

LYNX Board Agenda


Meeting Date: 08/22/2024
Meeting Time: 1:00 PM

Central Florida Regional Transportation Authority
455 N. Garland Ave.
2nd Floor Board Room
Orlando, FL 32801

As a courtesy to others, please silence all electronic devices during the meeting.

1. Call to Order

2. Approval of Minutes

-  Board of Directors Meeting Minutes 7.25.24

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3. Public Comments


- Citizens who would like to speak under Public Comments shall submit a request form to the Assistant Secretary prior to the meeting. Forms are available at the door.

4. Chief Executive Officer's Report

5. Oversight Committee Report


6. Consent Agenda

A. Request for Proposal (RFP)


- i.  Authorization to Release a Request for Proposal (RFP) for Audit Services

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B. Award Contracts


- i.  Authorization to Negotiate a Contract to Helman Hurley Chavart Peacock Architects, Inc. for Architecture and Engineering Services for Window Replacement at LYNX Central Station and Bus Passenger Terminal

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- ii.  Authorization to Negotiate and Award a Contract to American Janitorial Inc. for Trash Removal & Lawn Maintenance Services for LYNX Bus Stops/Shelters for a Not to Exceed Amount of \$2,088,139

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C. Extension of Contracts

- i.  Authorization to Exercise the First Option Year of Contract 22-C92 with Precision Transmission, Inc.


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- ii.  Authorization to Exercise the First Option Year of Contract 22-C35 with Spencer Fabrications, Inc. for the Manufacturing of LYNX Transit Shelters

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- iii.  Authorization to Exercise the First Option Year of Contract 21-C46 with Kimley-Horn and Associates, Inc. for Architecture and Engineering Services for Shelters, Transfer Centers, and LYMMO

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- iv.  Authorization to Exercise the First Option Year of Contract 21-C45 with AECOM Technical Services, Inc. for Architecture and Engineering Services for Facilities


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D. Miscellaneous


- i.  Authorization to Increase the Not to Exceed Amount for Contract 21-C48 with WSP USA, Inc. for Engineering and CEI Services for the Pine Hills Bus Transfer Center to \$850,000

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7. Action Agenda

- A.  Authorization to Execute and Submit a Public Transit Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) for FY2025 Block Grant Funding and Adoption of Resolution 24-008 Pg 23


-Attachments 


- B.  Authorization to Release a Request for Proposal (RFP) for a Fare Study and Equity Analysis Pg 27

8. Work Session

- A.  Work Session on FY2025 Operating and Capital Budgets Pg 29

9. Information Items

- A.  Notification of Settlement Agreements Pursuant to Administrative Rule 6 Pg 30


- B.  Notification of Sole Source Procurements Pursuant to Administrative Rule 4 Pg 32

-Attachments   


10. Monthly Reports

- A.  Communications Report Pg 39

- B.  Monthly Financial Report - May 2024 Pg 45

-Attachments 

- C.  Paratransit Monthly Report - July 2024 Pg 47

-Attachments 

- D.  Ridership Report - June 2024 Pg 58

-Attachments 

11. Other Business

12. Adjourned

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation at this meeting because of a disability or physical impairment should contact Benjamin Gonzalez at 455 N. Garland Ave, Orlando, FL 32801 (407) 254-6038, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787(TDD).

LYNX
Central Florida Regional Transportation Authority
Board of Directors' Meeting Minutes

PLACE: LYNX Central Station
455 N. Garland Avenue
Virtual and Board Room, 2nd Floor
Orlando, FL 32801

DATE: July 25, 2024

TIME: 1:00 p.m.

Members in Attendance:

Buddy Dyer, Mayor, City of Orlando, Vice-Chair

John Tyler, Secretary, Florida Department of Transportation – District 5, Secretary

Amy Lockhart, Commissioner, Seminole County BoCC

1. Call to Order

Vice-Chair Dyer called the meeting to order at 1:00 p.m.

Vice-Chair Dyer asked Secretary Tyler to lead the Pledge of Allegiance.

2. Approval of Minutes

Secretary Tyler moved to approve the Board of Directors meeting minutes of May 23, 2024. Seconded by Commissioner Lockhart. The minutes were unanimously approved as presented.

3. Public Comments

Joanne Counelis – Lake Mary, FL

Ms. Counelis would like to see buses running twenty-four hours a day on holidays, weekends, and evenings so that no one gets stranded. She would like a bus at Country Club Road and at the Lake Mary Prep School.

4. Chief Executive Officer's Report

Tiffany Homler Hawkins, Chief Executive Officer, reported that the Pine Hills Transfer Center construction is moving along.

The Public Service Bus started rolling on June 20. This bus advertises eight non-profits for the year and will be traveling throughout all three counties.

LYNX was awarded \$27.6 million in competitive funding for bus and bus facilities from the Federal Transit Administration (FTA). Funds will be used to purchase CNG buses for the transition of the fleet from diesel to low/no emission. FHWA awarded LYNX the PROTECT (Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation) grant funding of \$5.8 million. These funds will be utilized to replace the windows at LYNX Central Station (LCS). These awards are in addition to the community grant funding projects through the offices of Congressman Soto and Congressman Frost.

The Government Finance Officers Association (GFOA) has awarded LYNX the Distinguished Budget award. LYNX has received this award for the past thirty consecutive years. LYNX was awarded a special achievement in GIS by ESRI at the International Users Conference for work as a Transit Agency.

5. Oversight Committee Report

Tiffany Homler Hawkins provided the report on the Oversight Committee meeting that met earlier. She stated that the committee approved the minutes from the May 23, 2024, Oversight meeting.

Amanda Clavijo, Chair of the Finance & Audit Committee, gave a report on the July 18, 2024, Finance & Audit Committee. The Finance Committee recommends approval of all Consent Agenda items.

The Oversight Committee recommends approval of all Consent Agenda and Action items.

The Committee received presentations on the August service change, the Transdev contract amendment, and a discussion on a fare analysis.

6. Consent Agenda:

Vice-Chair Dyer asked if there were any changes to the Consent Agenda before there is a motion to approve consent agenda items 6.A.i. through 6.D.xiv. Ms. Homler Hawkins stated that she would like to move Consent Agenda item 6.D. xiv. To Action Item 7.B.

A. Request for Proposal (IFB)

- i. Authorization to Issue an Invitation for Bid (IFB) for the LYNX Facilities Climate Control/HVAC Systems Repair and Maintenance
- ii. Authorization to Issue an Invitation for Bid (IFB) for Hose Reel and Lubricant Line Replacement in the Maintenance Shop and Fuel Service Island Located at the LYNX Operations Center (LOC A/C)

B. Award Contracts

- i. Authorization to Negotiate and Award a Contract for the Painting of Exterior Building and Interior Terminal Areas at LYNX Central Station (LCS) to Quick Painting Group Corp. for a Not to Exceed Amount of \$340,494

- ii. Authorization to Negotiate and Award a Contract for the LYNX Central Station (LCS) Passenger Terminal Restroom Renovations to Orange Avenue Enterprises, LLC for a Not to Exceed Amount of \$769,615
- C. Extension of Contracts
- i. Authorization to Exercise the Second Option Year of Contract 20-C80 for Audit Services with MSL, PA
 - ii. Authorization to Ratify Exercising the First Option Year of Contract 21-C38 with Akerman, LLP for Federal Lobbying Services and Increase the Not to Exceed (NTE) to \$460,000
 - iii. Authorization to Exercise the First Option Year of Contract 22-C86 with Gillig, LLC for the Provision of Voith Transmissions and Increase the Not to Exceed (NTE) to \$475,000
 - iv. Authorization to Exercise the First Option Year of Contract 22-C85 with Stewart & Stevenson FDDA, LLC and Increase the Not to Exceed (NTE) to \$280,000
- D. Miscellaneous
- i. Authorization to Increase the Not to Exceed (NTE) for Contract 23-C51 with Towlando Towing & Recovery, Inc. for Heavy Duty Bus Towing Services to \$345,000
 - ii. Authorization to Transfer Forty-One (41) Retired Computers to The Christian Tech Center Ministries, Inc.
 - iii. Authorization to Transfer One (1) Retired 35' Low Floor Diesel Bus to the Central Florida Disaster Medical Coalition
 - iv. Authorization to Execute MetroPlan Orlando's FY2024-2025 Unified Planning Work program (UPWP) Pass-Thru Funding Agreement in the Amount of \$533,250
 - v. Authorization to Dispose of Items Accumulated Through the Lost and Found Process
 - vi. Authorization to Adopt Resolution 24-005 Approving a Change to the LYNX Money Purchase Plan
 - vii. Authorization to Adopt Resolution 24-006 Approving a Change to the LYNX Defined Contribution Plan for BU Employees
 - viii. Authorization to Adopt Resolution 24-007 Approving a Change to the LYNX Deferred Compensation Plan
 - ix. 2024 Minor Update to the Transportation Disadvantaged Service Plan (TDSP)
 - x. Authorization to Enter into a Sole Source for the Procurement of Real Time and Digital Signage to Trapeze Software Group, Inc./TripSpark, to Ensure Compatibility, for the LYNX Central Station Departure Board for a Total Cost Not to Exceed of \$343,000
 - xi. Authorization to Enter into a Sole Source for the Procurement of Real Time and Digital Signage to Trapeze Software Group, Inc./TripSpark, to Ensure Compatibility, for the Pine Hills Bus Transfer Center for a Total Cost Not to Exceed of \$235,000
 - xii. Authorization to Execute Change Order No. 3 for the Pine Hills Bus Transfer Center to McCree Design Builders, Inc. in the Amount of \$254,556

- xiii. Authorization to Ratify Executing a Contract with Baker Hostetler, LLP for Legal Services Related to Proposed Changes to the LYNX Defined Contribution Plan for BU Employees for a Term of Six Months in the Not to Exceed Amount of \$10,000
- xiv. Authorization to Execute Amendment 1 with Transdev Services, Inc., for LYNX Paratransit Services

Commissioner Lockhart made a motion to approve Consent Agenda items 6.A.i. through 6.D.xiii. Seconded by Secretary Tyler. Motion passed unanimously.

7. Action Agenda

A. Authorization to Implement August 25, 2024, Service Changes

Vice-Chair Dyer recognized Bruce Detweiler, Manager of Service Planning. Mr. Detweiler stated that the next service change will take place on August 25. Objectives of the service change includes safety of operation, increased service frequency and span of service through ATSP funding, NeighborLink zone enhancements, reallocation of resources to areas of higher demand, and service to a new college campus.

The public was notified of these changes with notification on social media and the LYNX website with notices placed at key bus stops and terminals, public hearings & four information sessions, in-person and internal outreach, and partner outreach.

Commissioner Lockhart asked if the NeighborLink is running in the same area as the fixed-route bus. Mr. Detweiler stated that this was implemented due to requests received and was done in a cost-neutral way. The route was extended to provide more service. Commissioner Lockhart asked for the communication.

Secretary Tyler made a motion for Authorization to Implement August 25, 2024, Service Changes. Second by Commissioner Lockhart. Motion passed unanimously.

B. Authorization to Execute Amendment 1 with Transdev Services, Inc., for LYNX Paratransit Services

Vice-Chair Dyer recognized Lenny Antmann, Chief Financial Officer. Mr. Antmann stated that a contract was executed in April 2023 with Transdev for paratransit services for an initial three-year term. There was supposed to be an initial ninety-day transition period, but negotiations with the previous contractor were unsuccessful and Transdev agreed to a thirty-day transition.

LYNX and Transdev have been reviewing service delivery statistics over the past year. As a result, both parties began to negotiate an adjustment to the rate to reflect cost adjustments. Total number of trips was significantly less than stated in the contract, but the length of trips was significantly higher which resulted in a higher cost per trip.

The paratransit fleet had vehicles that were beyond their normal useful life which resulted in higher maintenance costs. New vehicles will be acquired this year and next year. It will take a couple of years to get the vehicles replaced. This caused a higher per trip cost.

The previous contractor, MV Transportation, had proposed an increase of over eight dollars per trip. The proposed increase per trip with Transdev is far less than the previous contractor. This is the only time that Transdev has to negotiate a change, as they are locked into these rates for three years.

Secretary Tyler inquired about the budgetary impact of this change. Mr. Antmann explained that this will be about a million and a half less than the original base contract.

Commissioner Lockhart asked about the role that WSP had in this item. Mr. Antmann stated that WSP analyzed the data for the RFP, and that the information received from the previous contractor was inaccurate.

Secretary Tyler made a motion for Authorization to Execute Amendment 1 with Transdev Services, Inc. for LYNX Paratransit Services. Second by Commissioner Lockhart. Motion passed unanimously.

8. Information Items

There were four items for review purposes only, no action was requested.

- A. Notification of Settlement Agreements Pursuant to Administrative Rule 6 – June 2024
- B. Notification of Settlement Agreements Pursuant to Administrative Rule 6 – May 2024
- C. Notification of Utilization of Project Contingency for the Pine Hills Bus Transfer Center Pursuant to Admin. Rule 4.5.4. to McCree Design Builders, Inc. in the Amount of \$126,793
- D. Quarterly Service Recognition

9. Monthly Reports

There were three reports in the packets for review purposes only. No action was required.

- A. Communications Report – June 2024
- B. Communication Report – May 2024
- C. Monthly Financial Report – April 2024
- D. Paratransit Report – June 2024
- E. Ridership Report – May 2024

10. Other Business

Mayor Dyer noticed a bus that displayed a message that said Driver in Training and would like to know how the driver got there. Ms. Homler Hawkins stated that the driver probably went through Valencia CDL training for three weeks, and then went through the LYNX

training program which is a mix of classroom and line instruction. New drivers are driving the routes and interacting with customers. There is a seasoned operator riding along with each new driver.

11. Adjourned:

The meeting adjourned at 1:17 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the July 25, 2024, LYNX Board of Director's meeting are true and correct, approved by the Board of Directors.

X

Assistant

LYNX Board Agenda

Consent Agenda Item #6.A. i

To: LYNX Board of Directors

From: Michelle Daley
Director Of Finance
Christopher Plummer
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Release a Request for Proposal (RFP) for Audit Services

Date: 08/22/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for audit services. The contract term will be for an initial three (3) year term with two (2) one (1) year options.

BACKGROUND:

Contract 20-C80 with MSL, PA expires June 30, 2025. The existing contract includes the FY2024 Single Audit and Financial Report testing, as well as submission of the Annual Comprehensive Financial Report (ACFR) and any other agreed upon testing procedures required by federal or state external auditors or other regulatory agencies. The requested RFP will pertain to future audit service periods beyond FY2024 - beginning in FY2025 for an initial three (3) year period with two (2) one (1) year options through FY2029.

The Single Audit Act Amendment of 2014 require special districts, state or local governments expending \$750,000 or more per year in Federal Financial Assistance to have an audit conducted in accordance with the Office of Management and Budget (OMB) Circular A-133. In addition, the State of Florida enacted similar legislation, the Florida Single Audit Act, related to the audit of State Financial Assistance. Pursuant to these Acts, LYNX requests a statement of qualification, documentation indicating current or prior external audit experience performed for transit related organizations, and a fee proposal from firms interested in and capable of providing audit services for the Authority.

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DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Amended Operating Budget includes \$118,000 for audit services.

LYNX Board Agenda

Consent Agenda Item #6.B. i

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Negotiate a Contract to Helman Hurley Chavart Peacock Architects, Inc. for Architecture and Engineering Services for Window Replacement at LYNX Central Station and Bus Passenger Terminal

Date: 08/22/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate a contract with the top ranked firm Helman Hurley Chavart Peacock Architects, Inc. for Architecture and Engineering Services for window replacement at the LYNX Central Station building and Bus Passenger Terminal. In the event negotiations are not successful LYNX would move to the next ranked firm.

BACKGROUND:

At the April 27, 2023, Board of Directors meeting, LYNX was authorized to issue a Request for Proposal (RFP) for Architecture and Engineering Services for replacement of the windows at the LYNX Central Station (LCS) Building and Bus Passenger Terminal.

When LCS was constructed in 2004, all 6 floors of LCS and the passenger terminal area were installed with single pane windows. However, they lack effective sound dampening and are not energy efficient. In addition, multiple windows have developed water leaks around window seals.

LYNX desires to replace current windows within the LCS building and the passenger terminal to meet the latest Florida Building Code hurricane mitigation requirements. In addition, the new windows will address the sound and energy efficiency issues.

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The Request for Proposal (RFP) for this project included an assessment to determine structural conditions, assess any additional resiliency requirements and provide recommendations for this project. The administrative tower and passenger lobby will both be designed at the same time. Depending on projected construction costs, phasing of the construction, based on available funding, may need to occur. Priority will be given to the tower as it serves as an Emergency Operations Center (EOC) during major events such as hurricanes.

The RFP was released on January 2, 2024. All bids were due back on April 12, 2024. A Source Evaluation Committee (SEC) was held on July 18, 2024, to rank the firms. The SEC was instructed to choose three (3) firms, with the top ranked firm being selected to negotiate a contract with. The following four (4) submissions were returned:

Vendors
CPH Consulting, LLC
Helman Hurley Chavart Peacock Architects, Inc.
Ritacco and Chan Architecture, LLC
The Tamara Peacock Company Architects

The three (3) top ranked firms from first to third are:

Vendors
Helman Hurley Chavart Peacock Architects, Inc.
CPH Consulting, LLC
The Tamara Peacock Company Architects

LYNX staff recommends negotiation of the contract to Helman Hurley Chavart Peacock Architects Inc. Upon successful negotiation LYNX staff will bring back the contract for board approval.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The FY2025 Proposed Capital budget includes \$6,574,000 for Window Replacement at LYNX Central Station Building and Passenger Terminal. This project is 100% funded through the Federal Resiliency Grant and the Federal Protect Grant.

LYNX Board Agenda

Consent Agenda Item #6.B. ii

To: LYNX Board of Directors

From: Elvis Dovalos
Director Of Maintenance
Ricky Gonzalez
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Negotiate and Award a Contract to American Janitorial Inc. for Trash Removal & Lawn Maintenance Services for LYNX Bus Stops/Shelters for a Not to Exceed Amount of \$2,088,139

Date: 08/22/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to American Janitorial Inc., for Trash Removal and Lawn Maintenance Services at LYNX Bus Stops/Shelters. The not to exceed amount is \$2,088,139 for an initial two (2) year term.

BACKGROUND:

LYNX operates a public transportation system that serves approximately 2,500 square miles located within the boundaries of Orange, Osceola, and Seminole Counties. Bus stops are the primary point of customer access to LYNX fixed route bus service. Shelters provide an enhanced experience for customers by providing shelter from the elements. These stops and shelters are highly visible to the community and provide a clean, safe area for customers to wait, to board, and to alight LYNX buses.

On February 21, 2024, the LYNX Board of Directors authorized the release of a Request for Proposal (RFP) for this service. The Request for Proposal (RFP) was released, posted on DemandStar, and sent directly to interested Vendors on May 8, 2024.

The deadline for submission of proposals was June 27, 2024, and the following is a list of Vendors considered responsive and responsible and their Total Ordinal Rankings as determined by the Source Evaluation Committee (SEC):

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Proposer	Total Ordinal Ranking
Aero Groundtek, LLC	7
Allied Universal Janitorial Services	12
American Janitorial Incorporated	4
Seasonal Effects, LLC.	7

The responsive and responsible proposer with the lowest ordinal ranking was American Janitorial Inc.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The Proposed FY2025 Operating Budget includes \$606,000 for Trash Removal and Lawn Maintenance Services at LYNX Bus Stops/Shelters, the additional funds will come from savings or transfers from other budgeted line items.

LYNX Board Agenda

Consent Agenda Item #6.C. i

To: LYNX Board of Directors

From: Elvis Dovalles
Director Of Maintenance
Kenneth Nath
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the First Option Year of Contract 22-C92 with Precision Transmission, Inc.

Date: 08/22/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of contract 22-C92 with Precision Transmission, Inc. for the provision of remanufactured ZF transmissions.

BACKGROUND:

On August 25, 2022, the LYNX Board of Directors approved the award of Contract 22-C92 to Precision Transmission, Inc., for the provision of ZF remanufactured transmissions used on transit buses for two (2) years with three (3) one (1) year options with a not to exceed of \$247,000. The initial term of Contract 22-C92 expires on September 30, 2024.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The FY2024 Approved Amended Operating Budget and the FY2025 Operating Budget includes \$189,000 for transmissions for transit buses.

LYNX Board Agenda

Consent Agenda Item #6.C. ii

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Exercise the First Option Year of Contract 22-C35 with Spencer Fabrications, Inc. for the Manufacturing of LYNX Transit Shelters

Date: 08/22/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of contract 22-C35 with Spencer Fabrications, Inc. for the manufacturing of LYNX Transit Shelters with no increase in the not to exceed.

BACKGROUND:

On December 9, 2021, the LYNX Board of Directors approved the award of Contract 22-C35 to Spencer Fabrications, Inc., for the manufacturing of LYNX transit shelters for three (3) years with two (2) one (1) year options. The initial term of Contract 22-C35 expires on December 19, 2024.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The Proposed FY2025 Capital Budget includes \$13,452,855 for various shelter projects of which a portion of this would be for fabrication of the passenger shelters. These projects are funded with Local Orange County ATSP funding and with FTA Grants.

LYNX Board Agenda

Consent Agenda Item #6.C. iii

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Exercise the First Option Year of Contract 21-C46 with Kimley-Horn and Associates, Inc. for Architecture and Engineering Services for Shelters, Transfer Centers, and LYMMO

Date: 08/22/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of contract 21-C46 with Kimley Horn and Associates, Inc. for Architecture and Engineering Services for Shelters, Transfer Centers, and LYMMO with no increase in the total cost not to exceed.

BACKGROUND:

On September 23, 2021, the LYNX Board of Directors approved the award of Contract 21-C46 to Kimley Horn and Associates, Inc. for the provision of Architectural and Engineering Services for shelters, transfer centers, and LYMMO for three (3) years with two (2) one (1) year options. The initial term of Contract 21-C46 expires on October 13, 2024.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

It is the policy of LYNX to ensure that certified DBE's and small business firms have equal opportunity to participate in DOT assisted solicitations and contracts. The DBE goal for this project will be assessed upon the finalization of the scope of work. The contractor will be required to provide documentation and report the certified DBE's and small business firms participating on the project.

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FISCAL IMPACT:

The FY2025 Proposed Capital Budget includes \$17,427,257 in projects for shelters, transfer centers and LYMMO. Each project will be evaluated for A&E Services as needed. These projects are funded with Local Orange County ATSP funds and Federal grants.

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Consent Agenda Item #6.C. iv

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Exercise the First Option Year of Contract 21-C45 with AECOM Technical Services, Inc. for Architecture and Engineering Services for Facilities

Date: 08/22/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of contract 21-C45 with AECOM Technical Services, Inc. for Architecture and Engineering Services for Facilities with no increase in the total cost not exceed.

BACKGROUND:

On September 23, 2021, the LYNX Board of Directors approved the award of Contract 21-C45 to AECOM Technical Services, Inc. for the provision of Architectural and Engineering Services for Facilities for three (3) years with two (2) one (1) year options with a not to exceed of \$3,200,000. The initial term of Contract 21-C45 expires on October 26, 2024. This contract covers the following facilities: LYNX Central Station, LYNX Operations Center, LYNX Expansion, Osceola South Facility and LB McLeod.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

It is the policy of LYNX to ensure that certified DBE's and small business firms have equal opportunity to participate in DOT assisted solicitations and contracts. The DBE goal for this project will be assessed upon the finalization of the scope of work. The contractor will be required to provide documentation and report the certified DBE's and small business firms participating on the project.

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FISCAL IMPACT:

The FY2025 Proposed Capital Budget includes \$8,250,000 in facility related projects. Each project will be evaluated if A&E Services would be needed. These projects are funded with 100% Federal grants.

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Consent Agenda Item #6.D. i

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Increase the Not to Exceed Amount for Contract 21-C48 with WSP USA, Inc. for Engineering and CEI Services for the Pine Hills Bus Transfer Center to \$850,000

Date: 08/22/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to increase the not to exceed (NTE) for Contract 21-C48 with WSP USA, Inc. to \$850,000 for engineering and CEI services for the Pine Hills Transfer Center.

BACKGROUND:

LYNX entered into a contract with WSP USA, Inc. for Construction Engineering and Inspection Services (CEI) for the Pine Hills Bus Transfer Center, on December 6, 2021, for a term of 3 years in the amount of \$750,000. Since the time of the original issuance of the contract and initial purchase order, it has been determined that additional hours of inspection will be needed to complete the engineering oversight of the project. The additional hours for inspection are a result of several project activities that occurred since construction started at the end of October 2023 and are summarized below:

- a. Orange County Approval of Sewer By-Pass Plan: There was an extended duration and increased coordination for the Contractor to satisfy all the requirements of Orange County to achieve approval of their sewer by-pass plan. During this review time, Orange County presented several preferences and requirements to incorporate into the sanitary sewer replacement design plans as well and a revision to the approved plans was submitted.

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- b. Subcontractor replacement: Several months following NTP, the Contractor replaced their subcontractor requiring a delay to make this transition.
- c. Unforeseen existing conditions: There were unforeseen site conditions discovered during construction requiring a revision and resubmittal to the plans.
- d. Contractor preference in base material required a revision to the plans for the use of recycled concrete aggregate on site in the asphalt pavement areas. Contractor then changed their preference after the replacement of their subcontractor and a revision was completed to utilize a lime rock base.
- e. There was a longer than anticipated duration to get the FDOT permit approved for the Silver Star signalization.
- f. There was greater than anticipated coordination on the approval of submittals and requests for information with several iterations and county required approvals.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The Approved FY2024 Capital Budget includes \$16,989,315 for the Pine Hills Bus Transfer Station construction project, which includes \$723,990 for CEI services. Of the \$16,989,315 total, \$15,761,096 is encumbered. This project is funded with a mix of Federal, State, and local funds.

LYNX Board Agenda

Action Item #7.A

To: LYNX Board of Directors

From: James Boyle
Interim Chief Planning And Development Officer
Prahallad Vijayvargiya
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Execute and Submit a Public Transit Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) for FY2025 Block Grant Funding and Adoption of Resolution 24-008

Date: 08/22/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute and submit a Public Transit Grant Agreement (PTGA) with FDOT District 5 for FY2025 State Block Grant for operating assistance in the amount of \$13,333,057 and Adoption of Resolution 24-008.

BACKGROUND:

The Florida Block Grant Program was enacted by the Florida Legislature to provide a stable source of funding for public transportation. The funds are awarded to eligible transit providers who are recipients of funding from the Federal Transit Administration's formula program for urbanized and non-urbanized areas.

FDOT included in its Work Program the FY2025 LYNX block grant funding. FDOT will obligate funds in the amount of \$13,333,057 under FM 442454-1-84-03. Resolution 24-008 is attached.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Board Agenda

FISCAL IMPACT:

The FY2025 Proposed Operating Budget includes \$13,333,066 for the State Operating Assistance grant.

CFRTA RESOLUTION NO. 24-008

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A PUBLIC TRANSPORTATION GRANT AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 5 (FDOT) FOR THE FY2025 STATE BLOCK GRANT FOR OPERATING ASSISTANCE IN THE AMOUNT OF \$13,333,057.

WHEREAS, the Florida Block Grant Program was enacted by the Florida Legislature to provide a stable source of funding for public transportation; and

WHEREAS, these funds are awarded to eligible transit providers who are recipients of funding from the Federal Transit Administration’s formula program for urbanized and non-urbanized areas; and

WHEREAS, the LYNX Board of Directors (BOARD) has the authority and believes it is in the best interest of LYNX to authorize the CEO, or designee, to file and execute this Grant Application, and all supporting documents, agreements and assurances which may be required in connection with the application as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The BOARD has the authority to authorize the submission of grant applications to the Florida Department of Transportation.
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by FDOT in FY2025.
3. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to submit a Public Transportation Grant Agreement to the FDOT in the amount of \$13,333,057 dollars on behalf of the LYNX and the ability for the CEO to execute the application, amendments, warranties, certifications and any other documents in connection with the Grant Application and acceptance.
4. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with the Florida Department of Transportation.
5. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to make purchases and/or expend funds in connection with this grant as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.
6. The above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

CFRTA RESOLUTION NO. 24-008

RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT A PUBLIC TRANSPORTATION GRANT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 5 (FDOT) FOR THE FY2025 STATE BLOCK GRANT FOR OPERATING ASSISTANCE IN THE AMOUNT OF \$13,333,057 DOLLARS.

APPROVED AND ADOPTED this 22nd day of August 2024 by the Governing Board of the Central Florida Regional Transportation Authority.

**CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY**

By: Governing Board

Chairman

ATTEST:

Assistant Secretary

LYNX Board Agenda

Action Item #7.B

To: LYNX Board of Directors

From: James Boyle
Interim Chief Planning And Development Officer
Myles O'Keefe
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Release a Request for Proposal (RFP) for a Fare Study and Equity Analysis

Date: 08/22/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for a fare study and equity analysis.

BACKGROUND:

This fare study will examine LYNX's current fare structures and policies and develop potential scenarios for new fare options, with guidance provided by the LYNX Board of Directors. The study will also include trend analysis, a peer review, a Title VI analysis, an elasticity assessment, and public outreach. The fare equity analysis component of the study will be conducted in accordance with the Federal Transit Administration (FTA) Title VI requirements, as written in the Title VI Circular 4702.1B.

At the direction of the LYNX Board of Directors, LYNX staff will engage professional services to explore the existing fare structures and policies for the agency's family of services. The last fare study was completed in 2017, with the direction being to make no changes to the fare structure. Fare studies were also completed in 2014 and 2009; the latter of which is when the last fare increase was introduced.

LYNX Board Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The Proposed FY2025 Operating Budget does not include a planning project for the Fare Study and Equity Analysis. Funding for this project is expected to be approximately \$250,000 which will come from savings or transfers from other budgeted line items and will be funded 100% with Federal 5307 Grant funds.

LYNX Board Agenda

Work Session #8.A

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Work Session on FY2025 Operating and Capital Budgets

Date: 08/22/2024

LYNX staff will conduct a work session on the FY2025 Operating and Capital budgets.

LYNX Board Agenda

Information Item A

To: LYNX Board of Directors

From: John Burkholder
Director Of Risk Management And Safety
John Burkholder
Technical Contact

Phone: 407.841.2279 ext: 6167

Item Name: Notification of Settlement Agreements Pursuant to Administrative Rule 6

Date: 08/22/2024

LYNX Liability Claim Settlements July 2024

Claimant Name	Accident Date	Type	Amount	Date of Check
James G Vickaryous ITO trust account f/b/o Ross McGlue	5/2/2023	BI	\$25,000.00	7/3/2024
Ditchey Geiger, LLC - Attorneys for Auto Club Insurance	2/26/2023	PD	\$5,264.36	7/11/2024
Morgan & Morgan, P.A. Trust Account f/b/o Marisha Jacobs Mars	4/27/2021	BI	\$20,000.00	7/11/2024
Carlton Counsell	5/23/2024	PD	\$2,795.36	7/3/2024
Greenway Ford (Robert Rubin-Beman)	9/11/2023	PD	\$522.99	7/11/2024
Gerber Collison & Glass (Elias Baylone)	12/30/2023	PD	\$471.16	7/11/2024
Newlin Injury Attorneys f/b/o Felix Baez Mercado	12/4/2023	BI	\$30,000.00	7/11/2024
New Injury Attorneys f/b/o Elsa Baez Mercado	12/4/2023	BI	\$21,500.00	7/11/2024
Fenderson Law Firm f/b/o Krystal Brooks	7/2/2018	BI	\$8,500.00	7/11/2024
Toyota of Clermont (Gloria Monton)	5/18/2024	PD	\$364.96	7/11/2024
Wieland & DeLatre PA Trust Account FBO Sal Farah	8/9/2023	BI	\$50,000.00	7/18/2024
Liberty Mutual Insurance (Kissimmee Church)	3/7/2024	PD	\$273.09	7/11/2024
Transpremier	1/22/2024	PD	\$32,837.61	7/18/2024
Ashley Mary Santiago Ramirez	6/26/2024	PD	\$1,275.55	7/18/2024
Enterprise Rental (Robert Rubin-Beman)	9/11/2023	PD	\$542.31	7/18/2024
Enterprise Rental (Romel Alfred)	4/14/2024	PD	\$1,353.37	7/18/2024

LYNX Board Agenda

Enterprise Rental (Elias Baylone)	12/30/2023	PD	\$680.75	7/18/2024
Brotman Nusbaum Ibrahim PLLC Trust Account F/B/O Kim Fruin	11/18/2023	BI	\$28,000.00	7/18/2024
Clerkin, Sinclair & Mahfouz, LLP (Marcus Banks)	1/31/2024	PD	\$5,007.10	7/18/2024
Princess Valentine	7/5/2024	BI	\$1,500.00	7/25/2024
Jonathan Byrd	7/5/2024	BI	\$1,500.00	7/25/2024
Radoyka Seda	7/9/2024	PD	\$1,432.07	7/25/2024
Mark Hana	5/20/2024	PD	\$394.58	7/25/2024

LYNX Board Agenda

Information Item B

To: LYNX Board of Directors

From: Maurice Jones
Director Of Procurement
Wanda Gonzalez
Technical Contact

Phone: 407.841.2279 ext: 6057

Item Name: Notification of Sole Source Procurements Pursuant to Administrative Rule 4

Date: 08/22/2024

Pursuant to LYNX Administrative Rule 4, information is attached for the following Sole Source Procurements:

1. Air Centers of Florida
2. EDM Technology, Inc.
3. VUEWorks



Sole Source Justification Letter

DATE: June 10, 2024

TO: Maurice A. Jones, Director of Procurement

REQUESTED BY: Ricky Gonzalez, Senior Manager of Facilities Maintenance

SUBJECT: Air Center Of Florida Inc. - Sole Source

BACKGROUND: LYNX employs an Ingersoll Rand air compressor system to supply shop air to the vehicle maintenance shop. The maintenance shop located at 2475 Lynx Ln. is used to repair revenue and support vehicles. Air Center Of Florida Inc. is the sole source of regional sales, and repair for Ingersoll Rand Products.

Many of the parts and components are specific to the air compressor, Ingersoll Rand, Model RS37iA145, and Model D420INA400 DRYER. In order to keep the five-year warranty already purchased in October 2021, we would have to provide complete and properly scheduled equipment inspections by trained technicians, as well as provide complete and thorough servicing of the equipment.

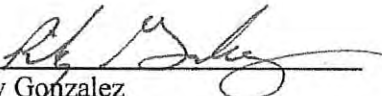
SOLE SOURCE JUSTIFICATION: An attempt was made with other vendors that provide air compressor service however none of them would honor the warranty.

In order to receive warranty coverage hereunder the customer must provide and adhere to the program requirements listed below. The warranty will be void in the event customer does not follow these requirements:

- **Genuine Parts:** customer must only use genuine Ingersoll Rand parts for the duration of the coverage.
- **Coolant Samples:** coolant samples must be performed by a certified Ingersoll Rand laboratory every 2000 hrs. of operation or six months whichever comes first.
- **Air end Shock Pulse Monitoring:** shock pulse monitoring must be performed by an authorized Ingersoll Rand service provider every 2000 hrs. of operation or six months whichever comes first.
- **Equipment condition:** all services prior to the coverage must have been maintained using genuine Ingersoll Rand parts and to the prescribed service recommendations listed on the operator's manual.

Air Center Florida Inc. is the sole source supplier of parts and services for this model air compressor. Any other provider would be considered a third-party provider with marked-up prices for parts and services.

COST/PRICE ANALYSIS: Costs to LYNX for the servicing of the major and components parts. Components: Ingersoll Rand Model # RS37iA145, and D420INA400. Preventive Maintenance Care Plan = \$1,040.00, and Parts Cost \$4,415.00.

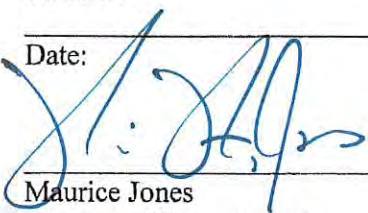


Ricky Gonzalez
Senior Manager Maintenance Facilities

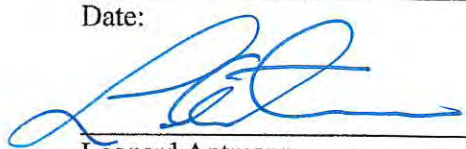


David Burrowes
Chief Operating Officer

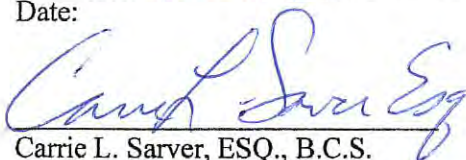
06/10/24

Date: _____



Maurice Jones
Director of Procurement

Date: _____


Leonard Antmann
Chief Financial Officer

2/1/2024
Date: _____


Carrie L. Sarver, ESQ., B.C.S.
Senior In-House Counsel

7/2/24
Date: _____


Tiffany Homler Hawkins
Chief Executive Officer

7/8/24
Date: _____

7/10/24
Date: _____



Single Source JUSTIFICATION

July 02, 2024

Re: EDM Technology
Purchase of Magnetic Stripe Fare Media Tickets

This letter is to justify the current request for the purchase of Magnetic Stripe Fare Media Tickets while the Invitation for Bid (IFB) solicitation process is ongoing.

Central Florida Regional Transportation Authority DBA Lynx is in the process of preparing a solicitation for Magnetic Stripe Fare Media Tickets to be used with the GFI Genfare FastFare fare boxes. The magnetic stripe tickets need to be compatible with the existing equipment and encoded to reflect card type and fare information as per GFI GENFARE scope and technical specifications.

- **Compatibility:**

The magnetic stripe tickets are specifically designed to integrate seamlessly with LYNX current GFI FastFare fare boxes. This ensures continuity of service and minimal disruption during the transition.

- **Technical Specifications:**

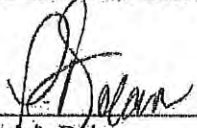
The tickets must adhere to the technical specifications outlined by GFI GENFARE 1002FB-C, to ensure they meet industry standards, and capable of encoding the necessary card and fare information.

- **Urgency and Necessity:**

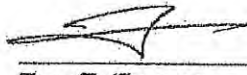
LYNX requires immediate replenishment of tickets to maintain operational efficiency and serve passengers without interruption or delay. The timeline is critical due to the limited supply and LYNX operational dependencies on the tickets. In addition, the manufacturing process is lengthy and requires a minimum of eight (8) to twelve (12) weeks to produce the Magnetic Stripe Fare Media Tickets.

Due to the urgent and critical need for Magnetic Stripe Fare Media Tickets, LYNX has determined the best approach is to move forward with the purchase of tickets from the current manufacturer EDM Technology, Inc. This will avoid the depletion of tickets and interruption of service for the agency' bus service.


The estimated cost for this request is currently \$95,190.00




Patricia Dolan
Supervisor of Revenue Control
7/2/2024
Date



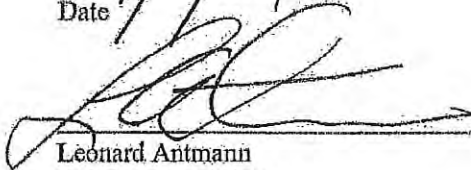
Tony DeGuzman
Comptroller
7/8/2024
Date




Project Manager's Chief
Chief Financial Officer
7/8/24
Date




Maurice A. Jones
Director of Procurement
7/16/2024
Date



Leonard Antmann
Chief Financial Officer
7/8/24
Date



Carrie L. Sarver, ESQ., B.C.S
Senior In-House Counsel
7/18/24
Date



Tiffany Homler Hawkins
Chief Executive Officer
7/24/24
Date



Sole Source Justification

DATE: December 22, 2023

REQUESTED BY: Francis Franco, GIS Supervisor

SUBJECT: Data Transfer Solutions, LLC – VUEWorks Asset Management System, Annual Software Maintenance

BACKGROUND: In 2013 LYNX purchased VUEWorks Asset Management System and made the capital investment for hardware and software as part of the Bus Stop Facility Database and Accessibility project. The project involved stop location and asset field data collection and the implementation of the VUEWorks system for continuous maintenance of the asset data and record keeping. The cost of the project was approximately \$250,000. The software requires annual maintenance support and updates to function properly. The software maintenance payments were scheduled to start one year after the year of the software implementation (2013). Since its original implementation, LYNX has added modules for bus stop and building facilities asset management. VUEWorks is one of several systems of record for LYNX's asset management and is essential to maintaining the Federal Transit Administration's (FTA) required Transit Asset Management (TAM) Plan.

SOLE SOURCE JUSTIFICATION: In addition to the attached sole source justification document provided by the vendor advising that Data Transfer Solutions, LLC. (DTS) is the owner, manufacturer, and sole source provider of VUEWorks, LYNX's asset management system of record. If the agency were to pursue another vendor and software package to provide asset management support, the procurement would result in a substantial duplication of costs. The critical nature of the asset information supported by the VUEWorks system and the procurement process required to identify and acquire support from a comparable asset management system would result in an unacceptable delay and a duplication of costs for LYNX and its jurisdictional funding partners. The unacceptable delay and duplication of costs would arise from paying for the new asset management software and interruptions of LYNX facility (bus stops and buildings) work order requests which would impact maintenance and customer service needs. Moreover, the transition to a new asset management software would require staff training on a new system and integration of the asset management system into other existing LYNX software and hardware systems. The aforementioned cost implications will not allow LYNX to properly maintain a current TAM Plan.

COST/PRICE ANALYSIS:

The cost for the VUEWorks modules, maintenance and support, for January 1, 2024 – December 31, 2024 is \$12,870; to be paid in full with a one-time payment. The cost of procuring a new asset management system, training staff and integrating it into the LYNX network would be significantly more than the original cost of the initial DTS system purchased in 2013.

Francis Franco
Francis Franco
Project Manager

01/4/24
Date:

M. A. Jones
Maurice A. Jones
Director of Procurement

5/16/2024
Date:

Carrie L. Sarver
Carrie L. Sarver, ESQ., B.C.S
Senior In-House Counsel

5/23/24
Date:

James D Boyle
James Boyle
Interim Chief Planning and Development Officer

5-6-24
Date:

Leonard Antmann
Leonard Antmann
Chief Financial Officer

5/24/24
Date:

Tiffany Homler Hawkins
Tiffany Homler Hawkins
Chief Executive Officer

5/23/24
Date:

LYNX Board Agenda

Monthly Report A

To: LYNX Board of Directors

From: Matthew Friedman
Director Of Marketing Communications
Janet Vidal
Technical Contact

Phone: 407.841.2279 ext: 6206

Item Name: Communications Report - July 2024

Date: 08/22/2024

LYNX Press Releases | Media Notes: July 2024

July 19	Global IT Outage Impacts ACCESS LYNX and NeighborLink Reservation System LYNX July Board of Directors and Oversight Committee Meeting Information ACCESS LYNX and NeighborLink Reservation System is Back Online
July 25	LYNX Announces August Service Changes

LYNX News Articles – July 2024

To view the articles below please copy and paste the link into a browser.

July 18	Express Bus: \$2 ride from Orlando International Airport to Disney WESH
July 22	Lynx scores millions in federal transportation dollars. Here's what it will be used for. The Business Journals

LYNX Board Agenda

LYNX Social Media – July 2024

July 1	<p>Information sessions for August service change. Service to the airport. Repost: Orange County funding \$100M in transportation improvements. Service detour for the Fireworks at the Fountain event. Response to comment about an issue with the PawPass application. Response to concern about a lost item.</p>
July 2	<p>Service detour for Red, Hot and Boom. Information session. Response to comment about an issue with a forgot password request. Buses resume service to Epic Universe employee parking lot.</p>
July 3	<p>Service detour for the Fireworks at the Fountain event. Independence Day schedule.</p>
July 4	<p>Happy Fourth of July.</p>
July 5	<p>We're operating a normal schedule today.</p>
July 6	<p>Public hearing/workshop for August service change.</p>
July 7	<p>ACCESS LYNX service.</p>
July 8	<p>Public hearing/workshop for August service change. Response to concern about trash overflow. Response to question about ACCESS LYNX. Response to message about a lost item. Response to message about planning a trip.</p>
July 9	<p>Bus safety. Service detour for the Def Leppard concert. Service detour on Belco Drive due to construction. Repost: Ride SunRail and LYNX to the job fair at Orlando Fairgrounds. Service detour on Locust Avenue due to construction. Response to comment about service to the Orlando Airport.</p>
July 10	<p>Florida Mall SuperStop. Repost: Ride I-4 Express for free when you Vanpool. Federal Transit Administration awarded us \$27.6M to improve transit in Central Florida. Response to comment about adding a shelter to a bus stop. Response to comments about using an FTA grant to improve service. Response to comment about resolving an issue with the PawPass application.</p>

LYNX Board Agenda

July 11	<p>August 25 service proposal.</p> <p>Response to comment about a broken bus stop sign.</p> <p>Provided a customer with alternatives for tracking public transit.</p>
July 12	<p>Hop on and let us take you along for a ride on this feel-good Friday.</p> <p>Service detour at LYNX Central Station for concrete and drainage improvements.</p> <p>Response to question about a relocated bus stop.</p>
July 13	<p>Exploring the vibrant colors of Central Florida, one ride at a time.</p>
July 14	<p>Gertrude's Walk.</p>
July 15	<p>Smooth ride.</p> <p>Repost: Darren Soto helps deliver \$27.6M from the FTA thanks to the infrastructure law.</p> <p>Response to feedback about a bus operator.</p> <p>Response to comment about kneeling the bus.</p>
July 16	<p>Name this stop.</p> <p>Mystery stop answer.</p> <p>Updated customer about a bus stop relocation.</p>
July 17	<p>World Emoji Day.</p> <p>Service detour around Glenridge Way due to construction.</p> <p>Poll: Would you be willing to pay \$5 for a schedule book?</p> <p>Response to comment about a bus operator pulling over to make a phone call.</p> <p>Response to a comment regarding the denial of service to a passenger with a walker.</p>
July 18	<p>Youth and AdvantAge programs.</p> <p>Response to comment about the price of a schedule book.</p> <p>Response to concern about Link 104 service delays.</p>
July 19	<p>Transit etiquette.</p> <p>ACCESS LYNX and NeighborLink booking systems affected due to global technology issues.</p> <p>July Oversight Committee and Board of Directors meetings.</p> <p>ACCESS LYNX and NeighborLink booking systems are back up.</p>
July 20	<p>Lost and found window is open today to issue Youth and AdvantAge IDs.</p> <p>Last day for public comment on the August service proposal is tomorrow.</p>
July 21	<p>National Ice Cream Day.</p>

LYNX Board Agenda

July 22	<p>Greetings from the top of LYNX Central Station. Response to comment about tourists not paying their bus fare. Response to comment about Link 155 service delays. Response to feedback about a discourteous bus operator. Response to a comment about the NeighborLink booking system not working. Response to comment about operators not stopping close enough to the curb.</p>
July 23	<p>Amenities team. Response to feedback about adding shelters at all bus stops. Provided details about our amenities program. Provided update about the removal of benches due to bus shelter improvements.</p>
July 24	<p>Public service bus. Service detour at Orlando International Airport due to construction. Response to request for new bus shelters on Oakridge Road. Response to comment about trash overflow at a Pine Hills bus stop. Response to comment about Link 37 on detour due to an accident.</p>
July 25	<p>Oversight Committee and Board of Directors meetings today. August service change. Provided link to the July board reports. Response to question about the new maps and schedules. Response to positive feedback about Link 40 increased service.</p>
July 26	<p>Americans with Disabilities Act 34th anniversary. Response to request to increase frequency for Link 57. Response to request to increase frequency for Link 3. Provided clarification that Link 13 will not be discontinuing service. Provided an update about an operator who pulled over to call dispatch.</p>
July 27	<p>National Love is Kind Day.</p>
July 28	<p>Service detour at Orlando International Airport due to construction. New Link 701 beginning August 12.</p>
July 29	<p>St. Cloud Walmart bus stop upgrade. Service detour around Camping World Stadium. Response to question about which route serves a bus stop in St. Cloud. Response to question about a bus stop improvement at the St. Cloud Walmart. Response to question about Link 10 serving a bus stop in both directions.</p>

LYNX Board Agenda

July 30	Service detour around Camping World Stadium. Service to Disney Springs. Response to feedback about service. Response to positive feedback about a bus operator. Response to comment about making improvements to all bus stops. Response to feedback about Link 56 service delays.
July 31	Happy Birthday, City Beautiful.

Social Media Usage	July 2024
Total Facebook Posts	53
Facebook Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes.	1.1K Reactions, 249 Comments, 119 Shares, 3.3K Engaged Users
Facebook Post Impressions: The number of times posts appeared on someone's screen.	47K
Total Tweets	63
Twitter X Engagement: The sum of interactions received for the tweets published in the selected timeframe: retweets, replies and likes	71 Likes, 26 Retweets, 12 Replies
Twitter X Post Impressions: The number of times posts appeared on someone's screen.	15K
Website Usage	July 2024
Total Pageviews	365K
Total User Visits	229K

LYNX Board Agenda

Commuter Vanpool Program – July 2024

Vanpool	July 2024
Vanpool Participants	400*
Total Revenue Miles	180,000*
New Vanpool	0
Returned Vanpools	0
Current Vans at Service	117
Pending Interests	Blue origin
Events	None

*These are estimates, as data is not available until after the 21st day of following month.

Advertising Sales – July 2024

Advertising Sales Revenue	July	LYNX %	FY to Date Sales	FY to Date LYNX %
Sales Revenue	\$402,919.70	\$241,751.82	\$3,874,915.98	\$2,324,949.59

LYNX Board Agenda

Monthly Report B

To: LYNX Board of Directors

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Monthly Financial Report - May 2024

Date: 08/22/2024

Please find attached the preliminary monthly financial report for the Eighth month ending May 31, 2024.

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
 STATEMENTS OF REVENUES AND EXPENSES
 For the Eight Months Ending May 31, 2024
 (UNAUDITED)

	As of 5/31/2024		% Actual compared to Budget
	Budget	Actual	
REVENUES			
Customer fares	\$ 12,423,978	\$ 14,651,995	118%
Contract services	2,940,652	3,014,149	102%
Advertising	1,728,335	1,827,136	106%
Interest & Other income	987,373	4,703,531	476%
Federal Revenue	8,446,278	9,047,106	107%
State Revenue	8,852,171	9,158,032	103%
Local Revenue	8,877,629	9,342,388	105%
Local Revenue Funding Partner	61,327,794	61,327,794	100%
TOTAL REVENUE	<u>105,584,210</u>	<u>113,072,131</u>	<u>107%</u>
EXPENSE			
Salaries, Wages & Fringe Benefits	75,199,668	76,586,078	102%
Other services	9,036,488	6,675,154	74%
Fuel	9,288,055	8,840,144	95%
Materials and supplies	6,812,657	6,829,109	100%
Utilities	1,422,413	1,130,833	80%
Casualty & Liability	3,164,870	2,595,979	82%
Taxes and licenses	434,056	452,520	104%
Purchased transportation services	19,909,347	21,564,588	108%
Leases & Miscellaneous	2,456,709	1,757,132	72%
Interest Expense	22,344	44,359	199%
TOTAL EXPENSE	<u>127,746,607</u>	<u>126,475,895</u>	<u>99%</u>
CHANGE IN NET POSITION	<u>\$ (22,162,397)</u>	<u>\$ (13,403,764)</u>	<u>60%</u>

LYNX Board Agenda

Monthly Report C

To: LYNX Board of Directors

From: Norman Hickling
Director Of Mobility Services
Norman Hickling
Technical Contact

Phone: 407.841.2279 ext: 6169

Item Name: Paratransit Monthly Report - July 2024

Date: 08/22/2024

Please find attached the monthly report for Paratransit Services – July 2024.



ACCESS LYNX Paratransit Monthly Report

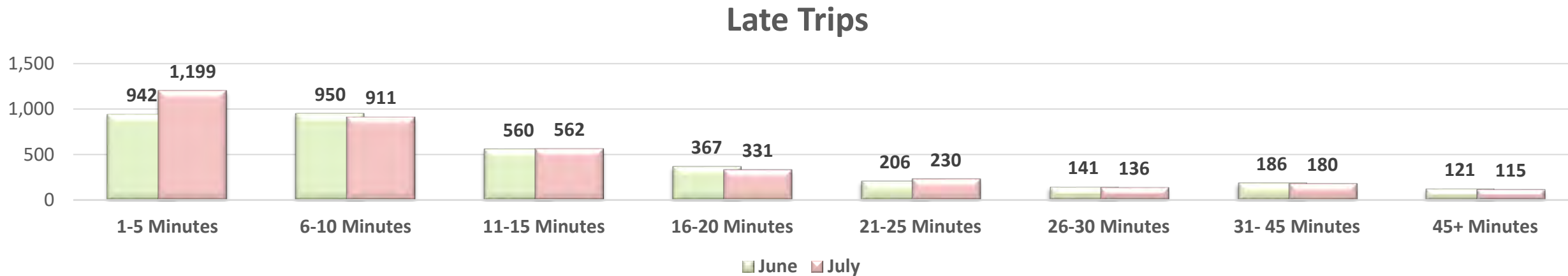
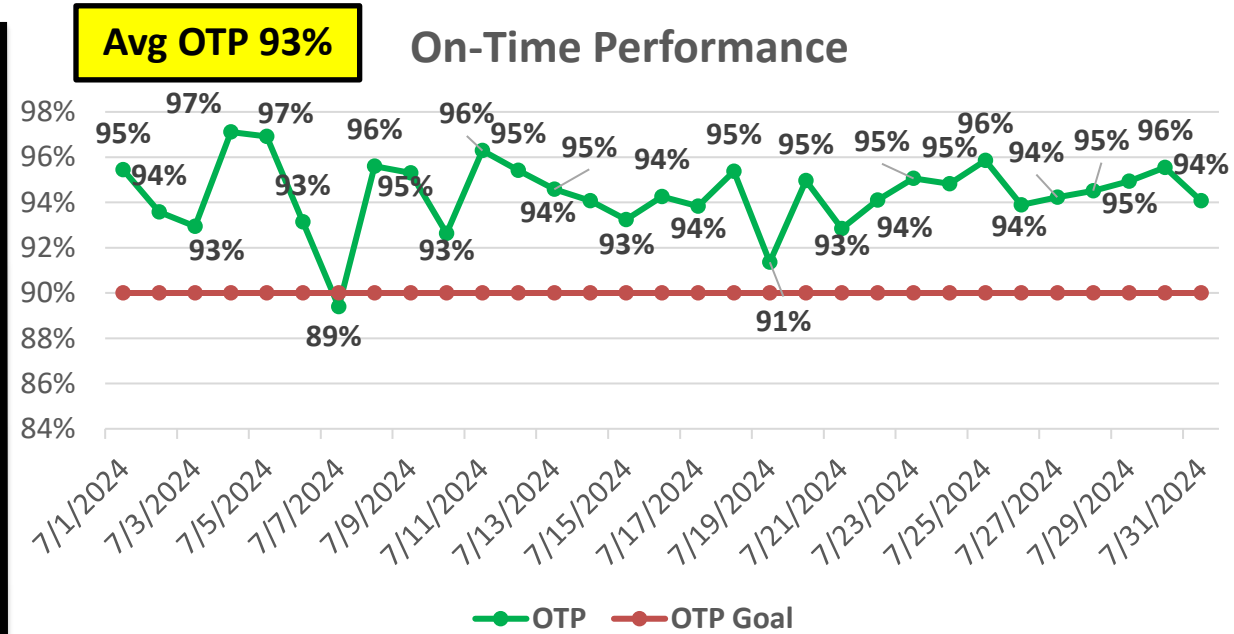
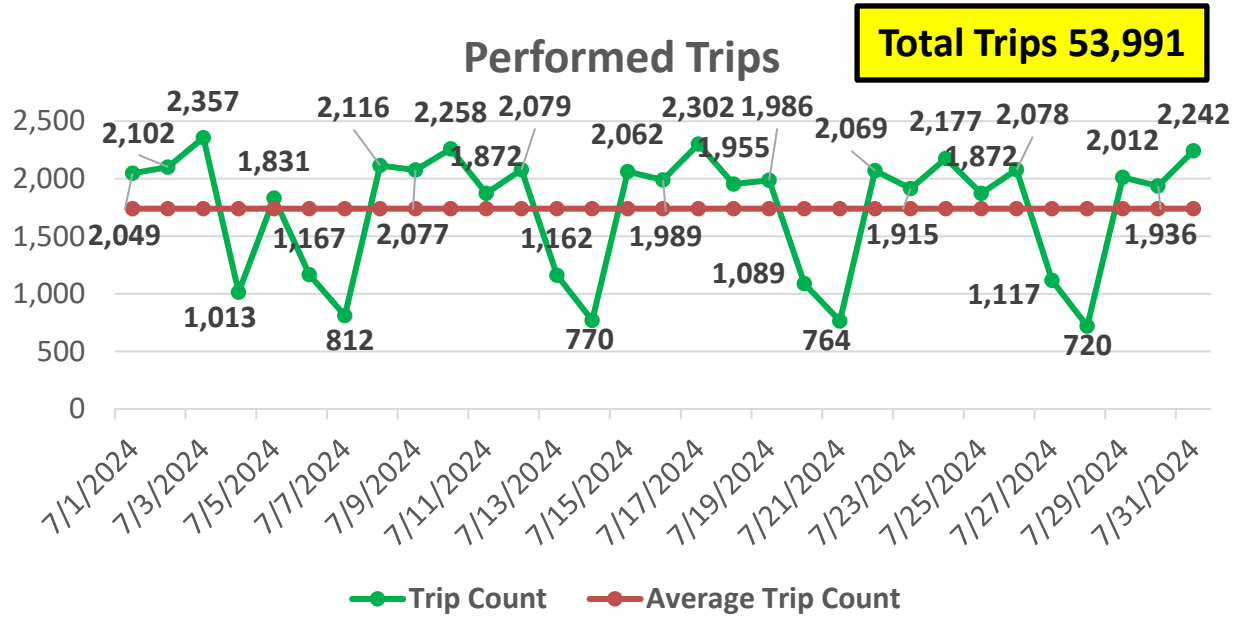


Overview



- Paratransit Performance:
 - July 2024
 - FY24
- Paratransit fleet status
- Paratransit fleet metrics
- Paratransit business practices
 - Key areas of focus
- Summary

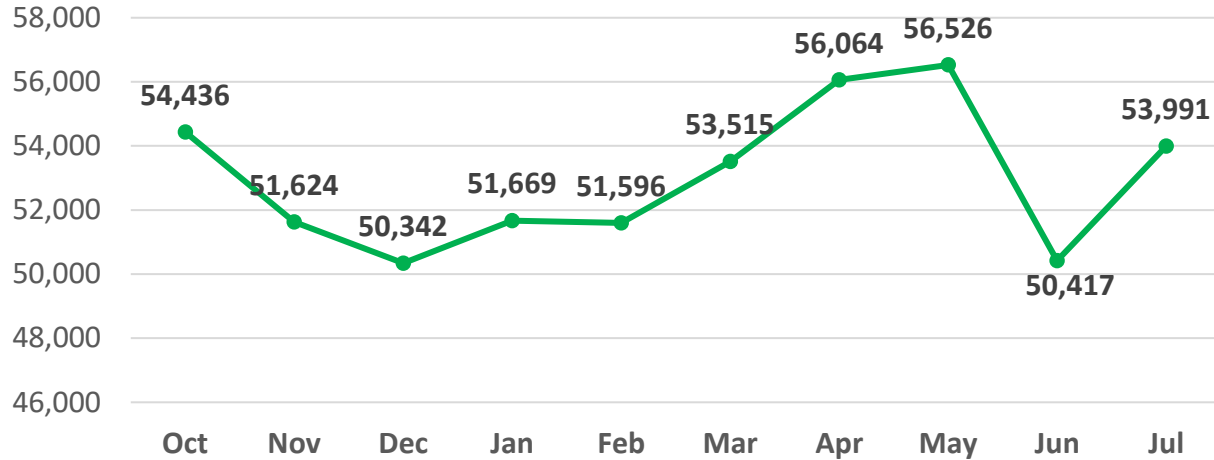
Performance – July 2024- Unreconciled



Performance – FY 24

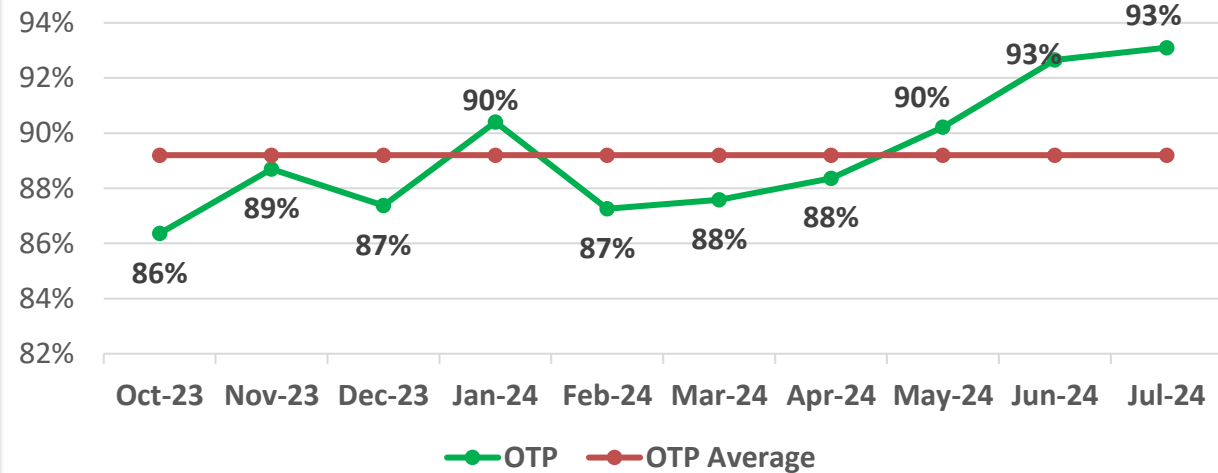
Total Trips 530,180

Performed Trips

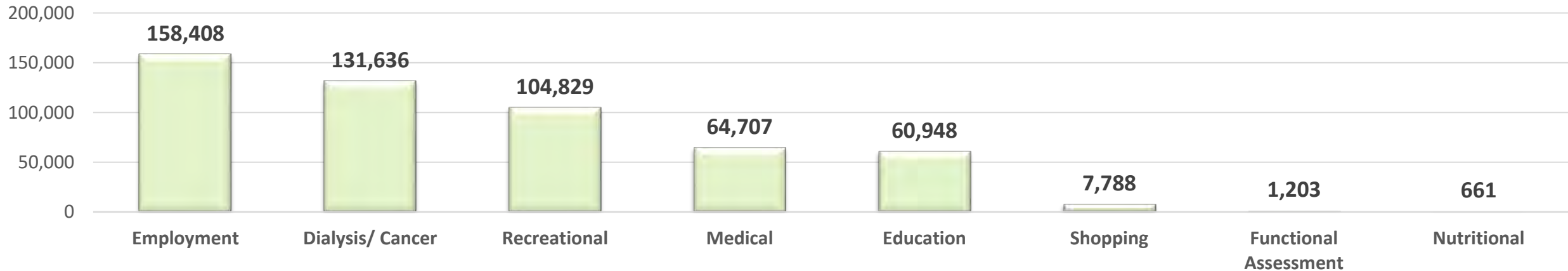


OTP Avg 89%

On-Time Performance



Trip Count by Purpose



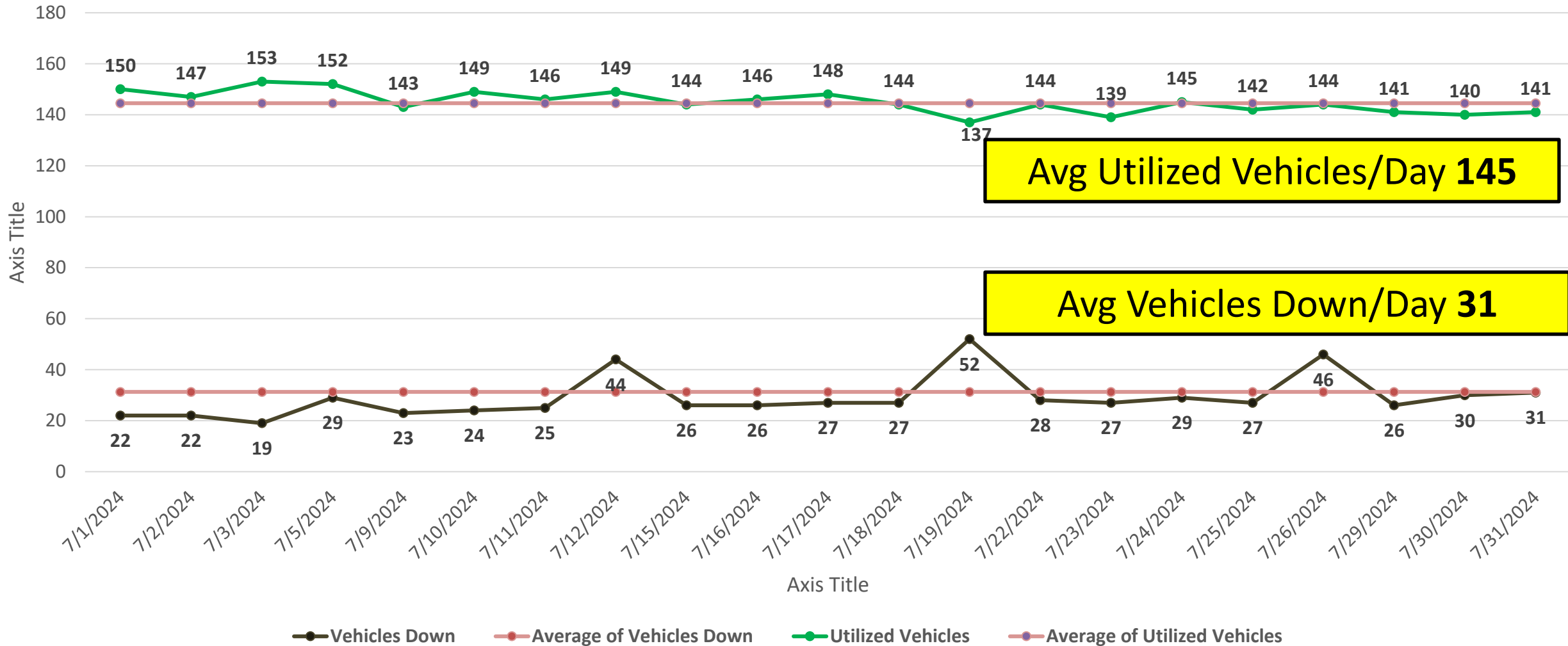
Paratransit Fleet



- Addressing challenges of an “old” vehicle fleet
 - Keeping vehicles in revenue service
- Diligent maintenance program
 - Recruitment of contractor maintenance manager
- Vehicle replacement process underway:
 - 57 vehicles ordered to upgrade fleet.
 - Initial deliveries in August/September
 - 28 vehicles in procurement process
- Maximizing utilization of sub-contractor fleets to support trip demand

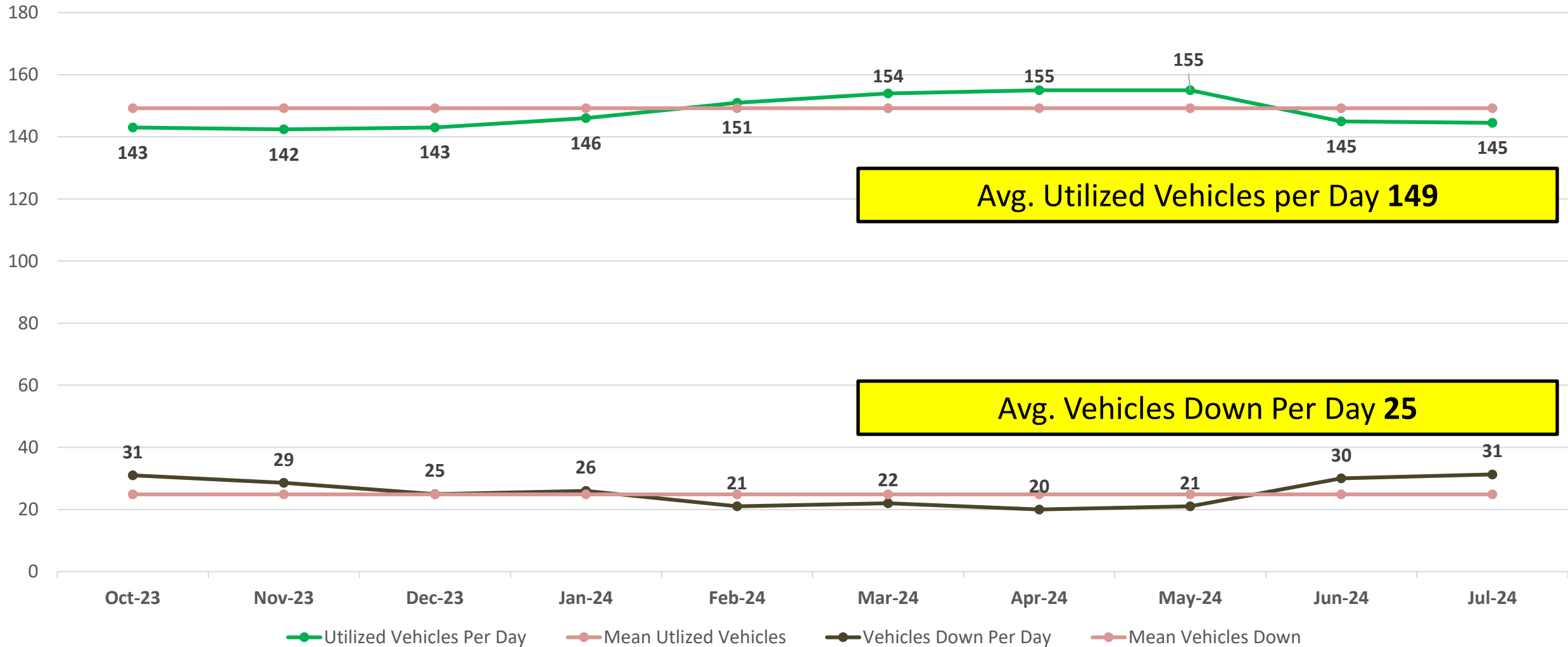
Paratransit Fleet- July 2024

Daily Utilized Vehicles vs. Daily Vehicles Down



Fleet Status – FY 24

Daily Utilized Vehicles vs. Daily Vehicles Down



Paratransit Business Practices



KEY AREAS OF FOCUS

- **FDOT Triennial Finding corrective actions**
 - Training and documentation
 - Maintenance program
 - Policies and procedures updates
 - Pre/post trip inspections
- **Trip Performance Documentation**
- **Monthly Reconciliation**
 - Sub-contractor performance
 - Updates and accuracy
- **Customer Service follow up**
- **Preparation for Emergency activities**

Summary

- **Focus on the customer and community**
- **Challenges of trip demand**
 - 50,000+ trips monthly
- **Sustained on-time-performance (OTP) 90%+**
 - Daily review of late trips (30 and 45 minutes+)
- **Extensive contract oversight and compliance**
 - FDOT Triennial corrective action and compliance
 - Trip management and documentation
- **Preparing for the season**
 - School starts
 - Hurricane season



Close



LYNX Board Agenda

Monthly Report D

To: LYNX Board of Directors

From: James Boyle
Interim Chief Planning And Development Officer
Bruce Detweiler
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Ridership Report - June 2024

Date: 08/22/2024

The attached monthly Performance Report includes June 2024 Year-To-Date figures for ridership and other performance indicators. Total ridership for June 2024 was 1,543,364. This is a 1.9% increase from June 2023. On-Time Performance for Fiscal Year-To-Date 2024 is 67%.

- LYNX overall ridership increased by 30K, or 1.9%, compared to June 2023. Year-to-date ridership for FY-24 (14,780,584) increased 7.3% compared to FY-23 (13,778,278)
- LYMMO ridership decreased by 4K, or 9.3%, compared to June 2023. Year-to-date ridership for FY-24 (316,199) decreased 10.6% compared to FY-23 (353,780).
- Fixed Route ridership increased by 25K, or 1.6%, compared to June 2023. Year-to-date ridership for FY-24 (13,597,903) increased by 7.5% compared to FY-23 (12,654,898).
- NeighborLink ridership increased by 1300, or 19.1%, compared to June 2023. Year-to-date ridership for FY-24 (74,430) increased 1.4% compared to FY-23 (73,397).
- ACCESS LYNX ridership increased by 10K, or 19.1%, compared to June 2023. Year-to-date ridership for FY-24 (579,524) increased 22.6% compared to FY-23 (472,782).
- Vanpool ridership decreased by 1800, or 8.3%, compared to June 2023. Year-to-date ridership for FY-24 (196,448) decreased by .3% compared to FY-23 (197,035).
- There was no special event ridership for June 2024.



June 2024 Service Performance Report

RIDERSHIP

Total Ridership by Mode						
	Jun-23	Jun-24	% Δ	YTD-23	YTD-24	% Δ
LYMMO	40,723	36,942	-9.3%	353,780	316,199	-10.6%
Fixed Route	1,391,738	1,414,631	1.6%	12,654,898	13,597,903	7.5%
NeighborLink	7,254	8,500	17.2%	73,397	74,430	1.4%
ACCESS LYNX	52,955	63,068	19.1%	472,782	579,524	22.6%
Vanpool	22,055	20,223	-8.3%	197,035	196,448	-0.3%
Special Events	0	0	N/A	26,386	16,080	-39.1%
SYSTEM TOTAL	1,514,725	1,543,364	1.9%	13,778,278	14,780,584	7.3%

June-23	22 Weekdays	4 Saturdays	4 Sundays
June-24	20 Weekdays	5 Saturdays	5 Sundays

Average Daily Ridership by Mode									
Mode	Weekday			Saturday			Sunday		
	Jun-23	Jun-24	% Δ	Jun-23	Jun-24	% Δ	Jun-23	Jun-24	% Δ
LYMMO	1,542	1,520	-1.4%	898	713	-20.6%	804	595	-26.0%
Fixed Route	50,475	51,658	2.3%	35,562	41,638	17.1%	25,917	27,268	5.2%
NeighborLink	296	375	26.7%	185	198	7.0%	-	-	-
ACCESS LYNX	2,074	2,566	23.7%	1,111	1,145	3.1%	719	719	0.0%
Vanpool	515	516	0.2%	167	189	13.2%	36	86	138.9%
SYSTEM TOTAL	54,902	56,635	3.2%	37,923	43,883	15.7%	27,476	28,668	4.3%

LYNX ridership increased by about 30K, or 1.9%, compared to June 2023.

LYMMO ridership decreased by about 4K, or 9.3%, compared to June 2023. Compared to June 2023, average weekday ridership and average Saturday ridership decreased by 1.4% and 20.6% respectively. Average Sunday ridership decreased by 26.0%. LYMMO ridership continues the trend of decreasing compared to the same month from the prior year. There have not been any recent service changes to any of the LYMMO routes.

Fixed Route ridership increased by about 25K, or 1.6%, compared to June 2023. Average weekday, Saturday, and Sunday ridership increased by 2.3%, 17.1%, and 5.2% respectively compared to the same time period last year. Ridership is showing a steady recovery from losses incurred from the COVID-19 pandemic with routes such as the 38, 55, and 426 exceeding their pre-COVID ridership.

NeighborLink ridership increased by about 1300, or 19.1%, compared to June 2023. NeighborLink ridership saw a 26.7% increase in average weekday ridership and a 7.0% increase in average Saturday ridership.

ACCESS LYNX ridership increased by about 10K, or 19.1%, compared to June 2023. Ridership showed a 26.7% increase to average weekday ridership with an increase of 3.0% ridership on Saturdays. Sundays remained the same as the previous year.

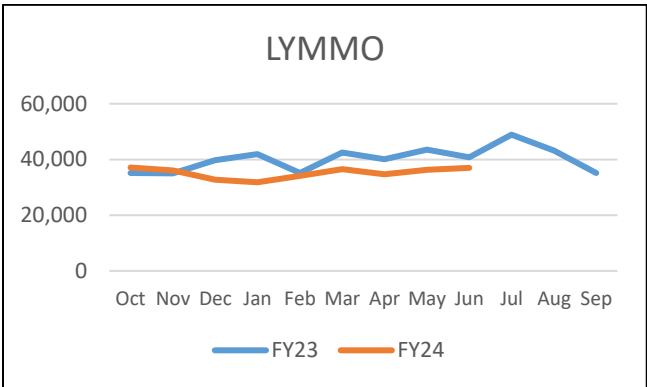
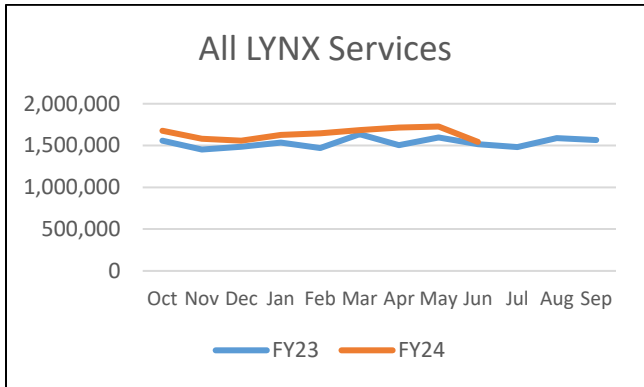
Vanpool ridership decreased by about 1800, or 8.3%, compared to June 2023. Vanpool continues to remain consistent in ridership, maintaining the same trends currently in FY24 that were seen in FY23.

*According to the U.S. Energy Information Administration, the average price of gasoline in the U.S. was \$3.68/gallon in June 2023 and \$3.58/gallon in June 2024. Historically, high gas prices can result in increased public transit ridership.



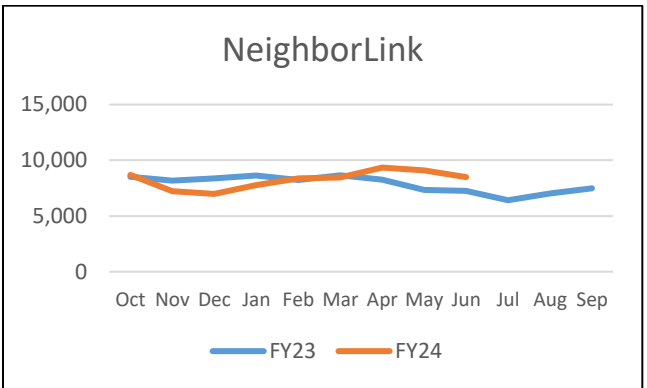
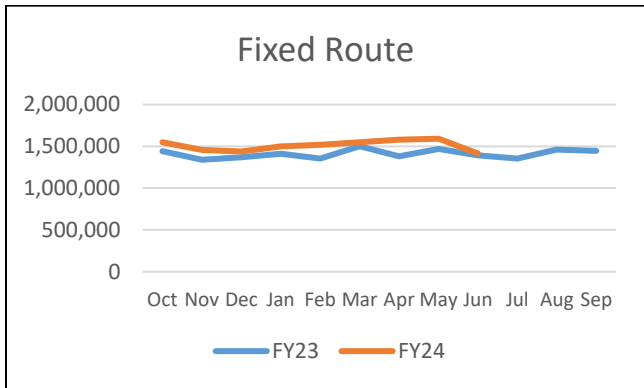
June 2024 Service Performance Report

MONTHLY RIDERSHIP TRENDS BY MODE



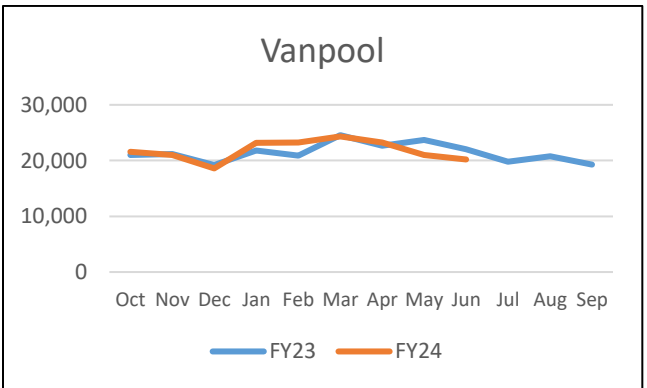
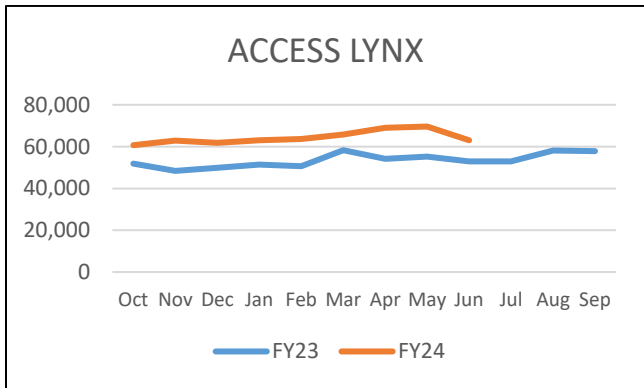
Year-to-Date Fiscal Year 2024 LYNX system-wide ridership has increased by 7.3% compared to Fiscal Year 2023.

Year-to-Date Fiscal Year 2024 LYMMO ridership has decreased by 10.6% compared to Fiscal Year 2023.



Year-to-Date Fiscal Year 2024 Fixed Route ridership has increased by 7.5% compared to Fiscal Year 2023.

Year-to-Date Fiscal Year 2024 NeighborLink ridership has increased by 1.4% compared to Fiscal Year 2023.



Year-to-Date Fiscal Year 2024 ACCESS LYNX ridership has increased by 22.6% compared to Fiscal Year 2023.

Year-to-Date Fiscal Year 2024 Vanpool ridership has decreased by 0.3% compared to Fiscal Year 2023.



June 2024 Service Performance Report

FIXED ROUTE AND LYMMO MONTHLY PERFORMANCE DATA

Fixed Route - Modal Performance Data - Fiscal Year 2024									
Month	Ridership	Passengers per Trip	On-Time Performance	Farebox Recovery	NTD Reportable Accidents	Total Trips Scheduled	% of Trips Operated	Fleet Availability	On-Time Preventative Maintenance
Oct	1,550,580	17	59%	14%	10	90,603	98%	224	83%
Nov	1,455,339	17	60%	10%	10	87,373	98%	199	97%
Dec	1,439,194	17	62%	13%	9	88,578	98%	195	56%
Jan	1,501,160	17	69%	11%	10	90,587	99%	193	96%
Feb	1,516,805	18	65%	14%	7	85,581	98%	203	94%
Mar	1,548,560	17	66%	15%	5	90,024	99%	206	75%
Apr	1,580,459	18	66%	12%	3	89,663	99%	203	100%
May	1,591,175	17	66%	15%	8	93,081	99%	204	99%
Jun	1,414,631	16	67%	12%	7	89,250	99%	221	97%
Jul									
Aug									
Sep									
YTD	13,597,903	17	64%	13%	69	804,740	99%	205.3333	89%

LYMMO - Modal Performance Data - Fiscal Year 2024								
Month	Ridership	Passengers per Trip	On-Time Performance	NTD Reportable Accidents	Total Trips Scheduled	% of Trips Operated	Fleet Availability	On-Time Preventative Maintenance
Oct	37,109	5	65%	1	7,128	95%	14	83%
Nov	36,094	5	66%	0	6,867	97%	8	97%
Dec	32,686	5	65%	0	6,914	97%	8	56%
Jan	31,816	5	72%	0	7,128	98%	10	96%
Feb	34,117	5	71%	0	6,713	98%	9	94%
Mar	36,484	5	71%	0	7,021	98%	8	75%
Apr	34,667	5	69%	0	6,974	98%	8	100%
May	36,284	5	65%	0	7,128	98%	6	100%
Jun	36,942	6	68%	0	6,760	98%	1	0%
Jul								
Aug								
Sep								
YTD	316,199	5	68%	1	62,633	98%	8	78%



June 2024 Service Performance Report

NEIGHBORLINK AND ACCESS LYNX MONTHLY PERFORMANCE DATA

NeighborLink - Modal Performance Data - Fiscal Year 2024						
Month	Ridership	On-Time Performance	Collected Fares	NTD Reportable Accidents	Fleet Availability	On-Time Preventative Maintenance
Oct	8,680	100%	100%	0	15	100%
Nov	7,221	100%	100%	0	15	100%
Dec	6,982	100%	100%	0	14	100%
Jan	7,775	100%	100%	0	14	100%
Feb	8,370	100%	100%	0	14	100%
Mar	8,463	100%	100%	0	14	80%
Apr	9,346	100%	100%	0	15	100%
May	9,093	100%	100%	0	14	100%
Jun	8,500	100%	100%	0	14	100%
Jul						
Aug						
Sep						
YTD	74,430	100%	100%	0	14	98%

ACCESS LYNX - Modal Performance Data - Fiscal Year 2024						
Month	Ridership	On-Time Performance	Collected Fares	NTD Reportable Accidents	Fleet Availability	On-Time Preventative Maintenance
Oct	60,701	87%	94%	1	148	77%
Nov	62,947	91%	95%	0	153	77%
Dec	61,774	90%	99%	0	157	77%
Jan	62,973	93%	99%	0	160	80%
Feb	63,588	91%	99%	1	161	79%
Mar	65,829	91%	99%	4	161	75%
Apr	69,031	92%	99%	2	155	75%
May	69,618	90%	99%	0	155	69%
Jun	63,068	93%	99%	1	145	82%
Jul						
Aug						
Sep						
YTD	579,529	90.89%	98.00%	9	155	77%



June 2024 Service Performance Report

GLOSSARY

Definitions of Metrics Used on the Monthly Performance Data Sheets

Ridership – The number of trips taken by people using a public transportation system in a given time period.

Passengers per Trip – The average number of passengers who ride on a revenue trip.

On-Time Performance – Refers to the level of success of the service operating according to the published schedule (LYNX defines a bus as on-time if it falls within 0 minutes early to five (5) minutes late of the published schedule).

Farebox Recovery – The percent of a trip’s operating costs recovered through passenger fares.

National Transit Database (NTD) Reportable Accidents – A safety or security event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a transit maintenance facility or rail yard, during a transit related maintenance activity or involving a transit revenue vehicle that results in one or more of the following conditions:

- A fatality confirmed within 30 days of the event
- An injury requiring immediate medical attention away from the scene for one or more person
- Property damage equal to or exceeding \$25,000
- Collisions involving transit revenue vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle
- An evacuation for life safety reasons

Complaints per 100,000 Miles – Total number of complaints received based off of every 100,000 vehicle miles.

Total Trips Scheduled – Number of vehicle revenue trips scheduled to operate for the month.

Percentage of Scheduled Trips Operated – Percentage of the total of the revenue trips that were actually operated for the month compared to the number that were scheduled to operate.

Fleet Availability – Shows the extent to which the bus vehicle fleet is available for revenue-earning work.

Preventative Maintenance Completed On Time – Percentage of the total number of scheduled preventative maintenance inspections that were completed on time.

Collected Fares – Percentage of fares collected from passengers to use the service.