

## PERFORMANCE OVERSIGHT COMMITTEE MEETING

June 17, 2021

The meeting was called to order and held virtually with the following in attendance:

### Board Committee Members

*(all via TEAMS)*

Representative Austin Davis, Acting Chair

### Other Board Member

*(all via TEAMS)*

John Tague

Stephanie Turman (in-person)

Jennifer Liptak

### 1. Approval of Minutes:

The Committee approved the minutes from the May 20, 2021 Performance Oversight Committee meeting.

### 2. Proposed Resolution:

The Performance Oversight Committee reviewed five resolutions.

Mr. Trona first presented five procurement items and the Performance Oversight Committee determined the bids to be in accordance with the Authority's procurement policies and procedures, the prices fair and reasonable, the bidders to be responsible and the bids responsive.

The Performance Oversight Committee agreed to recommend the award of bids listed in the resolution for the total amount of approximately \$4.1 million dollars.

The next resolution was presented by Mr. Centra. He reported that in accordance with FTA regulations and other laws, the Authority maintains written Procedures for Competitive Negotiations for Professional and Technical Services that outlines the public solicitation process that the Authority follows when seeking firms to provide professional or technical services.

Staff has reviewed the procedures and recommends certain amendments such as increasing the number of staff with technical expertise that would serve on evaluation committees, clarifying the ability to accept proposals in either hard copy or electronic format and making changes to reflect current department names and position titles.

The Performance Oversight Committee agreed to recommend adopting the amended procedures to be applicable to any professional or technical services solicitations utilizing a request for proposals or request for qualifications process issued on or after July 1, 2021.

Mr. Cetra presented the next resolution seeking authorization to enter into an agreement for property and casualty risk management services. He reported that the

Authority requires a contractor to provide consulting services to support the Authority's Property and Casualty Risk Management Programs including the design and marketing of operational coverages, evaluation of insurance proposals, placement of insurance coverage and advising the Authority and its contractors and vendors on insurance requirements.

An RFP detailing the contract services was prepared and advertised and five proposals were received. Based on the review and evaluation, the proposal submitted by Aon Risk Services Central, Inc., has been determined to be the highest-rated proposal for the performance of the contract services.

The Performance Oversight Committee agreed to recommend entering into an agreement with Aon Risk Services Central, Inc., for a total not-to-exceed amount of up to \$285,000, for the initial three-year period with the option to extend the term of the agreement an additional two years at the sole discretion of the Authority.

Mr. Schenk presented the next resolution seeking authorization to enter into an agreement for utility consulting and administrative support services.

Mr. Schenk reported that the Authority requires a contractor to provide these services including the monitoring of utility bills, recommendations for cost reductions of utility services, bill approval services, assisting the Authority in energy and telecommunications procurements, the construction and maintenance of an accurate and historical database of energy costs and usage, inventory of meters, and at the request of the Authority, an onsite energy audit of operating locations.

After advertisement of the RFP, two proposals were received. The proposal submitted by Eric Ryan Corporation has been determined to be the highest rated proposal for the performance of the services.

The Performance Oversight Committee agreed to recommend entering into an agreement with Eric Ryan Corporation in an amount not-to-exceed \$187,200.00, to be allocated on an as-needed basis through task specific work orders for the initial three-year period, with the option to extend the term of agreement up to an additional two years at the sole discretion of the Authority.

The final resolution was presented by Mr. Bilsky seeking authorization to enter into agreements with a pool of firms to provide architectural design services.

Mr. Bilsky reported that the Authority requires a pool of firms to provide these services under the categories of Transportation Passenger Facilities Design and Industrial Building Design.

Following advertisement of the RFP, six electronic proposals were received.

The proposals submitted in the category of Transit Passenger Facilities Design by Michael Baker International, Inc. and Whitman, Requardt & Associates, LLP; and in the category of Industrial Building Design by Whitman, Requardt & Associates, LLP and CDM Smith, Inc., have been determined to be the highest-rated proposals for the performance of the services.

The Performance Oversight Committee agreed to recommend authorizing the Authority to enter into agreements with the firms stated above, for the identified categories, for a total not-to-exceed amount of \$8,000,000, to be allocated on an as-needed basis through task-specific work orders, for an initial four-year period with the option to extend the term of the agreements up to one additional year at the sole discretion of the Authority.

With no further business, the meeting was adjourned.

Approved