



BOARD OF DIRECTORS MEETING AGENDA

REGULAR MEETING **WEDNESDAY, JULY 17, 2024** **2:30 P.M.**

ARTS DISTRICT PARKING GARAGE LARGE CONFERENCE ROOM
431 West Main Street, Suite B Oklahoma City, OK, 73102

DIRECTORS:

City of Edmond	James Boggs, Treasurer
City of Edmond	Vacant
City of Norman	Marion Hutchison, Vice Chairperson
City of Norman	Chuck Thompson
City of Oklahoma City	Brad Henry, Chairperson
City of Oklahoma City	Mary Mélon-Tully, Secretary
City of Oklahoma City	Aaron Curry

Regional Transportation Authority of Central Oklahoma

MEETING INFORMATION

The Regional Transportation Authority of Central Oklahoma (RTA) typically meets once a month. The meetings are held on the third Wednesday of the month at the Arts District Parking Garage, Large Conference Room, 431 West Main Street, Suite B, Oklahoma City, Oklahoma, at 2:30 p.m. Notices of or changes to meeting dates and locations are posted prior to the meeting at www.rtaok.org, and filed with the Secretary of State.

It is the policy of RTA to ensure communication with participants and members of the public with disabilities are as effective as communications with others. Anyone with a disability who requires accommodations, modifications of policies or procedures or auxiliary aid or services to participate in this meeting should call (405) 297-2484 at least 48 hours in advance (excluding weekends or holidays). The department will give primary consideration to the choice of auxiliary aid or service requested by the individual with disability. If you need an alternate format of the agenda or any information provided at this meeting, please call (405) 297-2484 at least 48 hours before the meeting.

Public Parking

Parking for meeting is available in the Arts District Parking Garage, 431 West Main Street, or at metered parking on the street.

Addressing RTA

The public may address RTA during public hearings on any agenda item or at the end of the meeting when the Board Chairperson asks for public comments. You may sign up to speak at the meeting. **Please limit your comments to three minutes.** Prior to the meeting, you may submit your comments by e-mail to: info@rtaok.org. Please address your e-mail to the RTA Board Chairperson.

The Chairperson or presiding officer may in his or her discretion prohibit a person from addressing the RTA, or have any person removed from the meeting, if that person commits any disorderly or disruptive behavior. Disorderly conduct includes, but is not limited to, any of the following: speaking without being recognized by the Chairperson or presiding officer; continuing to speak after notice that the speaker's allotted time has expired; presenting comments or material not relevant to the item under discussion; failing to comply with the lawful instructions of the Chairperson or presiding officer; engaging in other conduct, activity or speech that delays, pursuant to 21 O.S. §280, disruptive conduct includes any conduct that is "violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others". A person may also be subject to arrest and removal from the building for violation of Oklahoma City Municipal Code 2020, § 30-81 - Disorderly conduct and/or violation of Okla. Stat. tit. 21, §280- Willfully Disturbing, Interfering With or Disrupting State Business, Agency Operations or Employees



Regional Transportation Authority
of Central Oklahoma

BOARD OF DIRECTORS MEETING AGENDA

RTA Actions

RTA may adopt, amend, approve, ratify, deny, defer, recommend, strike or continue any agenda item. RTA is not limited by staff recommendations as to the actions it may take. When more information is needed, RTA may refer matters to the Executive Director, General Counsel, committees, or independent consultants for additional information and study. Items may be stricken from the agenda, or no action may be taken.

To confirm meeting dates or for more information about the RTA, call (405) 297-2484; or visit the website at www.rtaok.org

July 17, 2024
2:30 p.m.
431 W. MAIN STREET, SUITE B, OKLAHOMA CITY, OK
REGULAR MEETING

1. Call to Order – Brad Henry, RTA Board Chairperson
2. Roll Call – Brad Henry, RTA Board Chairperson
3. Consider Approval of Minutes
 - A. June 26, 2024 Regional Transportation Authority Special Meeting
4. Executive Director Reports – Jason Ferbrache, Interim Executive Director
5. Owner’s Representative Report – Kathryn Holmes, Holmes & Associates LLC
6. Receive Financial Reports and Ratify and Approve Claims
 - A. Period of June 1, 2024 through June 30, 2024
7. Consider a Resolution of the Regional Transportation Authority of Central Oklahoma authorizing the Interim Executive Director to negotiate a Professional Services Agreement with a Branding and Marketing Consultant, to award the contract and provide the selected consultant with a Notice to Proceed; and directing the Interim Executive Director to return the awarded Professional Services Agreement to the Board for ratification.
8. Public Comments – Brad Henry, RTA Board Chairperson
9. New Business – Brad Henry, RTA Board Chairperson

Non-action items that were not known or reasonably foreseen at the time of the posting of the agenda. This may include requests for future agenda items.
10. Adjournment



Regional Transportation Authority
of Central Oklahoma

BOARD OF DIRECTORS MEETING MINUTES

The regular meeting of the Regional Transportation Authority (RTA) was convened at 2:37 p.m. on Wednesday, June 26, 2024, at 431 W. Main Street. This meeting was held as indicated by advanced notice filed with the Oklahoma County Clerk on June 24, 2024 at 8:42 a.m.

RTA Board of Directors Present

Brad Henry, Chairperson
Mary Mélon-Tully, Secretary
Aaron Curry, Director
James Boggs, Treasurer

Entity

City of Oklahoma City
City of Oklahoma City
City of Oklahoma City
City of Edmond

RTA Board of Directors Absent

Jim Gebhart, Director
Marion Hutchison, Vice Chairperson
Chuck Thompson, Director

City of Edmond
City of Norman
City of Norman

Administrative Support Staff Present

Jason Ferbrache, Interim Executive Director
Chris Hall, Legal Counsel
Suzanne Wickenkamp, RTA Admin Support

Guests Present

Taylor Johnson, City of Norman
Cory Winston, City of Oklahoma City
Phil Moll, Jacobs Engineering
Kyler Smith, ADG Blatt
Tahirih Johnson, ODC/CAP
William Ginn, ODC/CAP
Shannon Stevenson, City of Norman
G. Zimmerman, HNTB
Barbara Peck, OKC Councilwoman

Lee Nichols, Halff
Eric Rose, ODOT
Steve Lackmayer, The Oklahoman
Hannah Nolen, ACOG
Marco Loureiro, Railpros
Larry Hopper, OKC Resident
Trent Elmore, OKC Resident
Stuart Campbell, Jacobs Engineering

Consultants Present

Kathryn Holmes, Holmes & Assoc.
Liz Scanlon, Kimley Horn

June 26, 2024
2:30 p.m.
431 W. MAIN STREET, SUITE B, OKLAHOMA CITY, OK
SPECIAL MEETING

1. Call to Order – 2:37 p.m.

Chairperson Henry called the meeting to order at 2:37 p.m.

2. Roll Call

QUORUM PRESENT: Boggs, Henry, Mélon-Tully, and Curry. ABSENT: Hutchison, Thompson, and Gebhart.

3. Consider Approval of Minutes

- A. May 15, 2024, Regional Transportation Authority Meeting

APPROVED: Moved by Boggs, seconded by Mélon-Tully. AYES: Boggs, Henry, Mélon-Tully, and Curry. NAYS: None.

4. Executive Director Reports – Jason Ferbrache, Interim Executive Director

Interim Executive Director Ferbrache stated there have been responses to the RFP, from local and national companies.

Interim Executive Director Ferbrache stated there has been quite a bit of media attention surrounding the new arena location and the possibility of a transit hub at the arena site and a lot of people are excited about the possibility.

5. Owner's Representative Report – Kathryn Holmes, Holmes & Associates LLC

Kathryn Holmes, Owner's Representative, stated while reviewing the vehicles that will fit best, Siemens vehicles were not sufficient; while Alstrom will allow for ridership expectations and can have bilevels. She has a call set up with Chicago Metro to discuss the vehicles they use, and which ones have worked best for them.

6. Receive Financial Reports and Ratify and Approve Claims

- A. Period of May 1, 2024, through May 31, 2024

Interim Executive Director Ferbrache provided a new Year End Financial through May page so it would be more legible than the one provided with the documents.

RECEIVED, RATIFIED and APPROVED: Moved by Boggs, seconded by Curry. AYES: Boggs, Henry, Mélon-Tully, and Curry. NAYS: None.

7. Consider approving the Renewed and Amended Professional Services Contract with Kimley Horn and Associates, Inc., (RTA 2020-001) for one year from the effective date, amount not to exceed \$100,000.

APPROVED: Moved by Curry, seconded by Mélon-Tully. AYES: Boggs, Henry, Mélon-Tully, and Curry. NAYS: None.

8. Consider approving the Professional Services Agreement with Cardinal Infrastructure, LLC to provide the Regional Transportation Authority of Central Oklahoma with federal advisory services, July 1, 2024, through June 30, 2025, amount not to exceed \$90,000.

APPROVED: Moved by Boggs, seconded by Mélon-Tully. AYES: Boggs, Henry, Mélon-Tully, and Curry. NAYS: None.

9. Project Update: Alternatives Analysis Update on the West and Airport Corridors – Liz Scanlon, Kimley-Horn

Liz Scanlon, Kimley-Horn presented a PowerPoint presentation on the Alternatives Analysis Update on the West and Airport Corridor alignment starting from the Santa Fe Intermodal Hub and ending at or near the John Kilpatrick Turnpike and for the Airport Corridor with an alignment starting from the Santa Fe Intermodal Hub and ending at the Will Rogers World Airport Terminal.

10. Consider a Resolution adopting the Locally Preferred Alternatives for the West Corridor with an alignment starting from the Santa Fe Intermodal Hub and ending at or near the John Kilpatrick Turnpike and for the Airport Corridor with an alignment starting from the Santa Fe Intermodal Hub and ending at the Will Rogers World Airport Terminal.

ADOPTED: Moved by Mélon-Tully, seconded by Curry. AYES: Boggs, Henry, Mélon-Tully, and Curry. NAYS: None.

11. Public Comments – Brad Henry, RTA Board Chairperson

Councilwoman Barbara Peck, Ward 3, spoke and offered support for the Locally Preferred Alternatives the West Corridor as it ends near Southwest 15th and John Kilpatrick Turnpike will be a great addition for her constituents.

William Ginn, Office of Disability Concerns, asked if the new Locally Preferred Alternatives would be light rail or bus and was advised it would be light rail.

12. Enter into Executive Session on advise of the Municipal Counselor to discuss the purchase or appraisal of real property and to confer on matters pertaining to economic development including the transfer of property, as public disclosure of the matter discussed would interfere with the development of products or services regarding the Board's strategy and approach for the acquisition of certain real property from BNSF for the commuter rail operation, as authorized by 25 OS. (2022 Supp) §§ 307 (B)(3) and (C) (11).

Enter into Executive Session – 3:26 p.m.

ENTER INTO EXECUTIVE SESSION: Moved by Boggs, seconded by Mélon-Tully. AYES: Boggs, Henry, Mélon-Tully, and Curry. NAYS: None.

Exit Executive Session – 4:08 p.m.

EXITED EXECUTIVE SESSION: Moved by Mélon-Tully, seconded by Curry. AYES: Boggs, Henry, Mélon-Tully, and Curry. NAYS: None.


13. New Business – Brad Henry, RTA Board Chairperson
None.

14. Adjournment – 4:11 pm


ADJOURNED: Moved by Mélon-Tully, seconded by Curry. AYES: Boggs, Henry, Mélon-Tully, and Curry. NAYS: None.

APPROVED by the Board of Directors and **SIGNED** by the Chairperson of the Regional Transportation Authority of Central Oklahoma, on this **17th** day of **July 2024**.

ATTEST:


Mary Mélon-Tully, Secretary




Brad Henry, Chairperson

Regional Transportation Authority of Central Oklahoma
Payment Claims

Period: 6/01/2024 to 6/31/2024						
Date	Vendor	Description	Invoice No.	Cost	Total	
7/1/2024	Holmes & Associates LLC	Consultant Fees - Labor	724	\$ 35,055.00		
		Cost Reimbursement RTA	724	\$ 1,345.93		
					\$	36,400.93
5/31/2024	Kimley-Horn	AA Update - Year 4				
		Task 1 - Project Management	28383107	\$ 805.00		
		Task 2 - Public Engagement	28383107	\$ 292.50		
		Task 4 - AA Process	28383107	\$ 11,987.50		
		Task 5 - Station Area/Land Use Analysis	28383107	\$ 1,747.50		
		Task 6 - Rail Ops Planning	28383107	\$ 4,884.41		
		Expenses	28383107	\$ 30.11		
					\$	19,747.02
5/31/2024	Kimley-Horn	EDEI Project				
		Project Management	196742000-0524	\$ 13,392.50		
		Project Participation	196742000-0524	\$ 30,802.50		
		Alternatives Analysis	196742000-0524	\$ 26,277.50		
					\$	70,472.50
6/13/2024	PCI Municipal Services	Parking Fees - June 2024	225422	\$ 6.00		
					\$	6.00
7/8/2024	Cardinal Infrastructure	Professional Services - June 2024	2953	\$ 2,710.00		
					\$	2,710.00
6/3/2024	AlphaVu	Transit Research	2029	\$ 4,083.00		
					\$	4,083.00
7/10/2024	BNSF	Preliminary Engineering	90270557	\$ 18,702.55		
					\$	18,702.55
6/25/2024	Regional Economic Advisors	Task Order #1 - Payment 10 of 13	May	\$ 4,545.45		
		Task Order #1 - Payment 11 of 13	June	\$ 4,545.45		
					\$	9,090.90
7/1/2024	COTPA	Admin Services Fee	25-001	\$ 10,070.00		
		Reimbursement for Journal Record Notice	25-001	\$ 172.26		
		Reimbursement for Printing	25-001	\$ 42.50		
					\$	10,284.76
Total Claims						\$ 171,497.66

APPROVED by the Regional Transportation Authority of Central Oklahoma, and SIGNED by the Treasurer and Chairman on this 17th day of July 2024.

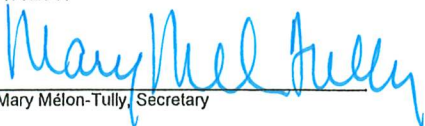
TREASURER:


James P. Boggs

REGIONAL TRANSPORTATION AUTHORITY OF
CENTRAL OKLAHOMA


Brad Henry, Chairperson

ATTEST:


Mary Melon-Tully, Secretary



HOLMES & ASSOCIATES LLC

Holmes & Associates LLC
 910 S Donner Way #304
 Salt Lake City, UT 84108
 Phone: 703.999.4440
 E-Mail: kathryn@holmesassociatesllc.com

Invoice #724

July 1, 2024

EIN: 82-1144150
 Supplier ID: 231866
 P.O # 2021-003

Client

RTA
 2000 S. May
 Oklahoma City, OK 73108
 ATTN: James P. Boggs
 boggsedmondrt@cox.net
 ATTN: Suzanne Wickenkamp
 suzanne.wickenkamp@okc.gov

Date	Billor	Description	Hours/Qty	Rate	Amount
6/01- 6/30/2024	KAH	RTA - TIME: Time billed by K Holmes for the period 6/01/2024 to 6/30/2024	78.00	410.00	\$31,980.00
6/01- 6/30/2024	KAH	RTA - TIME: Travel time billed by K Holmes for the period 6/01/2024 to 6/30/2024	15.00	205.00	3,075.00
6/01- 6/30/2024	KAH	RTA - COSTS: Total costs incurred by KAH			\$1,345.93

We appreciate your business. Please make checks payable to "Holmes & Associates LLC." Thank you.

Invoice Balance Due**\$36,400.93**

<p>Please remit payment electronically to:</p> <p>Account Name: KIMLEY-HORN AND ASSOCIATES, INC. Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94104 Account Number: 2073089159554 ABA#: 121000248 Please send remittance information to: payments@kimley-horn.com</p>	<p>If paying by check, please remit to:</p> <p>KIMLEY-HORN AND ASSOCIATES, INC. P.O. BOX 913221 DENVER, CO 80291-3221</p>
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RTA OF CENTRAL OK
 ATTN: JASON FERBRACHE
 2000 S. MAY AVENUE
 OKLAHOMA CITY, OK 73108

Invoice Amount: \$19,747.02
 Invoice No: 28383107
 Invoice Date: May 31, 2024
 Project No: 197385001.C
 Project Name: RTA OK AA/NEPA STUDY
 Project Manager: SCANLON, LIZ
 Client Reference:

Federal Tax Id: 56-0885615
 For Services Rendered through May 31, 2024

COST PLUS MAX

Description	Contract Value	% Billed to Date	Amount Billed to Date	Previous Amount Billed	Current Amount Due
ALTERNATIVES ANALYSIS	128,719.00	75.29%	96,907.50	84,920.00	11,987.50
EXPENSES	17,000.00	26.92%	4,576.30	4,546.19	30.11
OFFICE EXPENSE	0.00		0.00	0.00	0.00
PROJECT MANAGEMENT	193,941.00	36.01%	69,842.50	69,037.50	805.00
PUBLIC ENGAGEMENT	39,576.00	6.49%	2,567.50	2,275.00	292.50
RAIL OPERATIONS PLAN	163,076.00	72.74%	118,621.45	113,737.04	4,884.41
SANTE FE IMHS	86,561.00	99.94%	86,510.00	86,510.00	0.00
STATION AREA ANALYSIS	62,523.00	99.96%	62,497.50	60,750.00	1,747.50
SUBCONSULTANT MARKUP	2,625.00	0.00%	0.00	0.00	0.00
TRAVEL DEMAND/RIDERSHIP	42,316.00	66.58%	28,175.00	28,175.00	0.00
Subtotal	736,337.00	63.79%	469,697.75	449,950.73	19,747.02
Total COST PLUS MAX					19,747.02

Total Invoice: \$19,747.02

<p>Please remit payment electronically to:</p> <p>Account Name: KIMLEY-HORN AND ASSOCIATES, INC. Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94104 Account Number: 2073089159554 ABA#: 121000248 Please send remittance information to: payments@kimley-horn.com</p>	<p>If paying by check, please remit to:</p> <p>KIMLEY-HORN AND ASSOCIATES, INC. P.O. BOX 913221 DENVER, CO 80291-3221</p>
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RTA OF CENTRAL OK
 ATTN: JASON FERBRACHE
 2000 S. MAY AVENUE
 OKLAHOMA CITY, OK 73108

Federal Tax Id: 56-0885615
 For Services Rendered through May 31, 2024

Invoice Amount: \$70,472.50
 Invoice No: 196742000-0524
 Invoice Date: May 31, 2024
 Project No: 196742000
 Project Name: RTA - WEST AND AIRPORT AA
 Project Manager: SCANLON, LIZ
 Client Reference:

COST PLUS MAX

KHA Ref # 196742000.3-28382859

Description	Contract Value	% Billed to Date	Amount Billed to Date	Previous Amount Billed	Current Amount Due
PROJECT MANAGEMENT	188,097.00	79.65%	149,817.50	136,425.00	13,392.50
PUBLIC PARTICIPATION	276,776.00	95.49%	264,299.69	233,497.19	30,802.50
ALTERNATIVES ANALYSIS	692,287.47	53.19%	368,196.27	341,918.77	26,277.50
Subtotal	1,157,160.47	67.61%	782,313.46	711,840.96	70,472.50
Total COST PLUS MAX					70,472.50

Total Invoice: \$70,472.50

COTPA

Arts District Garage
431 W Main Street
Oklahoma City, OK 73102
405-297-2529

INVOICE #: **225422**
Reference ID: **Tax Exempt**
Invoice Date: **07/15/2024**
Due Date: **07/30/2024**

Invoice To:
RTA (TE)

Invoice Details
Total Due:\$6.00
Location: Arts District Garage
Status: sent

Mailing Address
COTPA-Parking c/o Municipal
Services PO Box 2404
Oklahoma City
73101

Item	Rate	Qty	Total
June vals	\$3.00	2	\$6.00

Subtotal: 6.00
Total: **\$6.00**

Notes

Please note the daily breakdown attachment does **NOT** reflect the tax exempt discount. Please pay the amount on the invoice. This document is attached for daily breakdown reference **ONLY**.

Note: Please make checks payable to COTPA - Parking c/o Municipal Services. If you have any question about your invoice, please contact Charli Wrench via email at cwrench@municipalparking.com or by phone at 405-297-2529



600 Massachusetts Avenue, NW
Suite 250
Washington, DC 20001
202-240-2857

INVOICE

INVOICE #2953
PO 2024-016
DATE: JULY 8, 2024

TO:

Regional Transportation Authority of Central Oklahoma
2000 South May
Oklahoma City, Oklahoma 73108

DESCRIPTION	HOURS	RATE	AMOUNT
Professional Services (June 1 to 30, 2024)			
Sherry Little	0.50	\$550.00	\$275.00
Auke Mahar-Piersma	3.00	\$550.00	\$1,650.00
Jamie Harrell	1.50	\$550.00	\$825.00
Total	5.0		\$2,750.00
Credit of \$40 from overpayment			-\$40.00
Total			\$2,710.00
Monthly report attached.			

Please make all checks payable to Cardinal Infrastructure LLC.

Thank you for your business!

1100 15th St NW, 4th Floor
Washington, DC 20005
(202) 450-6541
scott@alphavu.com
www.alphavu.com



BILL TO

COPTA
Accounts Payable/PO COTPA-
0000015202
100 North Walker Street
Suite 200
Oklahoma City, OK 73102

INVOICE # 2029
DATE 06/18/2024
DUE DATE 07/18/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Social network intelligence, analysis, and reporting Services for June 2024	1	4,083.00	4,083.00

BALANCE DUE **\$4,083.00**



INVOICE

CUSTOMER NUMBER : 1011660
INVOICE NUMBER : 90270557
AMOUNT : \$18,702.55
DATE : 07/10/2024

MAKE CHECKS PAYABLE TO:
BNSF RAILWAY COMPANY
3115 SOLUTIONS CENTER
CHICAGO, ILLINOIS 60677-3001

REGIONAL TRANSPORTATION
AUTHORITY OF
CENTRAL OKLAHOMA
2000 S MAY AVE
OKLAHOMA CITY OK 73108
USA

FOR FURTHER INFORMATION:
EMILY BUI
(817)593-1021
EMILY.BUI@BNSF.COM

BNSF TIN NO.41-6034000

CONTRACT NO: SA7002424

TO PAY BY WIRE/ACH:
BANK: NORTHERN TRUST-CHICAGO IL
SWIFT # CNORUS 44
BANK ABA # 071000152
BNSF ACCOUNT # 31099171

If paying by wire/ACH, please send the remit detail to cashapps@bnsf.com

** PLEASE SHOW ABOVE INVOICE NUMBER ON YOUR REMITTANCE TO ASSURE PROPER CREDIT TO YOUR ACCOUNT **

PRELIMINARY ENGINEERING DESIGN FOR THE OKLAHOMA RTA TO EXPAND RAIL SERVICE FROM EDMOND TO NORMAN, OK.
L/S 7400, MP 370 TO 402, DOT # 012120A

100% BILLABLE TO REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA

WBS 7-0024-24

PARTIAL # 4

Total Costs:	\$18,702.55
Billable Pct :	100.00 %
Invoice Total :	\$18,702.55

This bill represents only charges posted to the identified WBS as of the last day of the month preceding the invoice date. Unless otherwise explicitly stated, further billings may be issued, should additional costs be identified for this WBS or other WBS' related to work at this location.

Invoice May 2024

Regional Economic Advisers

a division of Thorberg Collectorate, Inc.

141 NE 13th St, Oklahoma City, OK 73104



THORBERG
COLLECTORATE

Date May 25, 2024	Attn Kathryn Holmes, RTA Owner's Representative 2000 S May Ave Oklahoma City, OK 73108	Amount \$4,545.45
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Instructions

If paying by check, please make it payable to Regional Economic Advisers.

Item Description	Date	Rate	Amount
Monthly Task Order for the month of May 2024	May 25 th , 2024	\$4,545.45	\$4,545.45
		SUBTOTAL	\$4,545.45

Thank you!

Invoice June 2024

Regional Economic Advisers

a division of Thorberg Collectorate, Inc.

141 NE 13th St, Oklahoma City, OK 73104



THORBERG
COLLECTORATE

Date June 25, 2024	Attn Kathryn Holmes, RTA Owner's Representative 2000 S May Ave Oklahoma City, OK 73108	Amount \$4,545.45
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Instructions

If paying by check, please make it payable to Regional Economic Advisers.

Item Description	Date	Rate	Amount
Monthly Task Order for the month of June 2024	June 25 th , 2024	\$4,545.45	\$4,545.45
		SUBTOTAL	\$4,545.45

Thank you!



CENTRAL OKLAHOMA
TRANSPORTATION & PARKING
AUTHORITY

REMIT PAYMENT TO:
EMBARC - Accts Receivable
2000 S. May | Oklahoma City, OK 73108
embarkok@okc.gov

Bill To: **Regional Transportation
Authority of Central Oklahoma**

Invoice #: 2025-101

Address: 2000 S May Avenue
Oklahoma City, OK 73108

Invoice Date: 7/1/24

Invoice For: Administrative Services

Item #	Description	Qty	Unit Price	Discount	Price
1	Admin Services Fee - June 2024	1	\$10,070.00		\$10,070.00
2	Reimbursement for Journal Record Notices	1	\$172.26		\$172.26
3	Reimbursement for Printing	1	\$42.50		\$42.50
NOTES: RTA PO # 2025-003				Invoice Subtotal	\$10,284.76
				Tax Rate	
				Sales Tax	\$0.00
				Other	
				Deposit Received	
Make all checks payable to EMBARK				TOTAL	\$10,284.76

Regional Transportation Authority of Central Oklahoma FY2025 Year End Forecast

Presented July 17, 2024

Prepared by RTA Support Team (unaudited)

OPERATIONS Sources	Est. Remaining	Total YE	FY24	Variance	Variance %
	Jul-Jun	Forecast	Budget		
Local Contributions	\$1,517,535	\$1,517,535	\$1,517,535	\$0	
Total Operations Revenues	\$1,517,535	\$1,517,535	\$1,517,535	\$0	0%

Expenditures	Est. Remaining	Total YE	FY24	Variance	Variance %
	Jul-Jun	Forecast	Budget		
Contracts and Services					
Professional Services - COTPA Administration	\$120,842	\$120,842	\$120,842	\$0	
Professional Services - Holmes & Associates	\$700,000	\$700,000	\$700,000	\$0	
Professional Services - Kimley Horn ⁽¹⁾	\$234,862	\$234,862	\$234,862	\$0	
Professional Services - On-Call Engineering Consultant	\$100,000	\$100,000	\$100,000	\$0	
Transfer to Grant Activity for Local Grant Match ⁽²⁾	\$134,854	\$134,854	\$134,854	\$0	
BNSF Study Fee	\$100,000	\$100,000	\$100,000	\$0	
Professional Services-Legal	\$50,000	\$50,000	\$50,000	\$0	
Professional Service - Financial Planning Consultant	\$100,000	\$100,000	\$100,000	\$0	
Professional Service - Economic Advising Consultant	\$10,000	\$10,000	\$10,000	\$0	
Independent Financial Audit	\$9,700	\$9,700	\$9,700	\$0	
Website Hosting Fee	\$2,500	\$2,500	\$2,500	\$0	
Branding	\$250,000	\$250,000	\$250,000	\$0	
Conference/Training	\$7,850	\$7,850	\$7,850	\$0	
Directors & Officer Liability Insurance	\$3,500	\$3,500	\$3,500	\$0	
Advertising/Public Notice	\$1,000	\$1,000	\$1,000	\$0	
Printing & Binding	\$500	\$500	\$500	\$0	
Postage	\$100	\$100	\$100	\$0	
Mileage	\$500	\$500	\$500	\$0	
Parking	\$250	\$250	\$250	\$0	
Travel	\$20,000	\$20,000	\$20,000	\$0	
Market Research Services	\$111,000	\$111,000	\$111,000	\$0	
CIG Implementation Advisor	\$90,000	\$90,000	\$90,000	\$0	
Other Services & Fees	\$300	\$300	\$300	\$0	
Total Contracts and Services	\$2,047,758	\$2,047,758	\$2,047,758	\$0	0%
Equipment and Supplies					
Office Supplies	\$320	\$320	\$320	\$0	
Food	\$1,000	\$1,000	\$1,000	\$0	
Other Supplies	\$200	\$200	\$200	\$0	
Total Equipment and Supplies	\$1,520	\$1,520	\$1,520	\$0	0%
Total Operations Expenditures	\$2,049,278	\$2,049,278	\$2,049,278	\$0	0%

(1) This reflects estimated expenses from two invoices carried over from FY24

(2) This is the 38% local match required for the RAISE grant based on estimated consultant cost.

GRANT ACTIVITY Sources	Est. Remaining	Total YE	FY24	Variance	Variance %
	Jul-Jun	Forecast	Budget		
Federal Grant ⁽³⁾	\$215,768	\$215,768	\$215,768	\$0	
Transfer from Operations for Local Grant Match ⁽⁴⁾	\$134,854	\$134,854	\$134,854	\$0	
Total Grant Revenues	\$350,622	\$350,622	\$350,622	\$0	0%

Expenditures	Est. Remaining	Total YE	FY24	Variance	Variance %
	Jul-Jun	Forecast	Budget		
Contracts and Services					
Professional Services - RAISE Grant Consultant Fees	\$350,622	\$350,622	\$350,622	\$0	
Total Grant Expenditures	\$350,622	\$350,622	\$350,622	\$0	0%

(3) This revenue is reimbursement from COTPA for 62% of consultant fees for the RAISE grant study.

(4) This revenue is the 38% RTA local match for RAISE grant consultant fees.

FY25 Beginning Cash Balance	\$1,433,063
FY25 Ending Cash Balance (Forecast)	\$901,320



TO: Chairperson and Board of Directors

FROM: Interim Executive Director

Consider a Resolution of the Regional Transportation Authority of Central Oklahoma authorizing the Interim Executive Director to negotiate a Professional Services Agreement with a Branding and Marketing Consultant, to award the contract and provide the selected consultant with a Notice to Proceed; and directing the Interim Executive Director to return the awarded Professional Services Agreement to the Board for ratification.

Background On May 15, 2024, the Regional Transportation Authority of Central Oklahoma (RTA) approved a Request for Proposal (RFP) for Branding and Marketing Services (RTA 24-001) (Item No. 9) and authorized the Interim Executive Director to advertise the RFP.

The RFP solicitation was advertised in the Journal Record on May 27, 2024, and June 3, 2024. There were seventeen proposals received in response to the solicitation. A pre-proposal meeting was held on June 10, 2024 and Addendum No. 2 was posted with all the questions and answers that came out of the pre-proposal meeting.

On July 10, 2024, out of the seventeen proposals, five firms were selected to continue to the interview phase. The selection committee, which was comprised of the RTA Vice Chairperson, the RTA Owners Representative and staff, determined that Affirm met the criteria of the RFP and is the most qualified firm.

The RFP approved by the Board indicated that the agreement would be awarded on July 17, 2024. In order to facilitate the award, staff request that the Interim Executive Director be authorized to negotiate a Professional Services Agreement with Affirm, award the contract and provide a Notice to Proceed and also direct the Interim Executive Director to return the PSA to the Board for ratification at a later date.

Recommendation: Resolution be adopted

A handwritten signature in black ink, appearing to read "Jason Ferbrache", is written in a cursive style.

Jason Ferbrache
Interim Executive Director

RESOLUTION NO. 24-0008

RESOLUTION OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO NEGOTIATE A PROFESSIONAL SERVICES AGREEMENT WITH A BRANDING AND MARKETING CONSULTANT, TO AWARD THE CONTRACT AND PROVIDE THE SELECTED CONSULTANT WITH NOTICE TO PROCEED, AND DIRECTING THE INTERIM EXECUTIVE DIRECTOR TO RETURN THE AWARDED PROFESSIONAL SERVICES AGREEMENT TO THE BOARD FOR RATIFICATION.

WHEREAS, on May 15, 2024, the Regional Transportation Authority of Central Oklahoma (RTA) Board of Directors approved a Request for Proposals (RFP) for Branding and Marketing Services (RTA 24-001) and authorized the Interim Executive Director to advertise the RFP; and

WHEREAS, the RFP solicitation was advertised in the Journal Record on May 27, 2024, and June 3, 2024; and

WHEREAS, a pre-proposal meeting was held on June 10, 2024, questions were due on June 10, 2024, and proposals were due on June 26, 2024; and

WHEREAS, seventeen proposals were received in response to the solicitation; and

WHEREAS, selection interviews were conducted by the selection committee which was comprised of the RTA Vice Chairperson, the RTA Owners Representative and staff; and

WHEREAS, the selection committee met with five proposers; and

WHEREAS, the selection committee has determined that Affirm meets the criteria of the RFP and is the most qualified firm; and

WHEREAS, the RFP approved by the Board indicated that that Award of the agreement would occur on July 17, 2024, and a Notice to Proceed would occur on July 17, 2024, or later.

NOW, THEREFORE, BE IT RESOLVED by the Directors of the Regional Transportation Authority of Central Oklahoma that they do hereby authorize the Interim Executive Director to negotiate a professional services agreement with a Branding and Marketing consultant not to exceed the amount included in the FY 2025 budget for Branding and Marketing Services, to award the contract, and to provide the selected consultant with Notice to Proceed.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Directors of the Regional Transportation Authority of Central Oklahoma that they do hereby direct the Interim Executive Director to return the professional services agreement to the Board for ratification.

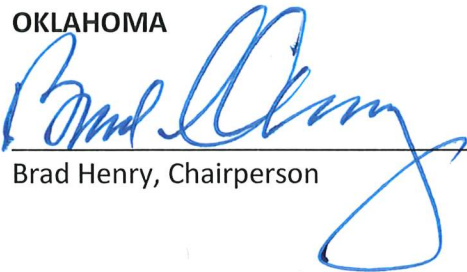
ADOPTED by the Directors and **SIGNED** by the Chairman of the Regional Transportation Authority of Central Oklahoma this **17th** day of **July 2024**.

ATTEST:



Mary Mélon-Tully, Secretary



**REGIONAL TRANSPORTATION
AUTHORITY OF CENTRAL
OKLAHOMA**


Brad Henry, Chairperson

REVIEWED for form and legality.


Christopher Hall
Assistant Municipal Counselor