

ORDINANCE NO. 23-159

AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH HDR, INC. OF CLEVELAND, OHIO, TO CONDUCT AN EXAMINATION OF SERVICES FOR THE SANDUSKY TRANSIT SYSTEM AND AMTRAK STATION; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.

WHEREAS, the Sandusky Transit System (STS) is funded primarily by the City of Sandusky along with additional contributions from neighboring communities as well as contract revenue and the goal is to provide safe public transportation service to all residents in a timely, courteous, and cost-effective manner to contribute to their quality of life; and

WHEREAS, STS is operated by the City of Sandusky, through a service provider, First Transit Inc., for day-to-day operations and services all of Erie County; and

WHEREAS, a Request for Qualifications (RFQ) was issued for the Examination of Services for the Sandusky Transit System in which one (1) submittal was received and evaluated by a selection committee and based upon the firm's experience, professional expertise and knowledge, past success with similar projects, project approach, schedule and location, it was determined HDR, Inc. of Cleveland, Ohio, was the most qualified; and

WHEREAS, HDR, Inc. will be providing professional services for an examination of the Sandusky Transit System's services including a review of financials, and market trends, stakeholder engagement, funding analysis, and immediate, medium, and long term goals and these services are more fully described in the Scope of Services, which is attached to this Ordinance and marked Exhibit "A" and specifically incorporated herein; and

WHEREAS, the cost of the professional services is \$39,969.57 of which \$25,000.00 will be paid with Community Development Block Grant Covid (CDBG-CV) Funds and \$14,969.57 will be paid with Capital Projects Funds; and

WHEREAS, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to immediately execute the agreement to commence services, complete the analysis, and initiate recommendations at the earliest opportunity; and

WHEREAS, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Sandusky Transit System, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

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BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The City Manager is authorized and directed to enter into an Professional Services Agreement with HDR, Inc. of Cleveland, Ohio, to conduct an Examination of Services for the Sandusky Transit System, consistent with the proposal submitted, a copy of which is marked Exhibit "A" and attached to this Ordinance, at an amount **not to exceed** Thirty-Nine Thousand Nine Hundred Sixty-Nine and 57/100 Dollars (\$39,969.57).

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.



RICHARD R. BRADY
PRESIDENT OF THE CITY COMMISSION



ATTEST:

CATHLEEN A. MYERS
CLERK OF THE CITY COMMISSION

Passed: July 24, 2023



Scope of Services

Task 1: Review of Existing Service, Financials, and Market Trends

HDR will review existing internal or external studies, development plans and other opportunities that may impact STS in the future regarding transit service and operational policies. This analysis will also include how STS is funded and incorporate possible external financial contributors. This analysis will look at key market trends and assist in the identification of key issues and opportunities that could lead to expanded growth through existing services. The analysis will evolve into a “State of STS” assessment that will address current and ongoing plans, issues, and opportunities that will lead to future recommendations.

Deliverable:

- Summary of Finding Memo, no longer than 10 pages, including tables, graphs, and maps to display data and information.

Task 2: Stakeholder Engagement

HDR will coordinate with STS to meet with local employers and stakeholders to understand the workforce needs of Erie County and relay the importance of public transit to a growing economy in two in-person meetings. STS will coordinate meeting logistics and identify and invite participants. HDR will create materials, such as graphics and presentation, to showcase the importance of transit to the economic impact of Sandusky. HDR will create a written summary of this engagement effort. This information gathering will impact recommendations for the future of transit in Erie County.

Deliverable:

- Lead one (1) Stakeholder Meeting for the business community and interested parties;
- Host an additional (1) Stakeholder Meeting to present findings once existing conditions and stakeholder engagement have concluded. This will allow revisions to the recommendation matrix to generate consensus and buy-in.
- Create a meeting summary, with possible tables, graphs, and maps to display data and information, of the stakeholder meeting
- PowerPoint Presentation

Task 3: Funding Analysis

Funding is instrumental in creating a robust transit network. HDR will look for creative ways through local, regional, and federal opportunities to increase funding and develop a guide for STS to increase its operations with a sustainable source of funding. This could include tax initiatives, assist in the transition from rural to urbanized area funding, and grant opportunities.

Deliverable:



- General planning-level funding analysis of opportunities and considerations summarized in up to a 10-page memo

Task 4: Immediate, Medium, and Long Term Goals

Through the creation of the “State of STS” and stakeholder engagement to determine workforce needs and market trends, HDR will develop a matrix of recommendations for STS to consider for improvements to their service and operational policies in the future. This matrix will include tasks with feasibility and responsibility parties.

Deliverable:

- Matrix that includes tasks with feasibility and responsible parties to generate next steps

EXHIBIT "A"



Budget

Phase	Total Hrs	Total Cost
Task 1: Review of Existing Service, Financials, and Market Trends	114	\$ 14,237.99
Task 2: Stakeholder Engagement	84	\$ 10,813.87
Task 3: Funding Analysis	46	\$ 10,114.19
Task 4: Immediate, Medium, and Long Term Goals	38	\$ 4,803.52
Total	282	\$ 39,969.57

Includes direct costs.

Schedule

The study is estimated to begin in August 2023 and conclude by December 2023.

EXHIBIT "A"