



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

Board of Directors Meeting

February 25, 2021



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: February 25, 2021

CHAIRMAN, KHALIL RAHAL

VICE-CHAIRWOMAN, MS. VICKI WOLBER

HILARIE CHAMBERS

MR. ABDUL HAIDOUS

MR. ROYCE MANIKO

MR. JOHN PAUL REA

MR. BRET RASEGAN

Tiffany Martin-Patterson, SMART Board Secretary



**SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION
BOARD OF DIRECTORS MEETING
THURSDAY, FEBRUARY 25, 2021
2:00 PM**

AGENDA

ITEM:	ACTION:	PRESENTED BY:
1. Call to Order		K. Rahal
A) Pledge of Allegiance		
2. Roll Call		T. Martin
3. Adoption of Agenda	Approval	K. Rahal
4. Certification of Public Notice	Information	T. Martin
5. Minutes		
A) Board Meeting Minutes for January 28, 2021	Approval	K. Rahal
B) Executive Session Meeting Minutes for January 28, 2021	Approval	K. Rahal
6. Public Participation	Discussion	K. Rahal
7. Chairman's Report	Information	K. Rahal
8. Deputy General Manager's Report	Information	R. Cramer
9. New Business		
A) Resolution: Authorization for Purchase Order Change Action (POCA) #2 purchase additional Adobe Acrobat Pro DC Enterprise licenses	Approval	R. Cramer
B) Resolution: Authorization to Ratify a 8-Month Contract for Vaccination Transportation via Microtransit Service	Approval	R. Cramer
C) Resolution: Authorization to Award a Contract for Three (3) Ford 350 Transit Vans	Approval	R. Cramer

- | | | |
|--|----------|-----------|
| D) Resolution: Authorization to Award a Contract for Microsoft Consultant Services | Approval | R. Cramer |
| E) Resolution: Authorization to Award a Contract for Bus Stop Digital Signs | Approval | R. Cramer |
| F) Resolution: Authorization for Purchase Order Change Action (POCA) #10 – Additional Fueling System | Approval | R. Cramer |

10. Board Member Business

K. Rahal

11. Adjournment

K. Rahal



Suburban Mobility Authority for Regional Transportation

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PUBLIC NOTICE

In compliance with State and County orders, SMART will hold the February 25, 2021 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 1:45 p.m. February 25, 2021. 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 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

PROPOSED MINUTES – January 28, 2021

A meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday, January 28, 2021 at 2:00 PM. The meeting was held via a digital public video conference.

ATTENDANCE

SMART Board of Directors:	Chairperson	Mr. Khalil Rahal Ms. Hilarie Chambers Mr. Abdul Haidous Mr. Royce Maniko Mr. Bret Rasegan Mr. John Paul Rea
Absent:	Vice-Chairperson	Ms. Vicki Wolber
SMART Board Secretary:		Ms. Tiffany Martin-Patterson
SMART General Manager:		None
SMART Staff Present:		Ms. Beverly Anderson Mr. Fred Barbret Ms. Haley Barrett Mr. Ronald Beier Mr. L. Burt Mr. Ryan Byrne Ms. Sabrina Clay Mr. Robert Cramer Mr. Melvin Evans Ms. Beth Gibbons Mr. Avery Gordon Mr. Dustin Hagfors Ms. Lynn Hurt Ms. Vickie Jordan-Strugs Mr. Konner Petz Mr. Bruce Pillar Ms. Kirsten Silwanowicz Ms. Leeya Sutter Mr. Darrell Taylor

Mr. Andy Thorner
Ms. Madonna Van Fossen
Mr. Tony Vinson
Mr. Danny Whitehouse
Ms. Brenda Ynclan

Public Registered:

Passenger

Mr. Robert Pawlowski
Ms. Marie Donigan

1. Call to Order

A) Pledge of Allegiance

2. Roll Call

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

Absent: Vice-Chairperson Ms. Vicki Wolber

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. Bret Rasegan, seconded by Mr. Abdul Haidous, to approve the amended Agenda by adding Board Member Business to the January 28, 2021 Board meeting.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

5. Minutes

A. Regular Board Meeting Minutes for December 10, 2020

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Royce Maniko, to approve the Board meeting minutes for December 10, 2020.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

B. Executive Session Meeting Minutes for December 10, 2020

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Royce Maniko, to approve the Executive Session meeting minutes for December 10, 2020.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

6. Public Participation

Chairperson Mr. Khalil Rahal declared the meeting open for Public Participation.

DISCUSSION:

➤ Mr. Robert Pawlowski - Passenger

Mr. Pawlowski voiced his concerns about a bus stop on Eureka Road, the onboard bus annunciators, charging bus fare effective in March with DDOT, SMART's April bus route changes, and future microtransit services..

7. Chairperson's Report

DISCUSSION:

Chairperson Mr. Khalil Rahal voiced his concerns with SMART staff not meeting the timeline for presenting the Board with a contract to begin conducting a search to seek a new General Manager for SMART. He requested staff have a selection of search firms for the Board to review before or at the next Board meeting on February 25, 2021.

8. Staff Report

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

- Nankin Bus Fire
- Procurement Manual Update Progress
- New Operations Staff
- CARES Act Update
- CARES “2” Info
- By the Numbers...
- SMART Staff Vaccination Needs
- SMART Vaccine Transportation Program

November – New Terminal Dispatcher Teams

- Macomb:
 - Ms. Marlene Odums
 - Ms. Sophia Vick
- Oakland:
 - Ms. Cynthia Brooks
 - Ms. Robin Sailor
- Wayne:
 - Ms. Jacqueline Payne
 - Ms. Lynn Thomas

January – New Maintenance Director:

Mr. Darren Beach

December – New Macomb Terminal Manager:

Mr. Mark Watson

- CARES Update
 - SMART projects and operational support remain ongoing
 - Reaching out to community partners to identify those who may need more funding than original outlay
 - SMART will continue periodic outreach and adjustments as warranted and available
- CARES “2” Info
- SMART Staff Vaccinations
 - Three county coverage adds to challenges
 - No allotment/priority secured yet
 - Internal survey underway to get interested staff to sign up as ‘ready’ to get vaccine

- SMART Vaccine Transportation Program
 - Under development in response to local, state, and federal emergency priority for access to vaccinations as they become available
 - Focus on removing transportation as a barrier
 - Leverage CARES/CARES “2” funding to make a difference
- SMART Vaccine Transportation Program
 - Program developed to provide free, coordinated transportation to vaccines for residents using four layers:
 - Education and Coordination with Fixed Route
 - Connector / ADA Service
 - SMART Community Partners
 - Microtransit
 - Seeking input from hospitals/county systems to ID areas/populations in greatest need
 - Key: Link vaccine schedulers with transportation scheduling

Mr. Abdul Haidous asked if the drivers will be vaccinated. Mr. Cramer said yes. Mr. Haidous requested Mr. Cramer send the Board transportation information for each county testing sites as they become available.

9. Financial Report

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. John Paul Rea, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby receives and files the communed First Quarter FY2020/2021 financial report as presented by the Director of Finance at the January 28, 2021 Board meeting.

DISCUSSION:

Mr. Abdul Haidous wanted to know if the Cares ACT funding was restricted. Mr. Ryan Byrne, Director of Finance, informed the Board that SMART is not limited on what we can spend. SMART will spend approximately \$30.8 million.

VOTE: THE MOTION CARRIED.

10. New Business

A. Resolution: Authorization to Award a Contract for Onboard Digital Screens

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a contract for Onboard Digital Screens including training, software subscriptions, and hardware and software maintenance for three (3) years in the amount of \$2,052,618.00 with two,one (1) year renewal options in the amount of \$97,332.00 per year. The total cost for five (5) years is \$2,247,281.00.

DISCUSSION:

Chairman Mr. Khalil Rahal asked if the new screens will allow advertising. Mr. Robert Cramer informed the Board that SMART's advertising is controlled through Outfront Media.

Mr. Rasegan wanted to know how big the screens are and where they are going to be mounted. The Board was informed the screens are 32 inches and they will be mounted on the cabinet located behind the drivers.

VOTE: THE MOTION CARRIED.

B. Resolution: Authorization to Award a Contract for Seon Systems Bus Recording Equipment and Cameras

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 \$1,433,219.00 to Seon Systems.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

C. Resolution: LETC (5) Medium Duty Diesel Composite Body Buses

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. John Paul Rea, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to Award a Contract to Purchase (5) Medium Duty Buses from Hoekstra Transportation. The buses will be purchased under a cooperative purchasing agreement through The State of Michigan. The total cost for the Medium Duty Buses is \$752,450.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

D. Resolution: LETC (1) Full Size Van w/Curb Side Wheelchair Lift

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to Award a Contract to Purchase (1) Full Size Van Support Vehicle w/Curb Side Wheelchair Lift from Hoekstra Transportation. The van will be purchased under a cooperative purchasing agreement through The State of Michigan. The total cost for the Full Size Van w/Curb Side Wheelchair Lift is \$69,846.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

E. Resolution: SMART FY2019-2020 5310 Program of Projects

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to submit the Program of Projects for FY2019-2020 to FTA in compliance with the requirements of 40 U.S.C. Section 5310, as amended.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

11. Executive Session

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

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 proceed into Executive Session to discuss Union Contract Negotiations and pending litigations.

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

DISCUSSION:

Confidential

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Bret Rasegan, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation proceed out of Executive Session.

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

12. Board Member Business

DISCUSSION:

None

Adjournment

There being no further business to come before the Board, upon motion made by Mr. John Paul Rea, seconded by Ms. Hilarie Chambers, and unanimously carried, the meeting adjourned at 3:05 PM.

Respectfully submitted,

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

DATE: February 25, 2021 **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) #2 purchase additional Adobe Acrobat Pro DC Enterprise licenses

RECOMMENDATION

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

- For additional 40 Adobe Acrobat Pro DC Enterprise licenses to begin 3/1/21-10/10/22
- to Dell Inc. located at One Dell Way, Round Rock, Tx, 78682
- at a cost of \$4,456.40

DISCUSSION

SMART entered into a contract with Dell Company for Adobe Acrobat licenses in October 2019. We need to purchase 40 additional Adobe Acrobat Pro DC Enterprise licenses for users who will be receiving laptops. Individual laptops require a software license in order to have access to Adobe Acrobat.

FUNDING & COSTS:

The additional funds for this project are funded by general operating funds.

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

Stage	Date Board Approval/Requested	Work	Cost
Original Project	N/A	3 year Acrobat DC Pro (10/11/19 – 10/10/22)	\$15,472.41
POCA #1	September 24, 2020	Upgrade Acrobat DC Pro to Acrobat DC Enterprise for 2 years	\$5,181.02
POCA #2	February 25, 2021	Additional 40 Adobe Acrobat DC Pro Enterprise licenses from 3/1/21-10/10/22	\$4,456.40
		Cumulative TOTAL	\$25,110.00

ATTACHMENTS:

- Resolution

/MP

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Approve a Purchase Order Change Action (POCA) #2 –
Additional Adobe Acrobat DC Pro Enterprise licenses

Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) entered into a contract with Dell Inc. for Acrobat DC Pro license in October 2019; and

Whereas, We need 40 additional licenses (Adobe Acrobat DC Pro Enterprise) for users that will receive laptops; and

Whereas, A POCA #2 submitted in the amount of \$4,456.40 exceeds the allowable change order threshold, as stipulated in SMART Board Policy No. 1; and

Whereas, Funding for this POCA in the amount of \$4,456.40 will be funded by operating funds; and

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

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

Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA # 2 in the amount of \$4,456.40 to be added to Dell Inc.'s contract.

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 February 25, 2021.

_____ Date

_____ Board Secretary

No. _____

DATE:	February 25, 2021	DISPOSITION SOUGHT:	Ratification
TO:	SMART Board of Directors	SUBMITTED BY:	Deputy GM
FROM:	Purchasing Department	APPROVED BY:	Certification Committee

SUBJECT: Authorization to Ratify a 8-Month Contract for Vaccination Transportation via Microtransit Service

RECOMMENDATION

That the Board adopt the attached resolution ratifying a contract entered into based on an exigency for the following:

- for microtransit service focused on providing vaccination transportation in targeted areas across the SMART service area
- River North Transit (Via), SMART's current microtransit pilot contractor submitted a viable COVID-19 Vaccination Transportation Program via microtransit service
- for 8 months, with additional approval needed for additional months and/or service hours (month-to-month cost and recurring vehicle hour costs are included in the plan from Via but not approved in this request)
- at a total amount not to exceed \$1,709,716.00.

DISCUSSION

In response to the urgent public need for vaccinations against COVID-19 Develop and deploy a program to provide free vaccination transportation across the region. In addition to SMART Connector and Community Partners, the program includes a temporary 8 month boost to SMART's Microtransit pilot zones to provide rides across some or all of the region as demand dictates.

Over the past month, SMART received the first of an anticipated many requests to help link the region's residents to vaccination sites. As the demand increases, the need will be outside of our current capacity to provide trips while maintaining our current service levels. The State and Federal governments are ramping up vaccine supplies with an increasing focus on equitable distribution (and access) to vaccines. SMART is committed to doing everything we can to remove transportation as a barrier, especially in areas that we've identified in the SMART Path Plan as having the highest scores for Transit-Oriented Population (a composite score that accounts for zero-vehicle households, individuals with disabilities, low income and senior populations). During our work with Via (Microtransit vendor selected in December), it became clear that we could supplement our capacity in these areas through targeted focus zones that would provide for advanced book and on-demand services specifically targeted at vaccines and related services. The CARES Act funding from the FTA

In order to have this additional service capacity available in early March, and to maximize efficiencies with our existing Mcirotransit service with Via, SMART declared the need for an exigent purchase to apply in this situation due to the public exigency and problems that the delay in time would result in

related to providing this critical additional capacity. The FTA specifically calls out the need: “New or expanded public transportation service to provide access to a COVID-19 vaccination site is considered an emergency operation to address the COVID-19 public health emergency.” New or expanded fixed routes, or demand response shared-ride trips that begin or end at a vaccination site are specifically identified as eligible for 100% Federal reimbursement not only under CARES Act but also under previously apportioned Section 5307 funds.

The contract for this additional capacity with Via funds 7 days per week transportation to and from vaccine sites and related medical services for 8 months in six different focus zones (tied to the highest score areas mentioned above) and include the ability for government agencies and health systems to request trips from SMART (which we could enter after screening for other services that can cover), enter trip requests directly, and request on-demand trips on the day of the appointment for those needing a ride. The hourly costs (SMART will be charged based on the service actually on the road – the rate includes the administration, the app, call center, customer service, etc) matches the rate from the Board-approved microtransit contract with some start-up costs related to outfitting additional vehicles.

The process is well underway and SMART and Via will be able to have the service on the road in the second or third week of March, as we see plans for additional vaccine sites and supply materializing for around that time and certainly moving forward.

FUNDING & COSTS:

The project is fully funded with FY 2021 CARES Act Operating Funding Federal Grant No. 2020-052. The recurring cost per vehicle hour (\$44.55) is consistent with the pricing in the original approved microtransit pilot. The project will be billed during the first 8 months and any optional months (if approved by the Board in the future) at the recurring rate based on vehicle hours provided.

	Cost
Upfront Costs	\$75,000
Recurring Costs 8 Months	\$1,634,716
Total Max Requested	\$1,709,716
Optional Months Beyond Original 8 Months	
Month-to-Month Cost	\$204,339
Recurring Cost/Veh Hour	\$44.55

ATTACHMENTS:

- Resolution

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorizing Ratification of 8-Month Contract for
Vaccination Transportation via Microtransit Service

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) needs to support the critical efforts to vaccinate the region by providing additional transportation in targeted areas across the SMART service area; and
- Whereas, SMART has developed a plan to provide transportation to and from vaccine sites using a mix of services including microtransit; and
- Whereas, The FTA specifically calls out the need: “New or expanded public transportation service to provide access to a COVID-19 vaccination site is considered an emergency operation to address the COVID-19 public health emergency;” and
- Whereas, The COVID-19 vaccination transportation program will be provided by River North Transit (Via), SMART’s current microtransit pilot contractor, for a duration of 8 months; and
- Whereas, Pricing is consistent with pricing in the competitively solicited Microtransit approved by the Board in December 2020 and adequate funding is available in 5307 CARES ACT Funding, Federal Grant No. 2020-052; and
- Whereas, The Director of Finance is satisfied that River North Transit (Via) has the potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that River North Transit (Via) is in compliance with the equal opportunity/affirmative action policies of the Federal and State governments and the affirmative action policies of SMART; and
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to ratify a contract for vaccination transportation via microtransit service for an amount not to exceed \$1,709,716 to River North Transit (Via).

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 February 25, 2021.

Date

Board Secretary

No. _____



agenda item

DATE: February 25, 2021 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 Three (3) Ford 350 Transit Vans

RECOMMENDATION

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

- for the purchase of (3) Ford 350 Transit Vans
- to Hoekstra Transportation Inc.
- for One time Purchase
- at a Total cost of \$170,433.00

DISCUSSION

SMART has a need for three (3) Ford 350 Transit Vans to be used to support SMART's Farmington/Farmington Hills on-demand transportation services. These vehicles provide more flexibility for shorter trips around the on-demand service area that SMART's current fleet of 100% cutaway buses does not provide. The vans will be used immediately to improve the on-demand services during the pandemic throughout and after the recovery.

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:
 MI-2020-052 Project 42030 State N/A (\$170,433.00)

The contract costs are summarized as follows:

Total Max	\$170,433.00
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ATTACHMENTS:

- Resolution

Rrr

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract to Purchase; (3) Ford 350 Transit Vans

- Whereas, SMART has a need for additional flexibility within the fleet to accommodate varying trip types in our on-demand services; 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 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; and
- Whereas, the project is funded via: Federal, CARES ACT Funds; and State Funds as follows:
- MI-2020-052 Project 42030 State N/A (\$170,433.00); 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 three (3) Ford 350 Transit Vans. The vehicles will be purchased under a cooperative purchasing agreement through The State of Michigan. The total cost for three vehicles is \$170,433.00.

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 February 25, 2021.

Date

Board Secretary

No. _____

DATE: February 25, 2021 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 Microsoft Consultant Services

RECOMMENDATION

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

- for Microsoft Consulting Services
- to Speridian at 9201 Corporate Blvd., Rockville, MD, 20850
- at a total cost of \$85,025

DISCUSSION

SMART recently purchased Microsoft Volume Licenses with new technology and require the Microsoft Consultant Contractor to assist and direct SMART’s IT team in assessing, configuring, designing, testing and post support after implementation the new Microsoft software licenses, consisting of 7 new categories.

PROCUREMENT PROCESS

Procurement Method: Sealed Bid Proposal Quotes Sole Source
Advertising Michigan Chronicle and Michigan Inter-governmental Trade Network
#of downloads 63
Number of offerors: Ten proposals were received. Three vendors were found to be not responsible.
Rationale for award: An evaluation and selection committee evaluated the seven proposals in accordance to the criteria stated in the RFP. The proposal submitted by Speridian was determined to be most advantageous to SMART with price and other specified evaluation factors being considered. Price was determined to be fair and reasonable.

FUNDING & COSTS:

The project is funded via:

Project 40240 Federal MI-2016-025, State 2012-0170 P42

The contract costs are summarized as follows:

	Cost
Microsoft Consulting Services	\$85,025
Total Cost	\$85,025

ATTACHMENTS:

- Resolution
- Consensus score sheet

/mp

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Microsoft Consulting Services

- Whereas, SMART require the Microsoft Consultant Contractor to assist and direct SMART's IT team in assessing, configuring, designing, test and post support after implementation of the new Microsoft software licenses.
- Whereas, A Request for Proposal (RFP) was advertised and posted on MITN. Ten proposals were received. Three proposals were determined non-responsible; and
- Whereas, An evaluation and selection committee was appointed by the Deputy Director and evaluated the seven proposals in accordance to the criteria stated in the RFP; and
- Whereas, The proposal submitted by Speridian was determined to be the most advantageous to SMART with price and other specified evaluation factors being considered. Price was determined fair and reasonable; and
- Whereas, Funding has been identified as Project 40240 Federal MI-2016-025, State 2012-0170 P42 to fund \$85,025; and
- Whereas, The Director of Finance is satisfied that Speridian has potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Speridain 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 \$85,025 to Speridian for Microsoft Consulting Services.

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 February 25, 2021.

Date

Board Secretary

No. _____

Summary - Score sheet Evaluation
RFP 21-3286
Microsoft Consulting Service

Consensus Scoring Method	Qualifications & Experience of vendor	Overview of vendor's proposal	Experience and Technical Expertise of Staff assigned to SMART	Experience and recent clients for similar services	Price	Total
	30	20	15	5	30	100
VENDORS						
Speridian	30	20	10	5	30	95
AgreeYa	19	16	15	0	27	77
Softchoice	28	19	12	5	14	78
Avalon	15	8	6	3	20	52
CCS Global Tech	13	9	7	5	16	50
Trace3	17	10	8	5	15	55
Insight	19	5	7	5	13	49



agenda item

DATE:	February 25, 2021	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 Bus Stop Digital Signs

RECOMMENDATION

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

- for the purchase of Bus Stop Digital Signs
- to Connectpoint Inc. located at 175 Cremona Dr., Suite 160, Goleta, CA 93117
- for 3 years with 2-1 year renewal option
- at a total cost of \$2,182,500.00

DISCUSSION

SMART wants to upgrade a number of higher-use bus stop signs by adding digital, solar-powered stop information signs. The system will support mobile data communication and remote capabilities and will operate using solar power with battery backup. The signs will display the time of bus arrival and any important information to our riders quickly.

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	41
Number of offerors:	Six proposals were received. Four proposals were found to be non-responsive.
Rationale for award:	An evaluation and selection committee was appointed by the Deputy Director evaluated the two proposals in accordance to the criteria stated in the RFP. The proposal submitted by Connectpoint Inc. was determined to be most advantageous to SMART with price and other specified evaluation factors being considered. The price was determined to be fair and reasonable.

FUNDING & COSTS:

The project is funded as follows:

- Project 42020 MI-2020-052-CARES to fund year 1 not to exceed \$595,000.
- Year 2 and Year 3 - TBD
- Operating funds will fund option year 1 and option year 2

The contract costs are summarized as follows:

	Cost
Base 3 year contract for Bus Stop Digital signs, solar kits and batteries to include installation, training, software subscriptions, and maintenance and sim cards AT&T plan for 3 years.	\$1,786,500
Option year 1 software subscriptions, support and sim cards AT&T plan	\$198,000
Option year 2 software subscriptions, support and sim cards AT&T plan	\$198,000
Total Cost for 5 Years	\$2,182,500

ATTACHMENTS:

- Resolution
- Consensus score sheet

/mp

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract to Purchase Bus Stop Digital Signs

- Whereas, The Bus Stop Digital, Solar Signs will display the time of bus arrivals and any important information to our riders quickly; and
- Whereas, A Request for Proposals (RFP) was advertised and 6 proposals were received. Four proposals were found to be non-responsive; and
- Whereas, An evaluation and selection committee was appointed by the Deputy Director evaluated the two proposals in accordance to the criteria stated in the RFP; and
- Whereas, The proposal submitted by Connectpoint Inc. was determined to be the most advantageous to SMART with price and other specified evaluation factors being considered; and
- Whereas, Funding has been identified as follows: Project 42020 MI-2020-052-CARES to fund year 1 not to exceed \$595,000, year 2 TBD, year 3 TBD and operating funds will be used for option year 1 and year 2; and
- Whereas, The Director of Finance is satisfied that Connectpoint has potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Connectpoint 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 to Connectpoint for Bus Stop Digital Signs, solar kits and batteries to include installation, training, software subscriptions, support, and sim cards AT&T plans for 3 years in the amount not to \$1,786,500.00 with 2-1 year renewal options in the amount of \$198,000.00 per year. The total cost for 5 years is \$2,182,500.00.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on February 25, 2021.

Date

Board Secretary

No. _____

Summary - Score sheet Evaluation
 RFP 21-3280
 Bus Stop Digital Signs

Consensus Scoring Method	Quality of product	Qualifications and Experience of the Vendor	Experience and Technical Expertise of Assigned Staff	Overview of vendor's proposal	Price	Total
	25	15	10	25	25	100
VENDORS						
Connectpoint	24	15	8	25	25	97
GDS	25	15	10	18	20	88

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Approve Purchase Order Change Action (POCA) # 10
Additional Fueling System Improvements &
Macomb Terminal Pavement Reconstruction Changes

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has a contract for Fueling System Improvements & Macomb Terminal Pavement Reconstruction; and
- Whereas, The expenditure increased due to changes that resulted in additional work as outlined in Bulletin #12; and
- Whereas, A POCA # 10 submitted in the amount of \$ 776,904.28 exceeds the allowable change order threshold, as stipulated in SMART Board Policy No. 1; and
- Whereas, Funding for this POCA in the amount of \$ 776,904.28 will be funded via: Federal Grant MI-2016-025 Project # 40270 State 2012-0170 P42; and
- Whereas, The Director of Finance is satisfied that R.W. Mercer has performed under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that R.W. Mercer 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 POCA # 10 in the amount of \$ 776,904.28 to R.W. Mercer Co.

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 February 25, 2021.

Date

Board Secretary

No. _____

DATE: February 25, 2021 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) #10 – Additional Fueling System Improvements & Macomb Pavement Reconstruction Changes

RECOMMENDATION

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

- for additional work outlined in Bulletin #12
- to R.W. Mercer Co. located at 2322 Brooklyn, Jackson, MI
- at a cost of \$776,904.28

DISCUSSION

In April 25, 2019 the Board approved a contract for fueling system improvements and Macomb pavement reconstruction. The work continues and, as documented in Bulletin #12, requires additional funds exceeding 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. SMART's staff and our A/E contractor, Hubbell Roth & Clark have determined that the cost as outlined in bulletin #12 is fair and reasonable.

FUNDING & COSTS:

The project is funded via: Fed MI-2016-025 Project #40270 State 2012-0170 P42

Total contract costs are as follows:

Base Contract			\$11,665,163
Contingency Fund		\$1,166,516	
PO Amendments	Increase to PO	Contingency Funds	Total Adjustment
POCA No. 1 (09/30/19) - Bulletin 2	\$ 269,000		\$ 269,000
POCA No. 2 (11/22/19) - Bulletins 3 and 4		\$ 409,312	\$ 409,312
POCA No. 3 (12/17/19) - Bulletin 5	\$ 331,317	\$ 423,300	\$ 754,617
POCA No. 4 (04/02/20) - Bulletin 6	\$ 159,503		\$ 159,503
POCA No. 5 (06/02/20) - Bulletin 7	\$ 195,187		\$ 195,187
POCA No. 6 (06/26/20) - Bulletin 8	\$ 298,106	\$ 210,000	\$ 508,106
POCA No. 7 (08/17/20) - Bulletin 9	\$ 334,101	\$ 123,904	\$ 458,005
POCA No. 8 (10/23/2020) - Bulletin 10	\$ 422,802		\$ 422,802
POCA No. 9 (10/23/2020) - Bulletin 11	\$ 240,620		\$ 240,620
POCA No. 10 (TBA) – Bulletin 12	\$776,904.28		\$776,904.28
Unallocated Contingency Funds		\$ 0	
Total Adjusted Contract Value			\$15,859,219.30

ATTACHMENTS:

- Resolution
- Bulletin 12

/RRR

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Approve Purchase Order Change Action (POCA) # 10
Additional Fueling System Improvements &
Macomb Terminal Pavement Reconstruction Changes

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has a contract for Fueling System Improvements & Macomb Terminal Pavement Reconstruction; and
- Whereas, The expenditure increased due to changes that resulted in additional work as outlined in Bulletin #12; and
- Whereas, A POCA # 10 submitted in the amount of \$ 776,904.28 exceeds the allowable change order threshold, as stipulated in SMART Board Policy No. 1; and
- Whereas, Funding for this POCA in the amount of \$ 776,904.28 will be funded via: Federal Grant MI-2016-025 Project # 40270 State 2012-0170 P42; and
- Whereas, The Director of Finance is satisfied that R.W. Mercer has performed under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that R.W. Mercer 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 POCA # 10 in the amount of \$ 776,904.28 to R.W. Mercer Co.

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 February 25, 2021.

_____ Date

_____ Board Secretary

No. _____



**SMART FUELING SYSTEM IMPROVEMENTS AND
MACOMB TERMINAL PAVEMENT RECONSTRUCTION
BULLETIN NO. 12**

FEBRUARY 3, 2021

SMART PO NO. 102203

CONSULTING ENGINEER: Hubbell, Roth & Clark, Inc.

CONTRACTOR: R.W. Mercer Company

This Bulletin is issued after the award of the Contract to provide for changes in the work.

The Contractor will be held to furnish material and labor required for completion of the work described, including items incidental thereto or necessary to complete the work properly, even though not specifically mentioned. The Request for Proposals, General Conditions, General Requirements, and other relevant contract specifications for the original work are to govern the work covered by this Bulletin unless otherwise mentioned.

GENERAL

This Bulletin contains changes in the scope of the work listed below. The Contractor shall provide firm pricing for completion of the work described. Pricing shall include costs for labor, materials, equipment, and insurance. After the Owner has approved the cost, the Contractor's Purchase Order will be amended accordingly. The proposed cost change is not authorized until the amended Purchase Order has been issued.

REVISIONS

Macomb Terminal

1. The original design for this project involved replacement of the existing pavement in the visitor and employee parking lots with new asphalt pavement. SMART has solicited costs to place new concrete pavement instead of the asphalt pavement and would like to proceed with using new concrete pavement. The difference in cost between placement of asphalt pavement and concrete pavement is included in this Bulletin.
2. Contamination was identified in the soil and groundwater surrounding the underground storage tanks (USTs) during the process of removing the USTs. A cost is included for removal and disposal of contaminated soil and groundwater.

Oakland Terminal

3. The existing IT generator is fueled by diesel fuel that is supplied by the existing underground storage tanks (USTs) through dispensing distribution piping. The existing USTs are scheduled to be removed. In addition, this method of fueling a generator is not code compliant and would need

to be retrofit to obtain fuel from an alternative source. Since the generator is more than 30 years old, SMART has solicited pricing to remove the existing generator and install a new generator. The cost for this work is included in this Bulletin.

All Terminals

4. The propane-powered commuter buses manufactured in 2015 and 2016 have safety protocols built in that disables the vehicle if something is plugged into the On-Board Diagnostics (OBD) port. As part of the new fuel management system, a Gasboy Datapass will need to be plugged into the OBD port to read information on the vehicle's computer. For the 77 buses involved, an OBD splitter is needed to override this manufacturer feature.

CHANGE IN COST

Based on the revisions contained in this Bulletin, the proposed contract cost change is provided on the attached Cost Breakdown. Unless stated otherwise, the costs listed are based on estimated quantities of the individual work items. The final cost for this work will be based on actual quantities of each work item completed, as verified by the Engineer.

Attachment: Cost Breakdown

Accepted by: Jason R. Foster Jason Foster/PM 2/3/2021
R.W. Mercer Company

Recommended by: _____
Patrick M. Haire, P.E., Hubbell, Roth & Clark, Inc.



**SMART FUELING SYSTEM IMPROVEMENTS AND
MACOMB TERMINAL PAVEMENT RECONSTRUCTION
BULLETIN NO. 12 COST BREAKDOWN**

FEBRUARY 3, 2021

SMART PO #102203

Item		Cost
Macomb Terminal		
1	Pave Visitor and Employee Parking Lots with Concrete in lieu of Asphalt	\$ 115,117.85
2	Removal and Disposal of Contaminated Groundwater from the UST Excavation	\$ 15,300.00
3	Removal and Disposal of Contaminated Soil	\$ 194,001.43
Oakland Terminal		
4	Remove Existing Generator and Install New Generator	\$ 323,924.52
General		
5	Purchase Parts for Commuter Buses	\$ 24,737.51
SUBTOTAL OF CONTRACT COST INCREASE		\$ 673,081.31
GENERAL REQUIREMENTS		
	Mobilization and Demobilization (Item 4 only)	2.0% \$ 6,478.49
	Overhead	5.0% \$ 33,654.07
	Other Direct Costs (Item 4 only)	2.0% \$ 6,478.49
	General/Administrative Expenses	2.0% \$ 13,461.63
	Bonds	1.5% \$ 10,096.22
	Profit	5.0% \$ 33,654.07
GENERAL REQUIREMENTS TOTAL COST		\$ 103,822.97
TOTAL BULLETIN 12 COST INCREASE		\$ 776,904.28

SUMMARY OF PROJECT FUNDING			
Base Contract			\$11,665,163.67
POCA No.	Date of Board Approval	Reference	Amount
1	9/26/19	Contract Bulletin 2	\$269,000.00
2	10/24/19	Contract Bulletins 3 and 4	\$409,311.89
3	12/12/19	Contract Bulletin 5	\$754,617.00
4	3/26/20	Contract Bulletin 6	\$159,502.87
5	5/28/20	Contract Bulletin 7	\$195,187.11
6	6/25/20	Contract Bulletin 8	\$508,105.88
7	9/24/20	Contract Bulletin 9	\$458,005.02
8	10/22/20	Contract Bulletin 10	\$422,801.51
9	10/22/20	Contract Bulletin 11	\$240,620.00
Total of POCAs Approved to Date			\$3,417,151.28
Current Contract Value			\$15,082,314.95
Current POCA Request		Contract Bulletin 12	\$776,904.28
New Contract Value			\$15,859,219.23