

# LYNX Oversight Committee Agenda


Meeting Date: 08/22/2024  
Meeting Time: 11:00 AM

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 Committee Minutes

-  Oversight Committee 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. Finance & Audit 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
- C.  Approval of the FY2025 Proposed Operating Budget Pg 29
- D.  Approval of the FY2025 Proposed Capital Budget Pg 32

## 8. Discussion

- A.  Review of the FY2024 3rd Quarter Operating Results Pg 35

## 9. Other Business

## 10. 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**  
**Oversight Committee Meeting Minutes**

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

**DATE:**       **July 25, 2024**

**TIME:**       **11:00 a.m.**

**Members in Attendance:**

Brian Sanders, Orange County  
Tanya Wilder, City of Orlando  
Jamie Ledgerwood, FDOT  
Kristian Swenson, Seminole County

**Staff Members in Attendance:**

Tiffany Homler-Hawkins, Chief Executive Officer  
Leonard Antmann, Chief Financial Officer  
David Burrowes, Chief Operations Officer  
Carrie Sarver, Interim Chief Administrative Officer  
James Boyle, Interim Chief Planning & Development Officer

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**1. Call to Order**

Vice-Chair Sanders called the meeting to order at 11:01 a.m.

**2. Approval of Minutes**

A motion to approve the May 23, 2024, Oversight Committee meeting minutes was made by Kristian Swenson and seconded by Jamie Ledgerwood. Motion passed unanimously.

**3. Public Comments**

No one requested to address the Committee.

**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 non-profits for the year. The bus was unveiled in Osceola County by Commissioner Janer and Congressman Soto.

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. Finance & Audit Committee Report**

Amanda Clavijo, Chair of the Finance & Audit Committee, was recognized. Ms. Clavijo reported that the Finance & Audit Committee met on Thursday, July 18, 2024.

All Consent Agenda items, and Action items were approved to move forward to the Oversight Committee.

The Committee received updates about ridership and the ERP system and had a presentation on Fare analysis which is on the Oversight agenda. There was also a presentation on Real-Time bus information, which the Oversight Committee received last month.

## **6. Committee Consent Agenda Items**

Vice-Chair Sanders 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

Kristian Swenson made a motion to approve Consent Agenda items 6.A.i. through 6.D.xiii. Second by Tanya Wilder. Motion passed unanimously. Item 6.D.xiv. was moved to Action Item 7.B.

## 7. Action Items

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

Vice-Chair Sanders 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.

Mr. Sanders expressed his appreciation to the Planning team on the Technical College adjustment that was received late in the process.

Tanya Wilder made a motion for Authorization to Implement August 25, 2024, Service Changes. Second by Kristian Swenson. Motion passed unanimously.

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

Vice-Chair Sanders recognized Lenny Antmann, Chief Financial Officer. Mr. Antmann stated that 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. 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.

Kristian Swenson asked if the contract was the standard three-year contract with two one-year extensions, and if the rate change was contemplated. Mr. Antmann stated that this contract is standard and that this is the only time that Transdev has to negotiate a change, as they are locked into these rates for three years.

Brian Sanders stated that LYNX negotiated into a better position and is grateful.

Kristian Swenson made a motion for Authorization to Execute Amendment 1 with Transdev Services, Inc. for LYNX Paratransit Services. Second by Jamie Ledgerwood. Motion passed unanimously.

## 8. Discussion Items

### A. LYNX Fare Structure Background

Vice-Chair Sanders recognized Myles O’Keefe, Manager of Strategic Planning, to make the presentation. Mr. O’Keefe stated that the last fare analysis was completed in 2017, and a recommendation was made for no change to the \$2.00 one-way fare.

The FTA requires transit providers that operate fifty or more fixed-route vehicles in peak service and in a UZA of 200,000 or more in population to prepare and submit fare equity analyses. A fare equity analysis requirement applies to all fare changes regardless of the amount of increase or decrease, and providers are required to evaluate the effects of fare changes on low-income and Title VI protected populations.

Through the input and direction of the Board and the Oversight and Finance Committees, a fare analysis would include peer review, ridership and revenue trends, Title VI analysis, and public outreach. A presentation will be made to the Board at their August meeting. With Board authorization, a scope of work will be developed and RFPs issued. Project updates will be provided to the Board and the Finance and Oversight Committees. A final decision would be made by the Board of Directors on how to proceed.

Potential scenarios include fare increases on various modes, fare capping policies, new modes of service, review of premium fares and fare-free services, and new fare media options. Paratransit fares are not included in the FTA’s Fare Equity Analysis requirements. ADA fares are allowed to be up to twice the cost of fixed-route fares.

Tanya Wilder thanked Mr. O’Keefe and staff for their work and effort, without dedicated funding, for keeping operations comparable to other agencies. She would like to see the pros and cons of a Lymmo fare and would like to know if other cities have a free BRT system as well. Ms. Wilder also asked about the merger with SunRail, and the costs associated with the merger. Mr. O’Keefe would defer to the SunRail Board to obtain their level of interest in a fare study. Ms. Homler Hawkins reiterated that the fare study would be deferred to the CFCRC for them to add SunRail to the study.

Kristain Swenson is supportive of a fare study and looking at the fare structure as well to include passes. He asked if there are multiple options for passes such as a student pass or an annual pass. Mr. O’Keefe stated that additional discount structures have been discussed. Ms. Homler Hawkins explained that as the contracts with the University of Central Florida, Valencia, and Seminole State Colleges come up for renewal, what does that look like for the funding partners and the institutions. Mr. Swenson asked if this included the Technical College. Ms. Homler Hawkins stated that the Technical College is through OCPS, and LYNX does not have an agreement with them.

Brian Sanders is supportive of the fare study and stated that pass options could be looked at as a comparison to the other ridership.

**9. Other Business**

No other business was discussed.

**10. Adjourned**

Meeting adjourned at 11:41 a.m.

**Certification of Minutes:**

I certify that the foregoing minutes of the July 25, 2024 Oversight Committee meeting are true and correct, approved by the Oversight Committee.

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Assistant



# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.A. i

**To:** LYNX Oversight Committee

**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

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### **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.

# LYNX Oversight Committee Agenda

## **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 Oversight Committee Agenda

## Consent Agenda Item #6.B. i

**To:** LYNX Oversight Committee

**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

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### **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.

# LYNX Oversight Committee Agenda

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 Oversight Committee Agenda

## Consent Agenda Item #6.B. ii

**To:** LYNX Oversight Committee

**From:** **Elvis Dovalés**  
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

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### **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):

# LYNX Oversight mmittee Agenda

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 Oversight Committee Agenda

## Consent Agenda Item #6.C. i

**To:** LYNX Oversight Committee

**From:** Elvis Dovalés  
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

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### **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 Oversight Committee Agenda

## Consent Agenda Item #6.C. ii

**To:** LYNX Oversight Committee

**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

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### **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 Oversight Committee Agenda

## Consent Agenda Item #6.C. iii

**To:** LYNX Oversight Committee

**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

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### **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.

# LYNX Oversight mmittee Agenda

## **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.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.C. iv

**To:** LYNX Oversight Committee

**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

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### **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.

# LYNX Oversight Committee Agenda

## **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.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.D. i

**To:** LYNX Oversight Committee

**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

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### **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.

# LYNX Oversight Committee Agenda

- 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 Oversight Committee Agenda

## Action Item #7.A

**To:** LYNX Oversight Committee

**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

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### **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 Oversight mmittee 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 22<sup>nd</sup> 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 Oversight Committee Agenda

## Action Item #7.B

**To:** LYNX Oversight Committee

**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

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### **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 Oversight Committee 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 Oversight Committee Agenda

## Action Item #7.C

**To:** LYNX Oversight Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Michelle Daley  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Approval of the FY2025 Proposed Operating Budget

**Date:** 08/22/2024

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### **ACTION REQUESTED:**

LYNX Staff is requesting the Oversight Committee's approval for the Chief Executive Officer (CEO) or designee to present the FY2025 Proposed Operating Budget to the Board of Directors.

### **BACKGROUND:**

On March 25, 2024, staff presented a Preliminary FY2025 Operating budget to LYNX Finance and Audit Committee for discussion and input. On April 18, 2024, LYNX staff presented a revised FY2025 Preliminary Operating Budget to the Finance and Audit Committee for approval before presenting to the Oversight Committee on April 25, 2024.

The following are the overall key assumptions in developing the operating budget:

- Maintain 2024 level of service, no fare increases.
- Preventative Maintenance funding at board approved level, \$6.8 million.
- Wage increases consistent with funding partners and board approved labor agreements.
- Funding Partners contributions based on the approved Regional Funding Model.

### **OVERVIEW:**

The FY2025 Proposed Operating Budget totals \$208,132,943 in revenues and \$208,132,943 in expenses. The Proposed Operating Budget is funded by a combination of LYNX generated revenue, federal, state and local dollars. These funds are used to fund personnel expenses, services, materials, supplies, taxes, utilities, casualty and liability expenses, purchased

# LYNX Oversight Committee Agenda

transportation expenses, leases and miscellaneous expenses. Specifically, this budget includes funds from the following sources:

	<b>PROPOSED FY2025 Budget</b>
<b>REVENUES</b>	
Customer fares	\$ 21,271,417
Contract services	3,878,350
Advertising	2,705,000
Interest & Other income	1,280,000
Federal Revenue	14,618,873
State Revenue	15,475,742
Local Revenue	18,563,608
Local Revenue Funding Partner	106,250,401
Use of Budget Stabilization Funds	<u>24,089,552</u>
<b>TOTAL REVENUE</b>	<b>\$ <u>208,132,943</u></b>

The funds are programmed to fund the following types of expenses:

	<b>PROPOSED FY2025 Budget</b>
<b>EXPENSE</b>	
Salaries, Wages & Fringe Benefits	\$ 123,294,100
Other services	15,090,016
Fuel	14,087,408
Materials and supplies	10,535,051
Utilities	2,229,634
Casualty & Liability	4,927,301
Taxes and licenses	642,086
Purchased transportation services	34,166,500
Leases & Miscellaneous	2,706,857
GASB 87 Lease Expense	378,638
Interest	<u>75,352</u>
<b>TOTAL EXPENSE</b>	<b>\$ <u>208,132,943</u></b>

# LYNX Oversight Committee Agenda

LYNX will utilize the regional funding model to allocate each jurisdiction’s share of the costs of operations in FY2025.

The following chart shows the local funding breakdown:

	Orange County	Osceola County	Seminole County	TOTAL
Operating	\$ 79,424,572	\$ 13,708,082	\$ 13,117,747	\$ 106,250,401
Capital	3,030,684	429,706	376,308	3,836,698
<b>Total Partner Funding</b>	<b>82,455,256</b>	<b>14,137,788</b>	<b>13,494,055</b>	<b>110,087,099</b>
SunRail Feeder Svc (Jan-Sept)	505,495	108,675	542,911	1,157,081
<b>Total Partner Contribution</b>	<b>\$ 82,960,751</b>	<b>\$ 14,246,463</b>	<b>\$ 14,036,966</b>	<b>\$ 111,244,180</b>

## CONCLUSION:

In accordance with the FY2025 budget calendar, the proposed FY2025 budget has been presented to the funding partners during June and July.

LYNX staff will be seeking guidance from the Board of Directors regarding the FY2025 Operating Budget during the budget work session at the August 22, 2024 board meeting. Based on the Board’s direction, the FY2025 budget will be updated as necessary.

The FY2025 budget will be presented to the Board of Directors for final consideration and adoption at the September 26, 2024, Board meeting.

# LYNX Oversight Committee Agenda

## Action Item #7.D

**To:** LYNX Oversight Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Michelle Daley  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Approval of the FY2025 Proposed Capital Budget

**Date:** 08/22/2024

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### **ACTION REQUESTED:**

LYNX Staff is requesting the Oversight Committee's approval for the Chief Executive Officer (CEO) or designee to present the FY2025 Proposed Operating Budget to the Board of Directors.

### **BACKGROUND:**

At the May 23, 2024, Finance and Audit Committee meeting, staff presented the FY2024 Preliminary Capital Budget in the total amount of \$145,174,812. Staff presented to the Oversight Committee meeting on May 25, 2024.

### **OVERVIEW:**

The proposed Capital Budget for FY2025 is \$145,174,812.

The capital budget is funded from a combination of Federal, State and Local sources, and includes items such as the planned purchase of replacement buses and vans, bus shelters, and the use of technology to assist in service delivery and improvements.



# LYNX Oversight Committee Agenda

The table below identifies capital expenditures by major category:

	<b>FY2025</b>
	<b>PROPOSED</b>
Vehicles	\$ 67,020,371
Facilities	40,383,034
Passenger Amenities	32,007,252
LYMMO SGR	2,897,345
Support	1,402,770
Security	818,040
Technology	646,000
<b>TOTAL</b>	<b>\$ 145,174,812</b>

The following are the details of each category:

- 1) Vehicles: includes replacement vehicles for fixed-route, vanpool, paratransit services and support vehicles.
  - 1) (50) 40 Ft CNG Buses (25 - Carryover from FY24)
  - 2) (1) 35 Ft Electric Buses (Carryover from FY24)
  - 3) (130) Paratransit Vehicles (70 - Carryover from FY24)
  - 4) (7) NeighborLink Vehicles (4 - Carryover from FY24)
  - 5) (66) Vanpool Vehicles
  - 6) Sub-recipient 5310 Vehicles
  - 7) Road Ranger and Support vehicles
  
- 2) Facilities: includes funds to complete the LOC/LCS improvements including upgrade of the HVAC systems, Window replacement at the LCS, LCS Bus Bays Improvements and site selection and land acquisition for the southern operations facility.
  
- 3) Passenger amenities: includes shelter installations, and Transfer Center construction.
  - 1) Pine Hills Transfer Center Construction completion
  - 2) Orange County ATSP Shelter program
  - 3) Traditional partner New and Rehab Shelters within the system
  
- 4) Support equipment: includes maintenance, technology, road ranger, and other support equipment.
  
- 5) Security: includes access control and cameras to enhance security at all LYNX facilities.
  
- 6) Technology: includes items to improve communication and information delivery including software enhancements/upgrades and lifecycle replacements.

# LYNX Oversight Committee Agenda

## CONCLUSION:

In accordance with the FY2025 budget calendar, the proposed FY2025 budget has been presented to the funding partners during June and July.

LYNX staff will be seeking guidance from the Board of Directors regarding the FY2025 Capital Budget during the budget work session at the August 22, 2024, meeting. Based on the Board's direction, the FY2025 budget will be updated as necessary.

The FY2025 budget will be presented to the Board of Directors for final consideration and adoption at the September 26, 2023, board meeting.

# LYNX Oversight Committee Agenda

## Discussion Item #8.A

**To:** LYNX Oversight Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Michelle Daley  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Review of the FY2024 3rd Quarter Operating Results

**Date:** 08/22/2024

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LYNX Staff will present a summary of the FY2024 3<sup>rd</sup> Quarter Operating results.