

# MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

Telephone: 901-722-7100    www.matatransit.com

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**Gary J. Rosenfeld**

Chief Executive Officer

## Board of Commissioners

John Vergos – **Acting Chair**

Martin Lipinski – **Vice Chair**

Shelia Williams

Roquita Williams

Kristen Bland

Janice Holder

Michael Fulton

Tommy Pacello

Robert Clark

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## **Board of Commissioners Meeting Agenda**

**MATA Facility – 1370 Levee Road**

**December 10, 2019**

**3:30p.m.**

- |      |  |                |
|------|--|----------------|
| I.   | Call to Order  | John Vergos    |
| II.  | Board Roll Call  | Linda Eskridge |
| III. | Approval of October 29, 2019 Board Minutes   | John Vergos    |
| IV.  | CEO Report   | Gary Rosenfeld |
| V.   | Consent Agenda Items(s)  | John Vergos    |
|      | a) Resolution to Approve FY2020 Section 5307 Capital Projects and State Operations Assistance – Res. No. 19-46                             |                |
|      | b) Resolution to Approve FY2020 Section 5337 State of Good Repairs Capital Projects – Res. No. 19-47                                       |                |
|      | c) Resolution to Approve FY2020 Section 5339 Bus and Bus Facilities Capital Projects – Res. No. 19-48                                      |                |
|      | d) Resolution to Approve FY2020 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program Funds – Res. No. 19-49 |                |
|      | e) Resolution to Approve FY2020 CMAQ and STBG Capital Projects – Res. No. 19-50  |                |
|      | f) Resolution to Approve FY2020 BUILD Capital Projects – Res. No. 19-51  |                |
|      | g) Resolution to Approve Disposal of Surplus Vehicles – Res. No. 19-52   |                |
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| VI.   | Procurement Agenda Item(s)  | John Vergos      |
|       | a) Resolution to Award a Contract to A&B Construction Company, Inc. to Purchase and Install up to 14 Hanging Ventilation Fans – Res. No. 19-53    |                  |
|       | b) Resolution to Award a Contract to A&B Construction Company, Inc. for Painting and Roof Replacement at MATA's Trolley Facility – Res. No. 19-54 |                  |
|       | c) Resolution to Award a Three-Year Contract to Transpro Consulting for Strategic Management Consulting Services – Res. No. 19-55                 |                  |
| VII.  | Finance Agenda Item(s)  |                  |
|       | a) Financial Report   | Bernhard Rudolph |
| VIII. | Speaker(s) Acknowledgement  | Lawson Albritton |
| IX.   | Old/New Business  | John Vergos      |
| X.    | Adjournment   | John Vergos      |

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**CALL TO ORDER:** A regular meeting of the MATA Board of Commissioners was called to order by Acting Chair, John Vergos at 3:30 p.m. on Tuesday, October 29, 2019 at 1370 Levee Road Board Room.

### **BOARD ROLL CALL:**

*Present:* John Vergos; Shelia Williams; Tommy Pacello; Janice Holder; Martin Lipinski; Michael Fulton

*Absent:* Roquita Williams; Kristen Bland; Robert Clark

*Quorum:* Yes

*Staff:* Wyatt Archer, Planning Intern; Linda Eskridge, Board Secretary; Nicole Lacey; Chief Communications Officer; Maury Miles, Director of Grants and Procurement; Miles Miller, Planning Intern; Gary Rosenfeld, Chief Executive Officer; Bernhard Rudolph, Chief Financial Officer;

*Guests:* Nicole Bowen, MATApplus PCA; Pearly Bowen, MATApplus Rider; Justin Davis, MBRU; Brenda Deener, Primary Care Link, LLC; Dalair Deener; Allison Donald, MCIL; Alan Dow, MICAH; Beauregard Frierson, MATA Rider; Betty Robinson, MBRU; Sandy Smegelsky, MICAH; Atty. Bruce Smith, Apperson Crump PLC; Jordan Smith, Memphis MPO; Nick Warren, Memphis MPO

Approval of the September 24, 2019 Board Minutes: Motioned by Mr. Pacello and seconded by Ms. Holder. The Minutes were approved.

### **CEO Report – Gary Rosenfeld**

- Coverage for MATA continues to be strong. Still a lot of discussion going on regarding Mayor Harris' funding plan for public transportation. Mayor Harris has indicated his willingness to entertain changes and modifications to that plan, but there is still a lot of work to be done to sustain a winning vote in the spring of 2020. There has been a tremendous amount of public input. The mayor and his team have been out and about at a number of public forums. It remains high on the list of issues in our community.

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- MATA introduced safety shields for bus operators this past month. The shields really do a good job with anyone trying to harm the operators from behind while they are driving. While nothing is fail-safe, it was the request of the union that we run this test program. The shields are now on two buses and within the next few weeks, we will be doing questionnaires for our operators as well as for the public, to get input on the shields.
- Changes went into effect on this last Sunday mostly time changes, minor in nature. The Customer Service Center stated they got the normal amount of calls for a Monday morning, generally it was well accepted. The Board authorized us to make minor changes without going through a big process and all these changes fell within those guidelines.
- Mr. Rosenfeld, Commissioners Holder and Williams, and Ms. Casey attended the APTA Transform Conference in New York on behalf of the Annual Meeting. Commissioners Holder and Williams expressed some remarks regarding the conference and their experience. Gary also stated that it was a good conference, a lot of people and a relaxed setting. Next year will be the Annual Meeting and Expo as well, in Anaheim, CA.
- Passenger Transport issued a special bulletin during the conference regarding MATA being highlighted for our Bus Pass Program with Shelby County Schools. Mr. Vergos asked how this new pass program is going. Mr. Rosenfeld stated that we have not had any greater issue with this program as we have with our regular student population that we have had in the past. There is still a long way to go in getting all the passes out and getting people utilizing them. Once the parents become involved, we certainly do not anticipate any problem with parents or students. They are in the process of getting passes to the parents as well. Mr. Rosenfeld also stated there haven't been any incidents that MATA is aware of with the process.
- In a Metro Magazine article there was a release on our Next Generation Fare System and the on-board wi-fi that will be coming in December on all MATA buses.
- MATA participated in the Tiger Blue Goes Green event on October 8<sup>th</sup>. Individuals were on hand to give information on utilizing transportation as well as potential jobs in the industry.
- Mr. Rosenfeld gave an update on his calendar of meetings and events. He also stated that the next MATA Board Meeting will be December 10, 2019 at 1370 Levee Road Facility at 3:30p.m.
- During the Statistical Report review, Mr. Pacello asked if goals could be established for all the charts in order to establish where the goal is, as well as our target for all the goals.
- On time performance: Six fixed route operators, most of our usual, hit 90%; nine trolley operators at 90%; and 34 MATAplus operators at 90%. Mr. Vergos asked about incentives, rewards or bonuses for drivers other than having their pictures on our monthly Board presentation. Mr. Rosenfeld stated currently there are none in place but is something we can look at in the future.

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Finance Agenda Item(s)

a) Resolution to Approve Capital Budget for FY2020 – Res. No. 19-45

Discussion: The Finance Committee of the Board of Commissioners met today, (October 29, 2019) at 2:30pm to discuss the Capital Budget. This is money for things, not money for Operations of \$21,400,000 and was broken into different categories of which are listed in the attachment to the resolution. Mr. Rosenfeld stated that Just because we have this money in a budget does not mean we are authorizing expenditures. A motion was made by Ms. Holder for approval and seconded by Mr. Pacello. Any expenditures in excess of \$50,000 comes before the Board for approval. This is a budget only and not authorization to spend until we bring a contract before the Board. **Resolution No. 19-45 Passed.**

The Board was also updated on the Tiger Grant Application, which MATA has applied for over the past couple of years to fund the BRT Project which goes from downtown to the University of Memphis. MATA should know the status of the grant application by November 12, 2019. If we are successful, we will see the project moving ahead in the Spring of next year. Mr. Rosenfeld stated that we have started the actual planning work. He also stated that it does Just include BRT, but it includes the whole thing.

b) Financial Report – Bernhard Rudolph

This report is for the two months through August. We are basically on budget and a little ahead on revenue. We are pulling revenue draws from the city at 3MM a pull and one of them posted early, which is why we are ahead on revenues by \$3.2. Expenses are basically on budget, so we are a little ahead on operating margins. Passengers fares are \$238,000 favorable to budget most of that due to the \$300,000 we received from the Shelby County School Pass Program, which was budgeted as grant revenues so that it could be seen as a line item. Excluding that, year-to-date we are about \$45,000 below for fixed route, MATAplus was below by \$7,000, and Trolley was below by \$10,000 on a year-to-date basis. As far as cash based on the capital forecast, we are looking good through February when we will need to get our annual Bridge Loan from the city. Overall, we are looking good. This ended the Financial Report. *Mr. Pacello asked that based on the early payment received from Shelby County Schools, is there a way to normalize that over the duration of the passes so that it can be amortized out.* Mr. Rudolph stated that to normalize it he would just remove it from the fares. *Mr. Vergos asked would we get the payment each semester from the school.* Mr. Rudolph stated no just one time. Mr. Vergos asked if for some reason this goes over well and there is a bigger need, will they just write MATA another check, and Mr. Rudolph agreed.

Speakers:

Nicole Bowen, 1137 Kney Street, 38107 – Re: MATAplus

Ms. Bowen stated her concerns of some of the same as in previous meetings. Ms. Bowen stated that a couple of months ago a Council member contacted MATA due to her and her mom being left at city hall.

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Since then, her mom has been placed on what is called personalized service. She feels this should be a benefit to the riders, but it is only beneficial when it comes to MATA. Ms. Bowen feels that certain rules apply to her mom that do not apply to other riders, such as her mom having to get off the bus on every trip even if the operator is waiting for her to go in and pick up her mom's medication. This has not been the case in the past. Ms. Bowen stated that it was said that she was requesting favoritism; Ms. Bowen gave examples where she stated that MATA is showing favoritism to other riders, as well as MATA employees. Ms. Bowen stated that the director of transportation has called the state to file negative charges against her. It was investigated and the documentation that was provided was some of the same correspondence. Ms. Bowen stated that her rides are being tracked on a daily basis and she does not know what MATA is looking for, but she hopes they find it.

Dalair Deener, 3112 E. Glengarry Road, Memphis, TN

Mr. Deener feels that Memphis is stagnated. People do not move to Memphis they move away from Memphis. His question was is MATA responsible for Memphis' stagnation. Most people that live in Memphis are not able to get to the distribution areas except by bus and the bus services are just not in those areas and something needs to be done about it.

Beauregard Frierson, 2716 Deaderick

Mr. Frierson would like to see more improved bus service. Bus service frequency is very slow. He would also like to see a bus stop closer to his home at Deaderick Street because he has to walk too far and cross too many streets to get to the bus stop closest to him.

Allison Donald, 5100 Poplar Ave, Memphis, TN, MATApplus Issues

Ms. Donald stated she is a frequent MATApplus rider. She stated that there are times when you call to make a reservation, your reservation is mysteriously changed or dropped from the system. Ms. Donald alluded to the report given on OTP, and stated that's about 50% of the drivers, which the other half is experiencing some problems with OTP. Ms. Donald asked the question does OTP take into consideration the amount of time it takes to hook up a wheelchair. She stated that the ADA Paratransit Officer has done a fairly good job and it is not on him. The issues with MATApplus are operations and the way it is run.

### OLD/NEW Business

Mr. Vergos called for any old business. Hearing none, he called for new business. Mr. Lipinski stated that the University of Memphis works with East High School as a Transportation STEM Academy and he invited Alvin Pearson, MATA's COO to speak to the children as part of our CEO series. Mr. Lipinski stated that Alvin gave a very stirring presentation on careers in transportation and he showed the MATA video as well. The students appreciated it very much. The Meeting was adjourned.

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John Vergos, Acting Chairman

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## MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS

### RESOLUTION NO. 19-46

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE FEDERAL TRANSIT  
ADMINISTRATION, AN ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF  
TRANSPORTATION, FOR FEDERAL ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23  
UNITED STATES CODE AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT  
ADMINISTRATION AND THE TENNESSEE DEPARTMENT OF TRANSPORTATION**

**WHEREAS,** The Federal Transit Administrator has been delegated authority to award Federal financial assistance for transportation projects under the Section 5307 program; and

**WHEREAS,** The grant for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs in the program; and

**WHEREAS,** The Memphis Area Transit Authority (MATA) has or will provide all annual certifications and assurances to the Federal Transit Administration required for the projects.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS:**

1. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman of MATA is authorized to execute and file an application for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration to aid in the financing of capital and operating assistance projects, and with the Tennessee Department of Transportation in accordance with the program of projects and budget. MATA has received authority from the City of Memphis to apply for Urbanized Area Formula Program assistance.
2. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute and file with its applications, the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant.
3. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute grant agreements on behalf of MATA.



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## MEMPHIS AREA TRANSIT AUTHORITY 49 U.S.C. § 5307 FORMULA FUNDS AND STATE OPERATING ASSISTANCE PROGRAM OF PROJECTS AND BUDGET FISCAL YEAR 2020

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Bus Facility Improvements	\$ 680,000	\$ 85,000	\$ 85,000	\$ 850,000
2. Computer Hardware and Software	160,000	20,000	20,000	200,000
3. Service Vehicles	160,000	20,000	20,000	200,000
4. Tools and Equipment	320,000	40,000	40,000	400,000
5. Paratransit Service	1,200,000	150,000	150,000	1,500,000
6. Preventive Maintenance	<u>9,400,000</u>	<u>1,175,000</u>	<u>1,175,000</u>	<u>11,750,000</u>
 TOTAL CAPITAL	 \$11,920,000	 \$1,490,000	 \$1,490,000	 \$14,900,000
7. State Operating Assistance Assistance	\$ 0	\$6,414,600	\$ 0	\$ 6,414,600



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**TO:** MATA Board of Commissioners

**FROM:** Gary Rosenfeld, Chief Executive Officer

**SUBJECT:** Descriptions for Capital Projects on Grant Resolutions

**DATE:** December 10, 2019

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MATA applies for grants annually as funds are appropriated/allocated by FTA, TDOT and the City of Memphis. FTA requires MATA to obtain Board approval prior to submitting the grant applications. Due to FTA appropriating funds under various sections of the Federal Transit Act, MATA has to have multiple grant resolutions.

## FTA Section 5307 Formula Funds

Section 5307 Formula funds are apportioned to grantees on a formula based upon data as reported in the National Transit Database. The variables in the formula include measure such as passengers, passenger miles, revenue miles, population, and population density. The Federal funds cover 80% of the costs, and the remaining share is split between TDOT (10%) and the City of Memphis (10%).

MATA has the ability to allocate Section 5307 Formula funds to FTA-eligible projects. MATA proposes the following projects using Section 5307 funds for FY16:

1. Bus Facility Improvements – This includes any projects associated with repairs or rehabilitation of MATA bus facilities. Typical projects include roof repair or replacement, HVAC or other equipment repair or replacement, security systems, repairing, repaving and restriping parking lots, painting, plumbing and electrical repairs, etc.
2. Computer Hardware and Software – This includes any hardware and software for MATA's IT system. Typical projects include computers, monitors, printers, servers, copiers, etc. and miscellaneous software.
3. Service Vehicles - MATA plans to use these funds for the purchase of new service vehicles. Some of these may replace existing service vehicles that have met their useful service life.
4. Tools and Equipment – MATA plans to use these funds to supplement funds in an existing grant for the purchase of lifts for buses.

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5.        ADA Paratransit Service – FTA allows grantees to use 10% of their apportionment for operating costs associated with the provision of ADA paratransit service. MATA includes the use of these capital funds to cover operating costs associated with MATAPlus.

6.        Preventive Maintenance – FTA allows grantees to use their apportionments for eligible preventive maintenance costs. MATA charges costs such as maintenance-related labor costs, fringe benefits, services, materials and supplies, utilities, etc. to preventive maintenance. Fuel and insurance costs are ineligible for this category.

### State Operating Assistance

TDOT allocates funds to transit systems in the state based upon a formula basis. TDOT requires grantees to provide a match equal to the state share. MATA counts the operating assistance received from the City of Memphis as this match.

### FTA Section 5337 Formula State of Good Repair Funds

These funds are provided on a formula basis for fixed-guideway systems that are at least seven years old. All three lines of MATA's trolley system are seven years old, so these funds are available for eligible capital projects for MATA's entire trolley system. MATA plans to use these funds for eligible preventive maintenance costs as described under Section 5307 above as well as Rail Facility Improvements and Advanced Public Transportation Systems if there are remaining funds. Federal funds cover 80% of the costs, and the remaining share is split between TDOT (10%) and the City of Memphis (10%).

### FTA Section 5339 Formula Bus and Bus Facilities Funds

These funds are provided on a formula basis by FTA for bus and bus facilities projects. MATA plans to use these funds for the purchase of revenue vehicles and Advanced Public Transportation Systems, for Architectural/Engineering costs associated with a new Operations and Maintenance Facility and for various bus facility improvements. Some of the revenue vehicles will replace revenue vehicles that have met their useful service life. Federal funds cover 80% of the costs, and the remaining share is split between TDOT and the City of Memphis.

### FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Funds

These funds are provided on a formula basis by FTA to urbanized areas to 1) serve the special needs of transit-dependent populations beyond traditional public transportation service where public transportation is insufficient, inappropriate, or unavailable; 2) funds projects that exceed the requirements of the Americans with Disabilities Act; 3) funds projects that improve access to fixed-route service and decrease reliance on complementary paratransit service; and 4) funds projects that are alternatives to public transportation.

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The funds can be used for operating projects or capital projects. MATA plans to use the FY20 funds for capital projects.

MATA has been designated the recipient of the Tennessee portion of formula funds appropriated to the Memphis Urbanized Area. MATA may solicit proposals from interested parties for these funds for capital projects; however, this is not required. Once the projects have been selected for award, Staff will request the MATA Board's approval. Federal funds cover 80% of the capital costs, and the remaining share is split between TDOT (10%) and the proposer (10%). If the funds are used for MATA's capital purposes, the City of Memphis will fund the local share.

### Congestion Mitigation and Air Quality (CMAQ) Funds

In previous years, MATA was selected by TDOT to receive CMAQ funds for the first three years of revenue operations for seven bus routes and the operation of two park-and-ride lots. The funds shown in the Board resolution will fund the second and third years of service. The CMAQ funds will be transferred from the Federal Highway Administration (FHWA) to FTA who will provide 80% of the costs. The City of Memphis will provide the 20% non-Federal matching share.

### Surface Transportation Block Grant (STBG) Funds

The Memphis Metropolitan Planning Organization awarded MATA additional STBG funds totaling \$6,800,000 for the Memphis Innovation Corridor BRT project and \$875,600 for Transit Mobility Hubs. The STBG funds will be transferred from FHWA to FTA who will provide 80% of the costs. The City of Memphis will provide the 20% non-Federal matching share.

### BUILD Funds

MATA was selected by FTA to receive \$12,000,000 in BUILD funds for the Memphis Innovation Corridor BRT project. These funds will be provided on a 57% share basis, and the City of Memphis will provide the 43% non-Federal matching share.

Let me know if you have questions.

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## MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS

### RESOLUTION NO. 19-47

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION**  
**WITH THE FEDERAL TRANSIT ADMINISTRATION, AN ADMINISTRATION OF THE UNITED STATES**  
**DEPARTMENT OF TRANSPORTATION, FOR**  
**FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C.**  
**CHAPTER 53, TITLE 23 UNITED STATES CODE AND OTHER FEDERAL STATUTES ADMINISTERED BY THE**  
**FEDERAL TRANSIT ADMINISTRATION AND THE TENNESSEE DEPARTMENT OF TRANSPORTATION**

**WHEREAS,** The Federal Transit Administrator has been delegated authority to award Federal financial assistance for transportation projects under the Section 5337 program; and

**WHEREAS,** The grant for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs in the program; and

**WHEREAS,** The Memphis Area Transit Authority (MATA) has or will provide all annual certifications and assurances to the Federal Transit Administration required for the projects.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS:**

1. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman of MATA is authorized to execute and file an application for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration to aid in the financing of capital assistance projects, and with the Tennessee Department of Transportation in accordance with the program of projects and budget.
2. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute and file with its applications, the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant.
3. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute grant agreements on behalf of MATA.

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MEMPHIS AREA TRANSIT AUTHORITY  
49 U.S.C. § 5337 STATE OF GOOD REPAIR FUNDS  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2020

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Preventive Maintenance for Rail System	\$1,160,000	\$145,000	\$145,000	\$1,450,000
2. Rail Facility Improvements	200,000	25,000	25,000	250,000
3. Advanced Public Transportation Systems	<u>320,000</u>	<u>40,000</u>	<u>40,000</u>	<u>400,000</u>
Total	\$1,680,000	\$210,000	\$210,000	\$2,100,000

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## MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS

### RESOLUTION NO. 19-48

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION**  
**WITH THE FEDERAL TRANSIT ADMINISTRATION, AN ADMINISTRATION OF THE UNITED STATES**  
**DEPARTMENT OF TRANSPORTATION, FOR**  
**FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C.**  
**CHAPTER 53, TITLE 23 UNITED STATES CODE AND OTHER FEDERAL STATUTES ADMINISTERED BY THE**  
**FEDERAL TRANSIT ADMINISTRATION AND THE TENNESSEE DEPARTMENT OF TRANSPORTATION**

**WHEREAS,** The Federal Transit Administrator has been delegated authority to award Federal financial assistance for transportation projects under the Section 5339 program; and

**WHEREAS,** The grant for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs in the program; and

**WHEREAS,** The Memphis Area Transit Authority (MATA) has or will provide all annual certifications and assurances to the Federal Transit Administration required for the projects.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS:**

1. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman of MATA is authorized to execute and file an application for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration to aid in the financing of capital assistance projects, and with the Tennessee Department of Transportation in accordance with the program of projects and budget.
2. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute and file with its applications, the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant.
3. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute grant agreements on behalf of MATA.

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## MEMPHIS AREA TRANSIT AUTHORITY 49 U.S.C. § 5339 BUS AND BUS FACILITIES FUNDS PROGRAM OF PROJECTS AND BUDGET FISCAL YEAR 2020

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Up to 30 Revenue Vehicles	\$1,960,000	\$245,000	\$245,000	\$2,450,000
2. Operations & Maintenance Facility Architectural and Engineering	294,000	0	73,500	367,500
3. Advanced Public Transportation Systems	1,200,000	150,000	150,000	1,500,000
4. Bus Facility Improvements	<u>200,000</u>	<u>25,000</u>	<u>25,000</u>	<u>250,000</u>
Total	\$3,654,000	\$420,000	\$493,500	\$4,567,500



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## MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS

### RESOLUTION NO. 19-49

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE FEDERAL TRANSIT  
ADMINISTRATION, AN ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF  
TRANSPORTATION, FOR FEDERAL ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23  
UNITED STATES CODE AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT  
ADMINISTRATION AND THE TENNESSEE DEPARTMENT OF TRANSPORTATION**

**WHEREAS,** The Federal Transit Administrator has been delegated authority to award Federal financial assistance for transportation projects under the Section 5310 program; and

**WHEREAS,** The grant for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs in the program; and

**WHEREAS,** The Memphis Area Transit Authority (MATA) has or will provide all annual certifications and assurances to the Federal Transit Administration required for the projects.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS:**

1. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman of MATA is authorized to execute and file an application for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration to aid in the financing of capital projects, and with the Tennessee Department of Transportation in accordance with the program of projects and budget.
2. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute and file with its applications, the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant.
3. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute grant agreements on behalf of MATA.

\* \* \* \* \*

# MEMPHIS AREA TRANSIT AUTHORITY

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MEMPHIS AREA TRANSIT AUTHORITY  
49 U.S.C. § 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS  
WITH DISABILITIES PROGRAM FUNDS  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2020

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Capital Projects	<u>\$800,000</u>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$1,000,000</u>
Total	\$800,000	\$100,000	\$100,000	\$1,000,000

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## MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS

### RESOLUTION NO. 19-50

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE FEDERAL TRANSIT  
ADMINISTRATION, AN ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF  
TRANSPORTATION, FOR FEDERAL ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23  
UNITED STATES CODE AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT  
ADMINISTRATION**

**WHEREAS,** The Federal Transit Administrator has been delegated authority to award Federal financial assistance for transportation projects under the Congestion Mitigation and Air Quality program and the Surface Transportation Block Grant program; and

**WHEREAS,** The grant for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs in the program; and

**WHEREAS,** The Memphis Area Transit Authority (MATA) has or will provide all annual certifications and assurances to the Federal Transit Administration required for the projects.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS:**

1. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman of MATA is authorized to execute and file an application for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration to aid in the financing of capital and operating assistance projects in accordance with the program of projects and budget.
2. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute and file with its applications, the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant.
3. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute grant agreements on behalf of MATA.

\* \* \* \* \*

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MEMPHIS AREA TRANSIT AUTHORITY  
49 U.S.C. CONGESTION MITIGATION AND AIR QUALITY FUNDS  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2020

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Operating Assistance for Seven CMAQ Bus Routes and Two Park & Ride Lots	<u>\$2,117,334</u>	<u>\$ 0</u>	<u>\$529,334</u>	<u>\$2,646,668</u>
Total	\$2,117,334	\$ 0	\$529,334	\$2,646,668

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MEMPHIS AREA TRANSIT AUTHORITY  
49 U.S.C. SURFACE TRANSPORTATION BLOCK GRANT FUNDS  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2019

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Transit Mobility Hubs	\$ 875,600	\$ 0	\$218,900	\$1,094,500
2. Memphis Innovation Corridor BRT Project	<u>6,800,000</u>	<u>0</u>	<u>1,700,000</u>	<u>8,500,000</u>
Total	\$7,675,600	\$ 0	\$1,918,900	\$9,594,500

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MEMPHIS AREA TRANSIT AUTHORITY  
49 U.S.C. SURFACE TRANSPORTATION BLOCK GRANT FUNDS  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2019

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Transit Mobility Hubs	\$ 875,600	\$ 0	\$218,900	\$1,094,500
2. Memphis Innovation Corridor BRT Project	<u>4,800,000</u>	<u>0</u>	<u>1,200,000</u>	<u>6,000,000</u>
Total	\$5,675,600	\$ 0	\$1,418,900	\$7,094,500

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**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 19-51**

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE FEDERAL TRANSIT  
ADMINISTRATION, AN ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF  
TRANSPORTATION, FOR FEDERAL ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23  
UNITED STATES CODE AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT  
ADMINISTRATION**

**WHEREAS,** The Federal Transit Administrator has been delegated authority to award Federal financial assistance for transportation projects under the BUILD program; and

**WHEREAS,** The grant for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs in the program; and

**WHEREAS,** The Memphis Area Transit Authority (MATA) has or will provide all annual certifications and assurances to the Federal Transit Administration required for the projects.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS:**

1. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman of MATA is authorized to execute and file an application for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration to aid in the financing of capital projects in accordance with the program of projects and budget.
2. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute and file with its applications, the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant.
3. That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute grant agreements on behalf of MATA.

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MEMPHIS AREA TRANSIT AUTHORITY  
49 U.S.C. BUILD FUNDS  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2020

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Memphis Innovation Corridor BRT Project	<u>\$12,000,000</u>	<u>\$ 0</u>	<u>\$9,024,066</u>	<u>\$21,024,066</u>
Total	\$12,000,000	\$ 0	\$9,024,066	\$21,024,066

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**MEMPHIS AREA TRANSIT AUTHORITY**

**BOARD OF COMMISSIONERS**

**RESOLUTION NO. 19-52**

**RESOLUTION TO APPROVE DISPOSAL OF SURPLUS VEHICLES**

**WHEREAS, The Memphis Area Transit Authority (MATA) has revenue and service vehicles that have met their useful service life and/or are fully depreciated service as shown on Exhibits A and B, respectively; and**

**WHEREAS, Bus 435 has not met its useful service life as shown on Exhibit A and will require approval from the Federal Transit Administration (FTA) before MATA can dispose of it; and**

**WHEREAS, MATA has leased 10 wheelchair-accessible vans shown on Exhibit C to Yellow Cab under the Section 5310 program, and Yellow Cab has notified MATA that they no longer need the vehicles; and**

**WHEREAS, The 10 leased vans have also met their useful service life, are fully depreciated and need to be disposed; and**

**WHEREAS, It is in the best interest of MATA to dispose of said vehicles on Exhibits A, B and C which have met their useful service life in accordance with the disposal procedures in MATA's Procurement Manual when their replacement vehicles are received and in service; and**

**WHEREAS, If MATA is unsuccessful in disposing of said vehicles in the manner stated above, then Staff recommends that they may be donated to a public non-profit organization or disposed of accordingly.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the Purchasing Department is hereby authorized to dispose of the aforementioned vehicles listed in Exhibits A, B and C that have met their useful service life in accordance with disposal procedures in MATA's Procurement Manual.**

**BE IT FURTHER RESOLVED That disposal of Bus 435 is contingent upon receiving approval from FTA.**

**BE IT FURTHER RESOLVED That if the aforementioned method of disposing of the vehicles is unsuccessful, they may be donated to a public non-profit organization or disposed of accordingly.**

**\* \* \* \* \***

## EXHIBIT A

### MATA REVENUE VEHICLES TO BE DISPOSED

Van 114 – 2013 Dodge Caravan – Mileage 257,303  
Van 115 – 2013 Dodge Caravan – Mileage 260,779  
Van 120 – 2006 Ford Econoline – Mileage 318,467  
Van 210 – 2014 Braun – Mileage 256,067  
Van 211 – 2014 Braun – Mileage 256,067  
Van 212 – 2014 Braun – Mileage 282,987  
Van 213 – 2014 Braun – Mileage 285,150  
Van 215 – 2006 Braun – Mileage 249,002  
Van 216 – 2009 Ford F450 – Mileage 138,560  
Van 219 – 2014 Ford F350 – Mileage 124,306  
Van 228 – 2014 Ford F350 – Mileage 187,228  
Van 229 – 2011 Ford F350 – Mileage 194,903  
Bus 407 – 2003 40' Gillig – Mileage 533,349  
Bus 413 – 2003 40' Gillig – Mileage 519,171  
Bus 426 – 2010 40' Gillig – Mileage 516,971  
Bus 435 – 2010 40' Gillig – Mileage 336,212\*  
Bus 2002 – 2007 30' Gillig – Mileage 525,877  
Bus 2003 – 2007 30' Gillig – Mileage 546,601  
Bus 2004 – 2007 30' Gillig – Mileage 410,863  
Bus 2005 – 2010 30' Gillig – Mileage 392,309  
Bus 2007 – 2010 30' Gillig – Mileage 399,078  
Bus 3002 – 2009 30' Gillig – Mileage 593,570  
Bus 3004 – 2009 30' Gillig – Mileage 531,623  
Bus 3006 – 2009 30' Gillig – Mileage 429,279  
Bus 3010 – 2009 30' Gillig – Mileage 519,194  
Bus 3011 – 2010 30' Gillig – Mileage 481,877  
Bus 3012 – 2010 30' Gillig – Mileage 485,898  
Bus 3018 – 2010 30' Gillig – Mileage 468,624  
Bus 3019 – 2010 30' Gillig – Mileage 485,429  
Bus 3021 – 2010 30' Gillig – Mileage 485,062  
Bus 4002 – 2010 40' Gillig – Mileage 565,092  
Bus 5003 – 2010 35' Gillig – Mileage 506,893

\* Requires FTA approval before MATA can dispose of vehicle

## **EXHIBIT B**

### **MATA SERVICE VEHICLES TO BE DISPOSED**

**Van 84 – 2009 Chevrolet Van – Mileage 228,946**  
**Van 85 – 2009 Chevrolet Van – Mileage 160,028**  
**Car 86 – 2010 Dodge – Mileage 124,757**  
**Car 88 – 2010 Dodge – Mileage 180,299**  
**Car 89 – 2010 Dodge – Mileage 148,332**  
**Van 90 – 2010 Dodge Van – Mileage 86,709**  
**Van 92 – 2010 Dodge Van – Mileage 187,222**  
**Van 93 – 2010 Dodge Van – Mileage 75,519**  
**Van 94 – 2010 Dodge Van – Mileage 99,830**  
**Van 96 – 2011 Dodge Van – Mileage 162,463**  
**Van 100 – 2012 Dodge Van – Mileage 97,593**  
**Van 103 – 2012 Dodge Van – Mileage 185,240**  
**Van 104 – 2012 Dodge Van – Mileage 186,511**  
**Van 105 – 2012 Dodge Van – Mileage 118,209**  
**Van 106 – 2012 Dodge Van – Mileage 207,816**  
**Van 112 – 2013 Dodge Caravan – Mileage 158,573**  
**Truck 124 – 2014 Ford F150 Pickup – Mileage 106,207**  
**Van 214 – 2014 Braun – Mileage 213,279**

## EXHIBIT C

### MATA-OWNED LEASED VANS TO BE DISPOSED

Van YC-13 – 2014 Dodge Caravan – Mileage 218,035  
Van YC-14 – 2014 Dodge Caravan – Mileage 265,413  
Van YC-15 – 2014 Dodge Caravan – Mileage 208,716  
Van YC-16 – 2014 Dodge Caravan – Mileage 191,312  
Van YC-17 – 2014 Dodge Caravan – Mileage 255,816  
Van YC-18 – 2014 Dodge Caravan – Mileage 127,675  
Van YC-19 – 2014 Dodge Caravan – Mileage 173,723  
Van YC-20 – 2014 Dodge Caravan – Mileage 176,947  
Van YC-21 – 2014 Dodge Caravan – Mileage 127,675  
Van YC-22 – 2014 Dodge Caravan – Mileage 182,481

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**BOARD OF COMMISSIONERS  
MEMPHIS AREA TRANSIT AUTHORITY**

**RESOLUTION NO. 19-53**

**RESOLUTION TO AWARD A CONTRACT TO A&B CONSTRUCTION CO., INC. TO PURCHASE AND INSTALL  
UP TO 14 HANGING VENTILATION FANS**

**WHEREAS,** The Memphis Area Transit Authority (MATA) is needing to purchase and install up to 14 hanging ventilation fans for the Bus Maintenance Department; and

**WHEREAS,** MATA issued an Invitation for Bids (IFB) to companies for these fans and received two responsive and responsible bids; and

**WHEREAS,** There was a 7% DBE goal for this project; and

**WHEREAS,** A&B Construction Co., Inc. submitted the lowest responsive and responsible bid; and

**WHEREAS,** Staff recommends that a contract be awarded to A&B Construction Co., Inc. at a cost of \$146,995 for 14 hanging ventilation fans; and

**WHEREAS,** Funding for this contract will be provided by capital grants.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That a contract be awarded to A&B Construction Co., Inc. to purchase and install 14 hanging ventilation fans at a cost not to exceed \$146,995.

**BE IT FURTHER RESOLVED** That the Chief Executive Officer, Chief Administrator Officer, Chairman or Vice-Chairman be authorized to execute the contract documents.

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## MEMPHIS AREA TRANSIT AUTHORITY

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**TO:** MATA Board of Commissioners

**FROM:** Gary Rosenfeld, CEO

**DATE:** December 10, 2019

**SUBJECT:** Purchase and Install 14 Hanging Ventilation Fans

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This memo summarizes the procurement process to secure a vendor to purchase and install 14 hanging ventilation fans for MATA's Bus Maintenance Department. MATA solicited bids for this project from nine vendors, and the solicitation was formally advertised and placed on MATA's website. The Disadvantaged Business Enterprises (DBE) goal was set at 7%. Two responsive and responsible bids were received as shown below.

A&B Construction Co., Inc.	\$146,995.00
National HVAC Service	\$156,146.00

A&B Construction Co., Inc. was deemed the lowest responsive and responsible bidder. They are a DBE vendor, and since they are providing project management for this project, they met the DBE goal. Their subcontractor, Lowrie Electric, will be installing the fans.

Staff recommends that a contract be awarded to A&B Construction Co., Inc. to purchase and install 14 hanging ventilation fans for a total cost not to exceed \$146,995.

Let me know if you have any questions.



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**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 19-54**

**RESOLUTION TO AWARD A CONTRACT TO A & B CONSTRUCTION COMPANY INC, FOR PAINTING AND  
ROOF REPLACEMENT AT MATA'S TROLLEY FACILITY**

**WHEREAS**, The Memphis Area Transit Authority (MATA) operates a trolley system in the Memphis Central Business District; and

**WHEREAS**, The Trolley Maintenance and Storage Facility needs to be repainted and needs its roof repaired; and

**WHEREAS**, Bids for this work were solicited from vendors in accordance with MATA's Procurement Policies including formal advertisement; and

**WHEREAS**, Four responsive bids were received and evaluated by MATA's staff; and

**WHEREAS**, MATA's staff recommends that a contract be awarded to A & B Construction Company Inc., who submitted the lowest responsive and responsible bid, in an amount of \$694,232.05; and

**WHEREAS**, MATA has State and Local capital funds for this project.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That a contract be awarded to A & B Construction Company Inc., for the Painting and Roof Replacement at MATA's Trolley Maintenance and Storage Facility in an amount not to exceed \$694,232.05 with a time of completion of 180 days from Notice to Proceed.

**BE IT FURTHER RESOLVED** That the Chief Executive Officer, Chief Administration Officer, Chairman or Vice-Chairman be authorized to execute the necessary contract.

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**TO:**                **MATA Board of Commissioners**

**FROM:**           **Gary Rosenfeld, Chief Executive Officer**

**SUBJECT:**       **Painting and Roof Replacement at MATA's Trolley Facility**

**RE:**               **November 26, 2018**

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MATA's Trolley Maintenance and Storage Facility was renovated in 1993 when MATA placed the trolley system into revenue service. Its roof needs to be replaced, and the facility needs to be repainted. MATA received a grant from TDOT under the IMPROVED ACT to perform this work, and MATA had its on-call general engineering firm, Smith Seckman Reid, to prepare the drawings and specifications and prepare a cost estimate.

This procurement was formally advertised, published on MATA's website, and an Invitation for Bids was sent to 17 vendors.

The goal for participation by Disadvantaged Business Enterprise (DBE) was set at 10%.

Four responsive bids were received as follows:

A & B CONSTRUCTION COMPANY	\$ 694,232.05
BARNES & BROWER, INC.	\$1,138,445.06
MEDFORD ROOFING, INC.	\$ 810,000.00
WAGNER GENERAL CONTRACTORS, INC.	\$ 739,517.04

A & B Construction Company, Inc. submitted the lowest bid price of \$694,232.05, and this price is lower than Smith Seckman Reid's cost estimate. Their company is a certified DBE, and since they will be performing all the work, their DBE participation will be 100% which exceeds MATA's DBE goal of 10% for this project. MATA has worked with A & B on several projects, and their work has always been satisfactory. They have indicated that they can meet the performance period of 180 days after Notice to Proceed.

MATA's Staff recommends that a contract be awarded to A & B Construction Company, Inc. for the Painting and Roof Replacement of MATA's Trolley Facility in an amount not to exceed \$694,232.05.

Let me know if you have any questions.

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**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 19-55**

**RESOLUTION TO AWARD A THREE-YEAR CONTRACT TO TRANSPRO CONSULTING FOR STRATEGIC  
MANAGEMENT CONSULTING SERVICES**

**WHEREAS,** The Memphis Area Transit Authority (MATA) is looking for effective ways to assist in developing, implementing organizational leadership & performance measurements and optimizing business processes, etc.; and

**WHEREAS,** Staff solicited proposals from firms to develop and implement creative and innovative Strategic Management services as requested in the RFP; and

**WHEREAS,** Six responsive proposals were received in response to MATA's procurement and were evaluated by the Evaluation Committee; and

**WHEREAS,** The Evaluation Committee determined TransPro Consulting to be the highest rated proposer; and

**WHEREAS,** The Evaluation Committee recommends that a three-year contract be awarded to TransPro Consulting at the rates show in Exhibit A for a total cost not to exceed \$450,000.

**WHEREAS,** MATA staff is requesting Board approval to issue task orders to TransPro Consulting up to a total cost not to exceed \$450,000.

**WHEREAS,** Operating funds are available for this procurement.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That a three-year contract be awarded to TransPro Consulting at the hourly rates shown in Exhibit A.

**BE IT FURTHER RESOLVED** That staff is authorized to issue task orders to TransPro Consulting up to a total cost not to exceed \$450,000.

**BE IT FURTHER RESOLVED,** That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice Chairman is authorized to execute any and all documents necessary to process this contract.

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## MEMPHIS AREA TRANSIT AUTHORITY

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**TO:**                MATA Board of Commissioners

**FROM:**          Gary Rosenfeld, Chief Executive Officer

**SUBJECT:**       RFP 20-03 Strategic Management Consulting Services

**DATE:**           December 10, 2019

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This memo summarizes the procurement process for the services associated with Strategic Management Consulting Services to assist in developing, implementing organizational leadership & performance measurements; optimizing business processes, technology & internal resources; assessing workforce & develop performance-based culture, etc.

The RFP was sent to seven vendors, formally advertised and posted to MATA's website. There was an 8% DBE goal set for this procurement.

Seven proposals were received; however, only six were responsive and responsible. MATA's Evaluation Committee reviewed the six responsive proposals and discussed their findings based on the criteria set forth in the RFP. The proposers could receive a maximum of 500 points. The results of the Evaluation Committee's evaluations were as follows:

<b>Vendor</b>	<b>Total points</b>
<b>Avero Advisors</b>	385
<b>Consilience Group</b>	Non-Responsive
<b>Dixon Hughes Goodman</b>	310
<b>JJA Consultants</b>	240
<b>MGT of American Consulting, LLC</b>	440
<b>Raftelis Financial Consultants Inc.</b>	335
<b>TransPro Consulting</b>	500

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The Evaluation Committee recommends a three-year contract be awarded to TransPro Consulting at the hourly rates shown on Exhibit A. MATA Staff will issue task orders as services are needed, and the total of the task orders will not exceed the total cost of \$450,000.

# EXHIBIT A

## TRANSPRO

CLASSIFICATION	YEAR 1	YEAR 2	YEAR 3
Principal/Program Manager	\$ 122.53	\$ 124.98	\$ 127.48
Senior Project Manager	\$ 57.69	\$ 58.85	\$ 60.02
Project Manager	\$ 49.87	\$ 50.87	\$ 51.88
Senior Planner	\$ 42.98	\$ 43.84	\$ 44.72
Planner	\$ 26.44	\$ 26.97	\$ 27.51
Senior Specialist			
Specialist	\$ 36.89	\$ 37.63	\$ 38.38
Senior Trainer			
Trainer			
Staff Planner			
Inspector			
Technician			
Quality Control/Quality Assurance			
Field Technician			
Secretary/Administrative Assistant	\$ 35.53	\$ 36.24	\$ 36.96
Other:			
Other:			
Other:			
Training (Flat Rate per hour)			
Overhead	137.8%	137.8%	137.8%
Profit	10%	10%	10%
Telephone, Printing (other than Bid Documents), Local Travel, Reproduction, Allocated cost based on salary plus overhead	TBD based on scope	TBD based on scope	TBD based on scope
Retainage when required on specific task orders	10-33% based on scope	10-33% based on scope	10-33% based on scope