



**NORTHERN INDIANA COMMUTER TRANSPORTATION DISTRICT
BOARD MEETING
May 18, 2020
US: +1 312 626 6799
Webinar ID: 922 6131 5602
Held Online Due to COVID-19 Pandemic
Public Session – 10:30 a.m. (CST)**

BOARD MEMBERS PRESENT:

Joe McGuinness
Jeff Good

Andrew Kostielney
Jim Arnold

Jerome Prince

STAFF PARTICIPANTS:

Michael Noland
Chuck Lukmann, Esq.
Connor Nolan

Tony Siegmund
Christine Dearing
Bill O'Dea

Justice Anderson
Jessie Watts

CALL TO ORDER

Mr. McGuinness called the meeting to order.

BOARD MEETING MINUTES

Mr. Lukmann requested the Board approve the Board Meeting Minutes from January 27, 2020 and April 22, 2020. Mr. Arnold made a motion to approve the board meeting minutes from January 27, 2020 and April 22, 2020. Mr. Good seconded; the motion passed unanimously.

PRESIDENT'S REPORT

Double Track NWI Update

NICTD is reviewing 60% engineering plans received from AECOM. NICTD is meeting with local municipalities to go over plans. After the 60% plans have been finalized, NICTD will notify AECOM to move forward with the 90% design-plan. The draft 90% design-plans are due to NICTD mid to late August.

NICTD has three public sessions scheduled for June 9, 10 and 11 focused on station and parking designs for the Double Track Project. The meetings will be held online rather than in person due to COVID-19. The online format will allow people to view the latest station and parking plans and hear project engineers, architects, and other experts answer questions.

NICTD continues to work on property acquisition. The Double Track Northwest Indiana Project continues to progress on schedule, and NICTD looks forward to sharing the latest information with the public.

West Lake Corridor Project Update

In order to request a Full Funding Grant Agreement (FFGA), all critical third party agreement must be finalized. NICTD finalized third party agreements with all three major class one railroads. NICTD negotiated an agreement regarding the construction of the West Lake Corridor with NIPSCO, which was discussed following the West Lake Corridor Project Update.

Last week, NICTD had a virtual 3-day Risk Workshop. This includes a virtual tour of the right-of-way through the use of drone footage in order to show new members of the team critical areas of the project. In June, the FTA will be following up with a final risk assessment report. Following the receipt of the risk assessment report, NICTD and project partners will be able to adjust the Financial Plan. Once the Financial Plan is complete, the FTA does an in-house review and begins to work on terms of the FFGA. NICTD hopes to receive a Full Funding Grant Agreement (FFGA) late September-early October. Following receipt of the FFGA, NICTD will issue a Notice to Proceed to F.H. Paschen-Ragnar Benson to start project construction.

Connor Nolan, NICTD counsel, introduced and discussed the terms of ***Resolution 20-08, Approving and Ratifying a Construction Agreement with Northern Indiana Public Service Company (NIPSCO)***. The Indiana Finance Authority (IFA) and Northwest Indiana Regional Development Authority (RDA) reviewed and approved the agreement. NICTD requested the board move to approve Resolution 20-08. Mr. Good made a motion to approve Resolution 20-08, seconded by Mr. Kostielney, the motion passed unanimously.

COVID-19 Operations/Status

Mr. Noland gave a brief update on COVID-19. NICTD is a bi-state operation and will continue to follow the guidelines from both states as recommended.

NICTD's ridership is currently around six and a half to seven percent of daily ridership. Larger than necessary trains are currently run to promote social distancing. NICTD continues to service healthcare professionals and other employees traveling to and from work.

The state of Illinois issued an executive order requiring any individual who is over age two and able to medically tolerate a face-covering to cover their nose and mouth with a face-covering when in a public place. Following, NICTD requested that riders abide by the face-covering guidelines as a courtesy to fellow passengers and employees. NICTD continues to make available masks and facial coverage for staff and riders.

NICTD 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. Fogging equipment and electrostatic sprayers have been purchased and received and use has been implemented into our cleaning regime. NICTD is looking into UV lighting to kill viruses to give comfort to riders moving forward. An additional 10 car cleaners are being hired to supplement NICTD's current force in order to add mid-day cleanings in Chicago. High-power deep steam-cleaners were purchased to help eradicate the build-up of dirt and other aspects on cars. NICTD continues to monitor and participate in national calls with other transit agencies around the country in order to implement the best cleaning practices in the industry.

Mr. Noland highlighted the new marketing campaign to inform riders of post-COVID cleaning protocols and what kind of environment to expect on trains and at stations moving forward. NICTD

is rolling out updated procedures for employees to know what is expected of them in order to document and manage internally.

With the CARES Act, the federal government allocated \$25 billion for transportation companies around the country. NICTD received \$73 million to offset expenses and lost revenue due to COVID-19. NICTD's operating expenses are above \$50 million a year, and NICTD typically generates \$2 million a month in revenue. The COVID-19 pandemic led to a substantial loss in revenue. Other funding sources will be stressed for an extended period. NICTD can operate for approximately 18 months without any revenue source coming in.

The safety of passengers and employees has been and continues to be the top priority for South Shore Line (SSL). Currently, NICTD's ticket vending machines (TVM) only accept cash. NICTD wants to reduce cash handling to mitigate the spread of the virus. NICTD will be putting an RFP out to the public soon for ticket vending machines that accept cash.

PROCUREMENT RECOMMENDATIONS (Purchasing Packet Attached)

Mr. Siegmund, NICTD's Purchasing Manager, presented a sole source recommendation to the board. The purchasing item was listed in the recommendation that followed and the Board's vote was requested at the end of the recommendation.

The purchasing item was a sole source recommendation for Brake Kits. The District needs to maintain the current fleet of commuter cars and part of this work was to rebuild the brake components as required by the Federal Railroad Administration (FRA). Wabtec was the original equipment manufacturer (OEM) for these brake components and a sole source vendor due to the nature of this equipment. The Staff requested the Board grant the President the authority to enter into a Contract in the amount of Four Hundred Sixty-Three Thousand, Eight Hundred and Eight Dollars and 00/100 (\$463,808.00) with Wabtec Passenger Transit Division of Duncan, South Carolina for Brake Kits. Upon a motion by Mr. Prince, seconded by Mr. Kostielney, the motion passed unanimously.

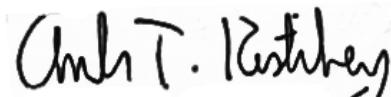
OTHER ESSENTIAL BUSINESS

Mr. Noland recommended that the Board Meeting scheduled for July 27th be rescheduled due to Mr. Arnold's prior obligations. The board agreed to reschedule the July board meeting July 20th.

ADJOURNMENT

Mr. Arnold made a motion to adjourn. The motion was seconded by Mr. McGuinness; motion passed unanimously.

Respectfully submitted,



Andrew Kostielney



PROCUREMENT RECOMMENDATIONS

Sole Source:

- **Brake Kits**

**RECOMMENDATION
MECHANICAL DEPARTMENT
BRAKE KITS
SOLE SOURCE**
May 18, 2020

RECOMMENDATION:

The District needs to maintain the current fleet of commuter cars and part of this work is to rebuild the brake components as required by the Federal Railroad Administration (FRA). Wabtec is the original equipment manufacturer (OEM) for these brake components and a sole source vendor due to the nature of this equipment.

The District purchases a small quantity of these brake kits annually for maintenance and these costs were the basis of our independent cost estimate (ICE). The ICE for each unit was \$1,177.50 and totals \$471,000 for 400 total units. The Wabtec Passenger Transit Division quote received is 1.53% less than the ICE and the difference is due to the economies of scale for a commitment on this larger order. Taking into consideration the fact that the ICE quoted the manufacturer's previously invoiced costs, it would appear the quoted amount from Wabtec Passenger Transit Division is fair and reasonable.

The mechanical department has been working with Wabtec on a formal quote and solidified a production slot for these brake kits in 2020-2021. The lead time for these brake kits is 35 weeks.

Due to a 29% (\$343.17) increase in cost between November 2019 and March 2020, the District would like to make a mass purchase of 400 units to minimize any future increases from Wabtec as much as possible. If purchased in smaller quantities, the cost would be approximately \$736.48 more per unit. This mass purchase of 400 units will save the District approximately \$294,592.00, without accounting for future inflation.

The Staff is requesting the Board grant the President the authority to enter into a Contract in the amount of Four Hundred Sixty-Three Thousand, Eight Hundred and Eight Dollars and 00/100 (\$463,808.00) with Wabtec Passenger Transit Division of Duncan, South Carolina for Brake Kits.