



AGENDA

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY (COTPA)

During the COVID-19 pandemic, no physical location will be provided for this meeting. The meeting will instead be live streamed from remote locations as allowed by SB 661, 25 O.S. Supp. 2019 §304(7). Instructions on how to join the meeting can be found on the second page of this agenda.

Time: 9:00 a.m.
Date: August 7, 2020
Location: TELECONFERENCE ONLY

TRUSTEES:

Chris Kauffman, Chairman
Bernard L. Semtner, III, Vice Chairman
Brent Bryant
James Cooper
Robert Ruiz
David Holt
Steve Hill, Surrogate Trustee
Craig Freeman, City Manager
Laura Johnson, Surrogate Trustee
Vacant Trustee

ALL MEMBERS ATTENDING THE MEETING BY VIDEO CONFERENCE

Join Zoom Meeting

<https://zoom.us/j/95342386888>

Phone: 1-346-248-7799 (cell phone)

Toll Free: 1-888-475-4499 or 1-877-853-5257 (land line)

Meeting ID: 953 4238 6888

It is the policy of COTPA to ensure communication with participants and members of the public with disabilities are as effective as communications with others. Anyone with a disability that would like to participate in the meeting but requires an accommodation, modification of policies/procedures, auxiliary aid or service, or an alternate format of the agenda/information provided at the meeting, please contact the Trust Specialist at 405-297-2824 within 48 hours (not including weekends or holidays) of scheduled meeting. Individuals utilizing TTY/TDD technology for telephone communication should utilize the free "711 Relay Oklahoma" service by dialing 711 to assist you in contacting the Trust Specialist. The Authority will consider the choice of auxiliary aid or service requested by the individual with a disability.

ΣMBARK

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Participant Instructions

The COTPA encourages participation in the public meeting from the residents of Oklahoma City. The City Council Chamber will be closed and the only alternative to participate in the meeting will be by video conference. Below are instructions on how to access the meeting, request to speak on certain agenda items, and how to request to speak under Citizens to be Heard.

- To participate in the meeting via ZOOM, go to **Meeting:** <https://zoom.us/j/95342386888>
- When prompted, enter **Meeting ID: 953 4238 6888**
- To participate in the meeting by cell phone, call 1-346-248-7799.
- To participate by land line toll free, call 1-888-475-4499 or 1-877-853-5257.
- To speak on a certain agenda item, place a call in advance of the meeting to 405-297-2824, or text your request in advance of the meeting to 405-479-1615, or email lisa.hubbell@okc.gov. Include your name, the agenda item number and the reason you would like to speak. **Please submit your request prior to the beginning of the meeting to avoid receiving your request after your item has been considered.** Staff will attempt to submit requests received during the meeting to process them to the Chairman. Please press *6 to speak when recognized by the Chairman.

The Chairman will announce at the beginning of the meeting that if connections are lost, the COTPA will attempt to restore communications for a maximum of 15 minutes and if communications cannot be restored, the meeting will reconvene at a certain date, time and place. If you are disconnected, please try again before calling 405-297-2824 or texting 405-479-1615.



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CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

DATE: August 7, 2020
TIME: 9:00 a.m.
TELECONFERENCE ONLY

I. CALL TO ORDER

II. ITEMS FROM THE CHAIRMAN

- A. Election of Officers

III. CITIZENS TO BE HEARD

IV. APPROVAL OF MINUTES

- A. Approval of the Minutes of the July 7, 2020 Transportation Committee Meeting.
- B. Approval of the Minutes of the July 10, 2020 COTPA Board Meeting.

V. CONSENT DOCKET

- A. Agreement with the City of Edmond to establish transit services procedures and accountability for federal grant funds that may be available for the City of Edmond's service area, estimated cost \$519,039, retroactive to July 1, 2020 to June 30, 2025.
- B. Interlocal Cooperative Agreement with Oklahoma County for Route 019, \$115,941 in revenue, retroactive to July 1, 2020 to June 30, 2021.
- C. Transit Agreement with City of Midwest City for Route 015 fixed-route bus services, Fiscal Year 2021, revenue of \$171,299, retroactive to July 1, 2020 to June 30, 2021.
- D. Professional Services Agreement with The City of Oklahoma City (COTPA 2021-013), for pre-employment exams with the City's contract provider, cost \$125 per exam, retroactive to July 1, 2020 to June 30, 2023.
- E. Amendment No. 1 to Professional Service Agreement with Staplegun Design, LLC, for public relation services, estimated annual cost \$81,000, a decrease of \$37,500, August 7, 2020 to December 6, 2023.
- F. Renewal of Contract with DEFEO Manufacturing (COTPA2016-044) for engine and transmission repair parts and supplies, estimated annual cost \$30,000, retroactive to July 1, 2020 to June 30, 2021.
- G. Resolution authorizing the open market purchase of media and public relation services, utilizing current purchasing policies and procedures for open market purchases, estimated



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cost \$175,000, retroactive to July 1, 2020 to June 30, 2021.

- H. Resolution accepting the recommendation of the Selection Committee for COTPA RFP 2020-057, Streetcar Safety Consultant, and authorizing the Administrator to enter into negotiations with the most qualified proposer, Kensington Consulting LLC; authorizing negotiations with the second most qualified proposer, DDM Consulting Services LLC, if negotiations with the most qualified proposer are not successful.
- I. Resolution authorizing sole source purchase of farebox equipment, parts, supplies and services with SPX Genfare (SS21-COTPA21-012), a division of SPX Corporation, estimated annual cost \$100,000, September 1, 2020 to August 31, 2025.
- J. Resolution approving funding for EMBARK Employee Recognition Program, estimated annual cost of \$5,000, up to \$10,000 should advertising revenue exceed the minimum guarantee.
- K. Resolution authorizing the Administrator to execute and file application on behalf of the Central Oklahoma Transportation and Parking Authority with the US Department of Transportation to Aid in the financing of planning, capital and/or assistance projects pursuant to 49 U.S.C. Section 5307, Section 5309, Section 5310, Section 5337, Section 5339, Section 70, other federal grants including Federal Highway Administration, Ferryboat Program 1121, Surface Block Grant and Urbanized Area funds; authorizing the Administrator to set forth and execute policies in connection with the program of projects, budgets and procurement needs.

VI. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Contract Award to ETC Institute (COTPA 2020-004) for market research, COTPA RFP2020-004 Market Research and Data Mining, first year annual cost \$68,776, August 7, 2020 through August 6, 2025.
- B. Amendment No. 2 to the Professional Service Agreement with Dewitt Investments LLC, dba Elite Protection Services for streetcar fare inspections and security services, providing for security services at additional locations; and increasing the estimated annual cost to \$400,000.
- C. Scope of Work for COTPA 2021-005 Comprehensive Operational Analysis of EMBARK's fixed route bus system, to analyze current operational processes to gain efficiencies and develop strategies for meeting the mobility needs of the urbanized area; and authorize the Administrator to advertise the Request for Proposals, COTPA 2021-005 Comprehensive Operational Analysis.
- D. Resolution adopting State Contract (SW0797C), for the purchase of CNG ARBOC low floor vans, estimated cost of \$170,000 each, estimated delivery date 180 days from the date of order; and authorize the purchase of two (2) CNG ARBOC low floor vans to replace two vehicles that have exceeded the Federal Transit Administration Useful Life Benchmark, estimated cost of \$340,000.



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- E. 1. Public Hearing regarding route scheduling changes, eliminating Route 050, changing schedules for Routes 009, 010, 023, 024, and establishing a new Route 044; and
- 2. Resolution approving route changes by eliminating Route 050, approving schedule changes for Routes 009, 010, 023, 024; and adding a new Route 044, effective August 9, 2020.

VII. RATIFICATION OF CLAIMS AND PAYROLL

- A. Ratification of Payroll and Vendor Claims for the Period July 7 through July 28, 2020

VIII. RECEIVE FINANCIAL REPORTS

- A. Receive the COTPA Schedules of Revenues and Expenditures - Budget to Actual for the Twelve Months Ended June 30, 2020

IX. RECEIVE PROGRAM REPORTS

- A. Transit System Program Update ***
- B. Oklahoma City Streetcar Update
- C. Parking Program Update ***
- D. Marketing and Technology Program Update
- E. Mobility Management Services Update ***
- F. Community Engagement and Customer Relations Program Update

X. ITEMS FROM TRUSTEES

XI. ADJOURNMENT