



NORTHERN INDIANA COMMUTER TRANSPORTATION DISTRICT

BOARD MEETING

April 22, 2020

US: +1 312 626 6799

Webinar ID: 984 5499 8162

Held Online Due to COVID-19 Pandemic

Public Session – 3:00 p.m. (CST)

BOARD MEMBERS PRESENT:

Joe McGuinness
Jeff Good

Andrew Kostielney
Jim Arnold

Jerome Prince

STAFF PARTICIPANTS:

Michael Noland
Chuck Lukmann, Esq.

Tony Siegmund
Christine Dearing

Justice Anderson
Jessie Watts

CALL TO ORDER

Chuck Lukmann, NICTD Counsel, called the meeting to order.

PRESIDENT'S REPORT

Double Track NWI Update

NICTD received 60% engineering plans from AECOM. NICTD and our partners are reviewing and will provide an updated cost estimate after completion.

Property acquisition is kicking off starting with appraisals. NICTD continues to meet with communities to discuss landscaping, parking lots, streetscape, etc. Open houses are scheduled for early June, pending the stay-at-home order has been lifted.

NICTD continues to work with project partners on utilities, staffing plans, and other third party agreements.

West Lake Corridor Project Update

At the January Board Meeting, NICTD opened the proposals from the Design-Build teams. The best proposer was F.H. Paschen-Ragnar Benson at approximately \$664 million (\$664,000,000). NICTD and project partners have been working closely with F.H Paschen to negotiate the price. The tentative agreement is close to being finalized with approximately a \$110 million reduction. The major project deliverables remain unchanged with respect to stations, parking lots, and ridership.

NICTD has acquired approximately 90-100 parcels with very few going to litigation. NICTD and BLN have worked diligently with homeowners to make fair and reasonable offers.

NICTD is finishing up deliverables to get to the Federal Transit Administration (FTA). NICTD hopes to receive a Full Funding Grant Agreement (FFGA) late summer or early fall. Following

receipt of the FFGA, NICTD will issue a Notice to Proceed to F.H. Paschen-Ragnar Benson to begin construction.

COVID-19 Operations/Status

The COVID-19 pandemic has led to a substantial reduction in the daily ridership on the SSL. NICTD implemented a temporary modified weekday train schedule that went into effect March 23, 2020. This schedule is similar to the weekend schedule with a few additional trains. Half of the crew is on and half is off, giving NICTD the ability to have extra staff if an employee is ill or unable to come in. NICTD is promoting workforce safety, including proper sanitation and practicing social distancing. NICTD has not had any cases of employees impacted by the Coronavirus to date.

NICTD is running larger trains than normal to promote social distancing. NICTD's ridership is currently at 5%. Although NICTD has been impacted by COVID-19, NICTD provides an essential public service. This service is relied upon by healthcare professionals and other frontline employees for travel to their essential assignments.

On Thursday, April 16, 2020, NICTD joined transit agencies from across the nation in the #SoundTheHorn effort designed to salute transportation workers and well as other essential workers across the country. The Sound the Horn effort entailed a coordinated sounding of public transportation vehicle horns at 2:00 p.m. (CST) to honor the heroic actions of those on the front lines of this pandemic as essential workers. NICTD is extremely proud of our team and crews.

NICTD has implemented a heightened maintenance protocol, including increasing the frequency and intensity of sanitizing procedures on trains and in stations that will continue into the future. Additional car cleaners are being hired to supplement NICTD's current force and to add mid-day cleanings in Chicago. NICTD is investing in fogging equipment that applies an aerial spray once a month to kill viruses and bacteria. On a daily basis, NICTD is looking into UV lighting or electrostatic mechanisms to kill viruses to give comfort to riders moving forward. Hand sanitizing stations have been placed in trains and stations.

The COVID-19 pandemic has led to a substantial loss in revenue. NICTD typically generates \$2 million a month in revenue. NICTD will be increasing expenses to combat COVID-19. Other transportation companies are experiencing similar concerns. In the CARES Act, the federal government allocated \$25 billion for transportation companies around the country. NICTD hopes to receive funds from the CARES Act to sustain service.

PROCUREMENT RECOMMENDATIONS (Purchasing Packet Attached)

Tony Siegmund, NICTD's Purchasing Manager, presented five bid recommendations to the board. The purchasing items are listed in the recommendations that follow and the Board's vote was requested at the end of the recommendation.

The first item was a bid for a Tower Truck. The Line & Signal Department requested bids for a replacement Tower Truck. The Tower Truck is a specialized piece of equipment that has hi-rail gear and a hydraulic platform for working on overhead catenary. The Staff recommended that Auto Truck Group of Bartlett, Illinois be awarded the Contract for the Tower Truck in the amount of Two Hundred Seventy-Five Thousand, Fifty-Five Dollars and 00/100 (\$275,055.00). The Staff requested that the Board grant the President the authority to issue a Notice to Proceed for a Tower Truck at his discretion. Upon a motion by Mr. Kostielney, seconded by Mr. McGuiness, the motion passed unanimously.

The second item was a bid for East Chicago Paving. The Engineering Department requested bids for East Chicago Parking Lot Paving. The Staff recommended that Reith-Riley Construction Co, Inc. of Gary, Indiana be awarded the Contract for East Chicago Paving in the amount of Five Hundred Forty-One Thousand, Seventy-Three Dollars and 50/100 (\$541,073.50). The Staff requested that the Board grant the President the authority to issue a Notice to Proceed for East Chicago Paving at his discretion. Upon a motion by Mr. Kostielney, seconded by Mr. Prince, the motion passed unanimously.

The third item was a bid for Marketing Services. The District requested proposals for Marketing Services. Staff recommended that Group 7even of Valparaiso, IN be awarded the Contract for Marketing Services for the not to exceed amount of Two Million, One Hundred Forty-Five Thousand Dollars and 00/100 (\$2,145,000.00). This contract amount reflects a 3-year contract with the discretion of the District to extend for another two (2) – one (1) year extensions. The Staff requested the Board grant the President the authority to issue a Notice to Proceed for Marketing Services at his discretion. Upon a motion by Mr. Prince, seconded by Mr. Kostielney, the motion passed unanimously.

The fourth item was a bid for Insurance Broker Services. The Accounting Department requested proposals for Insurance Broker Services that include designing, marketing, placing, and servicing our general liability and property insurance programs. The Staff recommended that Aon Risk Services, Inc. of Maryland of Owings Mills, Maryland be awarded the Contract for Insurance Broker Services for the not to exceed amount of One Hundred Twenty-Five Thousand Dollars and 00/100 (\$125,000). This contract amount reflects a 4-year contract with the discretion of the District to extend for an additional one (1) year extension. The Staff requested that the Board grant the President the authority to issue the Notice to Proceed for Insurance Broker Services at his discretion. Upon a motion by Mr. Prince, seconded by Mr. Good, the motion passed unanimously.

The fifth item was a bid for Consulting and Investment Advisory Services. The Accounting Department requested proposals to provide Consulting and Investment Advisory Services to NICTD's supplemental pension plans for management and union employees. The Staff recommended that Lakeside Wealth Management Group, LLC of Chesterton, Indiana be awarded the Contract for Consulting and Investment Advisory Services. The Staff requested that the Board grant the President the authority to issue the Notice to Proceed for Consulting and Investment Advisory Services at his discretion. Upon a motion by Mr. Arnold, seconded by Mr. Prince, the motion passed unanimously.

RESOLUTION NO. 20-05 AUTHORIZING ELECTRONIC TRANSACTIONS PURSUANT TO IC 26-2-8

Mr. Lukmann introduced Resolution 20-05, authorizing electronic transactions pursuant to IC 26-2-8. Indiana Code 26-2-8 giving political subdivisions the authority to conduct certain transactions electronically without the necessity of conducting such transactions in person or with the formality of actual signatures. NICTD requested that the Board authorize the President to take all actions necessary to develop and implement a policy permitting the use of electronic transactions consistent with the District's authority as a political subdivision under IC 26-2-8. Upon a motion by Mr. Prince, seconded by Mr. McGuinness, the motion passed unanimously.

RESOLUTION NO. 20-06 AUTHORIZING (1) THE EXECUTION AND DELIVERY OF A SECOND AMENDED AND RESTATED GOVERNANCE AGREEMENT RELATED TO THE RAIL PROJECTS AND (2) OTHER ACTIONS RELATED THERETO

Mr. Lukmann introduced Resolution 20-06, authorizing the execution and delivery of a second amended and restated governance agreement related to the rail projects and other related thereto. NICTD, the Indiana Finance Authority (IFA), and the Northwest Indiana Regional Development Authority (RDA) entered into the Amended and Restated Governance Agreement, effective June 24, 2019, for the purpose of defining the roles and responsibilities among those parties for the design, procurement, financing, construction, right-of- way acquisition, operation, and maintenance of the Double Track Project and the West Lake Project under a comprehensive development plan. At the recent Regional Development Authority (RDA) board meeting, an additional \$30 million was awarded toward the West Lake project. As a result, NICTD requested the Board grant the president the authority to amend the Governance Agreement to reflect the additional funds for the project. Upon a motion by Mr. Good, seconded by Mr. Arnold, the motion passed unanimously.

RESOLUTION 20-07 AUTHORIZING THE STATE OF INDIANA EMPLOYEE DEFERRED COMPENSATION PLAN ("PLAN") AND AGREEMENT

Mr. Lukmann introduced Resolution 20-07, authorizing the state of Indiana employee deferred compensation plan and agreement. NICTD has determined that in the interest of attracting and retaining qualified employees, NICTD wishes to offer a deferred compensation plan, and encourage employees' saving for retirement by offering salary reduction contributions. This allows NICTD to participate in the Hoosier Start program, which is a section 457b self-funded wage deferral retirement program available for employees of the state. There is no charge to the district for this contract. Upon a motion by Mr. Arnold, seconded by Mr. Good, the motion passed unanimously.

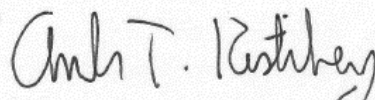
OTHER ESSENTIAL BUSINESS

Mr. Noland discussed that NICTD may or may not have the opportunity to go into the market to refinance the Positive Train Control (PTC) bonds, but wants to have the ability to do so if presented the opportunity. Mr. Lukmann added that NICTD will come before the board with a bond resolution if this is seen as an opportunity to save money. NICTD is requesting the Board grant the President the authority to go into the marketplace to determine ability to refinance PTC bonds. Upon a motion by Mr. Good, seconded by Mr. Prince, the motion passed unanimously.

ADJOURNMENT

Mr. McGuinness concluded the board meeting, and announcing the board would meet next on May 18, 2020 as noted on the NICTD Board Meeting schedule.

Respectfully submitted,



Andrew Kostielney, Secretary



PROCUREMENT RECOMMENDATIONS

Bids:

Line & Signal Department

- Tower Truck

Track Department

- East Chicago Parking Lot Paving

Proposals:

Administration Department

- Marketing Services

Accounting Department

- Insurance Broker Services
- Consulting and Investment Advisory Services

RECOMMENDATION
Line & Signal Department
Tower Truck
April 22, 2020

A. SCOPE

The Line & Signal Department has requested bids for a replacement Tower Truck. The Tower Truck is a specialized piece of equipment that has hi-rail gear and a hydraulic platform for working on overhead catenary. Bids were solicited and a public bid opening was held at the Dune Park Offices on March 5, 2020.

B. ADMINISTRATIVE REVIEW

1. Legal Notifications

The request for a Tower Truck was advertised throughout the region and nationally. The legal advertisements were placed in the following publications:

- News Dispatch - Michigan City, Indiana
- The Times - Hammond, Indiana
- Chesterton Tribune - Chesterton, Indiana
- Gary Crusader - Gary, Indiana
- South Bend Tribune - South Bend, Indiana
- NICTD Plan Room

2. Bid Review

A total of six (6) packets were requested for the Tower Truck prior to the bid opening. The request resulted in the receipt of one (1) bid.

3. DBE & Required Forms

The bid was evaluated for responsiveness to determine if it could be accepted for further review.

It was determined that the firm submitted all the necessary forms and was approved by the appropriate NICTD staff. All forms have been correctly submitted and were found to be within the guidelines set forth by the Federal Transit Administration (FTA).

Bidder	Eligible Bidder	Lower Tier	DBE %	Non-Discrim.	Rest. Lobby	Drug Free	Buy America	Cert. of Qual.	Illegal Act.	Iran Invst.	Form 95/96
Auto Truck Group Bartlett, IL 60103	X	X	0%	X	X	X	X	X	X	X	X

C. ENGINEERING REVIEW & PRICE ANALYSIS

The bid was evaluated for responsiveness to the technical specifications. The bidder was responsive and met the technical specifications.

The lowest and most responsive bid for the Tower Truck is \$275,055. This is 6.8% (\$19,945) less than the engineer's estimate of \$295,000.

Auto Truck Group's DBE amount is 0% (\$0).

Company	Description	Cost
Auto Truck Group Bartlett, IL	2020 Hi-Rail Tower Truck	\$275,055.00

D. DELIVERY

Auto Truck Group can meet the District's delivery schedule of March 2021.

E. RECOMMENDATION

The Staff recommends that Auto Truck Group of Bartlett, Illinois be awarded the Contract for the Tower Truck in the amount of Two Hundred Seventy Five Thousand, Fifty Five Dollars and ⁰⁰/₁₀₀ (\$275,055.00).

The Staff is requesting that the Board grant the President the authority to issue the Notice to Proceed for a Tower Truck at his discretion.

C. ENGINEERING REVIEW & PRICE ANALYSIS

The Bids were evaluated for responsiveness to the technical specifications. All bidders were responsive and met the technical specifications.

The lowest and most responsive bid for East Chicago Parking Lot Paving is \$541,073.50. This is 38.98% (\$345,655.25) less than the engineer’s estimate of \$886,728.75.

Rieth-Riley Construction Co, Inc.’s DBE amount is 12% (\$65,000).

Bidder	Package	Amount
Rieth-Riley Construction Co, Inc. Gary, Indiana	West Parking Lots & Drives	\$433,616.00
	East Parking Lot: Option A	\$168,966.00
	East Parking Lot: Option B	\$107,457.50
	Option A Grand Total	\$602,582.00
	Option B Grand Total	\$541,073.50
Walsh & Kelly, Inc. Griffith, Indiana	West Parking Lots & Drives	\$502,293.75
	East Parking Lot: Option A	\$196,200.75
	East Parking Lot: Option B	\$122,030.00
	Option A Grand Total	\$698,494.50
	Option B Grand Total	\$624,323.75
Site Services, Inc. Highland, Indiana	West Parking Lots & Drives	\$526,070.00
	East Parking Lot: Option A	\$190,520.00
	East Parking Lot: Option B	\$108,917.00
	Option A Grand Total	\$716,590.00
	Option B Grand Total	\$634,987.00
Gallagher Asphalt Thornton, Illinois	West Parking Lots & Drives	\$562,970.38
	East Parking Lot: Option A	\$201,898.13
	East Parking Lot: Option B	\$146,845.00
	Option A Grand Total	\$764,868.51
	Option B Grand Total	\$709,865.38

D. DELIVERY

Rieth-Riley Construction Co, Inc. can meet the District’s completion schedule of May 2020.

E. RECOMMENDATION

The Staff recommends that Rieth-Riley Construction Co, Inc. of Gary, Indiana be awarded the Contract for East Chicago Paving in the amount of Five Hundred Forty One Thousand, Seventy Three Dollars and ⁵⁰/₁₀₀ (\$541,073.50).

The Staff is requesting that the Board grant the President the authority to issue the Notice to Proceed for East Chicago Paving at his discretion.

RECOMMENDATION
Administration Department
Marketing Services
April 22, 2020

A. SCOPE

The District has requested proposals for Marketing Services. Proposals were solicited and a private proposal opening was held at the Dune Park Offices on Friday, December 13, 2019.

The District currently contracts with a Marketing Firm to market, advertise and provide promotional services for the South Shore Line passenger service through various media distribution centers. The selected firm will also provide the conduit to these media distribution centers that will provide the best exposure for the South Shore Line to gain market share. The primary purpose of this project is to grow our ridership, both weekday peak and off-peak, as well as weekend.

B. ADMINISTRATIVE REVIEW

1. Legal Notifications

The request for Marketing Services was advertised throughout the region and nationally. The legal advertisements were placed in the following publications:

- News Dispatch - Michigan City, Indiana
- The Times - Hammond, Indiana
- Chesterton Tribune - Chesterton, Indiana
- Gary Crusader - Gary, Indiana
- South Bend Tribune - South Bend, Indiana
- NICTD Plan Room

2. Proposal Review

A total of nineteen (19) packets were requested for Marketing Services prior to the proposal opening. The request resulted in the receipt of five (5) proposals.

3. DBE & Required Forms

The proposals were evaluated for responsiveness to determine if they could be accepted for further review.

It was determined that four (4) firms submitted all the necessary forms and were approved by the appropriate NICTD staff. All forms have been correctly submitted and were found to be within the guidelines set forth by the Federal Transit Administration (FTA). One (1) firm was deemed non-responsive due to the fact that they failed to submit any of the requested forms with their proposal.

Proposer	Eligible Bidder	Lower Tier	DBE %	Non-Discrim.	Rest. Lobby	Drug Free	Illegal Act.	Iran Invst.
Group 7even Valparaiso, Indiana	X	X	100.0%	X	X	X	X	X
We Create Media Valparaiso, Indiana	X	X	9.3%	X	X	X	X	X

Affirm Agency Pewaukee, Wisconsin	X	X	12.0%	X	X	X	X	X
Ilium Associates, Inc. Bellevue, Washington	X	X	9.3%	X	X	X	X	X
Force 5 Media South Bend, Indiana	X	X	-	X	X	X	X	X

C. STAFF REVIEW

Team Evaluation Review:

The team was composed of five (5) individuals that evaluated the proposals on:

- i) Cost
- ii) Overall Experience
- iii) Quality
- iv) Creativity
- v) Resource Allocation

The evaluation review resulted in interviews with the two (2) strongest firms.

Marketing Services	Totals	
Proposer	Score	Rank
Group 7even	400	1
We Create Media	370	2
Affirm Agency	320	3
Ilium Associates, Inc.	310	4

The highest ranked proposer meets the criteria of DBE and has a participation of 100%.

The interviews revealed that Group 7even had the most comprehensive and creative approach to marketing, advertising, and promotion. Group 7even proposed a media budget that expanded social media uses and ongoing strategies to increase followers, shares, and ultimately ridership.

Independent Cost Estimate: \$325,000 per year.

D. RECOMMENDATION

The Staff recommends that Group 7even of Valparaiso, IN be awarded the Contract for Marketing Services for the not to exceed amount of Two Million, One Hundred Forty Five Thousand Dollars and ⁰⁰/₁₀₀ (\$2,145,000.00). This contract amount reflects a 3 year contract with the discretion of the District to extend for another two (2) – one (1) year extensions.

The Staff is requesting that the Board grant the President the authority to issue the Notice to Proceed for Marketing Services at his discretion.

RECOMMENDATION
Accounting Department
Insurance Broker Services
April 22, 2020

A. SCOPE

The Accounting Department has requested proposals for Insurance Broker Services that include designing, marketing, placing, and servicing our general liability and property insurance programs. Proposals were solicited and a private proposal opening was held at the Dune Park Offices on January 31, 2020.

B. ADMINISTRATIVE REVIEW

1. Legal Notifications

The request for Insurance Broker Services was advertised throughout the region and nationally. The legal advertisements were placed in the following publications:

- News Dispatch - Michigan City, Indiana
- The Times - Hammond, Indiana
- Chesterton Tribune - Chesterton, Indiana
- Gary Crusader - Gary, Indiana
- South Bend Tribune - South Bend, Indiana
- NICTD Plan Room

2. Proposal Review

A total of twelve (12) packets were requested for Insurance Broker Services prior to the proposal opening. The request resulted in the receipt of two (2) proposals.

3. DBE & Required Forms

The proposals were evaluated for responsiveness to determine if they could be accepted for further review.

It was determined that the firms submitted all the necessary forms and were approved by the appropriate NICTD staff. All forms have been correctly submitted and were found to be within the guidelines set forth by the Federal Transit Administration (FTA).

Proposer	Eligible Proposer	Lower Tier	DBE %	Non-Discrim.	Rest. Lobby	Drug Free	Illegal Act.	Iran Invst.
Aon Risk Services, Inc. of Maryland Owings Mills, Maryland	X	X	9.3%	X	X	X	X	X
Willis Towers Watson Chicago, Illinois	X	X	10.0%	X	X	X	X	X

C. STAFF REVIEW

Team Evaluation Review:

The team was composed of four (4) individuals that evaluated the proposals on:

- i) Fee Structure
- ii) Qualifications of Personnel
- iii) Program Approach
- iv) Qualifications of Firm

The evaluation review resulted in interviews with both firms.

Insurance Broker Services	Total	
	Score	Rank
Proposer		
Aon Risk Services, Inc. of Maryland	95	1
Willis Towers Watson	85	2

The highest ranked proposer has a DBE participation of 9.3%.

The interviews revealed that Aon Risk Solutions had the most comprehensive and creative approach to marketing NICTD's insurance program in all markets and presented several ideas on how they plan to control anticipated premium increases. Aon's proposal included a detailed time schedule to meet our current renewal dates along with a staffing chart of experienced brokers and their respective areas of expertise.

The Independent Cost Estimate (ICE) for these services was \$375,000. The market conditions for these services has gotten very competitive and fees for these services have gone down.

D. RECOMMENDATION

The Staff recommends that Aon Risk Services, Inc. of Maryland of Owings Mills, Maryland be awarded the Contract for Insurance Broker Services for the not to exceed amount of One Hundred Twenty Five Thousand Dollars and ⁰⁰/₁₀₀ (\$125,000). This contract amount reflects a 4 year contract with the discretion of the District to extend for an additional one (1) year extension.

The Staff is requesting that the Board grant the President the authority to issue the Notice to Proceed for Insurance Broker Services at his discretion.

RECOMMENDATION
Accounting Department
Consulting and Investment Advisory Services
April 22, 2020

A. SCOPE

The Accounting Department has requested proposals to provide Consulting and Investment Advisory Services to NICTD’s supplemental pension plans for management and union employees. Proposals were solicited and a private proposal opening was held at the Dune Park Offices on February 28, 2020.

B. ADMINISTRATIVE REVIEW

1. Legal Notifications

The request for Consulting and Investment Advisory Services was advertised throughout the region and nationally. The legal advertisements were placed in the following publications:

- News Dispatch - Michigan City, Indiana
- The Times - Hammond, Indiana
- Chesterton Tribune - Chesterton, Indiana
- Gary Crusader - Gary, Indiana
- South Bend Tribune - South Bend, Indiana
- NICTD Plan Room

2. Proposal Review

A total of fifteen (15) packets were requested for Consulting and Investment Advisory Services prior to the proposal opening. The request resulted in the receipt of three (3) proposals.

3. DBE & Required Forms

The proposals were evaluated for responsiveness to determine if they could be accepted for further review.

It was determined that two (2) firms submitted all the necessary forms and were approved by the appropriate NICTD staff. All forms have been correctly submitted and were found to be within the guidelines set forth by the Federal Transit Administration (FTA). One (1) firm was deemed non-responsive due to the fact that they failed to submit any of the requested forms with their proposal.

Proposer	Eligible Proposer	Lower Tier	Rest. Lobby	Drug Free	Illegal Act.	Iran Invst.
Lakeside Wealth Management Group, LLC Chesterton, Indiana	X	X	X	X	X	X
Retirement Plan Advisors, LLC Chicago, Illinois	X	X	X	X	X	X
Benjamin F. Edwards & Co. Chesterton, Indiana						

C. STAFF REVIEW

Team Evaluation Review:

The team was composed of four (4) individuals that evaluated the proposals on:

- i) Project Understanding / Technical Approach
- ii) Project Management / Execution Plan
- iii) Qualifications of Personnel
- iv) Pricing

The evaluation review resulted in interviews with the two (2) responsive firms.

Consulting & Investment Advisory Services	Total	
	Score	Rank
Proposer		
Lakeside Wealth Management Group, LLC	95	1
Retirement Plan Advisors, LLC	90	2

Lakeside Wealth Management Group, LLC presented the best overall proposal for the services being requested by the District. Lakeside also had the most competitive fee structure for managing these services.

D. RECOMMENDATION

The Staff recommends that Lakeside Wealth Management Group, LLC of Chesterton, Indiana be awarded the Contract for Consulting and Investment Advisory Services.

The Staff is requesting that the Board grant the President the authority to issue the Notice to Proceed for Consulting and Investment Advisory Services at his discretion.