



**Memphis Area Transit Authority**

*MATA'S MISSION:* To provide a reliable, safe, accessible, clean and customer-friendly public transportation system that meets the needs of the community.

**Gary Rosenfeld**  
Interim Chief Executive Officer

**Board of Commissioners**

Sean Healy, **Chairman**

Andre Gibson, **Vice Chairman**

**Commissioners**

Kristen Bland  
Roquita Coleman-Williams  
Martin Lipinski  
Tommy Pacello

Lauren Taylor  
John C. Vergos  
Shelia Williams

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**Regular Meeting of the MATA Board of Commissioners**  
**Tuesday, April 25, 2017 - 3:30 pm**  
**1370 Levee Road**

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|-------------|--|-----------------------|
| <b>I.</b>   | <b>CALL TO ORDER</b>   | <b>Sean Healy</b>     |
| <b>II.</b>  | <b>BOARD ROLL CALL</b>   | <b>Linda Eskridge</b> |
| <b>III.</b> | <b>APPROVAL OF MARCH 28, 2017 BOARD MINUTES</b>  | <b>Sean Healy</b>     |
| <b>IV.</b>  | <b>INTERIM CEO REPORT</b> <ul style="list-style-type: none"><li>• Gary Rosenfeld</li></ul> | <b>Sean Healy</b>     |
| <b>V.</b>   | <b>ACTION ITEMS:</b>   | <b>Sean Healy</b>     |
|             | <b>A. <u>FINANCE</u></b>   |                       |
|             | <b>NO ACTION ITEMS</b>   |                       |

**B. SERVICE DEVELOPMENT**

- Presentation - Nelson\Nygaard

1. Resolution to Adopt Bus Stop Design and Accessibility Guidelines – Res. 17-15

Gary Rosenfeld

**C. PROCUREMENTS**

1. Resolution to Award a Five-Year Contract to Greyhound Lines, Inc. for Property Management Services at the Airways Transit Center – Res. No. 17-16

Gary Rosenfeld

2. Resolution to Award a Contract for Strategic Planning Services to Transpro Res. No. 17-17

Gary Rosenfeld

3. Resolution to Award a Contract for Communications and Planning Services to Caissa - Res. No. 17-18

Gary Rosenfeld

**VI. FINANCIAL REPORT**

Gil Noble

**VII. SPEAKER ACKNOWLEDGEMENT**

Linda Eskridge

*(Please fill out a Speaker's card)*

**VIII. OLD/NEW BUSINESS**

Sean Healy

- Policy on Travel Expenses/  
Credit Card Use - Gary Rosenfeld

4/25/17 III

**MINUTES OF THE  
REGULAR MARCH 28, 2017  
MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

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**CALL TO ORDER:** A regular meeting of the MATA Board of Commissioners was called to order by Chairman Sean Healy at 3:30 p.m. on Tuesday March 28, 2017 at 1370 Levee Road Board Room.

**BOARD ROLL CALL:**

**Present:** Chairman Sean Healy; Vice-Chairman Andre Gibson  
Commissioners: John Vergos; Tommy Pacello; Kristen Bland; Shelia Williams; Martin Lipinski

**Absent:** Lauren Taylor; Roquita Coleman-Williams (via phone info purposes only)

**Quorum:** Yes

**Staff:** Lawson Albritton, Senior Administrative Officer, Ashley Best, Contract Administrator; Dorothy Covington, Executive Assistant; Linda Eskridge, Executive Office Manager; John Lancaster, Director of Planning & Scheduling; Shelia Maclin, Manager of Purchasing; Al McCoy, Asst. Director of Finance; Maury Miles, Director of Grants & Procurement; Gil Noble, Chief Financial Officer; Alvin Pearson, Chief Operations Officer; Gary Rosenfeld, Interim Chief Executive Officer; Susan Schubert, Director of Human Resources

**Guests:** Nicole Bowen; Pearly Bowen; Suzanne Carlson, Innovate Memphis; Kevin O'Brien, Complete Coach Works; Johnnie Mosley, Citizens for Better Services; Betty Robinson, Bus Riders Union; Jordan Smith, Memphis MPO; Gilda Williams, MATA Patron

Linda Eskridge, Board Secretary welcomed all guests and staff to the March 28, 2017 Board of Commissioners Meeting. Ms. Eskridge encouraged everyone to visit the MATA website for updates on any Board Meeting changes. Those that wish to speak will turn in a speaker's card and any questions or concerns will be addressed by staff either directly after the meeting or in writing.

**APPROVAL OF FEBRUARY 28, 2017 BOARD MINUTES** - Mr. Vergos moved that the February 28, 2017 Board Minutes be approved. Ms. Bland seconded the motion and the minutes were unanimously approved.



## INTERIM CEO's REPORT

MINUTES OF 4/25/17 ITEM III

- Mr. Rosenfeld attended the APTA Legislative Conference where he met with staff of our Congressmen and Senators.
- Time was spent in Nashville attending the Governor's Transportation Improve Act and Mr. Rosenfeld thanked Commissioners Bland and Vergos for attending with MATA staff. Mr. Rosenfeld and Ms. Lacey, CCO took a trip to Nashville to assist with getting this budget item out of the Transportation Committee.
- MATA's First New Gillig bus arrived on March 23<sup>rd</sup> and a second one arrived on March 27<sup>th</sup>. The Board was invited to look at the new bus after the Board Meeting. Gary stated we should see the buses out on the streets in April.
- Twelve bus operators, seven trolley operators, and 11 MATAplus operators were recognized for hitting 90% or more OTP in February, 2017. On-time performance for the month of February 2017 was 71% compared to 58% during the month of February 2016. We are holding at 85% with MATAplus.
- Passenger complaints are not necessarily up but we are doing a better job of collecting the data in 2017 than we were in 2016.
- Miles between Road calls fell for the month, but did not necessarily have a negative effect on OTP, but feels that we are recording them better and capturing better data. The organization recommended by Chairman Healy delivered 20 units that will be installed on a trial basis. As soon as they are connected they will start generating data that will be transmitted back to them via the cellular network.
- MATA continues to receive wonderful results from our job fairs. Between the two classes that are in place, we have 20 Fixed Route operators and a couple of MATAplus operators, which will put us very close to being fully staffed for bus operators within the next few week. We also received about 180 bus applicants.
- On March 29, 2017 through April 3, 2017, Mr. Rosenfeld and Mr. Abram, Director of Maintenance will travel to Hayward, CA to visit the Gillig Factory. FTA and TDOT Quarterly Meeting will be in Atlanta, GA on 4/20/17.  
The Board of Commissioners Retreat will be 4/25/17 from 8:00am until 2:00pm at Boscos Restaurant, 2120 Madison Ave. The Board of Commissioner Meeting will also be held on 4/25/17 at 3:30pm at 1370 Levee Road Board Room.

### **A. FINANCE COMMITTEE**

No Items

### **B. SERVICE DEVELOPMENT**

No Items

### **C. PROCUREMENT**

#### **1. Resolution to Award a Contract to River City Railroad TTC LLC for Repairs of Pavers and Elastomeric Grout on Main Street Line – Res. No. 17- 11**

**Comments:** Mr. Miles, Director of Grants and Procurement, presented this resolution to the MATA Board. This contract is to repair the pavers on the mall section of the tracks. The elastomeric grout will have to be repaired north of the mall all the way to the Trolley Maintenance and Storage Facility. MATA received two bids. Prewitt Enterprises did not submit their DBE information nor did they submit their good faith efforts to meet the goal, so MATA cannot award them a contract.



River City Railroad is a certified DBE, so 100% of their work will be counted as DBE participation. They are the contractor who currently has the on-call contract for MATA's track maintenance. Staff is recommending awarding this contract to River City Railroad. Mr. Lancaster, Director of Planning and Scheduling, explained what the elastomeric grout does. Mr. Vergos moved that Resolution No. 17-11 be put on the floor for discussion. Mr. Gibson seconded the motion. **QUESTIONS** – Mr. Pacello asked if there has been further discussion on co-funding this project. Mr. Rosenfeld stated that the City is doing other areas and has been put on notice that once MATA does the repairs vehicles will no longer be allowed on the mall, (with the exception of emergency vehicles). Mr. Miles stated that MATA's trolley buses would use the perimeter streets until the rail trolleys are back in service. Mr. Gibson asked for information on rerouting the Main Street Trolleys. Mr. Rosenfeld stated that because MATA does not have the exact route and schedule yet, this information would be brought back to the Board. Mr. Gibson asked the timeframe for this job. Mr. Miles stated the contractor has 120 days from Notice to Proceed to complete the work. Mr. Rosenfeld stated the timeframe would be set when we get closer to the certification date. Ms. Bland asked when the grout was last repaired. Mr. Lancaster stated there have been no repairs on the grout since it was installed in 1991. He stated there have been some spot repairs on the pavers throughout the years. **Resolution No. 17-11 was unanimously approved.**

**2. Resolution to Award a Contract to Complete Coach Works for Rebuilding up to 15 Gillig Buses – Res. No. 17-12**

**Comments:** Mr. Rosenfeld, Interim CEO, presented this resolution to the MATA Board. Complete Coach Works is a vehicle manufacturer, and Mr. Miles explained all that would be done in rebuilding the buses, which would save a lot of money compared to purchasing new vehicles. Mr. Rosenfeld stated MATA will be able to get another 12 years out of these buses after they are rebuilt, which is FTA's standard life for transit vehicles. MATA received two bids. ABC Companies did not submit their DBE goals to FTA to be added to FTA's Transit Vehicle Manufacturers (TVM) list. Complete Coach Works submitted their goals to FTA. It is staff's recommendation that the contract be awarded to Complete Coach Works for rebuilding up to 15 Gillig buses based on funding availability. Mr. Lipinski moved that the resolution be put on the floor for discussion. Mr. Vergos seconded the motion. **QUESTIONS:** Mr. Gibson asked for an explanation on the decision to go with the new HVAC versus rebuilt. Mr. Rosenfeld stated that warranty is a factor, price differential is not that great for a 12-year vehicle. With the rebuilt vehicles, you always run the risk of exceeding the part's life cycle, and with the new vehicles, we are guaranteed the parts will be available. Mr. Healy asked where the rebuilding will take place. Mr. Rosenfeld stated that Complete Coach will set up shop here in Memphis, and MATA will work with them to use our facility across the street and enter into a Lease Agreement with them. They will hire local talent creating jobs for our local economy. Mr. Lipinski asked what this includes as far as motor-powered equipment. Mr. Rosenfeld stated it will include remanufactured engines, transmissions and a new air-conditioning system. Mr. Healy asked if the company will remain in Memphis when the buses are completed. Mr. Rosenfeld stated they will potentially stay here and open shop, and this could be big for Memphis as well as for their organization. Mr. Miles stated that the original price per bus was \$309,274.76. When MATA requested their best and final offer, they reduced the price to \$298,000 per bus. A new 40' diesel bus would cost about \$417,000. Mr. Pacello asked how long it would take them to set up shop. Mr. Kevin O'Brien from Complete Coach was present and stated that it would take approximately 130 days. **Resolution No. 17-12 was unanimously approved.**

**3. Resolution to Rescind Res. No. 16-39 to Award a Five-Year Contract for Janitorial Service at the Airways Transit Center -Res. No. 17-13**

**Comments:** Mr. Rosenfeld, Interim CEO, presented this resolution to the MATA Board. This contract had been awarded by the Board but had not been executed by the organization. We received a protest on the award of the contract from one of the bidders, and we went through the entire protest procedure and ruled in favor of the firm that was protesting.



Mr. Rosenfeld stated there was one set of specifications that was initially issued, but they were later modified. He explained the difference between the two specifications. MATA ruled in favor of the protesting party and rebid the project. This resolution is to rescind the contract that was awarded at the November 15, 2016 Board meeting. Mr. Vergos moved to put the resolution on the floor for discussion. Ms. Bland seconded the motion. **QUESTIONS:** Mr. Gibson asked if the company that was awarded the contract did anything wrong. Mr. Rosenfeld stated that no one did anything wrong, and it was our paperwork that was confusing. MATA does business with both companies. Since MATA had not executed the contract, it could be rescinded based on the protest and re-award it. The company will have to submit new bids. **Resolution No. 17-13 was unanimously approved.**

**4. Resolution to Award a Five-Year Contract for Janitorial Service at Airways Transit Center -Res. No. 17-13**

**Comments:** Mr. Miles, Director of Grants and Procurement, presented this resolution to the MATA Board. Eight companies submitted bids. Two were found non-responsive because they did not meet the DBE goal nor send in their good faith efforts. That included the lowest bidder. The next lowest bidder was Pro-Touch, which was the company that protested. MATA has worked with Pro-Touch several times, and they are currently responsible for the cleaning services in the Levee Road building. Staff believes that Pro-Touch's price is fair and reasonable. Ms. Bland moved that the resolution be put on the floor for discussion. Mr. Vergos seconded the motion. **QUESTIONS:** Mr. Healy asked if the bid changed from the previous contract awarded. Mr. Miles stated the price is lower than what the Board awarded in November, 2016. Pro-Touch is a certified DBE, so all their cost will be counted toward MATA's DBE participation. Mr. Pacello asked what changed on the bid. Mr. Rosenfeld stated that what changed was the requirement for a minimum wage that the City had established some years ago. They removed that requirement based upon a State law. **Resolution No. 17-14 was unanimously approved.**

**FY 2017 Financial Summary  
February 2017  
Gil Noble, CFO**

Revenues are \$38.9MM and slightly below budget for the eight-month period, primarily due to the later timing of some grant revenues. Expenses for the eight months are favorable to budget due to favorable salary impact of budgeted but unfilled positions in several departments. Passengers fares are still 9% below budget. That include a bump in the month of February, as we billed West Memphis for several months that we had not billed them while the agreement was under negotiation. Cash status is still solid as of the end of February, although we rely on the Federal funds in the fourth quarter, which is April through June. We did not receive the Federal funds in March as we had hoped so will likely be drawing down \$5MM in Bridge Funding from the City.

Mr. Noble talked about the Risk Assessment called for by the City Council asking the City's Internal Audit Department to review MATA's employee spending. Their initial focus was on our former CEO, regarding spending and processes in general. MATA provided all the information that was requested. The memos received from the audit confirmed that there were no irregularities, and that there are financial controls in place.

*Questions: Ms. Bland mentioned that she was asked, by a Councilman, if we would go ahead and get some clarification back to the city on our findings regarding the former CEO. Mr. Rosenfeld stated that we will work over the next 60 days to document our policy policy so that we can formally respond to the city.*

**SPEAKERS:**

**Suzanne Carlson – Innovate Memphis**

Ms. Carlson’s topic of discussion was entitled “The Word on the Streets”. They are planning a fun event at the William Hudson Transit Center on March 29-30, 2017 from 2:00pm until 5:00p.m. Ms. Carlson stated with the upcoming service changes on April 2<sup>nd</sup> as well as some improvements to the routes, they want to celebrate and help get the word out on the streets. Ms. Carlson stated that there is a performance called “The Word” every Monday night and she is working with the person who runs this to secure artists at the Transit Center from 2:00pm until 5:00pm while MATA is doing outreach of the service changes. She feels this would be a way for MATA to get some attention and liven things up with music and spoken word. They will be doing a Press Release to try to get the information in the media more so and not just as individual telling people about the changes, and put a little bit more splash to it. Mr. Rosenfeld thanked Suzanne and her organization for their assistance with getting the word out on the service changes.

**OLD/NEW BUSINESS:**

Midtown Alternative Analysis Update – John Lancaster

Alternative 11 of the Midtown Alternatives Analysis that was adopted by the MATA Board of Commissioners last year will be on the Memphis Metropolitan Planning Organization’s agenda for incorporation into the Regional Transportation Plan and adoption by the MPO’s Transportation Policy Board as the Locally Preferred Alternative in May. We are advancing the project and applying for it as a Smart Starts.

Service Changes Update – John Lancaster

Mr. Lancaster, Director of Planning and Scheduling, gave a brief overview of the route changes that will go into effect Sunday, April 2, 2017. The big news is the three new routes: Route 44 IKEA/Wolfchase; Route 47 Shelby Farms Park/Agricenter, will run in the park on Saturdays and Sundays; and Route 64 American Way Transit Center/Airways Transit Center is the big one. It is the Airport shuttle and it runs seven days a week every hour. It is replacing some of the services that are being eliminated on some of the other routes. Mr. Lancaster also gave updates on other route changes to include Routes 2, 4, 8 and 11 and new number 400 – formerly 40 Express.



All information about MATA's route changes is on our website at [www.matatransit.com](http://www.matatransit.com). Schedules have been printed and advertisement have been running on the buses through our Automated Voice Annunciation System and everything should be ready to go on Sunday April 2, 2017. **Questions** – Mr. Gibson thanked the staff for the information but also expressed his concern as to whether everything was done to get this information out as early as possible. Mr. Rosenfeld stated that we can strive to get it out sooner, and he also explained some things that could hinder us from getting it out as soon as we would like. There were some concerns about the maps getting out on time, as well as if we have received any calls from the public on the scheduling information. Mr. Albritton stated that we had employees stationed at the American Way Transit Center and the Hudson Transit Center at tables with the maps and other information on all the route changes since Thursday 3/23/17 and they will be there the following week as well.

General Discussion:

Mr. Lipinski mentioned the conference that took place at the University of Memphis entitled Choosing Transportation sponsored by the Southeast Workforce Center and MATA had a big presence there. Mr. Rosenfeld, Interim CEO, spoke at one of the sessions and he will also serve on the working group as they move forward on trying to get more workforce development and more recruiting in transit, traffic engineering and freight. Ms. Suzanne Carlson, Mr. John Lancaster and Ms. Scarlet Ponder were also present. Mr. Lipinski also gave an update on the APTA Conference that he attended in Chicago on Workforce Development. There will be some information that will be made available to him that he will share with the Board.

Mr. Gibson gave an update on the APTA Legislative Conference that he attended in Washington, DC. APTA is in the search process for a CEO, and Mr. Gibson attended a meeting regarding the search. He also attended a meeting with the vice president at Uber and expects to have some follow-up conversation with him and will keep the Board and staff abreast. Mr. Gibson also mentioned that he participated in a panel discussion sponsored by Innovate Memphis and Mr. Rosenfeld attended as well. Mr. Gibson thanked Mr. Rosenfeld for his assistance with some specifics of the operation that he was not as strong on. It was well attended.

Mr. Vergos stated he spoke with individuals from Amtrak referred to him through Myron Lowery. They feel that there is a possibility of starting another line to Chicago, and could be as soon as two years. Funding would be required for the state to participate.



occasions, and stated that whatever happens with the redevelopment of Central Station it should not prevent us from any future passenger rail expansions.

Mr. Rosenfeld stated that Amtrak has indicated their desire to operate more service. We are still in negotiation on the Lease and transfer of the Lease to hotel operator, which is not a done deal. Congressman Cohen's office has gotten involved to expedite some needed information back to us from Amtrak, but that is an on-going process.

Mr. Vergos mentioned the Shelby County Delegation Meeting that he attended in Nashville with Mr. Rosenfeld and some MATA staff. In his opinion, it is an issue about should we get the right to have a referendum whether increasing the gas tax and the sales tax, is one more palatable than the other, and does it stand a chance of passing. Mr. Rosenfeld stated that it was his understanding that the gas tax was not marketed properly. There will be extensive outreach to the community as we move down that path as we structure the information that would go to the voters.

Mr. Pacello asked if Board Members would have an opportunity to submit items for the Board Retreat Agenda. Mr. Rosenfeld mentioned items that are currently on the agenda and any additional items should be forwarded to Chairman Healy and Mr. Rosenfeld. Mr. Healy stated that we would try to save some time for 30 minutes of open discussion for items not on the list. The agenda and location will be sent out as soon as it is final.

Mr. Rosenfeld stated that we doubled our normal passengers on this past weekend on the routes that we had in service. Mr. Vergos commented and stated that we need to make this known in a Press Release that MATA's increase in service caused an increase in passengers.

Mr. Gibson asked for an update on MATA's Transit Advisory Committee (TAC). Mr. Rosenfeld stated that the committee has been filled and orientation will take place on April 21, 2017. After orientation, meeting will begin to be scheduled.

Mr. Gibson moved that the Board Meeting be adjourned. Mr. Vergos seconded the motion and the Board Meeting was adjourned.

  
Mr. Sean Healy, Chairman

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION 17-15

RESOLUTION TO ADOPT BUS STOP DESIGN & ACCESSIBILITY  
GUIDELINES

WHEREAS, Development of the Bus Stop Design & Accessibility Guidelines is a continuation of the Memphis Area Transit Authority's (MATA) Service Guidelines and Standards that were developed in 2013 as part of the Short-Range Transit Plan (SRTP); and

WHEREAS, The intent of the Bus Stop Design & Accessibility Guidelines is to facilitate the proper siting, design, installation and maintenance of either existing or proposed bus stops throughout the Greater Memphis Region; and

WHEREAS, Bus stops being installed or upgraded must meet the latest requirements for accessibility, for which these guidelines provide guidance and best practices for compliance; and

WHEREAS, These guidelines will assist in more efficient and effective prioritization of stop improvements and amenities at bus stops throughout the Greater Memphis Region; and

WHEREAS, These guidelines will provide guidance and more efficient spacing of transit stops to improve transit operations and customer experience; and

WHEREAS, The Memphis Urban Area Metropolitan Planning Organization (MPO) procured consulting services and preparation of Bus Stop Accessibility and Design Guidelines for the Metropolitan Planning Organization using federal Section 5303 planning funds; and

WHEREAS, The Memphis MPO, in cooperation and through a partnership with MATA, developed the Bus Stop Design & Accessibility Guidelines; and

WHEREAS, Staff recommends the adoption of the Bus Stop Design & Accessibility Guidelines by the MATA Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS. That the Bus Stop Design & Accessibility Guidelines are officially adopted.

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4/25/17 IB1

**Res. No. 17-15**

**Motion Made By: Tommy Pacello SECONDED: Kristen Bland**

**YEA: Sean Healy; Tommy Pacello; Shelia Williams; Kristen Bland; Lauren Taylor**

**NAY: None**

**Approved: April 25, 2017**

**Absent at Time: Roquita Coleman; John Vergos; Martin Lipinski; Andre Gibson**



COPIES OF 4/25/17 VBI

**TO:** MATA Board of Commissioners

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

**SUBJECT:** BUS STOP DESIGN AND ACCESSIBILITY GUIDELINES

**DATE:** APRIL 25, 2017

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This memo summarizes the Bus Stop Design and Accessibility Guidelines that are being recommended to the MATA Board of Commissioners for adoption at the April 25, 2017 Board meeting.

Bus stops are a critical component of the transit system, and a significant aspect of every transit customer's experience. The intent of the Guidelines is to facilitate proper siting, design, installation and maintenance of either existing or proposed bus stops throughout the greater Memphis region. It includes guidance for improving and developing the number and location of stops, stop branding, design guidance and information to be used by those who design sidewalk and roadway improvements, guidance for incorporating placemaking objectives, and suggested criteria and strategy for prioritizing improvements. The document incorporates the latest mandates and best practices as of March 2017.

The Memphis Urban Area Metropolitan Planning Organization (MPO) and the Memphis Area Transit Authority worked in partnership with the consulting firm, Nelson/Nygaard Consulting Associates, Inc., to develop the Guidelines. The project was managed and paid for with federal Section 5303 funds by the MPO. Public input was solicited through the MPO's public participation process, meetings with stakeholders, and outreach to MATA's customers.

The development of the Guidelines is a continuation of the Memphis Area Transit Authority's Service Guidelines and Standards developed in 2013 as part of the Short-Range Transit Plan that was adopted by the MATA Board of Commissioners on March 24, 2014.

Please let me know if you have questions or would like to discuss.



**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

MINUTES OF 4/25/17 JTB:VCL

**RESOLUTION NO. 17-16**

**RESOLUTION TO AWARD A FIVE-YEAR CONTRACT TO GREYHOUND LINES,  
INC. FOR PROPERTY MANAGEMENT SERVICES AT THE AIRWAYS TRANSIT  
CENTER**

**WHEREAS, The Memphis Area Transit Authority (MATA) has a need for Property Management Services at the Airways Transit Center, located at 3033 Airways Blvd.; and**

**WHEREAS, MATA owns the facility and Greyhound is the major tenant; and**

**WHEREAS, A lease is in place that specifies the terms of the agreement between MATA and Greyhound, including the allocation of operating and capital costs which will be divided according to the square footage of the building assigned to each entity (Greyhound 76%, MATA 24%); and**

**WHEREAS, MATA has advertised and solicited proposals for a five-year contract for Property Management Services at the Airways Transit Center; and**

**WHEREAS, MATA's Evaluation Committee reviewed the one proposal received (from Greyhound Lines, Inc.) and determined their company to be a responsive and responsible proposer; and**

**WHEREAS, The Evaluation Committee recommends that a contract be awarded to Greyhound Lines, Inc. for Property Management Services at the Airways Transit Center at an annual cost of \$117,060 or \$585,300 over the five-year period.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract be awarded to Greyhound Lines, Inc. for Property Management Services at the Airways Transit Center at an annual cost of \$117,060 or \$585,300 over the five-year period.**

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

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**Res. No. 17-16**

**Motion Made By: Shelia Williams SECONDED: Tommy Pacello**

**YEA: Sean Healy; Tommy Pacello; Shelia Williams; Kristen Bland; Lauren Taylor**

**NAY: None**

**Approved: April 25, 2017**

**Absent at Time: Roquita Coleman; John Vergos; Martin Lipinski; Andre Gibson**





**TO:** The MATA Board of Commissioners

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

**DATE:** April 18, 2017

**SUBJECT:** RFP #17-09, Property Management Services for Airways Transit Center

Greyhound Lines, Inc. has been the property manager at MATA's Airways Transit Center since it opened in 2012. Since their contract was for five years, MATA had to resolicit for a new five-year contract. This procurement was formally advertised, and Request for Proposals were mailed to 13 vendors for this project. Greyhound was the only company to submit a proposal; however, MATA received one No Response.

Greyhound's proposal price of \$117,060 per year (\$585,300 over the five-year period) is approximately 12% less than the annual cost of their previous contract. This amounts to an annual savings of \$15,660 or \$78,300 over the five-year period.

Greyhound's proposal included documentation stating that they will meet MATA's DBE goal of 25% for this project.

Staff recommends that a contract be awarded to Greyhound Lines, Inc. at an annual cost of \$117,060 or \$585,300 over the five-year period.

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 17-17

MINUTES OF 4/25/17 ITEM VC2

**RESOLUTION TO AWARD A CONTRACT FOR STRATEGIC PLANNING SERVICES  
TO TRANSPRO**

WHEREAS, The Memphis Area Transit Authority (MATA) has need for strategic planning services over the next twelve to eighteen months; and

WHEREAS, MATA has a need for certain specialized services to accomplish these projects; and

WHEREAS, It is in the best interest of MATA to establish a task order-based contract for such services as may be required; and

WHEREAS, MATA has received a specialized proposal contract in accordance with the procurement policy; and

WHEREAS, It was determined that Transpro can provide value to MATA and the community due to their unique qualifications, experience, and costs; and

WHEREAS, Staff recommends that MATA enter into a contract with Transpro for Strategic Planning Services for an amount of \$50,000 plus usual and customary direct expenses over the contract amount for a period of up to eighteen months; and

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract be awarded for Strategic Planning Services to Transpro for a period of eighteen months in an amount of \$50,000 plus usual and customary direct expenses.

BE IT FURTHER RESOLVED That the President/General Manager/CEO, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute the necessary documents.

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**Res. No. 17-17**

**Motion Made By: Tommy Pacello SECONDED: Kristen Bland**

**YEA: Sean Healy; Tommy Pacello; Shelia Williams; Kristen Bland; Lauren Taylor**

**NAY: None**

**Approved: April 25, 2017**

**Absent at Time: Roquita Coleman; John Vergos; Martin Lipinski; Andre Gibson**



**MEMPHIS AREA TRANSIT AUTHORITY**

**BOARD OF COMMISSIONERS**

**RESOLUTION NO. 17-18**

MINUTES OF 4/25/17 ITEM VII 3

**RESOLUTION TO AWARD A CONTRACT FOR COMMUNICATIONS AND  
PLANNING SERVICES TO CAISSA**

**WHEREAS, The Memphis Area Transit Authority (MATA) has need for communications and planning services over the next twelve to eighteen months; and**

**WHEREAS, It is in the best interest of MATA to establish a task order-based contract for such services as may be required; and**

**WHEREAS, MATA has received a specialized proposal contract in accordance with the procurement policy; and**

**WHEREAS, Caissa Public Strategies collaborated with MATA to successfully obtain philanthropic funding for these services; and**

**WHEREAS, It has been determined that Caissa can provide value to MATA and the community due to their unique qualifications, experience, and costs; and**

**WHEREAS, Staff recommends that MATA enter into a contract with Caissa Public Strategies for Communications and Planning Services for an amount of \$70,000 plus usual and customary direct expenses over the contract amount for a period of up to eighteen months; and**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract be awarded for Communications and Planning Services to Caissa Public Strategies for a period of eighteen months in an amount of \$70,000 plus usual and customary direct expenses.**

**BE IT FURTHER RESOLVED That the President/General Manager/CEO, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute the necessary documents.**

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**Res. No. 17-15**

**Motion Made By: Shelia Williams SECONDED: Kristen Bland**

**YEA: Sean Healy; Tommy Pacello; Shelia Williams; Kristen Bland; Lauren Taylor**

**NAY: None**

**Approved: April 25, 2017**

**Absent at Time: Roquita Coleman; John Vergos; Martin Lipinski; Andre Gibson**