amendments thereto;
- d. Handle all routine matters;
- e. Appoint, manage, review, and remove the president;
- f. Annually review TMACOG's personnel policies and procedures, as stated in the Employee Handbook, including fixing of salary ranges of staff members;
- g. Approve, by resolution, contractual arrangements between TMACOG and other private and public agencies, including the federal and state governments, and such a resolution by the Executive Committee will be sufficient to authorize a designated official of TMACOG to execute such agreement or contracts;
- h. Serve as financial control body and receive funds for TMACOG;
- i. Coordinate the processes by which necessary funding resources are secured and invested;
- j. Recruit, approve, orient, and maintain membership;
- k. Interpret and communicate the TMACOG mission and its activities with the members, committee membership, and the broader community;
- l. Provide for the development of and opportunities for leadership within the organization;
- m. Develop and monitor the program of long-term goals and objectives of the organization, evaluate the progress being made toward their achievement, and make recommendations to the Board of Trustees and the General Assembly to update and amend the program; and
- n. Propose, initiate, or take any other such action as may be appropriate to undertake the purpose of TMACOG and its long-term goals.

4. **Meetings**

The Executive Committee shall meet monthly, except in the months in which the Board of Trustees and/or the General Assembly meets. The chair and vice chair or at least five (5) members of the committee may call emergency meetings of the committee.

## **5. Voting**

- a. Unless otherwise so moved as provided in Paragraph b hereof, any measure before the Executive Committee shall be adopted when it receives an affirmative vote of a majority of the quorum.
  - b. At the adoption of a procedural motion of any Executive Committee members present, any matter before the Executive Committee shall be decided by a majority of the votes of the participating governments on a weighted basis, according to the Policy and Table of Representation adopted by the Board of Trustees as of June 30 each year.
6. **Quorum** – A quorum of the Executive Committee shall consist of a simple majority of the total number of members are present at any duly called and scheduled meeting. A committee member must be physically present at a meeting to be counted towards a quorum or to cast a vote on any action items.

## **V. PROGRAM ACTIVITIES**

- A. The General Assembly shall periodically adopt and update a long-range program that outlines the goals and objectives of the organization and outlines strategies and a time frame to meet these objectives.
- B. The Board of Trustees shall annually adopt a work program designed to meet the goals of the long-term program, which outlines the objectives to be met, the work to be accomplished, and the products anticipated to be produced during that year.
- C. TMACOG may enter into whatever cooperative program activities the membership or specific members shall select in accordance with an intergovernmental agreement.

## **VI. STAFF**

TMACOG shall have a staff as may be necessary to implement the program of TMACOG. TMACOG's personnel policies and procedures will be consistent with all current laws.

- A. TMACOG shall have a president who will be appointed by the Executive Committee and may be removed by the Executive Committee. The president shall:
  1. Implement the policies, plans, and programs of TMACOG as adopted by the General Assembly, the Board of Trustees, and the Executive Committee;
  2. Serve as the fiscal officer and is authorized to receive, deposit, invest, and disburse the funds of TMACOG. The president may designate a staff member to perform the responsibilities of the fiscal officer in his absence; and
  3. Administer all staff operations, including management and the hiring and discharging of all staff employees subject to TMACOG's personnel policies and procedures as stated in the Employee Handbook, which shall be reviewed annually by the Executive Committee.

## **VII. FINANCE**

### **A. FISCAL YEAR**

The fiscal year of TMACOG shall commence on July 1 and shall terminate on June 30 of the following calendar year.

### **B. BUDGET ADOPTION AND MEMBERSHIP FEES**

The TMACOG budget shall be adopted by the Board of Trustees on or before the first day of the first month of each fiscal year unless otherwise stipulated by the chair of TMACOG. Upon adoption of the annual budget, the Board of Trustees shall fix the membership fees for all members in amounts sufficient to provide the funds required by the budget. Membership fees shall be due and payable the first day of the first month of the following calendar year. Any member entering into a membership agreement for the first time during a calendar year may have its membership fees (fixed by the Board of Trustees) prorated for a partial year. The Executive Committee shall establish policies on membership delinquency. The status of a delinquent member shall be referred to the Executive Committee for appropriate action.

### **C. AUDIT**

The Board of Trustees and staff shall cooperate in the performance of an annual audit by the Auditor of the State of Ohio in accordance with applicable provisions of the Ohio Revised Code or, where permitted by law, by an independent certified public accounting firm. Report of such audit shall be made available to members of TMACOG.

## **VIII. PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order, Revised shall govern the meetings of TMACOG except where such rules are inconsistent with these bylaws or special rules of order which may be adopted by the policy body or committee in question.

## **IX. AMENDMENT OF BYLAWS**

These Bylaws may be amended at a meeting of the General Assembly, provided that such amendment has been presented at a meeting of the Board of Trustees at least thirty (30) days prior to the meeting and has been submitted to each member government at least fifteen (15) days prior to the meeting.

## **X. COUNCILS AND COMMITTEES**

A. There shall be two (2) programmatic councils and four (4) administrative committees, whose participants shall be appointed by the chair based upon recommendation of the respective committees. The chair's appointments shall be ratified by the Board of Trustees (or the Executive Committee in those months in which the Board of Trustees

does not meet). These six councils/committees shall be responsible to the Executive Committee. Committee membership must include, but not be restricted to, trustees and representatives, and may also include organizations and persons who are not members, representatives or trustees of TMACOG, pursuant to Section X of these bylaws.

Each council and committee shall be governed by Operating Procedures which are to be approved by the Board of Trustees. Each committee shall meet regularly or at appointed intervals and undertake studies concerning problems and programs applicable to their individual assignments and areas of concern.

1. The councils and committees are as follows:
  - a. Water Quality Council
  - b. Transportation Council
  - d. Finance, Audit, and Administration Committee
  - e. Leadership Development Committee, which shall also act as the nominating committee
  - f. Membership Committee
  - g. Communications Committee
2. The chair shall be authorized to appoint such other special purpose committees, ad hoc committees, task forces, or subcommittees as are required to further the mission of TMACOG.

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Adopted: May 1968  
Amended: December 1969  
Amended: September 1970  
Amended: January 1972  
Amended: July 1973  
Amended: July 1974  
Amended: December 1975  
Amended: December 1978  
Amended: July 1979  
Amended: January 1982  
Amended: January 1989  
Amended: July 1993  
Amended: January 1994  
Amended: January 1995  
Amended: January 1996  
Amended: January 15, 1998  
Amended: January 29, 2001  
Amended: January 31, 2002  
Amended: July 18, 2002  
Amended: January 30, 2003  
Amended: January 31, 2005  
Amended: January 29, 2008  
Amended: January 29, 2009  
Amended: January 25, 2012

Amended: January 29, 2013

Amended: January 25, 2016

Amended: January 30, 2017

Amended: January 29, 2018

Amended: January 28, 2019

Amended: January 27, 2020



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Approve a Purchase Order Change Action (POCA) #3 additional funds needed for year 3 of the contract with Dell Company

---

Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) entered into a contract with Dell Inc. for Acrobat DC Pro licenses in October 2019. There were upgrades and additional new licenses added; and

Whereas, There's a need for additional funds for year 3 of the contract; and

Whereas, A POCA #3 submitted in the amount of \$6,687.00 exceeds the allowable change order threshold, as stipulated in SMART Board Policy No. 1; and

Whereas, Funding for this POCA in the amount of \$6,687.00 will be funded by operating funds; and

Whereas, The Director of Finance is satisfied that Dell Inc. has performed under the contract terms and conditions; and

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

Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA # 3 in the amount of \$6,687.00 to Dell 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 January 27, 2022.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

No. \_\_\_\_\_



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Approve a Purchase Order Change Action (POCA) for Compensation Study Service

---

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) entered into a contract with Educational Data Systems, Inc. (EDSI) for Compensation Study Services; and
- Whereas, The additional funds are needed to help offset the increased cost of additional work requested by SMART; and
- Whereas, A POCA #1 submitted in the amount of \$9,000.00 exceeds the allowable change order threshold, as stipulated in SMART Board Policy No. 1; and
- Whereas, Funding for this POCA in the amount of \$9,000.00 will be funded with operating funds; and
- Whereas, The Director of Finance is satisfied that Educational Data Systems, Inc. (EDSI) has performed under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Educational Data Systems, Inc. (EDSI) is in compliance with the equal opportunity/affirmative action policies of the Federal and State government and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA # 1 in the amount of \$9,000.00 to Educational Data Systems, Inc. (EDSI).

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 January 27, 2022.

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Date

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Board Secretary

No. \_\_\_\_\_



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Employment Advertisement Services

---

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has a requirement for Employment Advertisement Services; and
- Whereas, A Request for Proposal (RFP) was advertised and posted on MITN. Three proposals were received and one was deemed non-responsible; and
- Whereas, An evaluation and selection committee was appointed by the General Manager and evaluated the two proposals in accordance to the criteria stated in the RFP; and
- Whereas, The proposal submitted by Q+M Agency was determined to be the most advantageous to SMART with price and other specified evaluation factors being considered. Price was determined fair and reasonable; and
- Whereas, Funding will be from operating funds; and
- Whereas, The Director of Finance is satisfied that Q+M Agency has potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Q+M Agency 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 Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a three-year contract in the amount of \$345,000.00 with 2-1 year renewal options in the amount of \$115,000.00 each year for Employment Advertisement Services with Q+M agency. The total contract amount is \$575,000.00.

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 January 27, 2022.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

No. \_\_\_\_\_

Summary - Score sheet Evaluation  
RFP 22-3401A  
Employment Advertisement

Consensus Scoring Method	Prior Experience and References	Industry Knowledge	Organization Capabilities	Staff	Price/Price Factors	Total
	30	20	10	5	35	<b>100</b>

VENDORS

The Berline Group Inc.	27	20	8	5	32	<b>92</b>
Q&M Agency	30	20	10	5	35	<b>100</b>



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for a Terminals Functional Assessment and Feasibility Study

---

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has a requirement for a professional consultant to conduct a facilities' functional assessment and feasibility study for its three terminals, focusing on resolving operational challenges at the Oakland Terminal, accommodating indoor bus parking, adding electric-charging functionality, and potentially relocating office staff to terminals; and
- Whereas, An RFP for a Terminals Functional Assessment and Feasibility Study was advertised and published on Michigan Inter-governmental Trade Network (MITN) on October 6, 2021. Three proposals were received; and
- Whereas, An evaluation and selection committee was appointed by the General Manager and evaluated the three responsive and responsible proposals in accordance to the criteria stated in the RFP; and
- Whereas, The proposal submitted by Hubbell, Roth & Clark, Inc. (HRC) was determined to be most advantageous to SMART. Price was determined to be fair and reasonable based on the competitive quotes; and
- Whereas, Adequate funding is available in the State Grant 2012-0170 P42, Federal Grant MI-2016-025 (5307), Project 40270; and
- Whereas, The Director of Finance is satisfied that Hubbell, Roth & Clark, Inc. (HRC) has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Hubbell, Roth & Clark, Inc. (HRC) 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 Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for a one-time purchase of consultant services in the form of a Terminals Functional Assessment and Feasibility Study from Hubbell, Roth & Clark, Inc. (HRC). The amount of the contract shall not to exceed \$339,600.00.

**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 January 27, 2022.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

No. \_\_\_\_\_

Summary - Score Sheet Evaluation  
 RFP 22-3465  
 Terminals Functional Assessment and Feasibility Study

Consensus Scoring Method	Consultant team experience with transit facility studies	Timeframe	Price	Total
	50	25	25	<b>100</b>

VENDORS

Hubbell, Roth & Clark, Inc.	50	25	24	<b>99</b>
T.Y. Lin International	35	25	25	<b>85</b>
WSP Detroit	40	25	24	<b>89</b>



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract  
for Non-Fixed Route Tires

---

- Whereas, Board authorization is requested to award a three-year contract to Shrader Tire & Oil Inc.; and
- Whereas, The three-year contract with the Shrader Tire & Oil Inc. will start February 1, 2022 through January 31, 2025; and
- Whereas, Funding for the contract is available in the Authority's general fund; and
- Whereas, The Director of Finance is satisfied that Shrader Tire & Oil Inc. has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Shrader Tire & Oil Inc. is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and SMART; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to Award a Contract in the amount of \$152,000.00 for Non-Fixed Route Tires to Shrader Tire & Oil 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 January 27, 2022.

\_\_\_\_\_  
Date  
No. \_\_\_\_\_

\_\_\_\_\_  
Board Secretary



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorizing the General Manager to Award a Contract for Electrical  
Repair Services

---

- Whereas, The electrical equipment and systems at all SMART facilities require maintenance and minor repair; and
- Whereas, A Request for Quotation (RFQ) was advertised on November 10, 2021, and competitive quotes were received; and
- Whereas, The quote submitted by Allied Building Services Co. of Detroit was determined to be responsive, responsible and most advantageous to SMART; and
- Whereas, Adequate funding is available in the Authority's general fund; and
- Whereas, The Director of Finance is satisfied that Allied Building Services Co. of Detroit has the financial ability to perform under the terms and conditions of the contract; and
- Whereas, The General Manager is satisfied that Allied Building Services Co. of Detroit is in compliance with the equal opportunity/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 Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a three-year contract in the amount of a \$184,000.00 with two one-year renewal options in the amount of \$57,100.00 each year for Electrical Repair Services with Allied Building Services. The total cost for the contract is \$285,500.00.

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 January 27, 2022.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

No. \_\_\_\_\_

**Bid Tab RFQ 22-3487 Electrical Services**

	Allied Building Service Co. of Detroit				DES Electric LLC			
<b>Apprentice Hourly Rate (estimate 400 hours/year)</b>	Regular Hours 7am - 5pm	Extended price	OT Before 7am/ After 5pm	Sat/Sun Holiday Portal to Portal	Regular Hours 7am - 5pm	Extended price	OT Before 7am/ After 5pm	Sat/Sun Holiday Portal to Portal
Year 1	\$ 45.00	\$ 18,000.00	\$ 67.50	\$ 90.00	\$ 85.00	\$ 34,000.00	\$ 105.00	\$ 145.00
Year 2	\$ 46.00	\$ 18,400.00	\$ 69.00	\$ 92.00	\$ 90.00	\$ 36,000.00	\$ 113.00	\$ 153.00
Year 3	\$ 47.00	\$ 18,800.00	\$ 70.50	\$ 94.00	\$ 95.00	\$ 38,000.00	\$ 122.00	\$ 161.00
Option Year 1 (Year 2)	\$ 48.00	\$ 19,200.00	\$ 72.00	\$ 96.00	\$ 100.00	\$ 40,000.00	\$ 131.00	\$ 171.00
Option Year 2 (Year 3)	\$ 49.00	\$ 19,600.00	\$ 73.50	\$ 98.00	\$ 105.00	\$ 42,000.00	\$ 141.00	\$ 181.00
<b>Journeyman (estimate 750 hours per year)</b>								
Year 1	\$ 65.00	\$ 26,000.00	\$ 97.50	\$ 130.00	\$ 115.00	\$ 46,000.00	\$ 140.00	\$ 185.00
Year 2	\$ 66.00	\$ 26,400.00	\$ 99.00	\$ 132.00	\$ 120.00	\$ 48,000.00	\$ 148.00	\$ 196.00
Year 3	\$ 67.00	\$ 26,800.00	\$ 100.50	\$ 134.00	\$ 125.00	\$ 50,000.00	\$ 156.00	\$ 204.00
Option Year 1 (Year 2)	\$ 68.00	\$ 27,200.00	\$ 102.00	\$ 136.00	\$ 130.00	\$ 52,000.00	\$ 163.00	\$ 212.00
Option Year 2 (Year 3)	\$ 69.00	\$ 27,600.00	\$ 103.50	\$ 138.00	\$ 135.00	\$ 54,000.00	\$ 173.00	\$ 221.00
<b>Total Cost</b>	<b>\$ 228,000.00</b>				<b>\$ 440,000.00</b>			
Parts	No discount from mfr list price				No discount from mfr list price Pricing will flow through to SMART			



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Bus Tire Lease and Tire Related Services

---

- Whereas, SMART has a need for a requirement contract for bus tire leasing and tire related services; and
- Whereas, A Request for Proposal (RFP) was advertised and posted on MITN. Three proposals were received and they were determined responsive and responsible; and
- Whereas, An evaluation and selection committee was appointed by the Deputy Director evaluated the three proposals in accordance to the criteria stated in the RFP; and
- Whereas, The proposal submitted by Michelin was determined to be the most advantageous to SMART with price and other specified evaluation factors being considered. Price was determined fair and reasonable; and
- Whereas, The project is funded via operating funds; and
- Whereas, The Director of Finance is satisfied that Michelin has potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Michelin 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 Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a three year contract for Bus Tire Lease and Tire Related Services in the amount of a \$2,962,200.00 and two one-year renewal options in the amount of \$1,046,993.00 and \$1,078,386.00 for each subsequent year, with a total cost of \$5,087,579.00 with Michelin.

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 January 27, 2022.

\_\_\_\_\_  
Date  
No. \_\_\_\_\_

\_\_\_\_\_  
Board Secretary



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Rebuilt Allison Transmissions

---

- Whereas, SMART's Maintenance Department requires a contract for Rebuilt Allison Transmissions to be delivered on as needed basis.
- Whereas, A Request for Quote (RFQ) was advertised and posted on MITN. SMART received two bid responses; and
- Whereas, The bid submitted by Weller Truck Parts was determined to be the lowest priced, responsive and responsible. Price was determined fair and reasonable; and
- Whereas, The project is funded via operating funds; and
- Whereas, The Director of Finance is satisfied that Weller Truck Parts has potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Weller Truck Parts 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 Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a three-year contract in the amount of \$464,951.70 with two one-year renewal options in the subsequent amount of \$158,940.00 and \$163,050.00 for Rebuilt Allison Transmissions to Weller Truck Parts.

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 January 27, 2022.

\_\_\_\_\_  
Date  
No. \_\_\_\_\_

\_\_\_\_\_  
Board Secretary

## Bid Tab 22-3525 Rebuilt Allison Transmissions

### Weller Truck Parts

ITEM NO	DESCRIPTION	Estimated annual usage	UNIT PRICE	Extended Cost Year 1	UNIT PRICE	Extended Cost Year 2	UNIT PRICE	Extended Cost Year 3	UNIT PRICE	Extended Cost Option Year 1	UNIT PRICE	Extended Cost Option Year 2
1	Rebuilt Allison World B400R Transmissions	30	\$ 4,416.13	\$ 132,483.90	\$ 4,416.13	\$ 132,483.90	\$ 4,416.13	\$ 132,483.90	\$ 4,548.00	\$ 136,440.00	\$ 4,685.00	\$ 140,550.00
2	Core Costs		\$ 750.00	\$ 22,500.00	\$ 750.00	\$ 22,500.00	\$ 750.00	\$ 22,500.00	\$ 750.00	\$ 22,500.00	\$ 750.00	\$ 22,500.00
Annual Cost				\$ 154,983.90		\$ 154,983.90		\$ 154,983.90		\$ 158,940.00		\$ 163,050.00

**Total Cost for 3 Years           \$           464,951.70**

**Total Cost for 5 Years           \$           786,941.70**

Price includes shipping cost. Turnaround time 15 working days. Warranty will be 3 years unlimited mileage. Core deposit listed as a separate line item and will be credited back upon core return.

### W. W. Williams

ITEM NO	DESCRIPTION	Estimated annual usage	UNIT PRICE	Extended Cost Year 1	UNIT PRICE	Extended Cost Year 2	UNIT PRICE	Extended Cost Year 3	UNIT PRICE	Extended Cost Option Year 1	UNIT PRICE	Extended Cost Option Year 2
1	Rebuilt Allison World B400R Transmissions	30	\$ 5,133.10	\$ 153,993.00	\$ 5,287.09	\$ 158,612.70	\$ 5,445.71	\$ 163,371.30	\$ 5,609.08	\$ 168,272.40	\$ 5,777.35	\$ 173,320.50
2	Core Costs		\$ 3,500.00	\$ 105,000.00	\$ 3,500.00	\$ 105,000.00	\$ 3,500.00	\$ 105,000.00	\$ 3,500.00	\$ 105,000.00	\$ 3,500.00	\$ 105,000.00
Annual Cost				\$ 258,993.00		\$ 263,612.70		\$ 268,371.30		\$ 273,272.40		\$ 278,320.50

**Total Cost for 3 Years           \$           790,977.00**

**Total Cost for 5 Years           \$           1,342,569.90**

Price includes shipping cost. Turnaround time 15 working days. Warranty will be no less than 1 year unlimited mileage.



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Labor Negotiator Consultant Services

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has a requirement for Labor Negotiator Consultant Services; and
- Whereas, A Request for Proposal (RFP) was advertised and posted on MITN. One proposal was received; and
- Whereas, The proposal submitted by Butzel Long, the incumbent was determined to be responsive and responsible. Price was determined fair and reasonable; and
- Whereas, Funding will be from operating funds; and
- Whereas, The Director of Finance is satisfied that Butzel Long has potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Butzel Long 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 Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a one-time purchase in the amount of \$200,000.00 for Labor Negotiator Consultant Services. The total amount is \$200,000.00.

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 January 27, 2022.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

No. \_\_\_\_\_