



MINUTES OF EXECUTIVE SESSION

January 26, 2018

An Executive Session was held by the Board on January 26, 2018 at the NICTD offices at 33 East Highway 12, Chesterton, Indiana. The following Board members were present:

Mark Yagelski
Christine Cid
Mark Catanzarite

Michael Repay
David Prankus
Andrew Kostielney

Mike Gonder
Scott Lauerman
Dan Whitten

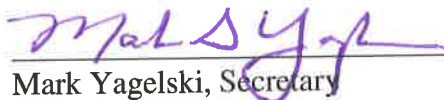
Pursuant to the Notice of the Executive Session as posted and disclosed pursuant to Indiana law, the Board discussed the following:

- (1) Initiation of litigation, pending litigation, and litigation that has been threatened specifically in writing.
- (2) Collective bargaining.
- (3) Purchase of real property.

The governing body by approving these minutes certifies that no subject matter was discussed in the Executive Session other than the subject matter contained in the public notice and referred to above.

These Minutes dated this 26th day of January, 2018.

Respectfully submitted,


Mark Yagelski, Secretary

APPROVED:


Christine Cid, Vice Chairperson



**NORTHERN INDIANA COMMUTER TRANSPORTATION DISTRICT
BOARD MEETING**

January 26, 2018

**Northern Indiana Commuter Transportation District
33 East U.S. Highway 12
Chesterton, IN 46304-3514
Public Session – 10:30 a.m. (CST)**

BOARD MEMBERS PRESENT:

Mark Yagelski
Christine Cid
Mark Catanzarite

Michael Repay
David Prancus
Dan Whitten

Mike Gonder
Scott Lauerman
Andrew Kostielney

OTHERS PRESENT:

Joe Crnkovich-SSL Retired
Roy G. Benedict – Passenger
Lawrence Kirchnen-Transystems
Gerald Williamson – Passenger
Tim Wesnes-Ciorba Group
Mike Yacullo-Ciorba Group
George Rogge-MCC MBA
Timothy Whalen-AECOM

Thomas Carey-Patrick Engineering
Tim Zorn-Post-Tribune
Greg Price – Passenger
Junell O'Donnell-Walsh Construction
Felicia Haberkamp-Group 7even
Paul Bartos-Passenger
Rob Mellinger-Citi Group
Christopher Murphy-Structurepoint

STAFF PRESENT:

Michael Noland
Chuck Lukmann, Esq.
Anthony Siegmund
Kelly Wenger
Laura Harrington
Jessie Watts, Jr.
Jessica Wright

Amber Kettring
Christine Dearing
Bill O'Dea
Laura Harrington
Steve Plesha
Brianna Anderson

Nicole Barker
Boris Matakovic
Jessie Watts
Cassandra Francis
Justice Anderson
Chris Beck

CALL TO ORDER

Mr. Yagelski called the meeting to order.

MEETING MINUTES

Mr. Yagelski requested approval of the minutes from November 17, 2017. Mr. Gonder motioned to accept the Public Session and Executive Session Board minutes for November 17, 2017. The motion was seconded by Christine Cid. The motion was approved unanimously.

PUBLIC COMMENT

No public comments.

BOARD OFFICERS

Mr. Yagelski asked the Board for nominations for Chairman of the Board for 2018. Mr. Catanzarite nominated Michael Repay. The motion was seconded by Christine Cid. The motion was approved unanimously.

Mr. Repay, as duly elected Chairman for 2018, requested nominations for the office of Secretary. Mr. Catanzarite nominated Mr. Yagelski for Secretary. The motion was seconded by Ms. Cid. The motion was approved unanimously.

Mr. Yagelski nominated Christine Cid as Vice Chairman. Mr. Catanzarite seconded that motion. The motion was approved unanimously.

Mr. Yagelski nominated Mr. Catanzarite for Treasurer. The motion was seconded by Ms. Cid. The motion was approved unanimously.

PURCHASING (Purchasing Packet Attached)

Tony Siegmund, NICTD's Purchasing Manager, stated that NICTD requires the Board to review several purchasing items. Mr. Siegmund provided a written summary of each project and also gave the Board a verbal summary. The purchasing items were listed in the Recommendations that follow and the Board's vote is requested at the end of each Recommendation.

The first item was a competitive bid for Ballast to be used in the 2018 construction season. Mr. Siegmund summarized the bid process, proposals received, and NICTD's staff recommendation. Mr. Catanzarite made a motion to approve the staff recommendation and grant the President the authority to issue a Notice to Proceed for Ballast at his discretion. Mr. Gonder seconded the motion. Motion passed unanimously.

The second item was a bid for a new Wheel Loader. Mr. Siegmund summarized the bid process, proposals received and NICTD's staff recommendation. Mr. Whitten made a motion to approve the staff recommendation. Ms. Cid seconded the motion. Motion passed unanimously.

The third item was a bid for a new Section Crew Truck. Mr. Siegmund summarized the bid process, the proposals received, and NICTD's staff recommendation. Mr. Siegmund asked the Board to approve the NICTD staff recommendation. Mr. Whitten made a motion to grant the President the authority to issue a Notice to Proceed at his discretion. Mr. Gonder seconded the motion. Motion passed unanimously.

The fourth item was bid for a Welder Truck. Mr. Siegmund summarized the bid process, the proposals received, and NICTD's staff recommendation. The Staff is requesting that the Board grant the President the authority to issue the Notice to Proceed for a Welder Truck at his discretion. Mr. Whitten made a motion to grant the President the authority to issue a Notice to Proceed at his discretion. Mr. Catanzarite seconded the motion. Motion passed unanimously.

The fifth item was a proposal for Traction Power Substation System (TPSS) Modernization. Mr. Siegmund summarized the primary purpose of the project, the proposals received and NICTD's staff recommendation. Mr. Siegmund asked the Board to approve the NICTD staff recommendation and grant the President the authority to issue a Notice to Proceed at his discretion. Mr. Yagelski motioned to approve the staff recommendation and grant the President the authority to issue a Notice to Proceed. Mr. Catanzarite seconded the motion. Motion passed unanimously.

The sixth item was a proposal for a Ridership Survey. Mr. Siegmund summarized the primary purpose, the proposals received and NICTD's staff recommendation. Mr. Siegmund asked the Board to grant the President the authority to issue the Notice to Proceed for the Ridership Survey at his discretion. Mr. Whitten made a motion to grant the President the authority to issue the Notice to Proceed. This motion was seconded by Mr. Gonder. Motion passed unanimously.

The seventh item was a proposal for Real Estate Appraisal Services. Mr. Siegmund summarized the primary purpose, the proposals received and NICTD's staff recommendation. Mr. Siegmund asked the Board to grant the President the authority to negotiate pricing and schedule with the six strongest proposers for Appraisal and Review Appraisal Services and award Contracts for this Professional Service at his discretion. Mr. Noland and Mr. Lukmann notified the Board of that one of the proposing firms includes Tim Harris, the son of a former law partner of Mr. Lukmann's named Mike Harris. Mr. Lukmann disclosed this connection and explained that in his legal estimation, a conflict of interest does not exist as Mr. Mike Harris is no longer a partner in the firm, and is Of Counsel. Mr. Whitten asked Mr. Lukmann to provide a legal summary explaining his conclusions, which Mr. Lukmann agreed to provide. Mr. Whitten made a motion to grant the President the authority to negotiate pricing and schedule with the six strongest proposers. Mr. Gonder seconded the motion; motion passed unanimously.

The last item was a sole source for Signal Crossing Electronics. Mr. Siegmund summarized the sole source recommendation and what the project entails. Mr. Siegmund outlined the Staff

recommendation that the Board grant the President the authority to enter into a Contract for an amount of Three Hundred Forty Thousand One Hundred Twenty Four Dollars and 61/100 (\$340,124.61) with Siemens Industry Inc. of Louisville, Kentucky for Signal Crossing Electronics. Mr. Whitten made a motion to grant the President the authority to issue a Notice to Proceed for Signal Crossing Electronics. Ms. Cid seconded the motion. Motion passed unanimously.

PRESIDENT'S REPORT

Mr. Noland discussed Metra's fare increase that includes Hegewisch effective February 1, 2018. Mr. Noland included what the fare increase includes, how this may affect our passengers and stations, and how the service will be monitored moving forward.

2018 Business Plan.

Mr. Noland stated that staffing levels will remain steady for operations. NICTD anticipates hiring approximately 10 new employees to support the Double Track and West Lake projects in 2018.

Ridership is expected to remain unchanged.

Revenue. Mr. Noland estimates operating revenue will increase 4.6% due to a proposed 5% operating fare increase. If approved by the Board of Trustees later this spring, the fare increase would be effective July 1, 2018. . NICTD expects state operating funding to remain static. Situs funds are expected to remain consistent with the 2017 level. NICTD expects an increase in federal State of Good Repair funds of approximately 1.5%.

Expenses. Mr. Noland stated we expect operating costs (before depreciation) to rise approximately 2% over 2017 expenses due to trackage rights expenses with Metra that are to be determined and minimal increases in other administrative and maintenance costs.

2018 Business Plan Cash Flow. Mr. Noland discussed NICTD's 2018 Cash Flow including Operating Expenses and Revenue.

Major Capital Projects. Mr. Noland covered the Major Capital Projects for 2018 including West Lake and Double Track Projects, South Bend Realignment, Positive Train Control, Substation redesign/modernization and East Chicago's alternative platform access project. He also explained NICTD's plans to add automatic gates to warning systems at 20 highway grade crossings (funded by INDOT), replace 6 miles of catenary between Michigan City and South Bend (MP 22-17), upgrade 6 miles of rail east of Karwick Road in Michigan City, replace 9,000 cross ties, rebuild 8 highway crossing surfaces, and continue the Mid-Life program and begin the End of Life program on the 1982 train cars.

2018 Capital Plan. Mr. Noland discussed NICTD's 5 year Capital Plan for 2018-2022 including projects and funding sources.

Mr. Catanzarite motioned to accept NICTD's 2018 Business Plan. Mr. Kostielney seconded this motion. Motion passed unanimously.

Proposed Fare Increase.

Mr. Noland introduced NICTD fare increase scheduled for July 1, 2018. NICTD anticipates presenting the proposed fare increase to the NICTD Board of Trustees at the March 2018 Board Meeting. Mr. Repay suggested NICTD look at other options before proposing the fare increase.

\$7.5M Bond Issue

Mr. Noland introduced Resolution 18-01, a resolution of the Board of Trustees of NICTD authorizing the issuance of taxable revenue bonds by NICTD and related matters. The bond proceeds will be used to restore NICTD's working capital that was used to enable the acquisition of a number of properties, fund NICTD's contribution to the Double Track project, staff time associated with the major capital projects, etc. Mr. Noland requested Board approval on Resolution 18-01. Mr. Yagelski made a motion to adopt Resolution 18-01. This motion was seconded by Mr. Kostielney. Motion passed unanimously.

Document Retention Policy

Mr. Noland gave a brief description of the legal memorandum regarding Document Retention for Double Track Northwest Indiana and West Lake Corridor projects. Mr. Catanzarite made a motion to approve the Document Retention Policy; motion seconded by Mr. Kostielney. Motion passed unanimously.

Sensitive Security Information (SSI) Policy

Mr. Noland introduced the Sensitive Security Information Policy and Procedure Manual by establishing the purpose, applicability, and information being acknowledged. Motion was made by Mr. Kostielney to approve the Sensitive Security Information (SSI) Policy. Ms. Cid seconded the motion. Motion passed unanimously.

Double Track NWI and West Lake Corridor Project Update.

Mr. Noland shared that NICTD submitted both West Lake and Double Track Projects to the Federal Transit Administration (FTA) for a project rating on September 8, 2017. NICTD expects to hear whether the projects receive a favorable rating and are listed in the President's Fiscal Year 2019 budget in February 2018.

South Bend Realignment Update.

Mr. Noland advised the Board of the current status of the South Bend Realignment Project. The South Bend Realignment consists of moving NICTD's existing line to the west side of the airport terminal, permitting us to attain a 90-minute travel time goal. NICTD was asked to put the project on hold to allow the City of South Bend to explore other alignment options that both South Bend and NICTD may benefit from. South Bend hired AECOM in order to perform these studies. The target completion date is anticipated within the next 30-60 days.

GFOA Award for Excellence in Finance Reporting.

Mr. Noland commended NICTD's entire accounting staff including Christine Dearing, Jessica Wright on their excellent work, which resulted in NICTD receiving the Government Finance Officers Association Award for Excellence in Financial Reporting for our 2016 Comprehensive Annual Financial Report (CAFR).

January 14th Incident. Mr. Noland explained the incident that took place on Sunday, January 14th. Eastbound Train #511 encountered an overhead catenary/mechanical electrical issue at Dune Park. There were 37 passengers on the train at the time and all were taken off the train safely. Noland stated that first responders arrived within 2 minutes of the incident, and four squad cars were utilized to escort passengers to their destinations. Multiple NICTD staff members were on the scene almost instantaneously to help and restore service for the next day. Vic Babin, NICTD Chief Engineering Officer, elaborated and discussed NICTD's preliminary findings regarding the potential cause of the situation. . Mr. Noland stated we are inspecting all of the pantographs on the fleet and expect this work to be finished this upcoming weekend.

TICKET SALES, ADVERTISING, AND MARKETING REPORT

Nicole Barker, Director of Capital Investment & Implementation, presented the **Ridership and Performance Report**. Ms. Barker drew attention to digital ticket sales increasing from 51% to 57% over the last year comprising of almost 60% of our ticket sales revenue.

Ms. Barker reported the **Train Tracker (ETA Transit)** should be effective on the Website in February and on the South Shore Line App at the beginning of the second quarter when the company has integrated it into the new version of the 4.0 app.

Ms. Barker presented the **New Timetable** effective February 1, 2018. Changes were made by Group 7even to simplify the layout for our passengers.

Ms. Barker summarized **Winter Events** including Chicago Boat Show, Cubs Convention, SoxFest, Chicago Auto Show, 219 Day, Spring Breaks, Chicago Flower & Garden Show, and St. Patrick's Day parade. Ms. Barker concluded by sharing some of the images Group 7even had created for special events on social media.

Kelly Wenger, NICTD Grant Administrator, summarized **Ridership** from 2017 versus 2016. Ridership was down 1.4% in 2017, but our average weekend ridership over that period was up 3.3%.

OPERATIONS REPORT

Mr. O'Dea, Chief Operating Officer, commented on **On-Time Performance**, stating that it is increasing year over year. In 2016, On-Time Performance was at 81% and in 2017 we had significant improvement to 86%. Mr. O'Dea discussed the Range of Delays thru December of 2017 to report that over 50% of our delays are in the 5-10 minute range and over half of those are non-rush hour trains.

Mr. Babin discussed the current status of **Positive Train Control (PTC)** from his recent trip to Washington DC noting tasks completed, scheduled integration, testing, demos, and training for the 2018 year.

2018 BOARD MEETING SCHEDULE

Please note that the July 2018 Board Meeting date has been scheduled for July 20, 2018. September 8 Board Meeting has been moved to September 28, 2018.

OTHER BUSINESS

No comments.

ADJOURNMENT

Ms. Cid made a motion to adjourn. The motion was seconded by Mr. Kostielney. The motion was approved unanimously.

Respectfully submitted,



Mr. Yagelski, Board Secretary



PROCUREMENT RECOMMENDATIONS

For Bids:

Engineering

- Ballast
- Wheel Loader
- Section Crew Truck
- Welder Truck

For Proposals:

Engineering

- Traction Power Substation System Modernization

Marketing

- Ridership Survey

Real Estate

- Appraisal Services

Sole Source:

Engineering

- Signal Crossing Electronics

RECOMMENDATION

Track Department

Ballast

January 26, 2018

A. SCOPE

The Track Department has requested bids for Ballast to be used in the 2018 construction season. Bids were solicited for Ballast and a public bid opening was held at the Dune Park Offices on Friday, January 5, 2018.

B. ADMINISTRATIVE REVIEW

1. Legal Notifications

The request for Ballast 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 planroom

2. Bid Review

A total of eleven (11) packets were requested for Ballast prior to the bid opening. The request resulted in the receipt of two (2) bids.

3. DBE and Required Forms

The bids 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).

Bidder	Form 95	Eligible Bidder	Lower Tier	DBE %	Non-Discrim.	Rest. Lobby	Drug Free	Buy America	Cert. of Qual.	Illegal Act.	Iran Invst.
South Lake Stone Hebron, IN	X	X	X	11.0%	X	X	X	X	X	X	X
Hanson Material Service Francesville, IN	X	X	X	60.2%	X	X	X	X	X	X	X

C. ENGINEERING REVIEW & PRICE ANALYSIS

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

The lowest and most responsive bid for Ballast is \$187,250. This is 3.7% (\$6,750) more than the engineer's estimate of \$180,500.

South Lake Stone's DBE amount is 11% (\$20,597.50).

Bidder	Description	Delivery	Quantity	\$/ Net Ton	Extended Cost
South Lake Stone, LLC. Hebron, IN	#3 Limestone Ballast	All Locations	1,500	\$21.10	\$31,650.00
	#3 Limestone Ballast	Michigan City	8,000	\$19.45	\$155,600.00
	TOTAL CONTRACT AMOUNT				\$187,250.00
Hanson Material Service Francesville, IN	#3 Limestone Ballast	All Locations	1,500	\$20.75	\$31,125.00
	#3 Limestone Ballast	Michigan City	8,000	\$20.75	\$166,000.00
	TOTAL CONTRACT AMOUNT				\$197,125.00

D. DELIVERY

South Lake Stone can meet the District's delivery schedule for 2018.

E. RECOMMENDATION

The Staff recommends that South Lake Stone, Hebron, IN, be awarded the Contract for Ballast in the amount of One Hundred Eighty Seven Thousand Two Hundred Fifty Dollars 00/100 (\$187,250.00).

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

RECOMMENDATION

Track Department

Wheel Loader

January 26, 2018

A. SCOPE

The Track Department has requested bids for a new Wheel Loader. Bids were solicited and a public bid opening was held at the Dune Park Offices on Friday, January 5, 2018.

B. ADMINISTRATIVE REVIEW

1. Legal Notifications

The request for a Wheel Loader 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 planroom

2. Bid Review

A total of seven (7) packets were requested for the Wheel Loader prior to the bid opening. The request resulted in the receipt of three (3) bids.

3. DBE and Required Forms

The bids were evaluated for responsiveness to determine if the bids could be accepted for further review.

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

Bidder	Form 95	Eligible Bidder	Lower Tier	DBE %	Non-Discrim,	Rest. Lobby	Drug Free	Buy America	Cert. of Qual.	Illegal Act.	Iran Invst.
McCann Industries Schererville, IN	X	X	X	0.2%	X	X	X	X	X	X	X
MacAllister South Bend, IN	X	X	X	0%	X	X	X	X	X	X	X
Westside Tractor South Bend, IN	X	X	X	0%	X	X	X	X	X	X	X

C. ENGINEERING REVIEW & PRICE ANALYSIS

The bids were evaluated for responsiveness to the technical specifications. All bidders were responsive and took no exceptions to the technical specifications. The bidders also offered trade-in credits for one of our existing Wheel Loaders.

Engineer's estimate:	\$175,000.00
Lowest & responsive bid:	\$161,921.00
Lowest & most responsive bidder was 7.5% less than staff estimate	\$13,079.00

Bidder	Wheel Loader	Trade-in Credit	Total Net Price
McCann Industries Schererville, IN	\$186,421	(\$24,500)	\$161,921
MacAllister South Bend, IN	\$185,000	(\$20,000)	\$165,000
Westside Tractor South Bend, IN	\$192,000	(\$24,000)	\$168,000

D. DELIVERY

McCann Industries can meet the District's delivery schedule for the first quarter of 2018.

E. RECOMMENDATION

The Staff recommends that McCann Industries of Schererville, IN, be awarded the Contract for a Wheel Loader for the amount of One Hundred Sixty-One Thousand, Nine Hundred Twenty One Dollars and ⁰⁰/100 (\$161,921.00).

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

RECOMMENDATION

Track Department

Section Crew Truck

January 26, 2018

A. SCOPE

The Track Department has requested bids for a new Section Crew Truck. Bids were solicited and a public bid opening was held at the Dune Park Offices on Friday, January 5, 2018.

B. ADMINISTRATIVE REVIEW

1. Legal Notifications

The request for a Section Crew 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 planroom

2. Bid Review

A total of four (4) packets were requested for the Section Crew Truck prior to the bid opening. The request resulted in the receipt of two (2) bids.

3. DBE and Required Forms

The bids were evaluated for responsiveness to determine if the bids could be accepted for further review.

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

Bidder	Form 95	Eligible Bidder	Lower Tier	DBE %	Non-Discrim,	Rest. Lobby	Drug Free	Buy America	Cert. of Qual.	Illegal Act.	Iran Invst.
Aspen Equipment Bloomington, MN	X	X	X	0.6%	X	X	X	X	X	X	X
Trans Chicago Chicago, IL	X	X	X	0.0%	X	X	X	X	X	X	X

C. ENGINEERING REVIEW & PRICE ANALYSIS

The bids were evaluated for responsiveness to the technical specifications. All bidders were responsive and took no exceptions to the technical specifications. The bidders also offered trade-in credits for one of our existing Section Crew Trucks.

Engineer's estimate:	\$170,000.00
Lowest & responsive bid:	\$205,608.00
Lowest & most responsive bidder was 20.9% more than staff estimate	\$35,608.00

Bidder	Section Crew Truck	Trade-in Credit	Total Net Price
Aspen Equipment Bloomington, MN	\$209,508	(\$3,900)	\$205,608
Trans Chicago Chicago, IL	\$211,515	(\$2,900)	\$208,615

D. DELIVERY

Aspen Equipment can meet the District's delivery schedule for the third quarter of 2018.

E. RECOMMENDATION

The Staff recommends that Aspen Equipment of Bloomington, MN, be awarded the Contract for a Section Crew Truck for the amount of Two Hundred Five Thousand, Six Hundred Eight Dollars and ⁰⁰/100 (\$205,608.00).

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

RECOMMENDATION

Track Department

Welder Truck

January 26, 2018

A. SCOPE

The Track Department has requested bids for a new Welder Truck. Bids were solicited and a public bid opening was held at the Dune Park Offices on Wednesday, January 17, 2018.

B. ADMINISTRATIVE REVIEW

1. Legal Notifications

The request for a Welder 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 planroom

2. Bid Review

A total of four (4) packets were requested for the Welder Truck prior to the bid opening. The request resulted in the receipt of two (2) bids.

3. DBE and Required Forms

The bids were evaluated for responsiveness to determine if the bids could be accepted for further review.

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

Bidder	Form 95	Eligible Bidder	Lower Tier	DBE %	Non-Discrim,	Rest. Lobby	Drug Free	Buy America	Cert. of Qual.	Illegal Act.	Iran Invst.
Aspen Equipment Bloomington, MN	X	X	X	0.7%	X	X	X	X	X	X	X
Auto Truck Bartlett, IL	X	X	X	0.0%	X	X	X	X	X	X	X

C. ENGINEERING REVIEW & PRICE ANALYSIS

The bids were evaluated for responsiveness to the technical specifications. All bidders were responsive and took no exceptions to the technical specifications. The bidders also offered trade-in credits for one of our existing Welder Trucks.

Engineer's estimate:	\$185,000.00
Lowest & responsive bid:	\$179,616.00
Lowest & most responsive bidder was 2.9% less than staff estimate	\$5,384.00

Bidder	Welder Truck	Trade-in Credit	Total Net Price
Aspen Equipment Bloomington, MN	\$183,916	(\$4,300)	\$179,616
Auto Truck Bartlett, IL	\$222,860	(\$4,500)	\$218,360

D. DELIVERY

Aspen Equipment can meet the District's delivery schedule for the third quarter of 2018.

E. RECOMMENDATION

The Staff recommends that Aspen Equipment of Bloomington, MN, be awarded the Contract for a Welder Truck for the amount of One Hundred Seventy-Nine Thousand, Six Hundred Sixteen Dollars and ⁰⁰/100 (\$179,616).

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

RECOMMENDATION
ENGINEERING
Traction Power Substation System Modernization
Proposal
January 26, 2018

A. SCOPE

The District is looking to engage an engineering firm to provide Traction Power Substation System (TPSS) Modernization assistance including provision of Analysis, Design and Construction Related Services. This work is to include a new Traction Power Load Study, design the prints and specifications to upgrade the remaining eight (8) substations, propose design and specifications for two (2) new substations and provide the construction oversight for all 10 substations. This engineering project is presented in multiple phases so implementation can be done over a ten (10) year period to satisfy the capital budget plan.

B. ADMINISTRATIVE REVIEW

1. Legal Notifications

The request for TPSS 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 website

2. Proposal Review

A total of thirty-five (35) packets were requested for TPSS prior to the proposal opening. The request resulted in the receipt of four (4) proposals.

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

It was determined that the firms submitted all of the necessary forms and met the requirements 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).

C. STAFF REVIEW

Team Evaluation Review:

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

- Project Understanding / Technical Approach
- Project Management / Execution Plan
- Qualifications of Project Personnel
- Demonstrated efficiency in managing similar projects
- Demonstrated capability to properly & timely complete the Project

The evaluations resulted in personal interviews with two of the strongest proposers. These interactive interviews resulted in LTK Engineering being deemed the strongest proposer. NICTD continued the process of selecting the strongest firm by negotiating scope of work and price as described by the Brooks Method. An agreeable scope of work and price was negotiated between LTK Engineering and NICTD and we have the basis for a successful project.

EVALUATION OF PROPOSALS

TPSS	Totals	
	Score	Rank
Proposer		
LTK Engineering	355	1
Gannett Fleming	330	2
Burns Engineering	295	3
Mott MacDonald	230	4

The Independent Cost Estimate (ICE) for TPSS was \$4,109,500.

LTK's commitment for DBE participation for this work is 9.79% (\$525,570.00).

D. RECOMMENDATION

The Staff recommends that LTK Engineering, be awarded the contract for Traction Power Substation System Modernization for a not to exceed amount of Five Million, Three Hundred Seventy Thousand, Sixty Dollars and ⁰⁰/100 (\$5,370,060.⁰⁰) with multiple "Notice To Proceeds" released as the project progresses. This multi-year contract does allow for inflationary adjustments.

The Staff is requesting that the Board grant the President the authority to issue the Notice to Proceeds for the Traction Power Substation System Modernization at his discretion.

RECOMMENDATION
Marketing Department
Ridership Survey
Proposal
January 26, 2018

A. SCOPE

The District is looking to engage a consultant to conduct a 2018 Ridership Survey. The primary purpose of this project is to collect demographic profiles of our customer base and allow customers to grade NICTD on various service attributes. Other pertinent data including mode of access, egress, and travel behavior information will also be collected to further analyze the survey data. The project will require specific expertise in the area of survey research and administration.

B. ADMINISTRATIVE REVIEW

2. Legal Notifications

The request for the Ridership Survey 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 website

2. Proposal Review

A total of four (4) packets were requested for the Ridership Survey prior to the proposal opening. The request resulted in the receipt of one (1) proposal.

The District did reach out to the other three (3) interested firms to identify why they did not follow through with proposals. Two of firms could not meet the districts timing due to current work load and one firm was not well suited after reviewing the scope of work.

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

It was determined that the firm submitted all of the necessary forms and met the requirements 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).

C. STAFF REVIEW

Team Evaluation Review:

The team was composed of two (2) individuals that evaluated the proposals on:

- Project Understanding / Technical Approach
- Experience and References
- Qualifications of Personnel
- Pricing Structure

The evaluators concluded that The Blackstone Group had a strong proposal based on all the evaluation criteria. The team continued the process and performed an interview with The Blackstone Group. The interview was successful and a contract cost was negotiated with The Blackstone Group. The contract has all the all elements that the proposal requested and they can meet the District's proposed schedule. The District plans to present the results of this survey to the Board on July 20, 2018

The Independent Cost Estimate (ICE) for the Ridership Survey was \$140,000.

The Blackstone Group's commitment for DBE participation for this project is 34.5% (\$48,766.00).

D. RECOMMENDATION

The Staff recommends that The Blackstone Group be awarded the contract for the Ridership Survey for a not to exceed amount of One Hundred Forty-One Thousand, One Hundred Sixty-Six Dollars and ⁰⁰/100 (\$141,166.00).

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

RECOMMENDATION

Real Estate Appraisal Services

Proposal

January 26, 2018

A. SCOPE

The District is looking to engage consultants with relevant expertise to provide appraisal services and review appraisal services on an as-needed basis in accordance with the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970 as amended (Uniform Act or URA), the Uniform Standards of Professional Appraisal Practice (USPAP, when not in contradiction to URA), and other Federal, State and Local laws. NICTD anticipates hiring four or more firms total to perform appraisals and two or more firms for review appraisals. These real estate appraisals will be for the Double Track and West Lake Corridor Projects.

B. ADMINISTRATIVE REVIEW

3. Legal Notifications

The request for Appraisal 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 planroom

2. Proposal Review

A total of eighteen (18) packets were requested for Appraisal Services. The request resulted in the receipt of nine (9) proposals.

The proposals were evaluated for responsiveness to determine if they could be accepted for further review. Three (3) of the proposals were deemed non-responsive, as they did not provide a good faith effort for DBE participation. These firms did not include any DBE certificates with their proposals.

It was determined that six (6) of the firms submitted all of the necessary forms and met the requirements and were approved by the appropriate NICTD Staff. All of the forms were correctly submitted and were found to be within the guidelines set forth by the Federal Transit Administration (FTA).

C. STAFF REVIEW

Team Evaluation Review:

The team was composed of three (3) individuals that evaluated the proposals on:

- Project Understanding/ Technical Approach
- Experience and References
- Assignment and Qualifications of Key Personnel
- Schedule Commitment & Completion Durations
- Pricing Structure

The evaluators concluded that all six (6) of the firms had strong proposals. The district would like to negotiate with all six of the firms to further understand their pricing structure and strengths for each of the forecasted projects. The district intends to utilize as many firms as necessary to meet the schedule.

EVALUATION OF PROPOSALS

Proposing Firm	Appraisal	Review Appraisal
Professional Appraisal Services	x	x
BBG	x	x
CBRE	x	x
DeLacy Consulting	x	x
Terzo & Bologna	x	
Allstate Appraisal		x

All of the firms did show good faith efforts in meeting our DBE participation goal. These proposers teamed up with DBE appraisal firms to assist them in this project. It is anticipated that each of the successful firms will meet or exceed our DBE goal of 9.78%.

D. RECOMMENDATION

The Staff recommends that Professional Appraisal Services, DeLacy Consulting, BBG, CBRE, Terzo & Bologna and Allstate Appraisal be considered for the Appraisal and Review Appraisal Services per an agreed amount pricing schedule to be negotiated by the District.

The Staff is requesting that the Board grant the President the authority to negotiate pricing and schedule with the six strongest proposers for Appraisal and Review Appraisal Services and award Contracts for this Professional Service at his discretion.

RECOMMENDATION
Engineering
Signal Crossing Electronics
January 26, 2018

SOLE SOURCE RECOMMENDATION:

The Indiana Department of Transportation (INDOT) has agreed to upgrade nineteen (19) grade crossings. This safety enhancement project includes installing gate mechanisms at these crossings that are currently flasher only. This entire project is being funded by INDOT through a Section 130 grant.

The project requires additional signal crossing electronics that are compatible with the District's existing signal system. The current signal equipment is manufactured by Siemens and this equipment is considered a sole source. Below is a list of the items that are needed for this project.

Item:	Quantity	Price	Total
PSO 4000 Transmitter Assembly	59	\$ 2,450.33	\$ 144,569.47
PSO 4000 Receiver Assembly	58	\$ 2,450.33	\$ 142,119.14
Intelligent Island Processor Module	20	\$ 2,671.80	\$ 53,436.00
			\$ 340,124.61

The district has reviewed the proposed pricing by Siemens and has determined this pricing to be fair and reasonable based on previous orders of this same equipment.

The Independent Cost Estimate (ICE) for the Signal Crossing Electronics is \$380,000.00

The Staff is requesting the Board grant the President the authority to enter into a Contract for an amount of Three Hundred Forty Thousand One Hundred Twenty Four Dollars and 61/100 (\$340,124.61) with Siemens Industry Inc. of Louisville, Kentucky for Signal Crossing Electronics.