



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

AGENDA MEETING NOTICE Committees

DATE: Wednesday, August 22, 2018
TIME: 8:30 a.m. Administration & Finance Committee Meeting, and
Operations & Capital Projects Committee Meeting (estimated at
9:30 a.m., although to be held immediately following the Administration &
Finance Committee Meeting)

LOCATION: Staples Street Center
602 North Staples Street, 2ND Floor Board Room • Corpus Christi, TX

ADMINISTRATION & FINANCE COMMITTEE

TOM NISKALA (Chair)

Scott Harris ~ Patricia Dominguez ~ Philip Skrobarczyk

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call –	D. Linnehan	1 min.	-----
2.	Opportunity for Public Comment	T. Niskala	3 min.	-----
3.	Discussion and Possible Action to Approve the Administration & Finance Committee Meeting Minutes of July 25, 2018	T. Niskala	3 min.	Pages 1-2
4.	Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Approve the Actuarial Valuation of the RTA Employees' Defined Benefit Plan & Trust as of January 1, 2018 for the Plan Year Ending December 31, 2018	S. Roddel	3 min.	Pages 3-4 Attachment PPT
5.	Adjournment	T. Niskala	1 min.	-----

Total Estimated Time: 11 min.

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OPERATIONS & CAPITAL PROJECTS COMMITTEE

MICHAEL REEVES (Chair)

George B. Clower ~ Glenn Martin ~ Dan Leyendecker ~ Anne Bauman

	TOPIC	SPEAKER	EST.TIME	REFERENCE
1.	Roll Call –	D. Linnehan	1 min.	-----
2.	Opportunity for Public Comment	M. Reeves	3 min.	-----
3.	Discussion and Possible Action to Approve the Operations & Capital Projects Committee Meeting Minutes of July 25, 2018	M. Reeves	3 min.	Page 1-4

4.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee Authorize Issuance of Invitations for Bids (IFB) for Multiple Contracts for Bus and Engine Parts	J. Fehribach	3 min.	Pages 5-6 <i>PPT</i>
5.	Discussion and Possible Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or his Designee to Authorize Exercising the Second Option Year with Enterprise Holdings, LLC for Vanpool Services	G. Robinson	3 min.	Pages 7-8 <i>PPT</i>
6.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuance of a Request for Qualifications (RFQ) for Architectural and Engineering Services for the Reconstruction of Port Ayers Station	S. Montez	3 min.	Pages 9-10 <i>PPT</i>
7.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuance of a Request for Qualifications (RFQ) for Architectural and Engineering Services for Del Mar College – South Campus Bus Stops	S. Montez	3 min.	Pages 11-12 <i>PPT</i>
8.	Discussion and Possible Action to Recommend the Board of Directors Authorize the Chief Executive Officer (CEO) or Designee to Authorize Issuance of a Request for Qualifications (RFQ) for General Engineering/Architectural Services	S. Montez	3 min.	Pages 13-14 <i>PPT</i>
9.	Adjournment	M. Reeves	1 min.	-----


Total Estimated Time: 23 min.

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On **Friday, August 17, 2018** this Notice was posted by **Dena Linnehan** at the CCRTA Staples Street Center, 602 N. Staples Street, Corpus Christi, Texas; and sent to the Nueces County and the San Patricio County Clerks for posting at their locations.

PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

In compliance with the Americans with Disabilities Act, individuals with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Assistant Secretary to the Board at (361) 903-3474 at least 48 hours in advance so that appropriate arrangements can be made. Información en Español: Si usted desea esta información en Español o en otro idioma, por favor llame al teléfono (361) 289-2712.

<p>Mission Statement The Regional Transportation Authority was created by the people to provide quality transportation in a responsible manner consistent with its financial resources and the diverse needs of the people. Secondly, The RTA will also act responsibly to enhance the regional economy.</p>		<p>Vision Statement Provide an integrated system of innovative, accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people in our service area.</p>
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**REGIONAL TRANSPORTATION AUTHORITY
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, JULY 25, 2018**

Summary of Actions

- 1. Conducted Roll Call**
- 2. Provided Opportunity for Public Comment**
- 3. Action to Approve Administration & Finance Committee Meeting Minutes of June 27, 2018**
- 4. Update on 1ST Quarter Investment Report**
- 5. Adjournment**

The Regional Transportation Authority Administration & Finance Committee met at 8:30 a.m. in the Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2nd Floor Board Room, Corpus Christi, Texas.

Committee Members Present: Tom Niskala, Committee Chairman; Patricia Dominguez and Philip Skorbarczyk

Committee Members Absent: Scott Harris

Staff Present: Jorge Cruz-Aedo, CEO; David Chapa, Jennifer Fehribach, Bryan Garner, Monica Jasso, Dena Linnehan, Derrick Majchszak, Sharon Montez, Mike Rendón, Gordon Robinson, Robert Saldaña and Susan Teltschik

Public Present: Kyle Klika, MV Transportation; Gina Salazar, President – ATU Local 1769 Union; Nicole Woolbright, KCS.

Call to Order & Roll Call

Mr. Tom Niskala called the meeting to order at 8:32 a.m. Ms. Dena Linnehan called Roll and stated a quorum was present.

Opportunity for Public Comment

No one spoke under Public Comment.

Action to Approve the Administration & Finance Committee Meeting Minutes of June 27, 2018

MS. PATRICIA DOMINGUEZ MADE A MOTION TO APPROVE THE ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES OF JUNE 27, 2018. MR. PHILIP SKROBARCZYK SECONDED THE MOTION. NISKALA, DOMINGUEZ AND SKROBARCZYK VOTING IN FAVOR. THE MOTION CARRIED. ABSENT HARRIS.

Heard Update on 1ST Quarter Investment Report

Mr. Robert Saldaña commented in order to comply with our Investment Policy and the Public Funds Investment Act, the Agency provides our Board of Directors a quarterly

Investment Report of the Agency's performance. He reported on highlights and commented we had a \$1.8 million increase in market value portfolio due to shifting bank deposits when we have something moving into a TexPool fund, and with the addition of sales tax added at the end of the month. He said there are 3 CDs earning under 2 percent that will be moved over to a TexPool fund as they mature. Using a PowerPoint chart to show \$23,325.57 in money market funds and \$65,435.84 in CDs investment income interest for the quarter was displayed. He said our portfolio is comprised to be 48 percent in TexPool Prime, 34 percent in bank accounts and 18 percent in CDs. Mr. Saldaña stated there are 3 major purposes of our investment portfolio; (1) to make sure we preserve our principal; (2) stay liquid; and (3) to receive a return on our investments for the agency, and he commented the Agency's general fund and TexPool Prime accounts are 100 percent liquid.

Adjournment

There being no further review of items, the meeting ended at 8:40 a.m.

Submitted by: Dena Linnehan



**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

Administration & Finance Committee Memo

August 22, 2018

Subject: Approve the Actuarial Valuation of the RTA Employees' Defined Benefit Plan & Trust as of January 1, 2018 for the Plan Year Ending December 31, 2018

Background

The actuarial valuation report is the basic source document for information that is used by the Agency to make informed decisions about the funding of pension benefits (see Attachment A). In a defined-benefit plan, the employer guarantees that the employee receives a definite amount of benefit upon retirement, regardless of the performance of the plan assets. Because it involves complex mathematical analysis using various assumptions to estimate future retirement benefits, it is necessary to outsource this service to a specialized professional. Under a professional service agreement with CCRTA, Kien Liew with PensionBenefits, Inc. has completed the Actuarial Valuation of the Agency's Employees' Defined Benefit Plan & Trust as of January 1, 2018 in compliance with the various governmental accounting and auditing standards. The report contains information that is required to complete the 2017 audit of CCRTA's financial statements.

Executive Summary

It is the opinion of our Actuarial Consultant "that the RTA Employees' Defined Benefits Plan & Trust is actuarially sound". The restricted net position of the plan increased by \$3.86 million which correlate with investment income and employer contributions to benefits paid. The key results are summarized as follows:

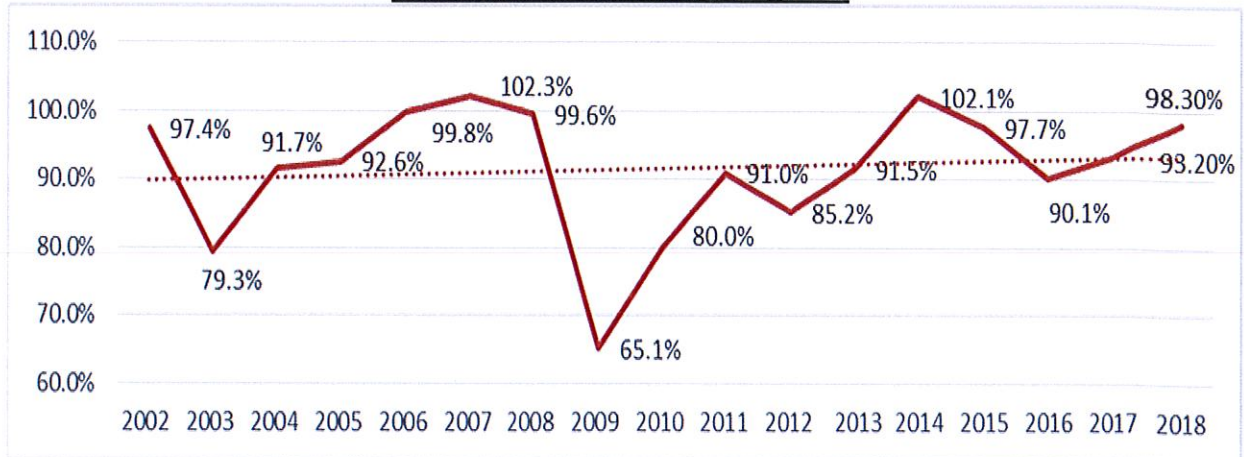
Participants

Participant	2018	2017	Variance
Active	240	246	-6
Deferred Vested	177	169	+8
Retirees & Beneficiaries	166	154	+12
Total	583	569	+14

Funding Status and Contribution:

Key Funding Components	2018	2017	Variance
Actuarial Accrued Liability (AAL)	\$ 37,069,237	\$ 34,966,314	\$ 2,102,923
Actuarial Asset Value (AAV)	\$ 36,440,324	\$ 32,583,077	\$ 3,857,247
Unfunded Actuarial Accrued Liability (UAAL)	\$ 628,913	\$2,383,237	(\$1,754,324)
Funded Ratio	98.3%	93.2%	+5.1%
Rate of Return - Expected	7.50%	7.50%	-0-
Rate of Return - Actual	13.12%	8.01%	+5.11%
Annual Contribution	\$1,191,087	\$ 1,399,307	(\$ 208,220)

Schedule of Funding Progress



Thirteen out of the last seventeen years reflected funding ratios of 90% or higher. In 2009 the percentage of assets available for future payments to retirees declined to 65.1%.

Fiscal Impact

No impact to 2018 Budget as the Annual Contribution of \$1,191,087 pertains to 2019.

Recommendation

Staff requests that the Administration Committee recommend to the Board of Directors that the Actuarial Valuation of the RTA Employees' Defined Benefit Plan & Trust as of January 1, 2018 for the Plan Year Ending December 31, 2018 be approved.

Respectfully Submitted,

Submitted by: Marie Sandra Roddel
Director of Finance

Reviewed by: Robert Saldaña
Managing Director of Administration

Final Approval by: 

Jorge Cruz-Aedo
Chief Executive Officer

PensionBenefits, Inc.

RTA Employees' Defined Benefit Plan & Trust

**Actuarial Valuation Report as of January 1, 2018 for
the Plan Year Ending December 31, 2018**

June 2018

Prepared by:

PensionBenefits, Inc.
700 E. Park Blvd.
Suite 108
Plano, TX 75074
972.424.2230



June 26, 2018

Ms. Sandy Roddel
Director of Finance
Regional Transportation Authority
5658 Bear Lane
Corpus Christi, TX 78405

Re: Actuarial Valuation of the RTA Employees' Defined Benefit Plan & Trust as of January 1, 2018

Dear Ms. Roddel:

We are pleased to present our Report of the actuarial valuation of the *RTA Employees' Defined Benefit Plan & Trust* as of January 1, 2018.

In addition to the actuarial valuation results, various accounting and employee listings are also included which should help you compare this plan year with prior years.

Based upon the actuarial valuation as of January 1, 2018, it is our opinion that the *RTA Employees' Defined Benefits Plan & Trust* is actuarially sound and that these results reasonably reflect the funding status and requirements of the plan. The assumptions and methods used in the actuarial valuation are reasonable and appropriate.

We would like to thank you for your assistance in providing all necessary data to complete this valuation. Please do not hesitate to let us know if you have any questions or need additional information.

Sincerely,

Kien Liew, EA, FCA, MAAA
Senior Actuary

Mark A. Cavazos, ASA
Manager, Pension Services

RTA Employees' Defined Benefit Plan & Trust

EXECUTIVE HIGHLIGHTS

1. The target long-term sustainability goal is 9.4% of compensation as discussed in Section 2.2 of the 2011 Report on Retirement Benefits.
2. 2018 Normal Cost was unchanged at 10.0% of payroll (v. 10.0% for 2017). Normal cost represents the annual cost of providing an additional year of pension benefits (2% of average compensation) for the active participants. This is the only cost each year if the plan does not have any unfunded liability.
3. The 2017 annual contribution decreased to 11.2% of payroll (v. 14.3% for 2017). The annual contribution is the sum of the Normal Cost plus the Amortization Payment of the unfunded liability.
4. The key to reduce contribution volatility is to identify the volatility risks and proactively manage these risks. These were discussed in the 2011 Report on Retirement Benefits. Long term sustainability of the pension plan relies on how the risks are managed.

While short-term volatility of investment return and other actuarial gains or losses is expected, we will continue to monitor the actuarial assumptions used and recommend appropriate adjustment when necessary.

RTA Employees' Defined Benefit Plan & Trust

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Section 1. EXECUTIVE SUMMARY

The key results from the actuarial valuation of the RTA Employees' Defined Benefit Plan as of January 1, 2018, may be summarized as follows:

	2018	2017
1. Participants		
a. Actives	240	246
b. Deferred Vested	177	169
c. Retirees & Beneficiaries	<u>166</u>	<u>154</u>
d. Total	583	569
2. Covered Payroll	\$10,677,430	\$9,773,977
3. Normal Cost (NC)	\$1,066,449	\$980,740
Percent of covered payroll	10.0%	10.0%
4. Present Value of Future Benefits	\$43,655,676	\$41,357,078
5. Actuarial Accrued Liability	\$37,069,237	\$34,966,314
6. Actuarial Asset Value	\$36,440,324	\$32,583,077
7. Unfunded Actuarial Accrued Liability (UAAL)	\$628,913	\$2,383,237
8. Actuarial Assets as percent of Accrued Liability	98.3%	93.2%
9. Actuarial Gains/(Losses)		
a. Due to actual experience	\$1,510,403	\$620,191
b. Due to assumption/method change	N/A	N/A
c. Due to plan amendment	N/A	N/A
d. Total	\$1,510,403	\$620,191
10. Annual Contribution Amount (assumed contribution on January 1):	\$1,191,087	\$1,399,307
Percent of covered payroll	11.2%	14.3%
11. Investment return assumption	7.5%	7.5%
12. Salary increase assumption	3.5%	3.5%

Section 2. INTRODUCTION

This January 1, 2018 actuarial valuation of the RTA Employees' Defined Benefit Plan has been prepared by PensionBenefits, Inc. The primary purpose of the valuation is to value the liabilities of the plan as of January 1, 2018, determine the RTA's contribution, and to provide certain disclosure information.

Section 1 provides a summary of the valuation results. Section 3 shows the development of the annual contribution amount. Assets are discussed in Section 4. Section 5 contains an analysis of the actuarial gains and losses during the past year.

Government Accounting Standards Board Statement (GASB) Nos. 67 and 68 information in the report is discussed in Section 6. Section 7 summarizes our findings.

Section 8 summarizes the plan provisions and actuarial assumptions used in the valuation. Sections 9 and 10 list census data and benefits.

Section 3. ANNUAL CONTRIBUTION AMOUNT

The annual contribution amount is the normal cost plus the amortization of the unfunded actuarial liability as a level dollar amount over 15 years from January 1, 2009 (6 years remain). This is the same approach as used in the prior year.

The normal cost and actuarial accrued liability are developed based on the entry-age-normal (EAN) actuarial cost method.

Section 3.1 Development of Annual Contribution Amount

Section 3.1 DEVELOPMENT OF ANNUAL CONTRIBUTION AMOUNT

1.	Normal Cost (NC)		\$	1,066,449
2.	Amortization Amount			124,638
	a. Unfunded Accrued Liability (UAAL)	\$	628,913	
	b. Number of years remaining on 15-year amortization starting 1/1/2009			6
	c. Amortization factor		5.0459	
	d. Amortization amount (a / c)		124,638	
3.	Annual Contribution Amount at 1/1/2018 (1 + 2)		\$	1,191,087*

* Contribution payable on January 1, 2018. All amounts outstanding shall accrue interest at a rate of 7.5% per annum until paid.

Section 4. PLAN ASSETS

An analysis of the change in the Plan assets since the prior valuation and an estimate of the yield on assets for the Plan are included in section 4.1.

Section 4.1 Change in Assets

Section 4.2 Description of Assets

Section 4.1: CHANGE IN ASSETS

	Market Value
1. Plan assets as of January 1, 2017	\$ 32,583,077
2. Employer contributions	1,383,969
3. Benefit payments made	1,833,510
4. Expenses paid from trust	102,228
5. Investment return	<u>4,409,016</u>
6. Plan assets as of December 31, 2017 [1 + 2 – 3 – 4 + 5]	\$ 36,440,324
7. Dollar-weighted rate of return ¹	
a. Average invested assets:	\$ 32,818,299
b. Actual rate of return: [(5 – 4) / 7a]	13.12%
8. Actuarial asset gain (loss)	
a. Expected rate of return	7.50%
b. Expected net investment return: [7a × 8a]	\$ 2,461,372
c. Actual net investment return: [5 – 4]	\$ 4,306,788
d. Actuarial asset gain (loss): [8c – 8b]	\$ 1,845,416

¹ This may differ from the time-weighted rate of return. Development of investment return follows Pension Review Board procedure.

Section 4.2: DESCRIPTION OF ASSETS

	Market Value
1. Cash and Cash Equivalents	\$ 1,106,130
2. Equities	19,647,099
3. Fixed Income	
a. Corporate Obligations	13,478,768
b. Government Obligations	0
2. Real Estate	1,271,005
2. Other Investments	<u>936,131</u>
4. Trust Asset Balance at 12/31/2017	\$ 36,439,133
5. Accrued Income	1,191
6. Contribution Receivable	<u>0</u>
7. Total Assets at 12/31/2017	\$ 36,440,324

Section 5: ACTUARIAL GAINS AND LOSSES

An important part of the changes in unfunded actuarial accrued liability from year to year is due to the impact of actuarial gains and losses of the Plan.

Section 5.1: Unfunded Actuarial Accrued Liability

Section 5.2: Actuarial Gain or Loss as of December 31, 2017

Section 5.3: Schedule of Funding Progress

Section 5.4: Projection of Estimated Benefit Payments

Section 5.1: UNFUNDED ACTUARIAL ACCRUED LIABILITY

	January 1, 2018	January 1, 2017
Actuarial Accrued Liability		
1. Active participants	\$ 15,340,356	\$ 13,793,481
2. Deferred vested participants	4,009,372	4,332,631
3. Retirees & Beneficiaries	<u>17,719,509</u>	<u>16,840,202</u>
4. Total	\$ 37,069,237	\$ 34,966,314
Actuarial Asset Value		
5. AAV	\$ 36,440,324	\$ 32,583,077
Unfunded Actuarial Accrued Liability		
6. UAAL (4 – 5)	\$ 628,913	\$ 2,383,237

Section 5.2: ACTUARIAL GAIN / (LOSS) AS OF DECEMBER 31, 2017**Calculation of Total Actuarial Gain / (Loss)**

1.	Unfunded actuarial accrued liability (UAAL) as of 1/1/2017	\$	2,383,237
2.	Normal cost as of January 1, 2017		980,740
3.	Actual contributions for 2017		(1,383,969)
4.	Interest at rate of 7.5% for year ending 12/31/2017		
	a. On UAAL		178,743
	b. On normal cost		73,556
	c. On contributions		<u>(92,991)</u>
	d. Total		159,308
5.	Expected UAAL (1 + 2 + 3 + 4d)		2,139,316
6.	Actual UAAL		628,913
7.	Actuarial gain/(loss) for the year (5 – 6)	\$	1,510,403

Source of Gains / (Losses)

8.	Due to experience during the year		
	a. Asset experience		1,845,416
	b. Liability experience		(335,013)
9.	Due to actuarial assumption change		N/A
10.	Due to plan amendment		N/A
11.	Adjustment due to overfunding		N/A
12.	Total gain/(loss) for the year (8a + 8b + 9 + 10 + 11)	\$	1,510,403

Section 5.3: SCHEDULE OF FUNDING PROGRESS

Plan Year Beginning January 1	Net Assets Available for Benefits	Actuarial Accrued Liability (AAL)	Unfunded Actuarial Accrued Liability (UAAL)	Percent Funded
2000	\$10,886,734	\$13,579,715	\$2,692,981	80.2%
2001	10,665,029	12,095,483	1,430,454	88.2%
2002	10,176,468	10,448,503	272,035	97.4%
2003	9,495,065	11,978,973	2,483,908	79.3%
2004	11,453,426	12,488,748	1,035,322	91.7%
2005	12,996,121	14,027,843	1,031,722	92.6%
2006	15,047,251	15,076,504	29,253	99.8%
2007	17,064,846	16,686,030	0	102.3%
2008	18,514,359	18,587,028	72,669	99.6%
2009	13,297,998	20,416,886	7,118,888	65.1%
2010	17,913,932	22,390,777	4,476,845	80.0%
2011	21,547,889	23,682,639	2,134,740	91.0%
2012	21,791,159	25,576,425	3,785,266	85.2%
2013	25,566,845	27,944,142	2,377,297	91.5%
2014	29,617,120	29,016,953	0	102.1%
2015	31,162,434	31,895,409	732,975	97.7%
2016	30,210,461	33,530,870	3,320,409	90.1%
2017	32,583,077	34,966,314	2,383,237	93.2%
2018	36,440,324	37,069,237	628,913	98.3%

Section 5.4: PROJECTION OF ESTIMATED BENEFIT PAYMENTS

Year	Estimated Benefit Payments
2018	\$2,062,000
2019	2,192,000
2020	2,276,000
2021	2,458,000
2022	2,552,000
2023	2,739,000
2024	2,924,000
2025	3,017,000
2026	3,261,000
2027	3,344,000
2028	3,444,000
2029	3,600,000
2030	3,646,000
2031	3,703,000
2032	3,708,000
2033	3,727,000
2034	3,872,000
2035	3,941,000
2036	4,197,000
2037	4,147,000
2038	4,130,000
2039	4,205,000
2040	4,257,000
2041	4,376,000
2042	4,469,000
2043	4,459,000
2044	4,389,000
2045	4,418,000
2046	4,492,000
2047	4,620,000

Section 6: GASB Nos. 67 AND 68 DISCLOSURE

The Governmental Accounting Standards Board (GASB) has issued statement No. 67 which provides the manner in which the actuarial condition of a public sector retirement plan is to be disclosed. GASB Statement No. 68 governs retirement plan reporting for public sector employers.

Assets used for GASB No. 67 disclosure are based on the actuarial value which is also equal to market value for the RTA Employees' Defined Benefit Trust. Plan liabilities are based on entry age normal cost funding method as required by GASB No. 67.

Section 6.1 Schedule changes in the net pension liability and related ratios

Section 6.2 Schedule of contributions

Section 6.3 Calculation of discount rate

Section 6.4 Sensitivity of net pension liability to changes in discount rate

Section 6.5 Changes in net pension liability

Section 6.6 Deferred outflows of resources and deferred inflows of resources

Section 6.7 Notes to required supplementary information

Section 6.1: SCHEDULE OF CHANGES IN THE NET PENSION LIABILITY AND RELATED RATIOS
(as required by GASB No. 67)

	<u>2017</u>	<u>2016</u>
Total pension liability		
Service cost	\$980,740	\$941,470
Interest	2,620,680	2,521,413
Changes of benefit terms	-	-
Differences between expected and actual experience	335,013	(465,534)
Changes of assumptions	-	-
Benefit payments	<u>(1,832,510)</u>	<u>(1,561,905)</u>
Net change in total pension liability	\$2,102,923	\$1,435,444
Total pension liability – beginning	34,966,314	33,530,870
Total pension liability – ending (a)	<u>\$37,069,237</u>	<u>\$34,966,314</u>
Plan fiduciary net position		
Contributions – employer	\$1,383,969	\$1,503,736
Contributions – employee	-	-
Net investment income	4,409,016	2,523,595
Benefit payments	(1,833,510)	(1,561,905)
Administrative expense	(102,228)	(92,810)
Other	-	-
Net change in plan fiduciary net position	<u>\$3,857,247</u>	<u>\$2,372,616</u>
Plan fiduciary net position – beginning	32,583,077	30,210,461
Plan fiduciary net position – ending (b)	<u>\$36,440,324</u>	<u>\$35,583,077</u>
Net pension liability – ending (a) – (b)	<u>\$628,913</u>	<u>\$2,383,237</u>
Plan fiduciary net position as a percentage of the total pension liability	98.30%	93.18%
Covered-employee payroll	\$10,677,430	\$9,773,977
Net pension liability as a percentage of covered-employee payroll	5.89%	24.38%

Section 6.2: SCHEDULE OF CONTRIBUTIONS
(as required by GASB No. 67)

	2017	2016	2015
Actuarially determined contribution	\$1,399,307	\$1,468,804	\$983,696
Contributions in relation to the actuarially determined contribution	<u>1,383,969</u>	<u>\$1,503,736</u>	<u>\$985,175</u>
Contribution deficiency (excess)	<u>\$15,338</u>	<u>(\$34,932)</u>	<u>(\$1,479)</u>
Covered-employee payroll	\$9,773,977	\$9,178,411	\$8,818,232
Contributions as a percentage of covered-employee payroll	14.16%	16.38%	11.17%

**Section 6.3: CALCULATION OF THE DISCOUNT RATE
(as required by GASB No. 67)**

Pursuant to Paragraph 43, an alternate analysis is performed to compare the plan's net fiduciary position to projected benefit payments.

1. The Normal Cost represents the annual cost of benefit payments arising from future service increases for active employees.
2. The Unfunded Actuarial Accrued Liability represents the accumulated deficiency of the total cost of benefit payments which have already been earned over the current assets held by the plan's trust.
3. RTA's contribution policy is to make an annual payment equal to the Normal Cost plus the amortization payment of the Unfunded Actuarial Accrued Liability. The amortization payment is calculated as a level dollar amount over a period of 15 years from January 1, 2009.
4. A review of actual contributions over the past five years shows that RTA has made sufficient contributions to meet its funding policy.

On the basis of the above, the projected cash flows will be sufficient to provide the benefit payments to the plan participants. Thus, the Discount Rate is equal to the long-term expected rate of return of 7.5%.

Section 6.4: SENSITIVITY OF NET PENSION LIABILITY TO CHANGES IN DISCOUNT RATE
(as required by GASB No. 67)

The following presents the net pension liability, calculated using the discount rate of 7.5%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate:

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Net pension liability	\$4,915,965	\$628,913	(\$2,985,694)

Section 6.5: CHANGES IN NET PENSION LIABILITY
(as required by GASB No. 68)

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) – (b)
Balances at 12/31/2016	<u>\$34,966,314</u>	<u>\$32,583,077</u>	<u>\$2,383,237</u>
Changes for the year:			
Service cost	\$980,740		\$980,740
Interest	2,620,680		2,620,680
Differences between expected and actual experience	335,013		335,013
Changes in benefit terms	-		-
Contributions – employer		1,383,969	(1,383,969)
Contributions – employee		-	-
Net investment income		4,409,016	(4,409,016)
Benefit payments	(1,833,510)	(1,833,510)	-
Administrative expense		(102,228)	102,228
Other changes	-	-	-
Net changes	<u>2,102,923</u>	<u>3,857,247</u>	<u>(1,754,324)</u>
Balances as of 12/31/2017	<u>\$37,069,237</u>	<u>\$36,440,324</u>	<u>\$628,913</u>

Section 6.6: DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES
(as required by GASB No. 68)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$335,013	\$479,172
Changes of assumptions	-	-
Changes in benefit terms	-	-
Net difference between projected and actual earnings on pension plan investments	<u>1,955,290</u>	<u>2,145,618</u>
Total	<u>\$2,290,303</u>	<u>\$2,624,790</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year ended 12/31	Outflows	Inflows	Net
2018	\$783,383	\$620,418	\$162,965
2019	783,384	620,416	162,968
2020	639,782	555,404	84,378
2021	83,754	439,024	(355,270)
2022	-	389,528	(389,528)
Thereafter	-	-	-

Section 6.7: NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

The information presented in the required supplementary schedules was determined as part of the actuarial valuations at the dates indicated. Additional information as of the latest actuarial valuation follows:

Valuation date	January 1
Actuarial cost method	Entry Age Normal
Amortization method	Level dollar amount over 15 years from January 1, 2009
Asset valuation method	Market value
Actuarial assumptions:	
Investment rate of return	7.5%
Projected salary increases	3.5%
Average remaining service lifetime	4 years

Section 7. SUMMARY AND CLOSING COMMENTS

It is our opinion that the results of this valuation provide a reasonable reflection of the funding status of the Plan and that the RTA Employees' Defined Benefit Plan & Trust is actuarially sound provided RTA contribute the annual contribution amount to the trust.

Section 8. PLAN SPECIFICATIONS

Type of Entity: Local Government

Plan Provisions

Effective Date: July 21, 1986

Employee: Any person, excluding independent contractors, receiving remuneration for personal services rendered to the Employer.

Employer: Corpus Christi Regional Transportation Authority

Plan Year: January 1 to December 31.

Participation: Commencement of full-time employment or reemployment.

Employee Contributions: None required or permitted.

Compensation: W-2 wages paid during a calendar year and any employee salary reduction under Code §125, §457 or §414(h).

Average Compensation: Three year average of Compensation.

Accrued Benefit: 2% of average monthly compensation multiplied by total years of service. Service prior to 7/21/1986 is excluded.

Normal Form: Joint and 50% survivor annuity for married participants. Single life annuity for single participants.

Actuarial Equivalence:

Interest: 7.0%

Mortality: 1984 Unisex Mortality Table

Lump Sum Payments:

Interest: 7.0%

Mortality: 1984 Unisex Mortality Table

Normal Retirement:

Eligibility: First of month after attaining age 62.

Benefit: Accrued Benefit.

Early Retirement:

Eligibility: First of the month after attaining age 55 and completion of 10 years of service.

Benefit: Accrued Benefit reduced 5% per each year commencement precedes Normal Retirement Date.

Special Early Retirement:

Eligibility: As of December 31, 2014, between ages 55 and 62, and completion of 10 years of service. Employee must elect Special Early Retirement by January 31, 2015.

Benefit: Accrued Benefit payable beginning February 1, 2015.

Special Early Retirement:

Eligibility: As of December 31, 2012, between ages 55 and 62, and completion of 10 years of service. Employee must elect Special Early Retirement by February 28, 2013.

Benefit: Accrued Benefit payable beginning March 1, 2013.

Death Benefits:

Eligibility: Death after completion of three years of service.

Benefit: Qualified Pre-retirement Survivors Annuity.

Termination benefit:

Vesting percent: According to the following schedule:

Years of service	Vested percent
Under 3	0%
3	20%
4	40%
5	60%
6	80%
7+	100%

Benefit: Accrued benefit multiplied by the Vested Percent.

Cost-of-living adjustment:

Eligibility: Participants receiving monthly retirement benefits at January 1, 2016

Benefit: Five percent (5%) for those whose benefits began as of January 1, 2005, and
Two percent (2%) for those whose benefits began

between January 1, 2010 and January 1, 2005.

Actuarial Funding Method

Valuation Date:	First day of the Plan Year.
Actuarial Cost Method:	The Individual Entry Age Normal Method based on a level percent of compensation.
Actuarial Value of Assets:	Market value.

Actuarial Assumptions

Mortality:	RP 2000 Mortality Table
Expected Retirement Age:	All participants were assumed to retire at age 62.
Withdrawal Rate:	Turnover Table 5.
Disability Rate:	None assumed.
Investment Rate of Return:	7.5% annually.
Salary Increase Rate:	3.5% per year.

Section 9. DEMOGRAPHIC DATA

Section 9.1 provides a demographic summary of the census data. Section 9.2 provides a reconciliation of the demographic information from the prior year to the current year. Section 9.3 provides the detailed census data used in the valuation.

Section 9.1 Summary of Census data

Section 9.2 Data reconciliation

Section 9.3 Census data

Section 9.1: SUMMARY OF CENSUS DATA

1. Summary of Inactive Participants

January 1, 2018

	<u>Number</u>	<u>Average</u>	
		<u>Age</u>	<u>Annual Benefit</u>
Receiving Benefits	166	68.0	\$10,721
Deferred Benefits	<u>177</u>	51.0	\$4,172
Total	343	59.2	\$7,341

January 1, 2017

	<u>Number</u>	<u>Average</u>	
		<u>Age</u>	<u>Annual Benefit</u>
Receiving Benefits	154	67.1	\$10,760
Deferred Benefits	<u>169</u>	51.2	\$4,750
Total	323	58.8	\$7,616

2. Summary of Active Participants

January 1, 2018

	<u>Number</u>	<u>Average</u>		
		<u>Age</u>	<u>Service</u>	<u>Salary</u>
Continuing	207	49.4	8.9	\$48,080
New	<u>33</u>	44.3	0.9	\$21,964
Total	240	48.7	7.8	\$44,489

January 1, 2017

	<u>Number</u>	<u>Average</u>		
		<u>Age</u>	<u>Service</u>	<u>Salary</u>
Continuing	193	48.6	8.8	\$45,313
New	<u>53</u>	46.3	1.3	\$19,408
Total	246	48.1	7.2	\$39,732

Section 9.2: DATA RECONCILIATION

The information presented in the required supplementary schedules was determined as part of the actuarial valuations at the dates indicated. Additional information as of the latest actuarial valuation follows:

	<u>Active Participants</u>	<u>Inactive Participants</u>		<u>Total</u>
		<u>Deferred Benefits</u>	<u>Receiving Benefits</u>	
Count as of 1/1/2017	246	169	154	569
Retirements	(4)	(8)	12	0
Disability Retirements	0	0	0	0
Deaths	0	0	(1)	(1)
Nonvested Terminations	(19)	0	0	(19)
Vested Terminations	(16)	16	0	0
Rehires	2	(1)	(1)	0
Cashouts	0	0	0	0
Survivors	0	0	1	1
Alternate Payees	0	0	1	1
Expiration of Benefits	0	0	0	0
New Entrants	31	1*	0	32
Data Adjustments	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Count as of 1/1/2018	240	177	166	583

* Raul Garza, Jr. became participants in 2017 and later terminated in 2017 with vested benefits.

**REGIONAL TRANSPORTATION AUTHORITY
OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES
WEDNESDAY, JULY 25, 2018**

Summary of Actions

- 1. Conducted Roll Call**
- 2. Provided Opportunity for Public Comment**
- 3. Action to Approve Operations & Capital Projects Committee Meeting Minutes of June 27, 2018**
- 4. Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for an Unleaded Fuel Supply**
- 5. Action to Recommend the Board Authorize the Chief Executive Officer (CEO) to Approve Amending the Invitation for Bid (IFB) for Bus Engine Supplier Contract to a One-Year Term Agreement**
- 6. Action to Recommend the Board Authorize the Chief Executive Officer (CEO) to Issue an Invitation for Bids (IFB) for Transportation Uniform Supplier Contract**
- 7. Action to Approve the Implementation of the Proposed Fall 2018 Sunday Improvements and System Enhancements**
- 8. Adjournment**

The Corpus Christi Regional Transportation Authority Operations & Capital Projects Committee met at 8:30 a.m. in the Regional Transportation Authority Staples Street Center facility located at 602 N. Staples Street, 2nd Floor Board Room, Corpus Christi, Texas.

Committee Members Present: Michael Reeves, Committee Chair; Dan Leyendecker, George Clower and Anne Bauman

Committee Members Absent: Glenn Martin

Staff Present: Jorge Cruz-Aedo, CEO; David Chapa, Jennifer Fehribach, Bryan Garner, Monica Jasso, Dena Linnehan, Derrick Majchszak, Sharon Montez, Mike Rendón, Gordon Robinson, Robert Saldaña and Susan Teltschik

Public Present: Kyle Klika, MV Transportation; Gina Salazar, President – ATU Local 1769 Union; Nicole Woolbright, KCS.

Call to Order & Roll Call

Mr. Michael Reeves called the meeting to order at 9:36 a.m. Ms. Dena Linnehan called Roll and stated we have a quorum.

Opportunity for Public Comment

Ms. Gina Salazar, ATU-Local 1769 Union President, commended the new changes in service levels planned for the upcoming months.

Action to Approve the Operations & Capital Projects Committee Meeting Minutes of June 27, 2018

MR. DAN LEYENDECKER MADE A MOTION TO APPROVE THE OPERATIONS & CAPITAL PROJECTS COMMITTEE MEETING MINUTES OF JUNE 27, 2018. MR. GEORGE CLOWER SECONDED THE MOTION. REEVES, CLOWER, LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT MARTIN.

Action to Recommend the Board Authorize the Chief Executive Officer (CEO) or Designee to Issue an Invitation for Bids (IFB) for an Unleaded Fuel Supply

Ms. Jennifer Fehribach talked about how the agency uses unleaded fuel for the Paratransit, Fixed Route, Relief Vehicles and Supervisor Vans. She said for FY2019, the agency is estimated to use 60,993 gallons for the unleaded vehicles, an increase from FY2018, due to several factors of annual usage, fleet optimization and Fall Service Improvements. Ms. Fehribach also explained a fuel supply contract will assure we meet the demand, maintain a firm pricing and eliminate supply shortages. She commented larger buses 35 to 40 feet buses being retired from the fleet, will be replaced with 30 foot or smaller buses or van style vehicles to optimize our efficiencies. She explained the Oil Price Information Service (OPIS) helps determine the financial impact of fuel, and they provide pricing on gas products along the global supply chain, and funds are accounted for in the annual operating budget and are locally funded. She also said expenditures are determined by consumption and the IFB would be based on a two-year contract with a one-year option.

MS. ANNE BAUMAN MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) OR DESIGNEE TO ISSUE AN INVITATION FOR BIDS (IFB) FOR AN UNLEADED FUEL SUPPLY. MR. LEYENDECKER SECONDED THE MOTION. REEVES, CLOWER, LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT MARTIN.

Action to Recommend the Board Authorize the Chief Executive Officer (CEO) to Approve Amending the Invitation for Bid (IFB) for Bus Engine Supplier Contract to a One-Year Term Agreement

Ms. Fehribach commented this item was previously provided to the board a few months ago, and staff is requesting an amendment to the IFB regarding the term of the contract only. She said this will actually coincide better with our Federal 5307 grant cycle. Ms. Fehribach provided background information for the new board members to state, the agency performs regular analysis of engine oil at 6,000 mile intervals to determine engine wear and levels of copper and iron. These analyses determined there are 18-20 engines requiring mid-life overhauls to ensure units reach FTA mandated useful life thresholds of 12 years. She stated on April 25, 2018, the Operations & Capital Projects Committee approved issuance of the IFB which was approved by the Board of Directors on May 2,

2018, and the Federal 5307 funding is covering a contract of one year with local funds match at 20 percent. The original IFB was for a two-year contract with one-year option and staff is requesting the term be amended to a one-year contract with no option years to coincide with our Federal 5307 grant submission.

MR. CLOWER MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) TO APPROVE AMENDING THE INVITATION FOR BID (IFB) FOR BUS ENGINE SUPPLIER CONTRACT TO A ONE-YEAR TERM AGREEMENT. MS. BAUMAN SECONDED THE MOTION. REEVES, CLOWER, LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT MARTIN.

Action to Recommend the Board Authorize the Chief Executive Officer (CEO) to Issue an Invitation for Bids (IFB) for Transportation Uniform Supplier Contract

Ms. Fehribach commented on background information where a uniform supplier contract would maintain firm pricing, a competitive bidding process of the IFB, and a consistent and professional appearance of our operators and operations employees. She said the annual stipend for uniforms is up to \$295 for 142 full-time and 6 part-time operators and 19 administration employees. Our current contract expires December 31, 2018. She said the supplier contract is based on three years and not to exceed \$54,280 per year, with two one-year options with local funding included in the annual operating budget.

MS. BAUMAN MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) TO ISSUE AN INVITATION FOR BIDS (IFB) FOR TRANSPORTATION UNIFORM SUPPLIER CONTRACT. MR. LEYENDECKER SECONDED THE MOTION. REEVES, CLOWER, LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT MARTIN.

Action to Recommend the Approve the Implementation of the Proposed Fall 2018 Sunday Improvements and System Enhancements

Mr. Gordon Robinson commented a Public Hearing was held on July 11, 2018 regarding the proposed service improvements to make the public aware of the upcoming service changes. He explained to meet Federal requirements and policies, he would be discussing Title 6 Service Equity Analysis, identify minority populations with 32 routes being impacted in these service improvements. The 's' routes will be impacted the most, although some of the route changes will be minor while others are being absorbed by the other routes. He displayed several charts with areas, routes identified, and commented signage will be installed, and outreach events to begin August 3, 2018, implementation begins September 10, 2018. Several CCRTA Ambassadors will be working at all Transfer Stations on Sunday, September 16, 2018 to assist riders of the service changes so they may be thoroughly informed.

MS. BAUMAN MADE A MOTION TO RECOMMEND THE BOARD AUTHORIZE THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE A

ONE-YEAR MEMORANDUM OF AGREEMENT WITH TEXAS A&M UNIVERSITY-CORPUS CHRISTI FOR TRANSPORTATION SERVICES. MR. CLOWER SECONDED THE MOTION. REEVES, CLOWER, LEYENDECKER AND BAUMAN VOTING IN FAVOR. THE MOTION CARRIED. ABSENT MARTIN.

Adjournment

There being no further review of items, the meeting ended at 9:59 a.m.

Submitted by: Dena Linnehan



Subject: Authorize Issuance of Invitations for Bids (IFB) for Multiple Contracts for Bus and Engine Parts

Background

The RTA purchases the majority of parts needed to maintain the RTA fleet through bus and engine parts contracts. An Invitation for Bid (IFB) process is used to secure over 1,900 individual line items to include parts for; instrumentation, vehicle body, chassis, drive train, electrical, engine/motor system, and accessories. Replacement parts are distinct to meet or exceed Original Equipment Manufacturer (OEM) or approved equals.

The Vehicle Maintenance Department may only purchase a portion of the parts that are under these agreements; however, it is advantageous to lock in supply contract prices with various suppliers utilizing volume discounts, with parts acquired only as needed. The alternative of paying out-of-contract prices will normally result in higher annual parts expenses due to a volatile market and excessive staff administration time for parts procurements.

Identified Need

Bus and Engine Parts contracts will ensure product availability meets parts demands and encourages competitive pricing, securing firm and discounted costing. The contracts will include parts for multiple categories: Chassis; Transmission; Suspension; Electrical; Body; External and Internal Engine Parts; Air Conditioning; Air Systems; Brakes; Wheel-chair/Ramp; Glass.

Financial Impact

Total expenditures will be determined by actual usage. Funding historically includes combined resources from Federal Preventative Maintenance and local funds. Funding is budgeted in the FY2018-FY2019 operating budget.

Recommendation

Staff requests that the Operations & Capital Projects Committee recommend the Board of Directors authorize the Chief Executive Officer (CEO) or designee to Authorize Issuance of Invitations for Bids (IFB) for Multiple Contracts for Bus and Engine Parts.

Respectfully Submitted,

Submitted by: Bryan Garner
Director of Maintenance

Reviewed by: Jennifer Fehribach
Managing Director of Operations

Final Approval by: 
for Jorge Cruz-Aedo
Chief Executive Officer



Subject: Authorize Exercising the Second Option Year with Enterprise Holdings, LLC for Vanpool Services

Background

The RTA vanpool program is a resource for businesses and community groups to access carpooling services through the CCRTA and is a cost-effective public transit option. Commuters travel together in high capacity vehicles between their homes or a designated location to a common work destination. The goal of the vanpool program is to reduce traffic congestion, improve air quality, and provide a cost-effective travel alternative for commuters.

Vanpool participants lease vehicles from Enterprise Holdings, LLC, operating under RideShare by Enterprise. The RTA subsidizes a participants' lease at 50 percent of the monthly cost if travelling wholly within the service area or 25 percent if travelling outside the service area. Currently, the vanpool program includes 3 vanpool vans for Naval Air Station Kingsville employees, 2 vans for Port Royal employees, and 1 van for Bechtel employees.

Identified Need

The current contract with Enterprise Holdings, LLC was awarded on March 31, 2014, as a three (3) year base contract with two (2) one-year options. On February 7, 2018, the Board of Directors approved an extension period under the First Option Year to expire October 31, 2018. As the contractor, RideShare, continues to rapidly expand our vanpool program with demonstrated outreach activities and new branding, staff is seeking authorization to exercise the remainder of the Second Option Year effective November 1, 2018 through March 31, 2019.

In December 2018, staff will seek Board approval to issue a Request for Proposals (RFP) to execute a new contract for this program. The RFP will be structured as a three (3) year base contract with two (2) one-year options.

Disadvantaged Business Enterprise

Not applicable.

Financial Impact

Financial impact will depend on demand for vanpools and other factors specific to the vanpool operations. Funding to support this program is included in the Fiscal Year 2018 operating budget.

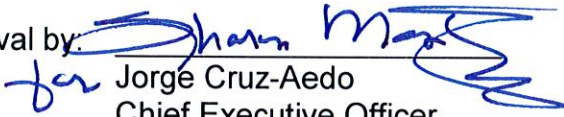
Recommendation

Staff requests the Operations & Capital Projects Committee recommend the Board authorize the Chief Executive Officer (CEO) or Designee to exercise the remainder of the Second Option Year for Vanpool Services.

Respectfully Submitted,

Submitted by: Gordon Robinson
Director of Planning

Reviewed by: Jennifer Fehribach
Managing Director of Operations

Final Approval by: 
for Jorge Cruz-Aedo
Chief Executive Officer



Subject: Request for Qualifications (RFQ) for Architectural and Engineering Services for Port/Ayers Station

Background

The Port/Ayers Station was built in the early 1990's. The station has had a few maintenance upgrades over the years, but it is now time to reconstruct/redesign the station to meet the current safety goals, as well as, the Federal Transit Administration's State of Good Repair top rating of a five (5).

Identified Need

The station is now nearly 25 years old and needs reconstruction due to its age and its design. The needs are listed below:

- The line of sight at the station, from one end to the other is not an optimum design. Due to the many support columns, at the station, there are numerous areas that cannot be seen by law enforcement at the station. The new design would reflect a sleeker, more open platform design, like the Staples Street Station design.
- Due to changes/expansion of transit services, over the years, more buses park at the station and the last bay on Ayers Street, does not allow for the bus to pull completely off the road.
- The station sits in between two major arterial roadways, Ayers and Port, and would serve the riders and the public in a safer manner, if it was relocated, off the major arterials.
- The single unisex restroom is not adequate to support the increased number of bus operators since its original construction. Also, the air condition unit in the small space is outdated.
- The station's deterioration, due to its age, is visible in different places throughout the station.
- The station's lighting was not designed with the energy efficient lighting that is in existence today.

Analysis

The evaluation panel for the review of the design service proposals will consist of CCRTA staff and Del Mar College staff.

Financial Impact

This design fee for the project is estimated at 7.75% of the construction cost, as per our procurement guidelines. Separately any "Additional Services" are estimated at 2.3% of construction.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to issue a Request for Qualifications for Architectural and Engineering Services for the Port/Ayers Station.

Respectfully Submitted,

Submitted by: Sharon Montez
Managing Director of Capital Programs & Customer Services

Final Approval by: 
for Jorge Cruz-Aedo
Chief Executive Officer



Subject: Request for Qualifications (RFQ) for Architectural and Engineering Services for Del Mar College – South Campus Bus Stops

Background

Del Mar College Board of Regents articulated the need for a Southside presence at their Spring Retreat in 2012. In May of 2015, the Board issued a Resolution on the Southside Presence Plan.

Identified Need

According to Del Mar College's enrollment data for the fall of 2015, 42% of current Del Mar College students live south of SPID. According to an article on Del Mar's website, since 2013, 3,477 new Southside residential building permits were issued.

In addition, to the above-mentioned information, the website "areavibes", states the population density, per square mile on the Southside is 3,861, for Corpus Christi it is 1,833 and for Texas it is 97, supporting the population growth on the Southside. The Southside of Corpus Christi is growing at a faster rate than other sections of Corpus Christi.

Del Mar College has created a new program to enhance the student enrollment opportunities/numbers. Del Mar College is in a collaborative, co-enrollment partnership (Viking Islander Program (VIP)) between Texas A & M University-Corpus Christi. The VIP program provides a guarantee of full admission to TAMU-CC for students successfully completing the program requirements.

VIP students benefit from enrollment at both institutions; students enjoy the university experience afforded by Texas A&M-Corpus Christi, while enjoying the smaller classroom environments and costs of Del Mar College.

The CCRTA has developed conceptual drawings as a basis for the design of two bus stops at the Del Mar College – South Campus. Del Mar College has offered to supply the land for the construction of the bus stops.

Analysis

The evaluation panel for the review of the design service proposals will consist of CCRTA staff and Del Mar College staff.

Financial Impact

This design fee for the project is estimated at 7.75% of the construction cost, as per our procurement guidelines. Separately any "Additional Services" are estimated at 2.3% of construction.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to issue a Request for Qualifications for Architectural and Engineering Services for Del Mar College – South Campus Bus Stops.

Respectfully Submitted,

Submitted by: Sharon Montez
Managing Director of Capital Programs & Customer Services

Final Approval by: 
 Jorge Cruz-Aedo
Chief Executive Officer



Subject: Request for Qualifications (RFQ) for General Engineering/Architectural (A/E) Services

Background

The RTA utilizes general engineering/architectural services for various tasks that include a full range of technical demands related to the design of ADA infrastructure for bus stops, bus station designs, parking lot improvements, asphalts repair, topographic surveys, as well as environmental services.

Recent uses of engineering/architectural services under this contract include:

- Conceptual designs for Port/Ayers Transfer Station,
- Conceptual designs for Del Mar College – South Campus,
- Environmental assessments for Kleberg Bank Property,
- Storm water quarterly monitoring and support with Texas Commission on Environmental Quality inspections.

Identified Need

The purpose of having an engineering/architect of record serves the following objectives:

- Expedites unforeseen work assignments that require a quick response (such as an environmental incident)
- Provides for flexibility relating to a wide selection of engineering services (i.e. civil, mechanical, structural, environmental, architectural and electrical) under one contract
- Supports RTA staff with projects that run parallel/simultaneously that need to be fast tracked
- Assists with the design of “shovel ready projects” in anticipation of additional grant funding

There has been a significant advantage in using a multidisciplinary firm. A firm that has diversified engineering/architectural services equates to the RTA having only to contact one company for many different engineering services. This type of contract saves the RTA staff time that would otherwise have to be spent looking for numerous companies to provide the various disciplines required on certain projects.

The structure of the term of the contract will be a fixed three (3)-year contract with two (2) one (1) year options. The options years will come back to the Board for approval providing the services have been responsive and satisfactory.

Financial Impact

The annual cost estimate is \$150,000. The total cost estimate for the fixed first three years would be \$450,000. The services will be requested through task orders on an as-needed basis and associated fees will only be incurred on a per task order basis.

The estimated fees for engineering/architectural services are based on a percentage of the total construction costs. Typically, those fees will range from 8% to 12%. It is recognized that projects of an unusual nature or with significant engineering elements may require an incremental increase.

Recommendation

Staff requests the Board of Directors authorize the Chief Executive Officer (CEO) or designee to issue a Request for Qualifications for General Engineering/Architectural Services for a fixed three (3) year term with two (2), one (1) year options.

Respectfully Submitted,

Submitted by: Sharon Montez
Managing Director of Capital Programs & Customer Services

Final Approval by: 
 Jorge Cruz-Aedo
Chief Executive Officer