



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

Board of Directors Meeting

August 27, 2020



Suburban Mobility Authority for Regional Transportation

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

ROLL CALL

Board of Directors Meeting

Date: August 27, 2020

CHAIRWOMAN, HILARIE CHAMBERS

VICE-CHAIRMAN, KHALIL RAHAL

MR. ABDUL HAIDOUS

MR. ROYCE MANIKO

MR. JOHN PAUL REA

MS. VICKI WOLBER

Unable to Attend:

MR. BRET RASEGAN

Tiffany Martin-Patterson, SMART Board Secretary





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PUBLIC NOTICE

In order to comply with the Governor's Stay-at-Home order, SMART will hold the August 27, 2020 Board of Directors meeting by public conference call at 2:00 p.m. The agenda can be found here: <http://www.smartbus.org/About/Our-Organization/Board-of-Directors/Board-Meeting-Schedule>

Members of the public are invited to attend virtually and may participate at the public comment period.

Via smartphone, tablet or computer, please click or type this URL in a web browser to join: <https://smartbus.zoom.us/j/92194836829>

Via phone only, please dial: 888-788-0099 (Toll Free)

Webinar ID: 921 9483 6829 (no password required)

For those unable to participate remotely, you may submit a written comment to be read at the Public Comment period by emailing SMARTBoard@smartbus.org by 2 p.m. August 27, 2020. 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 technical difficulties joining the meeting, contact SMARTBoard@smartbus.org or 248-419-7912 and we will assist you to the best of our abilities.

RULES OF ORDER

The Governor's Executive Order related to the Open Meeting Act requires Rules of the Meeting be established. The following rules are proposed by staff, and may be changed at the meeting by the Board:

- Quorum will be met when there is at least one member from Oakland, Macomb and Wayne counties, AND four or more total participants on the conference call.
- All board votes will be done by Roll Call, called out by the Board Secretary and listed on the shared screen.
- All attendees will be on mute except Board Members and participating staff, except during Public Comment.
- Public Comment will proceed as follows:
 - All comments: 5 minute limit per member of the public. Kindly state your name and city of residence.
 - Those on web: use raise hand feature in Zoom, each raised hand will be unmuted to make comments.
 - Those only on phone: raise hand on phone (press *9), each raised hand will be unmuted to make comments.
 - Written comments via email: After verbal comments, the Board Secretary will read any submitted comments received via the official SMART Board public comment email.
- Executive Session will be handled by having the Board members call into a separate line with access only by Board members and Board secretary (and any other staff that are requested by the Board in the session).



**SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION
BOARD OF DIRECTORS MEETING
THURSDAY, AUGUST 27, 2020
2:00 PM**

A G E N D A

<u>ITEM:</u>	<u>ACTION:</u>	<u>PRESENTED BY:</u>
1. Call to Order		H. Chambers
• Pledge of Allegiance		
2. Roll Call		T. Martin
3. Public Notice and Rules of Order	Information	T. Martin
4. Adoption of Agenda	Approval	H. Chambers
5. Minutes		
A) July 23, 2020 Regular Board Meeting Minutes	Approval	H. Chambers
6. Public Participation	Discussion	H. Chambers
7. Chairperson's Report	Information	H. Chambers
8. Staff Report	Information	R. Cramer
9. New Business		
A) Resolution: Authorization to Award a Contract to Purchase Bus Shelters, Benches and Trash Receptacles	Approval	R. Cramer
B) Resolution: Authorization to Award a Contract for a Unified Communications (UC) Phone System	Approval	R. Cramer
C) Resolution: Authorization to Award a Contract for Transit Mobility Platform including Real-Time Passenger Information Module	Approval	R. Cramer
D) Resolution: Authorization to Award a Contract for Microsoft Software Volume Licenses	Approval	R. Cramer
E) Resolution: Authorization to Award a Contract to Purchase 60-Foot Articulated Buses	Approval	R. Cramer

F)	Resolution: Authorization to Award a Contract to Purchase Ford Transit Vans for Community Programs	Approval	R. Cramer
G)	Resolution: Authorization for Purchase Order Change Action – Additional Storage Area Network (SAN)	Approval	R. Cramer
H)	Resolution: Approval of Proposed September 2020 Fixed Route Service Changes	Approval	R. Cramer
I)	Resolution: Master Maintenance Agreement Required by MDOT for Permits	Approval	R. Cramer
J)	Resolution: Authorization to Approve a Standing Resolution Designating the Time and Place for Meetings	Approval	A. Gordon
K)	Resolution: Appointment of Nominating Committee for Board of Directors Officers	Approval	A. Gordon
10.	Executive Session to Discuss Union Contract Negotiations	Approval	H. Chambers
11.	Board Member Business	Discussion	H. Chambers
12.	Adjournment		

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

BOARD OF DIRECTORS MEETING

APPROVED MINUTES – July 23, 2020

A regular meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, July 23, 2020 at 2:07 PM. The meeting was held via a digital public video conference.

ATTENDANCE

SMART Board of Directors:	Chairperson	Ms. Hilarie Chambers Mr. Abdul Haidous Mr. Royce Maniko Mr. Bret Rasegan Mr. John Paul Rea Ms. Vicki Wolber
Absent:	Vice-Chairperson	Mr. Khalil Rahal
SMART Board Secretary:		Ms. Tiffany Martin-Patterson
SMART General Manager:		None
SMART Staff Present:		Ms. Truvae Adams Mr. Brandon Adolph Ms. Beverly Anderson Mr. Fred Barbret Mr. Ronald Beier Mr. Robert Cramer Ms. Beverly Crockett-Webb Mr. Andrew Dodt Mr. Eric Dryer Mr. Dennis Ellis Mr. Melvin Evans Ms. Alyssa Gartrelle Ms. Beth Gibbons Ms. Tina Glover Mr. Avery Gordon Ms. Sarah Gryniecicz Mr. Dustin Hagfors Ms. Melissa Hightower Mr. Dana Hilthon

Mr. Ian Holme
Mr. Kevin Hudson
Ms. Lynn Hurt
Ms. Carol Jones
Ms. Vickie Jordan
Mr. Monty Kemp
Mr. Joe Kim
Ms. Nichole Peters
Mr. Bruce Pillar
Mr. David Sabuda
Ms. Lacee Shepard
Ms. Kirsten Silwanowicz
Ms. Leeya Sutter
Mr. Darrell Taylor
Mr. Keith Taylor
Ms. Michelle Thomas
Mr. Andrew Thorner
Ms. Leslie Verstraete
Mr. Tony Vinson
Ms. Patty Waling
Mr. Mike Walter
Ms. Brenda Ynclan

Public Registered:

HRC

Mr. Patrick Haire

Participants by phone:

1.313.283.6**5
1.734.905.0**1
1.313.320.4**5
1.586.914.5**9
1.734.461.1**9
1.313.822.3**6
1.810.441.3**6
1.313.320.4**5

1. Call to Order

A) Pledge of Allegiance

DISCUSSION

A moment of silence was given to Vice-Chairperson Mr. Khalil Rahal of Wayne County for the passing of his mother.

2. Roll Call

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

Absent: Vice-Chairperson Mr. Khalil Rahal

A quorum was present.

3. Public Notice and Rules of Order

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

4. Adoption of Agenda

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, to approve the Agenda for July 23, 2020 with the removal of Item “F”, Authorization for Purchase Order Change Action (POCA) #2 – LETC Parking Lot Expansion.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

5. Minutes

A. Regular Board Meeting Minutes for June 25, 2020

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, to approve the meeting minutes for June 25, 2020.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

6. Public Participation

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

DISCUSSION:

None

7. Chairperson's Report

DISCUSSION:

None

8. Staff Report

Mr. Robert Cramer, Deputy General Manager, provided the Board with an authority update and reported on the following:

- Finance Director Transition
- SMART Path Service Change Strategy/Hearings
- Union Negotiations Update
- Procurement Manual Update
- COVID Cases/Service Update
- Mr. Cramer provided an update to the Board on the accident on Woodward. The Board requested they be updated weekly regarding the investigation.

9. New Business

A. Resolution: Authorization to Award a Contract to Purchase a Document Management System

MOTION: Moved by Mr. Vicki Wolber, seconded by Mr. Royce Maniko, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract to Toshiba Business Solutions Inc. for the purchase of a Document Management System for a total of \$415,815.00.

DISCUSSION:

Ms. Hilarie Chambers asked if this will allow for staff's time to be used more efficiently. Mr. Robert Cramer stated he wouldn't want to over promise, but overall the biggest advantage is for SMART to better track, organize, and archive the documents that we have in place moving forward.

VOTE: THE MOTION CARRIED.

B. Resolution: Authorization to Award a Contract for a Park and Ride Design Consultant

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 contract in the amount of \$284,738.00 to OHM Advisors.

DISCUSSION:

Mr. Rea asked if SMART was utilizing grant funding. Mr. Robert Cramer stated it is programed into the grant that was awarded. When SMART first applied for the grant, this was the activity in mind. Mr. Cramer stated he thought SMART could do it all at once. However, there were some pushback because the first phase has to be done separately. SMART is not allowed to utilize the grant dollars for anything until we have NEPA or preliminary categorical exclusion completed. Therefore, SMART had to scale back. Mr. Rea offered help from Macomb County. He requested SMART engage the business community of these conversations. Ms. Hilarie Chambers also requested SMART engage the business community and their downtown development authority (DDA). Mr. Cramer agreed to do this.

VOTE: THE MOTION CARRIED.

C. Resolution: Authorization to Award a Contract for Customer Relationship Management (CRM) Software and Maintenance

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a contract in the amount of \$425,955.00 to Speridian Technologies.

DISCUSSION:

Ms. Hilarie Chambers asked if the software allowed for multiple users. Mr. Robert Cramer stated yes.

VOTE: THE MOTION CARRIED.

D. Resolution: Authorization to Award a Contract for Other Post-Employment Benefits: Actuarial Services

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for actuarial services to Gabriel, Roeder, Smith & Company located at One Towne Square, Suite 800, Southfield, MI 48076 for a three year term in an amount of \$55,500.00 with two, one-year renewal options to be used at SMART's discretion. The total amount of the contract for the five year term is \$87,500.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

E. Resolution: Authorization to Award a Contract to Purchase Mobile Workstations

MOTION: Moved by Mr. Bret Rasegan, seconded by Mr. Royce Maniko, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a contract in the amount of \$421,820.00 to Avalon Technologies, Inc.

DISCUSSION:

Ms. Hilarie Chambers asked if the purchase of the mobile workstations is eligible under the CARES Act and what will happen with the Chrome notebooks. Mr. Robert Cramer informed the Board that the workstations are eligible, however, SMART will be utilizing funding from a 5307 Capital Grant. The Chrome notebooks will be utilized as a backup.

VOTE: THE MOTION CARRIED.

F. Resolution: Authorization for Purchase Order Change Action (POCA) #3 – Janitorial Services Additional Electrostatic Sprays

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 is hereby authorized to approve a POCA #3 in the amount of \$322,200.72 to Du-All Cleaning, Inc.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

G. Resolution: Approval of FY2021 Unified Work Program & Certification of Local Match

MOTION: Moved by Mr. Bret Rasegan, seconded by Mr. Abdul Haidous, that the Authority's FY'2021 Unified Work Program referred to herein is approved and that the Suburban Mobility Authority for Regional Transportation is authorized to execute a negotiated project agreement with SEMCOG for \$318,806.00 of FTA Section 8 technical studies funds; represent that \$70,694.00 is available for the local match of these funds; and to negotiate, as may be required, the scope, cost, emphasis, etc. of the program contents.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

H. Resolution: Approval of Revised (#2) FY2020 FTA Section 5307 CARES Act Program of Projects

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. John Paul Rea, that Suburban Mobility Authority for Regional Transportation is hereby authorized to submit the Revised (#2) Program of Projects for CARES Act funding to the FTA in compliance with requirements of 49 U.S.C. Section 5307, as amended.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

I. Resolution: Adoption of Revised Service Change Public Hearing Policy and Procedures

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the Authority's Major Service Change / Fare Change Policy referred to herein is approved and the Suburban Mobility Authority for Regional Transportation is authorized to submit the Major Service Change / Fare Change Policy to the FTA.

DISCUSSION:

The Board requested SMART make a special effort to notify the public of these meetings and that a revision to page three of the policy be amended to state: "The public participation plan includes outreach to the public to ensure awareness of and participation in the public hearing process."

VOTE: THE MOTION CARRIED.

2nd MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, to add this statement to page three of the policy: "The public participation plan includes outreach to the public to ensure awareness of and participation in the public hearing process."

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

10. Board Member Business

DISCUSSION:

Ms. Hilarie Chambers requested that Mr. Khalil Rahal's home address be sent to the Board in order to send a condolence card. She also asked if SMART's former General Manager Mr. John Hertel's vehicles had been removed from SMART property. Mr. Avery Gordon, General Counsel, stated all of Mr. Hertel's vehicles were removed from the Hein Building along with a significant amount of personal property. Mr. Hertel's belongings from his downtown suite have also been packed but have not been removed yet. Arrangements are currently being made to have them removed within the next few days which will bring this to a closure. Ms. Chambers requested the Board be informed of the extent of Mr. Hertel's personal items located at the Hein Building. Mr. Gordon informed the Board he will provide pictures he took of Mr. Hertel's vehicles and personal property.

Adjournment

There being no further business to come before the Board, upon motion made by Mr. John Paul Rea, seconded by Mr. Royce Maniko, and unanimously carried, the meeting adjourned at 3:15 PM.

Respectfully submitted,

Tiffany C. Martin-Patterson
Secretary to the Board of Directors

DATE: August 27, 2020 DISPOSITION SOUGHT: Board Approval
TO: SMART Board of Directors SUBMITTED BY: Deputy GM
FROM: Purchasing Department APPROVED BY: Certification Committee

SUBJECT: Authorization to Award a Contract to Purchase Bus Shelters, Benches and Trash Receptacles

RECOMMENDATION

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

- for the purchase of Bus Shelters, Benches & Trash Receptacles
- to Brasco International Inc.
- for One time Purchase
- at a cost of \$130,330.00

DISCUSSION

SMART has a need to purchase solar bus shelters, benches, and trash receptacles for SMART bus stops throughout the tri-county area. There are approximately three hundred and thirty-five bus shelters currently installed, and the need for new bus shelters is determined by the development of new bus routes, adding new shelters to existing routes, and replacing old shelters. Bus shelters are usually the first 'face' of SMART that potential customers see. Bus shelters provide protection against the elements for riders as well as, provide space for bus schedules and enhance the aesthetic value in the communities that SMART serves. SMART will enhance the riding experience of our current customers by providing a solar lit bus shelters equipped with USB ports and encourage new riders by presenting a comfortable, safe and friendly image. Bus stop enhancements will be distributed throughout our service area, many times working with municipalities as they upgrade their streetscape. This purchase will fund 13 shelters, 13 benches, and 48 trash containers.

PROCUREMENT PROCESS

Procurement Method:	<input checked="" type="checkbox"/> Sealed Bid <input type="checkbox"/> Proposal <input type="checkbox"/> Quotes <input type="checkbox"/> Sole Source
Advertising	An Invitation for Bid was advertise in the Michigan Chronicle and published May 19, 2020 on the Michigan Inter-governmental Trade Network (MITN)
#of downloads	Thirty-eight (38) potential vendors accessed the solicitation
Number of offerors:	Two bids were received. There were only two bids received during the previous submission in 2018 both from the same two vendors.
Rationale for award:	Brasco International Inc. was both responsive and responsible, and determined to be the most advantageous to SMART with cost and other factors being considered.

FUNDING & COSTS:

The project is funded via:

The funding for this project in the amount of \$130,330.00 will be fully funded with eighty percent Federal and twenty percent State funded grants as follows:

MI-90-X678 36415 (\$117,000)/36440 (\$8,129) & 36425 (\$5,201) 2012-0170 P17

The contract costs are summarized as follows:

Total Max	130,330.00
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ATTACHMENTS:

- Resolution
- Bid/Proposal Tabulation

/RRR

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract to Purchase Bus Shelters, Benches and
Trash Receptacles

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has a need for Bus Shelters Benches and Trash Receptacles; and
- Whereas, the funding for this project in the amount of \$130,330.00 will be fully Funded with eighty percent Federal and twenty percent State funded grants as follows: MI-90-X678 36415 (\$117,000)/36440 (\$8,129) & 36425 (\$5,201) 2012-0170 P17; and
- Whereas, The Director of Finance is satisfied that Brasco International Inc. has performed under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Brasco International 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 a purchase for Bus Shelters Benches and Trash Containers in the amount of \$130,330.00 to Brasco International 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 27, 2020.

Date

Board Secretary

No. _____

rrr

Bid Tab IFB 20-3153 Bus Shelters Benches Trash Containers P.A. R Rayner		Brasco International Inc sloewe@brasco.com		
Description	QTY	Model	UNIT	Total
Solar Shelters	13	13 Brasco Eclipse	\$7,475.00	\$97,175.00
Benches	13	13 Brasco Eclipse	\$575.00	\$7,475.00
Trash Containers	48	48 Brasco Eclipse	\$535.00	\$25,680.00
			TOTAL	\$130,330.00

Tolar Manufacturing Company
swilliams@tolarmfg.com

QTY	Model	UNIT	Total
13	Tolar Model 36463-00	\$8,910.00	\$115,830.00
13	Tolar Model 1 3023-1 21	\$410.00	\$5,330.00
48	Tolar Model 35861 -1 21	\$470.00	\$22,560.00
		TOTAL	\$143,720.00

DATE:	August 27, 2020	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	Deputy GM
FROM:	Purchasing Department	APPROVED BY:	Certification Committee

SUBJECT: Authorization to Award a Contract for a Unified Communications (UC) Phone System

RECOMMENDATION

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

- for the purchase of a Unified Communications Phone System
- to Teoma Technologies located at 560 Kirts Boulevard, suite 120, Troy, MI
- for 5 year
- at a total cost of \$441,489

DISCUSSION

SMART requires a new unified communications systems (telephone system) because the current system is no longer supported. Due to the lack of support and new development for the Toshiba telephone system, it places SMART at a risk of a critical communications system failure. The new unified communications phone system will eliminate the risk of a critical failure and provide several new features for all of SMART's staff.

PROCUREMENT PROCESS

Procurement Method:	<input type="checkbox"/> Sealed Bid <input checked="" type="checkbox"/> Proposal <input type="checkbox"/> Quotes <input type="checkbox"/> Sole Source
Advertising	Michigan Chronicle and Michigan Inter-governmental Trade Network
#of downloads	55
Number of offerors:	12
Rationale for award:	SMART received 12 proposals. 1 proposal was not responsive and 3 proposals were not responsible. 8 proposals moved forward to be evaluated. An evaluation and selection committee appointed by the Deputy Director evaluated the responses in accordance with the criteria stated in the RFP. The evaluation and selection committee determined Teoma System submitted the proposal for Avaya on premise option is most advantageous to SMART with price and other factors being considered. Price has been determined to be fair and reasonable.

FUNDING & COSTS:

The project is funded as follows:

- \$168, 916 Federal MI-2020-061; State 2017-0130/P24; Project No. TBD
- \$272,573 Operating Funds

The contract costs are summarized as follows:

	Cost
Unified Communications phone system (installation, training and 1 year warranty)	\$168,916
Year 2 thru 5 cost extended warranty/maintenance	\$41,744
5 Year cost for SIP carrier service	\$210,927
Survivability solutions – for 3 sites for 5 years	19,902
Total Cost for 5 Years	\$441,489

ATTACHMENTS:

- Resolution
- Score sheet summary

/mp

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract to purchase Unified Communications (UC)
Phone System

- Whereas, There is a need of a Unified Communications (UC) Phone System. The current phone system is no longer supported; and
- Whereas, A Request for Proposals (RFP) was advertised and competitive proposals were received; and
- Whereas, Teoma Systems acquired the highest scoring, submitted a responsive and responsible proposal and the price has been determined fair and reasonable; and
- Whereas, Funding in the amount of \$441,489 for 5 years has been identified as follows:
- \$168, 916 Federal MI-2020-061; State 2017-0130/P24; Project No. TBD
 - \$272,573 Operating Funds; and
- Whereas, The Director of Finance is satisfied that Teoma Systems has potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Teoma Systems 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 contract in the amount of \$441,489 to Teoma Systems.

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 27, 2020.

Date

Board Secretary

No. _____

		Qualifications and Experience of the vendor	Overview of vendors proposal	Experience and technical expertise of assigned staff	Experience of recent clients for similar services	Pricing	Total
		30	20	15	5	30	100
VENDOR		Member					
Teoma Systems	Finance	29.0	19.0	15.0	5.0	28.0	96.0
	General Council/Risk Management	29.0	19.0	15.0	5.0	28.0	96.0
	IT	29.0	19.0	15.0	5.0	28.0	96.0
	Customer Service/Call Center	29.0	19.0	15.0	5.0	28.0	96.0
	Average	29.0	19.0	15.0	5.0	28.0	96.0
BSB Communications	Finance	20.0	12.0	15.0	5.0	26.0	78.0
	General Council/Risk Management	20.0	12.0	15.0	5.0	26.0	78.0
	IT	20.0	12.0	15.0	5.0	26.0	78.0
	Customer Service/Call Center	20.0	12.0	15.0	5.0	26.0	78.0
	Average	20.0	12.0	15.0	5.0	26.0	78.0
CTS	Finance	14.0	10.0	13.0	3.0	30.0	70.0
	General Council/Risk Management	14.0	10.0	13.0	3.0	30.0	70.0
	IT	14.0	10.0	13.0	3.0	30.0	70.0
	Customer Service/Call Center	14.0	10.0	13.0	3.0	30.0	70.0
	Average	14.0	10.0	13.0	3.0	30.0	70.0
Telnet Group	Finance	13.0	7.0	10.0	1.0	30.0	61.0
	General Council/Risk Management	13.0	7.0	10.0	1.0	30.0	61.0
	IT	13.0	7.0	10.0	1.0	30.0	61.0
	Customer Service/Call Center	13.0	7.0	10.0	1.0	30.0	61.0
	Average	13.0	7.0	10.0	1.0	30.0	61.0
Telnet Group Cloud	Finance	10.0	5.0	8.0	3.0	30.0	56.0
	General Council/Risk Management	10.0	5.0	8.0	3.0	30.0	56.0
	IT	10.0	5.0	8.0	3.0	30.0	56.0
	Customer Service/Call Center	10.0	5.0	8.0	3.0	30.0	56.0
	Average	10.0	5.0	8.0	3.0	30.0	56.0
Vonage	Finance	10.0	3.0	8.0	3.0	22.0	46.0
	General Council/Risk Management	10.0	3.0	8.0	3.0	22.0	46.0
	IT	10.0	3.0	8.0	3.0	22.0	46.0
	Customer Service/Call Center	10.0	3.0	8.0	3.0	22.0	46.0
	Average	10.0	3.0	8.0	3.0	22.0	46.0
CTS Cloud	Finance	10.0	5.0	8.0	3.0	16.0	42.0
	General Council/Risk Management	10.0	5.0	8.0	3.0	16.0	42.0
	IT	10.0	5.0	8.0	3.0	16.0	42.0
	Customer Service/Call Center	10.0	5.0	8.0	3.0	16.0	42.0
	Average	10.0	5.0	8.0	3.0	16.0	42.0
Telnet Worldwide	Finance	10.0	5.0	8.0	3.0	17.0	43.0
	General Council/Risk Management	10.0	5.0	8.0	3.0	17.0	43.0
	IT	10.0	5.0	8.0	3.0	17.0	43.0
	Customer Service/Call Center	10.0	5.0	8.0	3.0	17.0	43.0
	Average	10.0	5.0	8.0	3.0	17.0	43.0
Teoma Cloud	Finance	10.0	5.0	8.0	3.0	10.0	36.0
	General Council/Risk Management	10.0	5.0	8.0	3.0	10.0	36.0
	IT	10.0	5.0	8.0	3.0	10.0	36.0
	Customer Service/Call Center	10.0	5.0	8.0	3.0	10.0	36.0
	Average	10.0	5.0	8.0	3.0	10.0	36.0
Amerinet	Finance	10.0	5.0	8.0	3.0	13.0	39.0
	General Council/Risk Management	10.0	5.0	8.0	3.0	13.0	39.0
	IT	10.0	5.0	8.0	3.0	13.0	39.0
	Customer Service/Call Center	10.0	5.0	8.0	3.0	13.0	39.0
	Average	10.0	5.0	8.0	3.0	13.0	39.0
	Finance	10.0	5.0	8.0	3.0	1.0	27.0
	General Council/Risk Management	10.0	5.0	8.0	3.0	1.0	27.0

Summary - Score sheet Evaluation RFP 20-3186, 3187, 3188 Unified Communications Phone System

		Qualifications and Experience of the vendor	Overview of vendors proposal	Experience and technical expertise of assigned staff	Experience of recent clients for similar services	Pricing	Total
		30	20	15	5	30	100
VENDOR		Member					
All-Tronics	IT	10.0	5.0	8.0	3.0	1.0	27.0
	Customer Service/Call Center	10.0	5.0	8.0	3.0	1.0	27.0
	Average	10.0	5.0	8.0	3.0	1.0	27.0

DATE: August 27, 2020 DISPOSITION SOUGHT: Board Approval
TO: SMART Board of Directors SUBMITTED BY: Deputy GM
FROM: Purchasing Department APPROVED BY: Certification Committee

SUBJECT: Authorization to Award a Sole-Source Purchase for Mobility Transit Platform

RECOMMENDATION

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

- for the purchase of transit reliability software and maintenance
- to Swiftly, Inc. 611 Mission Street, 7th Floor San Francisco, CA, 94105
- for a one-time purchase
- at a total cost of \$252,000

DISCUSSION

SMART's Strategic Development department is seeking to award a sole-source purchase for a 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 predictions to a number of third-party endpoints, including Transit App and Live Maps currently utilized on all of SMART's Fixed Route Bus Fleet.

PROCUREMENT PROCESS

Procurement Method: ☐ Sealed Bid ☐ Proposal ☐ Quotes ☒ Sole Source
Rationale for award: 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 recipient determines that the specifications are not unduly restrictive and changes cannot be made to encourage greater competition; the recipient may determine the competition adequate. (b) The items are available only from a single source." The proposal submitted by Swiftly, Inc. was deemed responsive and responsible. SMART's Finance Department provided a Cost Analysis in which, the pricing has been determined to be fair and reasonable.

FUNDING & COSTS:

The project is funded via Operating Funds.

The estimated contract cost are summarized as follows:

	Cost
Year 1: configuration, training, support and maintenance on all software modules	252,000
Total Cost	\$252,000

ATTACHMENTS:

- Resolution
- Pricing Sheet

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Sole-Source Purchase for a Mobility Transit Platform

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has a requirement for a Mobility Transit Platform; and
- Whereas, Swiftly, Inc. has been determined to be the sole source provider for the software as a service subscription; and
- Whereas, Swiftly, Inc. was determined to be responsive, responsible and the most advantageous to SMART with price and other factors considered. Pricing has been determined to be fair and reasonable; and
- Whereas, Adequate funding is available in the Authority's general fund; and
- Whereas, The Finance Department is satisfied that Swiftly, Inc. has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Swiftly, Inc. 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 sole-source requirements contract for a Mobility Transit Platform to Swiftly, Inc. located at 611 Mission Street, 7th Floor, San Francisco, CA 94105 for a one-time purchase in an amount of \$252,000.

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 27, 2020.

Date

Board Secretary

No. _____

Software as a Service (SaaS)

The Software as a Service (SaaS) business model provides software tools on demand (“as a service”) over the internet to businesses and individuals. This is an alternative to the standard software installation approach (traditional model), where an end user has to build the server, install the application, and configure it. Many modern cloud-based software providers use the SaaS model, including Microsoft, Google, Amazon, and several more. The SaaS model is often used to purchase email, office productivity tools (like Word, Excel, etc.), and data storage.

The Swiftly platform uses the SaaS model to deploy its platform at over 80 transit agency partners. There are many benefits to this approach, including:

- Eliminating the need for on-premise hardware and/or legacy installations
- No costly server maintenance or time intensive software updates. This is all automatically managed by Swiftly over the cloud.
- Ability for users to securely log into the platform from any web browser, anywhere
- Flexibility for our agency partners to use the services they need, and not those that they don't.

By being a SaaS product, the Swiftly team is constantly making improvements and additions to the platform, which are immediately shared with all customers through over the air updates. As such, agencies who work with Swiftly have the confidence of knowing that they are accessing the most up-to-date technology each time they log in to their account.

Swiftly leverages cloud architecture and scale to create one platform that serves all of our 80+ customers, and the development and maintenance costs of the Swiftly platform are distributed across agency customers. All Swiftly costs are used to support the ongoing development of the technology and the staff who create and maintain it. The distributed cost of a SaaS model makes it much more cost efficient for individual transit agencies.

At the individual agency level, this model empowers staff across all departments of a transit agency to easily access the platform with the information needed to solve immediate and long-term challenges. Accessible through an internet connection, the platform is architected to support the billions of queries per day generated by the thousands of current Swiftly users, and is constantly scaled to ensure seamless, instant access to the data they need. We have proposed an approach that will quickly provide SMART with powerful real-time and historical transit analytics software.

A key benefit of SaaS solutions is the unique ability to have immediate access once the data is integrated. Swiftly's cloud-hosted system can be configured and implemented very quickly, and after a year-long pilot project, we have already completed an integration of SMART's data.

Subscription Pricing

With Swiftly, there is one license for the entire agency, allowing for an unlimited number of agency users. The payment model is based on the fixed-route fleet size of the agency, and the number of Swiftly modules selected, so SMART only pays for what is needed. The price is shared up-front, and is fixed for the duration of the contract, so there are no surprise costs. Following the itemized order form, the cost breakdown is as follows:

The Swiftly Platform Initial Set-Up and Implementation cost accounts for the time our team spends to integrate the GTFS and CAD/AVL data, test and validate that the data is populating correctly, vehicles are assigned to correct routes, we are receiving GPS pings at an acceptable frequency, etc. This was completed as part of the original contract with RTA of Southeast Michigan.

The *Swiftly Modules*, including Real-Time Passenger Information including data APIs, SMS and Voice Services, and Passenger Facing Website, as well as the Live Map, GPS Playback, On-Time Performance, Run-Times, and Speed Map Modules are priced based on SMART's fleet size of 260 vehicles. Due to the shared model described above, it is not possible to itemize specific costs for the individual modules more granularly.

The *Initial Training and Dedicated Customer Success Manager* is included and distributed in the SaaS model. SMART's Customer Success Manager is Tim Storer, and he manages the relationship between Swiftly and SMART. From account creation, initial training, Tim's role is to be a resource for the SMART team throughout the lifetime of the contract.

The *GTFS Data Management* includes two components. The GTFS Schedule creation is a one-time cost which was completed during the original contract with RTA of Southeast Michigan. The Ongoing Management and Google Maps Support involves updating and reviewing the GTFS, correcting errors, and ensuring that it's shared with Google Maps.

Finally, the 3% annual increase accounts for inflation and distributed costs associated with maintaining the technology that makes Swiftly possible. As part of this philosophy,

we continue to add functionality to each module. These new features are included in your yearly subscription pricing instead of charging our customers for the new functionality. We increase our price per module annually to account for all the new functionality. This means that customers who purchased in 2017 will be paying a lower rate than customers who purchase in 2019 based on all the new functionality in the product.

Product Evolution and Pricing

Swiftly has a longstanding history of delivering value to transit agencies. By partnering with our customers, we have positioned ourselves to understand common (and not so common) issues that agencies in the U.S. — as well as abroad — are facing. We identify shared problems and act quickly to build out solutions, helping our partners make transit more efficient, reliable, and cost-effective in their communities. Our goal is to help agencies overcome these obstacles and thus provide exceptional transit services, making public transportation a competitive player in the changing urban mobility landscape. We work nonstop to identify problems and to deliver valuable solutions that meet the needs of all our agencies. As thought leaders in the mobility space, we have novel improvements in the pipeline today, and we're exploring several new areas that are increasingly important to our partner agencies.

DATE: August 27, 2020
TO: SMART Board of Directors
FROM: Purchasing Department

DISPOSITION SOUGHT: Board Approval
SUBMITTED BY: Deputy GM
APPROVED BY: Certification Committee

SUBJECT: Authorization to Award a Contract to Purchase Microsoft Volume Licenses

RECOMMENDATION

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

- for the purchase of Microsoft Volume Licenses
- to Softchoice Corporation located at 314 West Superior Street, Suite 400, Chicago, IL 60654
- for 3 years
- at a total cost of \$814,747.14

DISCUSSION

SMART is in need of Microsoft volume license agreement. The new license agreement will give SMART access to Microsoft's current software. The new agreement will address some new technology needs SMART currently have and increase productivity. This solicitation will allow SMART access to a suite of software. Some of the applications included in the suite are Office 365, Server 2019, and Microsoft Teams just to name a few. This also, provides needed server license access. This solicitation also allows SMART to upgrade to any new versions without any additional charges. Package M365 E3.

PROCUREMENT PROCESS

Procurement Method: ☐ Sealed Bid ☐ Proposal ☒ Quotes ☐ Sole Source
Advertising: Michigan Chronicle and Michigan Inter-governmental Trade Network
#of downloads: 26
Number of offerors: 2
Rationale for award: SMART received 2 bids. They were responsive and responsible bidders. Softchoice Corporation was determined to be the lowest priced bidder and pricing was determined fair and reasonable.

FUNDING & COSTS:

The project is funded via:

Project 40850 Federal MI-2018-018(5307), State 2017-0130/P11

The contract costs are summarized as follows:

	Cost
Year 1	\$271,582.38
Year 2	\$271,582.38
Year 3	\$271,582.38
Total Max	\$814,747.14

ATTACHMENTS:

- Resolution
- Bid Tab & MS 365 Bundle

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract to Purchase Microsoft Volume Licenses

- Whereas, There is a need for Microsoft Volume Licenses; and
- Whereas, A Request for Quote (RFQ) was advertised and competitive proposals were received; and
- Whereas, There were 2 responses and Softchoice Corporation was determined to be lowest priced, responsive and responsible bidder. The price was determined fair and reasonable; and
- Whereas, Funding in the amount of \$814,747.14 for the purchase of the Microsoft Volume Licenses has been identified as Project 40850 Federal MI-2018-018(5307), State 2017-0130/P11; and
- Whereas, The Director of Finance is satisfied that Softchoice Corporation has potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Softchoice Corporation 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 contract in the amount of \$814,747.14 to Softchoice Corporation.

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 27, 2020.

Date

Board Secretary

No. _____

Bid Tab RFQ 20-3214
Microsoft Volume Licensing

Softchoice - Option 1 Office 365 E3								
Softchoice	Active Directory accounts (Addendum change to 500 and Azure premium plan 1)	Microsoft licenses Standard 1 TB of OneDrive storage per user for 500 users	Server Operating Systems licenses(Addendum 1 change to 140 and Datacenter)	Workstations Operating Systems quantity 500	RDS Device access licenses (Windows 2019) quantity 500	Windows Server CALs quantity 500	E-mail boxes Outlook & Teams (Addendum change to 500)	Total
Year 1	\$ 26,675.00	\$ 104,555.00	\$ 321,550.60	\$ 28,260.00	\$ 23,100.00	\$ 9,240.00	included	\$ 513,380.60
Year 2	\$ 26,675.00	\$ 104,555.00	\$ 321,550.60	\$ 28,260.00	\$ 23,100.00	\$ 9,240.00	included	\$ 513,380.60
Year 3	\$ 26,675.00	\$ 104,555.00	\$ 321,550.60	\$ 28,260.00	\$ 23,100.00	\$ 9,240.00	included	\$ 513,380.60
Total Cost for Microsoft volume licenses Office 365 E3								\$ 1,540,141.80
Softchoice Option 2 Microsoft 365 E3								
Year 1	included	170675	321550.6	included	\$ 23,100.00	included	included	515325.6
Year 2	included	170675	321550.6	included	\$ 23,100.00	included	included	515325.6
Year 3	included	170675	321550.6	included	\$ 23,100.00	included	included	515325.6
Total Cost for Microsoft volume licenses Microsoft 365 E3								\$ 1,545,976.80
Insight Option 1 Office 365 E3								
Insight	Active Directory accounts (Addendum change to 500 and Azure premium plan 1)	Microsoft licenses Standard 1 TB of OneDrive storage per user for 500 users	Server Operating Systems licenses(Addendum 1 change to 140 and Datacenter)	Workstations Operating Systems quantity 500	RDS Device access licenses (Windows 2019) quantity 500	Windows Server CALs quantity 500	E-mail boxes Outlook & Teams (Addendum change to 500)	Total
Year 1	\$ 27,075.00	\$ 106,130.00	\$ 326,569.60	\$ 31,900.00	\$ 23,215.00	\$ 37,005.00	included	\$ 551,894.60
Year 2	\$ 27,075.00	\$ 106,130.00	\$ 326,569.60	\$ 31,900.00	\$ 23,215.00	\$ 37,005.00	included	\$ 551,894.60
Year 3	\$ 27,075.00	\$ 106,130.00	\$ 326,569.60	\$ 31,900.00	\$ 23,215.00	\$ 37,005.00	included	\$ 551,894.60
Total Cost for Microsoft volume licenses Office 365 E3								\$ 1,655,683.80
Insight Option 2 Microsoft 365 E3								
Year 1	included	173245	326569.6	included	\$ 23,215.00	included	included	523029.6
Year 2	included	173245	326569.6	included	\$ 23,215.00	included	included	523029.6
Year 3	included	173245	326569.6	included	\$ 23,215.00	included	included	523029.6
Total Cost for Microsoft volume licenses Microsoft 365 E3								\$ 1,569,088.80

M365 E3 includes Enterprise Mobility & Security E3 (Azure Active Directory P1, Microsoft Intune, Azure info Protection P1, Microsoft Advanced Threat Analytics, Azure Rights Management & Windows Server CAL rights)

Softchoice Corporation Option 2 Pricing RFQ 3214 Microsoft Volume Licensing

Item	Quantity	Each Cost	Total Cost Year 1	Total Cost Year 2	Total Cost Year 3	Total
Microsoft 365 E3 Business premium license. Include 1 TB of onedrive storage per user	500	\$ 341.35	\$ 170,675.00	\$ 170,675.00	\$ 170,675.00	\$ 512,025.00
Server Operating Systems licenses Datacenter unlimited VM (Min. 16 cores per server)	14	\$ 2,296.79	\$ 32,155.06	\$ 32,155.06	\$ 32,155.06	\$ 96,465.18
Server Operating Systems licenses (Standard has 2 VM)	126	\$ 362.32	\$ 45,652.32	\$ 45,652.32	\$ 45,652.32	\$ 136,956.96
RDS Device access licenses (Windows 2019)	500	\$ 46.20	\$ 23,100.00	\$ 23,100.00	\$ 23,100.00	\$ 69,300.00
Microsoft 365 E3 includes Enterprise Mobility & Security E3 (Azure Active Directory P1, Microsoft Intune, Asure info Progection P1, Microsoft Advanced Threat Analytics, Azure Rights Management & Windows Server CAL rights)						
Total Cost for Microsoft volume licenses			\$ 271,582.38	\$ 271,582.38	\$ 271,582.38	\$ 814,747.14

1. Windows Server CALs quoted under the Core CAL Bridge

2. Pricing based off of Enterprise Agreement

Bundle: MS 365

O365	Power BI Pro					
	PSTN Conf					
	Cloud PBX					
	Skype for Business Plus CAL					
	My Org Analytics					
	Adv Compliance (Formerly eDiscovery + CLB)					
	Adv Threat Protection					
	Adv Security Management					
	Threat Intelligence					
	Office 365 Pro Plus (CTR)					
	Yammer, Teams, Delve					
	Office Online			O365 E5		
	SharePoint Online **	O365 F1	O365 E1		M365 F1~	
	Exchange Online **					
	Skype for Business Online**			O365 E3		M365 E3*
	OneDrive for Business Plan 1					
	Skype for Business Standard CAL					
	SharePoint Standard CAL					
	Exchange Server Standard CAL					
	Skype for Business Enterprise CAL					
	SharePoint Enterprise CAL					
	Exchange Enterprise CAL					
	Exchange Online Archiving					
	Office Professional Plus (MSI)					
WIN	Windows 10 Enterprise ***		WIN E3	WIN E5	M365 F1~	
	Windows Defender ATP ***					
EMS	Advanced Threat Analytics				M365 F1~	
	Windows Rights Management Services CAL					
	System Center Configuration Manager					
	System Center Endpoint Protection					
	Windows Server CAL		EMS E3			
	Intune					
	Azure Info Protection Prem P1			EMS E5	M365 F1~	M365 E3*
	Azure AD Prem P1					
	Cloud App Security					
	Azure Info Protection Prem P2					
	Azure AD Prem P2					

M365 Quick Reference

* M365 E3 and M365 E5 include On-Prem Productivity Server Rights, some conditions apply.

** O365 F1 includes K1 and SIB Plan 1. O365 E1 includes Plan 1. O365 E3/E5 and M365 E3/E5 include Plan 2.

*** Windows 10 Enterprise licenses are upgrade licenses and require a qualifying OS.

→ M365 F1 includes AAD Premium P1, Intune, ATA, and Windows Server CAL (does not include AIP and SCCM ML)

~ M365 F1 is the full Windows 10 Enterprise E3 without reimaging rights, downgrade rights, Enterprise LTSB rights, virtualization rights & customer must use Azure AD-based activation

See [Product Terms](#) for details.

DATE: August 27, 2020 DISPOSITION SOUGHT: Board Approval
TO: SMART Board of Directors SUBMITTED BY: Deputy GM
FROM: Purchasing Department APPROVED BY: Certification Committee

SUBJECT: Authorization to Award a Contract to Purchase (23) 60ft. Articulated Buses

RECOMMENDATION

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

- For the purchase of (23) Articulated Buses
- to New Flyer Inc
- for a one time Piggyback Purchase via the Commonwealth of Virginia
- at a cost of \$17,020,000.00

DISCUSSION

Smart has a need for 23 60ft Articulated buses. These buses will seat up to 60 people and allow SMART the ability to spread people out (Social Distance) during the COVID 19 pandemic, and the anticipated increase in ridership once we get back to full pullout. The Authority is asking the SMART Board to approve the purchase of 23 60ft Articulated buses from New Flyer Inc. The production will start January 2021 and should be delivered by April/May 2021.

PROCUREMENT PROCESS

Procurement Method: ☐ Sealed Bid ☐ Proposal ☐ Quotes ☐ Sole Source ☒ Other

Rationale for award: Smart entered into an assignment with the Commonwealth of Virginia which would allow SMART to purchase 23 60ft Articulated Buses off the contract when DOT no longer has need for these types of buses. The FTA encourages the use of intergovernmental and joint agreements. The FTA, in Circular 4220.1F, § 7.e., encourages the use of intergovernmental and joint agreements. The FTA's Best Practices Procurement Manual states in part, "Such an approach would create economies of scale, reduce procurement lead times, and reduce administrative effort and expense."

FUNDING & COSTS:

The project is funded via Federal Grant funds as follows:

MI-2020-052 (CARES ACTS) \$9,210,163/ MI – 2020 - 061(FY 2020 5307) \$7,809,837 State N/A for (CARES ACT)/ 2017 – 0130 P24 (Both Grants are in Process)

The contract costs are summarized as follows:

Contract Total	\$17,020,000.00
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ATTACHMENTS:

- Resolution

/RRR

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract to Purchase (23) 60 Ft. Articulated Buses

- Whereas, Federal CARES Act funds made available created the opportunity for the SMART to acquire (23) 60 Ft. Articulated Buses instead of standard 40 Ft. replacement buses; and
- Whereas, The FTA encourages intergovernmental agreements; and
- Whereas, The Commonwealth of Virginia has awarded a contract for 60ft Buses on the basis of a competitive solicitation in accordance with all State and Federal regulations; and
- Whereas, The Director of Finance is satisfied that New Flyer, Inc has the potential to perform under the contract terms and conditions; and
- Whereas, The project is funded via Federal Grant Funds as follows:
MI-2020-052 (CARES ACTS) \$9,210,163/ MI – 2020 - 061(FY 2020 5307) \$7,809,837 State N/A for (CARES ACT)/ 2017 – 0130 P24 (Both Grants are in Process); and
- Whereas, The EEO Department is satisfied that New Flyer, 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 Suburban Mobility Authority for Regional Transportation is hereby authorized to Award a Contract to Purchase (23) 60 Ft. Artic Buses from New Flyer Inc. The vehicles will be purchased under a cooperative purchasing agreement through The Commonwealth of Virginia. The total cost for these vehicles is \$17,020,000.00.

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 August 27, 2020.

Date

Board Secretary

No. _____

DATE: August 27, 2020 DISPOSITION SOUGHT: Board Approval
TO: SMART Board of Directors SUBMITTED BY: Deputy GM
FROM: Purchasing Department APPROVED BY: Certification Committee

SUBJECT: Authorization to Award a Contract to Purchase (11) Ford Transit Vans

RECOMMENDATION

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

- for the purchase of (11) Ford Transit Vans 350
- to Hoekstra Transportation Inc.
- for a one time purchase
- at a total cost of \$636,383.00

DISCUSSION

Smarts Maintenance Department has a need for eleven (11) transit vans to be used in the Community Partnership Program (7) vans for communities in Oakland County (1) van for Wayne County, and the (3) additional vans paid for with CARES Act funding, the vans will be used in the Community Partnership Program during the pandemic and once the ridership is back at full capacity.

PROCUREMENT PROCESS

Procurement Method: ☐ Sealed Bid ☐ Proposal ☐ Quotes ☐ Sole Source ☒ Other

Rationale for award: The FTA, in Circular 4220.1F, § 7.e., encourages the use of intergovernmental agreements. The FTA's Best Practices Procurement Manual states in part, "Such an approach would create economies of scale, reduce procurement lead times, and reduce administrative effort and expense." The State of Michigan has awarded a contract for Accessible Vehicles – Modified Chassis Vans which meets the requirements to Hoekstra Transportation, Inc. The cost has been determined to be fair and reasonable through an evaluation process conducted by The State of Michigan. The State of Michigan's Department of Technology, Management, & Budget's Procurement office completed an evaluation via a Request for Proposal (RFP # 171 – 190000000220). The award was made to the responsive and responsible bidder, Hoekstra Transportation, Inc who passed the technical evaluation, pre-award audit and offered the best value to the State of Michigan.

FUNDING & COSTS:

The project is funded via: Federal, CARES ACT Funds, and State Funds as follows:

MI-2020-032 Project 41005 State 2017-0130 P12 (\$462,824)
MI-2020-052 (CARES ACT) Project TBD State N/A (\$173,559)

The contract costs are summarized as follows:

Total Max	\$636,383.00
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ATTACHMENTS:

- Resolution

rrr

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract to Purchase 11 Ford Transit Vans

-
- Whereas, Federal funds made available created the opportunity for the SMART Community Partnership Program to acquire eleven (11) Ford transit vans; and
- Whereas, The FTA encourages intergovernmental agreements; and
- Whereas, The State of Michigan has awarded a contract for Accessible Vehicles – Modified Chassis Vans on the basis of a competitive solicitation in accordance with all State and Federal regulations; and
- Whereas, The Director of Finance is satisfied that Hoekstra Transportation, Inc has the potential to perform under the contract terms and conditions; and
- Whereas, The project is funded via: Federal, CARES ACT Funds, and State Funds as follows: MI-2020-032 Project 41005 State 2017-0130 P12 (\$462,824) and MI-2020-052 (CARES ACT) Project TBD State N/A (\$173,559); and
- Whereas, The EEO Department is satisfied that Hoekstra Transportation, 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 Suburban Mobility Authority for Regional Transportation is hereby authorized to Award a Contract to Hoekstra Transportation Inc for the Purchase of eleven (11) Ford Transit Vans 350. The vehicles will be purchased under a cooperative purchasing agreement through The State of Michigan. The total cost for these vehicles is \$636,383.00.

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 August 27, 2020.

Date

Board Secretary

No. _____

DATE: August 27, 2020 DISPOSITION SOUGHT: Board Approval
TO: SMART Board of Directors SUBMITTED BY: Deputy GM
FROM: Procurement Department APPROVED BY: Certification Committee

SUBJECT: Authorization for Purchase Order Change Action (POCA) #1 Purchase Additional Storage Area Network (SAN)

RECOMMENDATION

That the Board adopt the attached resolution authorizing a purchase change order action:

- For adding additional storage area network (SAN)
- to Avalon Technologies located at 39533 Woodward Ave. Ste. 125, Bloomfield Hills, MI
- at a cost of \$90,617.14

DISCUSSION

In June 25, 2020, the Board approved a contract issued to Avalon Technologies to purchase and installation of 40TB of storage for its EMS Unity Storage Area Network (SAN) system. After the award, it was determined that SMART still had available funding to purchase more storage. Therefore, SMART has requested that Avalon add an additional 40 TB to the EMC Unity SAN for a total of 80 TB to be installed. Avalon Technologies quote #JPG002546 as documented for additional funds exceeds the allowable threshold as stipulated in SMART Board Policy No. 1. The price submitted is consistent with the original pricing submitted for the competitive contract. The price is fair and reasonable.

FUNDING & COSTS:

The additional funds for this project are funded via:

Project 40230 Federal MI-2016-025(5307), State 2012-0170/P42

The summary of the original purchase and POCAs is as follows:

Stage	Date Board Approval/Requested	Work	Cost
Original Project	June 25, 2020	40 TB with SSD HDD and installation service	\$91,245.00
POCA #1	August 27, 2020	40 TB	\$90,614.14
		Cumulative TOTAL	\$181,859.14

ATTACHMENTS:

- Resolution
- Avalon quote

/MP

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Approve a Purchase Order Change Action (POCA) #1 –
Purchase Additional Storage Area Network

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has a contract for the purchase of additional storage area network (SAN); and
- Whereas, The expenditure increased due to changes that resulted in additional storage needed as documented in quote JPG002546; and
- Whereas, A POCA submitted in the amount of \$90,617.14 exceeds the allowable change order threshold, as stipulated in SMART Board Policy No. 1; and
- Whereas, Funding for this POCA in the amount of \$90,617.14 will be funded via: Federal Grant MI-2016-025 (5307) Project # 40230 State 2012-0170 P42; and
- Whereas, The Director of Finance is satisfied that Avalon Technologies has performed under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Avalon Technologies 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 a POCA # 1 in the amount of \$90,617.14 to Avalon Technologies.

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 27, 2020.

Date

Board Secretary

No. _____

DATE: August 27, 2020 DISPOSITION SOUGHT: Approval
TO: SMART Board of Directors SUBMITTED BY: Director of Transportation
FROM: Service Development APPROVED BY: Deputy General Manager

SUBJECT: Approval of First SMART PATH Plan Fixed Route Service Changes

SUMMARY:

In April 2020, the SMART Board of Directors approved the SMART PATH Plan, which included multiple phases of improvements, changes and adjustments to SMART services over the next 3-5 years. Staff has selected an initial set of changes contemplated in that plan to implement as part of our regular September service change. The changes are focused around the Pontiac area, and will result in service that is easier to understand, has some increases in frequency and span, and is timed to be in place to provide transit access to the newest Amazon distribution development at the former Silverdome site.

DISCUSSION:

The SMART Path Plan was a 21 month, Comprehensive Operational Analysis (COA) for the SMART fixed route bus system. The project team was tasked with developing strategies to serve all of SMART fixed route communities and make the service attractive to existing and potential new customers. The purpose of this study was to give SMART a path to follow for future fixed route development. The idea was to improve service using best practices and to minimize the adverse effects to the fewest customers possible while gaining the biggest return on investment in terms of service accessibility and convenience. The COA Plan focused on improving the effectiveness and efficiency of SMART service in its member communities. The Plan prioritized services using various funding levels through a phased in approach. The COA Plan provided the framework for SMART fixed route service and provides staff the strategy, plans, and schedule for implementation.

Over the course of the study, staff in conjunction with the consulting team had over 50 days of face to face public engagements including on-board and digital surveying. Over 4,300 riders and non-riders participated in the various encounters. Staff received and reviewed over 2,100 comments regarding the COA. The study included extensive analyses of service productivity, vehicle headways, route combinations, transfers, bus stop locations, and spacing. Extensive involvement of our fixed route drivers was key to the development of the study.

As a result of the study and using the input from riders, drivers, staff, and statistics, **staff is preparing to implement a portion of Phase 1 of the COA.** The proposed service changes include:

Route Modifications:

- 275 Telegraph – Split into two routes including overlap for ease of transferring
- 752 North Hill Farms – Modified to serve Oakland University
- 756 Pontiac-Perry-Opdyke – Modified/extended to serve the Amazon facility and eliminate service to Oakland University

Route Elimination:

- 753 Pontiac-Baldwin Road (entire route replaced by 462 Woodward FAST extension)

Route Extensions:

- 275 Telegraph – Extend northern terminus to end at the Pontiac Amazon facility
- 462 FAST Woodward – Extend to Great Lakes Crossing via old 753 routing with limited stops along Baldwin Road
- 760 Thirteen/Fourteen Mile Crosstown – Extend west end to serve Meijer at Telegraph & 12 Mile

SMART staff conducted 2 virtual public hearings via Zoom and 1 in-person public meeting in the parking lot of Pontiac City Hall. Staff posted the proposed changes and notified the public through SMART's website, on the inside of buses, social media (Twitter/Facebook/text messaging), Pontiac bus stops/shelter, all of which provided information to the public on the proposed service modification. In addition, comments were gathered via email at publichearing@smartbus.org and regular mail. Comments were also recorded during the virtual and in-person public hearings/meeting.

Following SMART policy, notice of these hearings were placed in the Detroit Free Press/Detroit News, the Michigan Chronicle, and in SMART's ticket sales office and website twenty days in advance of the first hearing. Dates, locations, and the number of people attending these hearings were:

PUBLIC HEARINGS

August 19, 2020 11:30 A.M.
Zoom Virtual Meeting
40 people in attendance

August 19, 2020 5:00 P.M.
Zoom Virtual Meeting
35 people in attendance

PUBLIC MEETING

August 20, 2020 4:00 P.M.
Pontiac City Hall parking lot
18 people signed in during attendance

Public Hearings/Meeting

During the conduct of the virtual hearings, a narrated PowerPoint presentation was made and was then opened for public comment and interaction with staff. Many questions were asked about the elimination of the Pontiac 753 Baldwin Road route. Once it was made clear that the 462 FAST Woodward route would mimic the path and increase the frequency of the 753 route, most of the attendees were satisfied. Some were concerned with the lack of vital bus stops, this was addressed by staff agreeing to add additional stops along Baldwin. Attendees were positive about the 1 seat ride from Great Lakes Crossing to areas south of the Phoenix Center.

The in-person public meeting was held in the Pontiac City Hall parking lot. Staff used poster boards on easels with staff posted at each board to explain the proposed modifications. Again, much like the virtual meetings, there was some confusion on what stops and how the routes were being changed and eliminated. After explaining the changes, most people were satisfied. The meeting

was attended by Pontiac City officials and representatives from the Oakland County Sheriff Department as well members of various religious and civic organizations along the various routes. Over 100 public comments were received during this meeting provided by those in attendance and comments brought by representatives of local organizations.

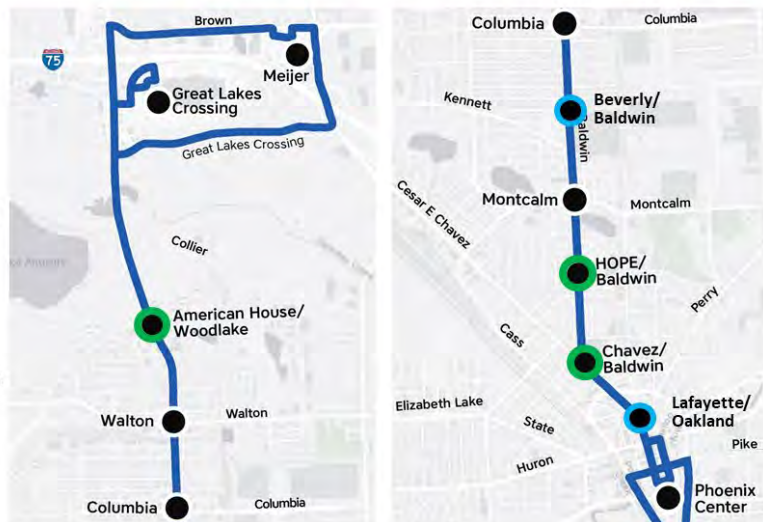
Adjustments to Initial Plan Based on Input

There was a significant amount of public input and comment throughout the process. The vast majority was related to concerns about service being removed or reduced as part of this change – while in reality the changes will result in better service levels in and around the Pontiac area.

The most significant changes related to input are related to the replacement of the Route 753 with an extension of the 462 FAST Woodward. While this change will result in more hours of service, more frequent buses, and no need for transfers at the Phoenix Center, the change included the consolidation of the local bus stops into fewer, better spaced stops. The initial plan showed only three stops between Downtown Pontiac and Great Lakes Crossing – a significant reduction compared with the existing route. The outpouring of feedback even before the public hearings and meeting occurred led staff to do an in-depth analysis of all the stop locations along the corridor. The goal was to analyze and identify additional locations that still meet the goals of safe crossings, good spacing, and room for amenities. The result was the addition of three additional stops mid-route. After the public hearings and public meeting, two more stops were added, resulting in a new total of eight stops between the Phoenix Center and the Great Lakes Crossing area.

462 Replacing 753 - Public Input + Changes

- Analyzed all current stops for the 753:
 - Ridership
 - Access
 - Safety
 - Space
- Identified three additional stops (plus two)
- Added step of working with City and stakeholders to add crosswalk at HOPE stops
- Stops will see more/new amenities in coming months



Finally, another outcome of this analysis is a focus on working with our partners at the City of Pontiac to identify and construct an improved bus stop pair near the Baldwin Center that can hopefully be lined up with a high-visibility mid-block crossing. There are no crosswalks within ½ mile in either direction for this important added stop. SMART will work to leverage funds and help this project further improve transit for this neighborhood.

FUNDING SOURCE:

The service changes recommended for approval will not require additional funding above the budgeted operations line items in the approved SMART FY 2021 Budget.

RECOMMENDATION:

Approve the proposed Fixed Route Service Changes as attached, to be implemented during the regular SMART September service change (likely end of September/beginning of October).

ATTACHMENTS:

1. Resolution
2. Revised System Map
3. Public Input Materials (to be sent under separate cover)
 - a. Public Hearing Presentation Slides
 - b. Public Hearing & Meeting Materials
 - i. Emailed Comments
 - ii. Facebook & Twitter Public Comments
 - iii. Written Comment Cards (from Pontiac in-person meeting)
 - iv. Hand Delivered Signed Comment Letters
 - v. In-Person Meeting Sign-in Sheet
 - vi. Virtual Public Hearing Attendees/Comments Report

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Approval of First SMART PATH Plan Fixed Route Service Changes

- 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, SMART's Board of Directors has approved the Fixed Route Comprehensive Operational Analysis Plan (SMART PATH Plan); and
- Whereas, A set of changes centered around service improvements in the Pontiac area from Phase I has been selected for the first service changes implementing major recommendations in the SMART PATH Plan; and
- Whereas, Staff conducted extensive public and driver involvement consistent with the requirements identified in SMART's Public Involvement Plan, and adjustments to the final service change proposal were made based on that input; and
- Whereas, The cost of the changes in this implementation are within the budgeted operational line items in the approved SMART FY 2021 Budget; now, therefore be it
- Resolved, That the first set of fixed route service changes from the SMART PATH Plan are approved by the Board of the Suburban Mobility Authority for Regional Transportation, and the changes can be finalized and implemented by staff at the next regular service change.

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 27, 2020.

Date

Board Secretary

No. _____



Proposed Service Adjustments August 2020

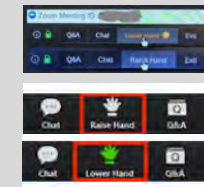
ZOOM Your Comments to SMART

After the presentation, we'll take comments.

Let us know you'd like to comment by raising/ lowering your hand:

- Connected via Web:
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• *Please be kind, courteous, and limit comments to 3 minutes or less.*



Or, use a shortcut:
Windows can use Alt + Y to raise/lower
Mac can use Option + Y to raise/lower

SMART Path Plan

- A 2 year in-depth study of the current Fixed Route system
- Public input included on-board survey, in-person meetings, and digital engagement
- Developed potential changes to improve efficiency, increase frequencies and pilot new service delivery options



Plans for the Next Year

- Implement proposed changes over the next year
- Coordinate with service changes - September, January, April & June
- Official Public Hearing scheduled August 19th via Zoom
- We need **your** input!



First Implementation - Fall 2020

Proposed Route Changes – Overview Summary

- First implementation focuses on improvements to Pontiac area bus routes
- Timing will allow better access to new jobs at Silverdome site / Amazon buildings as they come on line
- Changes are designed to make service better, more convenient and easier for Pontiac residents to use to get around
- Extending FAST to Great Lakes Crossing area will provide better service along the popular Baldwin Ave corridor for Pontiac residents and better, one-seat access to jobs and businesses for residents along the entire Woodward corridor



First Implementation - Fall 2020

Proposed Route Changes – Overview Summary

- 275 Telegraph:
 - **Split** route into north and south routes overlap ~5 miles in middle
 - **Extend** northern terminus east of Downtown Pontiac to Opdyke
- 462 FAST Woodward:
 - **Extend** northern terminus north from Downtown Pontiac to Great Lakes Crossing area **replacing** current Route 753 with more frequent service
 - 753 Pontiac - Baldwin Road:
 - **Entire routing replaced** by extended FAST Woodward 462
- 752 Pontiac - North Hill Farms (*New 790 Pontiac Crosstown*):
 - **Double the length** of current route to serve east Pontiac/Auburn Hills
 - **Extend** current route from Downtown Pontiac east to Amazon, Oakland U, OCC
- 756 Pontiac - Perry - Opdyke
 - **Change routing** to increase service for south Pontiac neighborhoods (new Route 790 will serve Oakland U)
 - Connect to St Joe Hospital, Centerpoint Parkway and FAST Woodward 462
- 760 Thirteen/Fourteen Mile Crosstown
 - **Extend** route ~1 mile south to end at Telegraph & 12 Mile Meijer



275 Telegraph

- Split Telegraph into two routes:
 - 275 Telegraph South
 - Meijer at 12 Mile/Telegraph in Southfield to Southland Center in Taylor
 - 375 Telegraph North
 - Meijer at Grand River/McNichols in Detroit to Amazon in Pontiac
- Routes overlap between Grand River and 12 Mile to allow multiple opportunities to transfer
- Improve reliability and connect to new job centers like Amazon in Pontiac



What's Changing?

- ✓ Split Route in Two
- ✓ Extended Length (of North Route)
- ✗ Span of Service (same)
- ✗ Frequency (same)



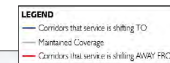
752 Pontiac - North Hill Farms

- Proposed rename: 790 Pontiac Crosstown
- Modified to connect to Oakland University via new Amazon facilities
- New routing travels through Phoenix Center providing a one seat ride east to west across Pontiac
- Connect to new job centers



What's Changing?

- ✓ Serve east Pontiac, Auburn Hills including Oakland U, OCC and Amazon
- ✓ New name/number (Pontiac Crosstown 790)
- ✗ Span of Service (same)
- ✗ Frequency (same)



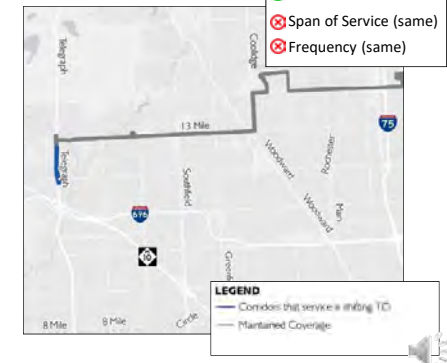
756 Pontiac - Perry - Opdyke

- Proposed rename: 796 Pontiac - Perry - Opdyke
- Extend to Centerpoint Parkway via new Amazon facility
- Remove route segment connecting to Oakland University; now served by new 790 Pontiac Crosstown
- Connect to new job centers and streamline service



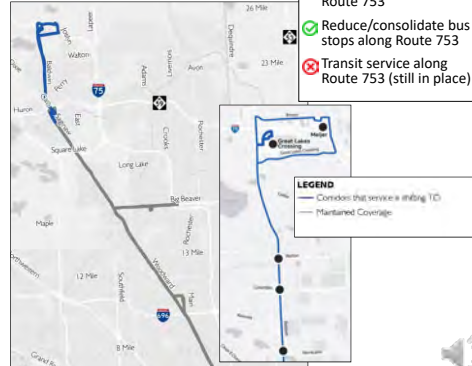
760 Thirteen/Fourteen Crosstown

- Extend 760 to Meijer at 12 Mile/Telegraph in Southfield
- Established a stronger destination endpoint of the route
- Provides a central transfer point connecting to the new 275 Telegraph South/375 Telegraph North



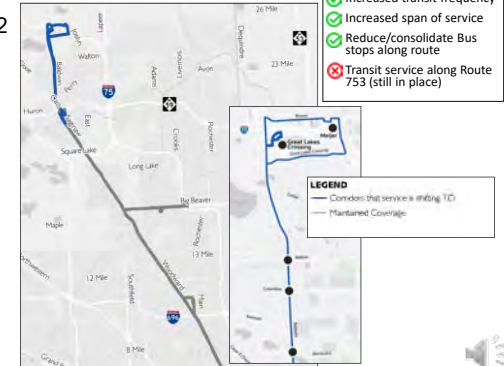
462 FAST Woodward

- Extend 462 up to Great Lakes Crossings & Auburn Hills Meijer
- One seat ride from Downtown Detroit to Great Lakes Crossings
- No longer need to transfer at Phoenix Center
- Connect to a major job center while improving frequency of buses along Baldwin Road



753 Pontiac - Baldwin Road

- Replace** Route 753 with 462 FAST Woodward
- Allows for a one seat ride from Baldwin Road to anywhere along Woodward
- No need to transfer at Phoenix Center to access destinations farther south
- Improves frequency along Baldwin Road with new limited-stop service



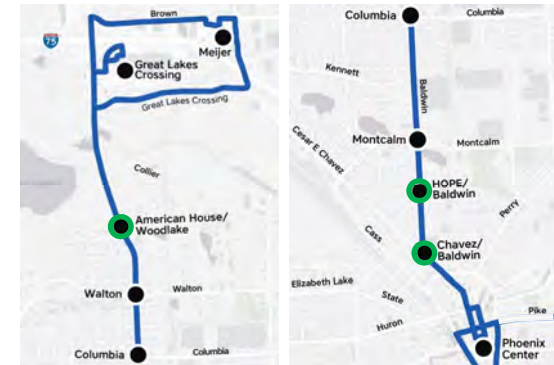
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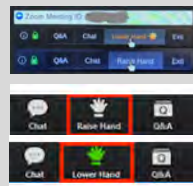


ZOOM Your Comments to SMART

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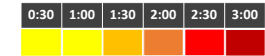
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THIRTY SECONDS LEFT

Public Comment Speakers

1)

Timer Active

Public Hearing Schedule

- To comply with the Governor's Stay Safe order, public hearings will be by conference call. The public is invited to attend virtually and may participate at the public comment period via smartphone, tablet or computer.
 - Wednesday, August 19, 2020 at 11:30 AM and 5:00 PM
 - **In-Person Meeting**
Thursday, August 20, 2020 at 4:00 PM
Pontiac City Hall Parking Lot
47450 Woodward Avenue, Pontiac
- Visit the SMART website Public Hearing information page for the link to the Zoom meeting
 - <https://www.smartbus.org/About/News/smart-public-hearings>

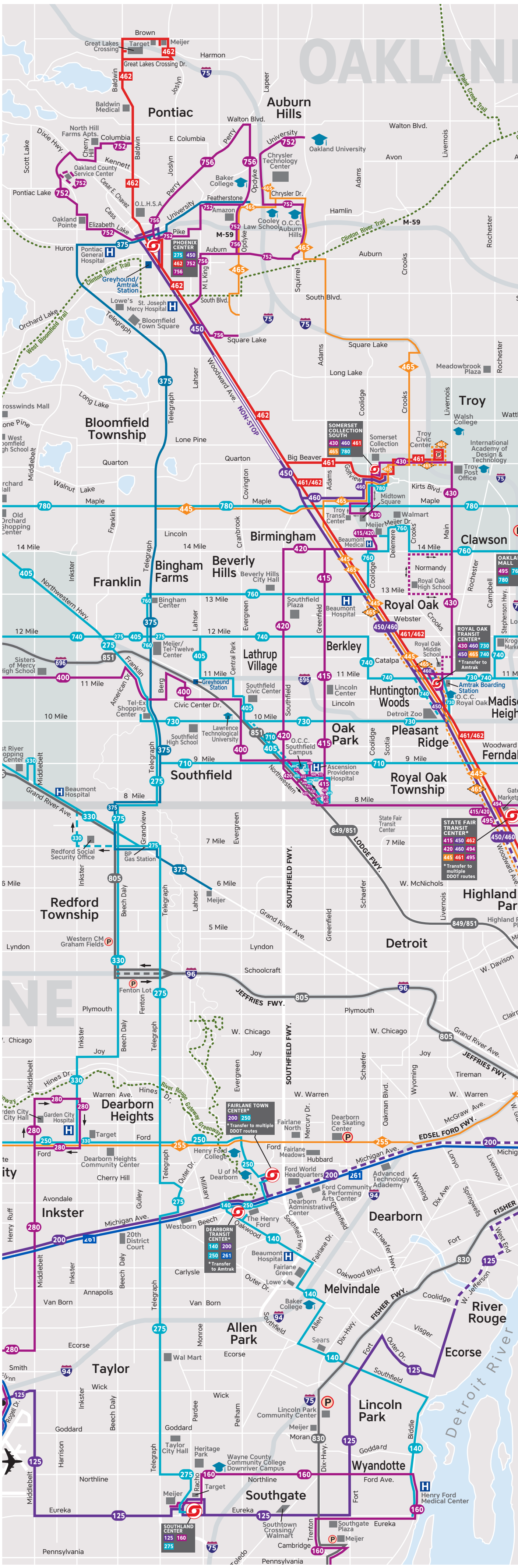


Provide Feedback

- Comment deadline is end of day on Thursday, August 20th
- Feedback is accepted via:
 - Email: PublicHearing@smartbus.org
 - Facebook and Twitter
 - Phone: (866) 962-5515; press 2
 - Mail:
Public Hearing - SMART Administrative Offices
535 Griswold Street, Suite 600
Detroit, MI 48226

Thank You!





DATE:	August 27, 2020	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	Director of Transportation
FROM:	Service Development Department	APPROVED BY:	Deputy General Manager

SUBJECT: Master Maintenance Agreement Required by MDOT for Permits

SUMMARY

Approval is sought for a Master Maintenance Agreement required by the Michigan Department of Transportation (MDOT) for the purposes of issuing permits for use of State trunkline right of way. Such permits are required so that SMART may install bus stops, concrete pads, shelters and other passenger amenities along its bus routes on MDOT trunklines.

DISCUSSION

On December 12, 1989 the SMART Board of Directors approved a “Performance and Indemnification Resolution Required by the Michigan Department of Transportation for Purposes of Issuing Permits for the Use of State Trunkline Right of Way.” This resolution was updated on February 28, 2008 and on August 24, 2017.

When SMART recently attempted to apply for MDOT permits to install bus shelters along MDOT trunklines, SMART was informed that a new Master Maintenance Agreement was needed. The reason given was that SMART’s 2017 resolution was out of date. Without a new resolution, MDOT will not allow SMART to be granted future construction permits.

Attachment 1 contains the MDOT approved language for a Master Maintenance Agreement. In addition, the positions authorized to apply for MDOT permits have been changed to the General Manager, Deputy General Manager and Manager of Service Development and Manager of Planning.

FUNDING SOURCE:

There will be no impact on SMART’s budget. MDOT does not charge a permit fee.

RECOMMENDATION

It is recommended that the SMART Board of Directors approve the Master Maintenance Agreement which is shown in its entirety in Attachment 1.

ATTACHMENTS:

1. Resolution
2. Attachment 1 – MDOT Master Maintenance Agreement

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Master Maintenance Agreement Required by MDOT for Permits

- 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, Approval is sought for a Master Maintenance Agreement required by the Michigan Department of Transportation (MDOT) for the purposes of issuing permits for use of State trunkline right of way; and
- Whereas, Such permits are required so that SMART may install bus stops, concrete pads, shelters and other passenger amenities along its bus routes on MDOT trunklines; and; now, therefore, be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation Board of Directors approve the Master Maintenance Agreement by MDOT and that the Suburban Mobility Authority for Regional Transportation is authorized to execute the agreement with MDOT.
- .

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 27, 2020.

Date

Board Secretary

No. _____

Date: August 27, 2020

Disposition Sought: Approval

To: SMART Board of Directors

Submitted By: Director of Transportation

From: Service Development Department

Approved By: SMART

Subject: Master Maintenance Agreement Required by MDOT for Permits

SUMMARY

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**SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION
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Date

Board Secretary

No. _____

Attachment 1 MDOT Master Maintenance Agreement

PERMIT
SPECIAL TRUNKLINE
MAINTENANCE

DA
Control Section
Contract

82900
20-5190

MASTER MAINTENANCE AGREEMENT TRUNKLINE CONSTRUCTION PERMIT PROJECTS

THIS Master Maintenance Agreement (hereinafter referred to as the "MASTER AGREEMENT"), is made by and between the following parties (hereinafter collectively referred to as the "PARTIES"); MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION, an organization established in Michigan under Act 204, Public Acts of 1967, as amended, hereinafter referred to as "SMART"; for the purpose of expediting the contractual document processing and fixing the rights and obligations of the PARTIES in agreeing to the performance of various transit transportation projects constructed by SMART, said projects hereinafter are collectively referred to as the "IMPROVEMENTS", and each individually as the "PROJECT".

WITNESSETH:

WHEREAS, SMART is proposing the installation of transit transportation facilities within the trunkline roadway right-of-way (hereinafter referred to as "ROW") which will be allowed through DEPARTMENT ROW Individual Permits (hereinafter referred to as "PERMIT"); and

WHEREAS, the transit transportation facilities shall include but not be limited to removable and surface mounted fixed objects, transit shelters, concrete bus pads, benches, trash receptacles, bicycle racks, fix-it stations, kiosk style and wayfinding signage, and maps; and

WHEREAS, the SMART will be responsible for the entire cost of the IMPROVEMENTS; and

WHEREAS, the PARTIES intend to utilize a PERMIT from the DEPARTMENT to construct transit facilities within DEPARTMENT ROW under this MASTER AGREEMENT; and

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the PARTIES and in conformity with applicable law, it is agreed:

1. The PARTIES shall undertake and complete each PROJECT in accordance with the terms of this MASTER AGREEMENT and the Project Specific PERMIT.
2. The SMART will construct the PROJECT at no cost to the DEPARTMENT.
3. The SMART shall cause to be performed all the PROJECT work as defined in the permit obtained from the DEPARTMENT. It is understood that portions or all of the PROJECT work will be placed under contract by the SMART. The performance of the PROJECT work will be subject to the conditions established in PERMIT.
4. Upon completion of construction, the SMART will, at its sole cost and expense, inspect, maintain and operate the facility constructed as the PROJECT. All future maintenance activities will require a ROW construction PERMIT from the DEPARTMENT. The SMART shall conform with all DEPARTMENT PERMIT requirements for any work to be performed within the state trunkline ROW. As built plans will be provided to the DEPARTMENT.
 - A. The SMART agrees that the PROJECT location will be maintained so as to assure that any Trunkline facilities, structures and the area within the Trunkline ROW boundaries will be kept in good condition, both as to safety and appearance. All unauthorized drawings, graffiti and vandalism shall be removed by the SMART at no cost the DEPARTMENT. The maintenance of the facilities by the SMART will be accomplished in a manner so as not to cause interference with the reconstruct io n, maintenance or operation of the Trunkline facility and ROW.
 - B. The DEPARTMENT reserves the right to enter the PROJECT location for the purpose of inspection, maintenance or reconstruction of the Trunkline facility when necessary.

Additionally, the DEPARTMENT reserves the right to access the PROJECT location as deemed necessary for inspection relating to the DEPARTMENT'S interests. Such inspections are made for the DEPARTMENT'S own purposes and shall not relieve SMART of its duties and obligations under the terms of this MASTER AGREEMENT. Any deficiencies discovered will be corrected or repaired by the SMART at no cost to the DEPARTMENT.

- C. Prior to occupancy and/or use of the PROJECT location, the DEPARTMENT will inspect and approve the construction of the PROJECT.

5. The SMART will comply with all applicable State, Federal and local statutes, ordinances, and regulations, and obtain all permits that are required for the performance of the PROJECT work. Advertising on bus shelters must comply with both the Bus Passenger Shelter Act (BPSA), MCL 247.331 *et seq.*, and Highway Advertising Act (HHA), MCL 252.301 *et seq.*

6. The parties hereto agree to comply with all applicable requirements of the Natural Resources and Environmental Protection Act, 1994 P.A., 451, MCL 324.01 *et. Seq.* for all PROJECT work performed and the SMART shall require its contractors and subcontractors to comply with the same.

7. The SMART will not store, allow the storage of or discharge of any radioactive, toxic, flammable, poisonous, explosive or other dangerous, hazardous materials, or waste on the said premises. In addition, the SMART will not permit objectionable smoke, fumes, vapors, or odors to rise above the grade line of the Trunkline. No signs, displays or devices may be erected on the ROW for the PROJECT unless specified herein or approved by the DEPARTMENT.

8. It is expressly understood and agreed that in case of non-performance of any of the covenants herein made by the SMART and after said SMART has been furnished written notice of same by the DEPARTMENT and has been granted a reasonable period of time as determined by the DEPARTMENT for performance or correction thereof , this MASTER AGREEMENT shall be terminated and said SMART shall lose and be barred from all rights, remedies, and actions both at law and in equity upon or under this MASTER AGREEMENT.

- 9. It is expressly understood that use of the trunkline ROW is subject to the

paramount right of the DEPARTMENT and that upon a determination by the DEPARTMENT that such ROW is required for the construction, operation, and/or maintenance of any present or proposed trunkline or trunkline use, this MASTER AGREEMENT may be terminated at the discretion of the DEPARTMENT and the facility constructed as the PROJECT may be removed without reimbursement to the SMART.

10. Upon termination of this MASTER AGREEMENT, the SMART will peacefully yield up said PROJECT in as good order and condition as when delivered to the SMART at no cost to the DEPARTMENT. In the event this MASTER AGREEMENT is terminated and if the DEPARTMENT deems it necessary to request the removal of any facility occupying the premises, such removal shall be accomplished by the SMART in a manner as prescribed by the DEPARTMENT, at no cost to the DEPARTMENT or the Federal Highway Administration.

11. Any removal or modification of the facilities of the SMART, when necessary for Trunkline purposes, shall be performed by the SMART at no cost to the DEPARTMENT. Upon failure to so perform, the DEPARTMENT at its discretion may perform such work at the cost of the SMART or terminate this MASTER AGREEMENT.

12. The SMART recognizes and acknowledges that private and/or public utility companies may require the modification of the SMART'S facilities and it shall cooperate with the utility when requested by the DEPARTMENT at no cost to the DEPARTMENT, or interference with the Trunkline ROW and Trunkline facility.

13. It is understood that if the SMART discontinues, abandons or changes the usage of the PROJECT ROW, then this MASTER AGREEMENT shall be terminated and the DEPARTMENT shall have the right to immediately remove the facility constructed as the PROJECT without reimbursement to the SMART.

14. This MASTER AGREEMENT may be amended or extended by the PARTIES from time to time as mutually determined and agreed.

15. Each party to this MASTER AGREEMENT will remain responsive for any and **all** claims arising out of its own acts and/or omissions during the performance of the MASTER AGREEMENT, as provided by this MASTER AGREEMENT or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This MASTER AGREEMENT is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this MASTER AGREEMENT.

16. This MASTER AGREEMENT shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the SMART and for the DEPARTMENT and upon the adoption of a resolution approving said MASTER AGREEMENT and authorizing the signatures thereto of the respective officials of the SMART, a certified copy of which resolution shall be attached to this MASTER AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this MASTER AGREEMENT to be executed as written below.

SUBURBAN MOBILTY AUTHORITY FOR REGIONAL TRANSPORTATION

By_____ Title:

By_____ Title:

MICHIGAN DEPARTMENT OF TRANSPORTATION

By_____ Department Director MOOT



DATE:	August 27, 2020	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Counsel
FROM:	General Counsel		

SUBJECT: Standing Resolution Setting Regular Board Meetings

SUMMARY

In accordance with the Open Meetings Act and Article II, Section 3 of the Board's By-Laws, authorization is sought to set forth the designated place and time for upcoming meetings.

DISCUSSION

Under Section 5 of the Open Meetings Act (MCLA 15.265(2)) a public notice stating the dates, times, and places of this Board's regular meetings must be posted. In addition, the SMART Board of Director's By-Laws require a standing resolution that sets forth the Board's place and time for all meetings. Article II, Section 3 states:

Section 3. Regular Meetings. Regular meetings of the Board shall be held a minimum of quarterly at such times and places as shall be designated from time to time by standing resolution of the Board. In all respects, each shall be identical in format. At such meetings the Board may transact such business as may be brought before the meetings. The Annual Meeting will be held in the month of October.

The SMART Board currently meets at 2:00 p.m. eastern standard time, on the fourth Thursday of the month excluding November and December. The meeting place of record for all meetings will be the SMART administrative offices located at 535 Griswold, Suite 600, Detroit, Michigan 48226, however, access to meetings is currently affected by the novel Coronavirus pandemic and are accessed by phone, internet, TDD and more. SMART's website will continue to provide the most current updated access information. www.smartbus.org

Since the SMART Board's meeting schedule conflicts with both the Thanksgiving and Christmas holidays, and given that past practice has been to combine these meetings to take place during the first Thursday of December (December 3, 2020), the attached resolution and memorandum reflects that practice. Should the SMART Board wish to change the time or location of a meeting, or hold a special meeting, notice will be provided accordingly on an as needed basis.

RECOMMENDATION:

Staff recommends the adoption of this standing resolution as per the Open Meetings Act, MCLA 15.261 et seq and Article II, Section 3 of the SMART Board's By-Laws.

ATTACHMENTS:

Resolution
Memo re: Board Meeting Schedule

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Approve a Standing Resolution Designating the Time and Place for Meetings

- Whereas, The Open Meetings Act and the By-Laws of the Suburban Mobility Authority for Regional Transportation (SMART) require a standing resolution designating the time and place for meetings in Article II, Section 3; and,
- Whereas, The SMART Board intends its meetings to take place at 2:00 p.m. eastern standard time, on the fourth Thursday of each month excluding November and December, which meetings shall be combined and take place on the first Thursday of December; and,
- Whereas, The SMART Board intends its meetings to take place on the dates contained on the attached memorandum; now, therefore be it,
- RESOLVED, That the Board of Directors of the Suburban Mobility Authority for Regional Transportation, hereby adopts the foregoing and attached meeting schedule as its own for FY2021.

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 August 27, 2020.

Date

Board Secretary

No.



Suburban Mobility Authority for Regional Transportation

MEMORANDUM

DATE: July 23, 2020

TO: SMART Board of Directors

FROM: Tiffany C. Martin-Patterson, Board Secretary

SUBJECT: FY2021 Board of Directors Meetings

Listed below are the SMART Board of Directors meetings schedule for FY2021. The Board meetings are held every fourth Thursday of the month at 2:00 p.m. The meeting place for all meetings will be at the SMART offices in the Board Room at 535 Griswold, Suite 600, Detroit, Michigan 48226.

Due to the Holiday Season, the Board meetings for the months of November and December will be combined and are currently scheduled for Thursday, December 3, 2019.

If there are any cancellations or changes in the schedule, related correspondence will be mailed, posted and/or e-mailed. If you have any questions or concerns, please call me at 313.223.2110. Thank you.

Board Meetings

JULY 23, 2020
AUGUST 27, 2020
SEPTEMBER 24, 2020
OCTOBER 22, 2020
DECEMBER 3, 2020
JANUARY 28, 2021
FEBRUARY 25, 2021
MARCH 25, 2021
APRIL 22, 2021
MAY 27, 2021
JUNE 24, 2021



agenda item

DATE:	August 27, 2020	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Counsel
FROM:	General Counsel		

SUBJECT: Approval by the SMART Board 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 2020 – 2021 term.

DISCUSSION

In accordance with Board By-Laws, Article III Sections 3 and 4, approval of the full SMART Board of a nominating committee as appointed by the Board Chairman is to be obtained. 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 (Board members Chambers and Rahal, Chairman and Vice-Chairman respectively), 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 by the Board of Directors of the Suburban Mobility Authority for Regional Transportation at a legally convened meeting on August 27, 2020.

Date

Board Secretary

No.