

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road
Memphis, TN 38108

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

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

Board of Commissioners Meeting Agenda
New Direction Christian Church
6120 Winchester Road
July 23, 2019

- | | | |
|-------|--|----------------------------|
| I. | Call to Order | John Vergos |
| II. | Board Roll Call | Linda Eskridge |
| III. | Approval of June 27, 2019 Board Minutes | John Vergos |
| IV. | CEO Report | Gary Rosenfeld |
| V. | Consent Agenda Item(s)
No Resolutions | John Vergos |
| VI. | Service and Development Agenda Item(s)
No Resolutions | John Vergos |
| VII. | Procurement Agenda Item(s)
a) Resolution to Approve a Five-Year Contract to Power Pressure Washing LLC for the Pressure Washing of Trolley Stations – Res. No.19-32
b) Resolution to Approve Contract to WSP USA, Inc. On-Call Streetcar Rail System Engineering Services – Res. No. 19-33 | John Vergos |
| VIII. | Finance Agenda Item(s)
a) Resolution to Approve a Contract between Shelby County Government Through the Memphis Urban Area Metropolitan MPO Planning Organization and Memphis Area Transit Authority – Res. No. 19-34
b) Resolution Authorizing Insurance Coverage – Res. No. 19-35 | John Vergos
John Vergos |
-

MEMPHIS AREA TRANSIT AUTHORITY
1370 Levee Road
Memphis, TN 38108
Telephone: 901-722-7100 www.matatransit.com

Financial Report No Report due to the year-end closing process	Bernhard Rudolph
IX. Speaker(s) Acknowledgement	Lawson Albritton
X. Old/New Business	John Vergos
XI. Adjournment	John Vergos

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

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

CALL TO ORDER: A regular meeting of the MATA Board of Commissioners was called to order by Acting Chair, Martin Lipinski at 3:30 p.m. on Thursday June 27, 2019 at the 1370 Levee Road Board Room.

BOARD ROLL CALL:

Present: Martin Lipinski; Janice Holder; Shelia Williams; Michael Fulton; Kristen Bland; Roquita Williams

Absent: John Vergos; Tommy Pacello; Robert Clark

Quorum: Yes

Staff: Lawson Albritton, Senior Administrative Officer; Linda Eskridge, Executive Office Manager; Nicole Lacey, Chief Communications Officer; John Lancaster, Director of Planning & Scheduling; Dale Lane, Chief Safety & Security Officer; Maury Miles, Director of Grants and Procurement; Alvin Pearson, Chief Operations Officer; Gary Rosenfeld, Chief Executive Officer; Bernhard Rudolph, Chief Financial Officer

Guests: Janice Banks, Small Planet Works; Theryn C. Bond, Nicole Bowen, MATAplus PCA; Pearlie Bowen, MATAplus; Suzanne Carlson, Innovate Memphis; Justin Dennis, Urban SDK; Beauregard Frierson, Rider; Jason Hill, Rider; Charles Johnson, MBRU; Mary Lou McCaa, MICAH; Drew Messer, Urban SDK; Nick Warren, Memphis MPO; Al Sanchez, Memphis MPO; Sidney Sepulveda, MMDC; Sandy Smegelski, MICAH; Councilwoman Jamita Swearingen, Memphis City Council

Minutes of the May 30, 2019 Board Meeting were unanimously approved.

CEO Report – Gary Rosenfeld

- Shelby County Commission considered our funding of MATA and \$2.5MM has been allocated. Many things need to be done before the money is in the bank and there is a lot of work to be done.
- MATA had plenty media coverage on the need for public transportation with Otis Sandford, who is a fair and honest proponent of transportation. The Commercial Appeal; Memphis Flyer; Channel 24; and Daily Memphian.
- This summer MATA hired five college interns from the city's MPloy program. This was a great opportunity for these college students to have a job for the summer.

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

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

- As part of Memphis in May, MATA has a beautiful painted bus around town. Many people played a part in painting the bus. The bus will be around for most of the year to celebrate the 200th anniversary of the city and county.
- MATA is on the lookout for bus operators as well as mechanics. The Board was asked to share any avenues they may have in helping MATA to get what they need to help the service of the organization. *Dr. Lipinski asked if MATA provide any assistance with them getting their CDL.* Gary stated we are reviewing that.
- MATA had 13 bus operators with a 90% or better OTP during the month of May. Trolley had a real difficult time during MIM especially on the weekends. MATApplus had 33 operators with over 90% OTP for the month of May.
- Demand Response continues to grow.
- Drop in trolley ridership is probably the fact that the trolley is not new anymore and tourism is probably down year-over-year for Memphis in May, as we were celebrating Memphis and the foreign visitation is not coming in.
- OTP – Still calculating what we can do based on the design of our community as well as the design of our system. We are still working on that calculation of OTP to establish a goal. There was a 93% demand response, which is not its best and 80% on Trolley, which is a big drop again due to weekends and Memphis in May.
- Cars are still blocking the trolleys on the downtown Mall and causes backup. *Ms. Holder asked what can we do?* Mr. Rosenfeld stated more communications. We can seek to set up some things through the city to the point it becomes a violation that will warrant getting a ticket.
- Customer comments are continuing a nice downward trend. Today MATA has about 29 or 30 comments down tremendously from eight months ago when we had about 1,300 complaints in backlog. This sends the wrong message to our community as well as to our workforce. Motorbus received 100 comments for the month; Matapplus 15 comments for the month; and trolley (even with Memphis In May) had two comments. Mr. Rosenfeld gave a breakdown of the top five complaints of which 90% of them is proven to be not valid.
- The Assessment Center has gained the attention of the FTA and some other agencies and they are interested in how we set it up and how we are doing.
- Gary gave an updated of his calendar events and meetings over the next month.

Mr. Fulton asked if the \$2.5MM from the county is something we can depend on as preparation going forward or is this something that will need to be explored every year? Mr. Rosenfeld stated that he thinks this is part of the discussion we will have when it comes to governance. Mr. Rosenfeld stated that he and the Board will probably have a workshop on a Saturday and hammer out some of the Board's concerns. *Mr. Fulton also asked for a reminder of the amount of the Invest from City mayor or City of Memphis.* Mr. Rosenfeld stated that it is roughly a little less than \$30MM operating and CIP \$4.3M. Mr. Rosenfeld also stated that all the city's capital is used as local match money to other grant opportunities.

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

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

Consent Agenda Item(s)

- a) Resolution to Approve Service for Seniors Funded by the Aging Commission of the Mid-South – Res. No. 19-24

Discussion: Mr. Rosenfeld stated that we have a contract coming due with the county of Shelby for providing senior services transportation through the Aging Commission. This is the extension of a contract that we started last year around this time and rates have been adjusted. We have been providing great services to these seniors to get around and attend different types of activities and the county would like for us to continue this service. The county is buying service from us, they are not funding us. We will be looking at expanding this type of service to other areas as alternative transportation options become available to us in the future. *Ms. Roquita Williams moved that the resolution be approved. Mr. Fulton seconded. The Resolution Passed.*

Service and Development Item(s)

- a) Resolution to Approve Service for the Medical District Shuttle Service – Res. No. 19-25

Discussion: Mr. Rosenfeld stated that this is a new service being provided to the Medical District TMA, of which Mr. Pacello is a part of this group. They would like us to start bus service between Harbor Town and the Medical District. We will be operating that service and it is funded by Transportation Management Agency (TMA) and it is open-door service so the community can take advantage of it. It will have its own bus stops and will follow its own route. The contract contains all the pertinent information pertaining to this service. Ms. Suzanne Carlson with Innovate Memphis was on hand to answer any questions pertaining to this resolution. Ms. Carlson addressed the Board about updating the start date of the service noted in the contract. Mr. Rosenfeld stated that the interpretation of the clause is that service can start any time from July to December, but we will be ready to start the service on July 15, 2019. Ms. Carlson also showed a slide of what the bus app will look like as well as the route. The vehicles will be wrapped. It is a pilot and if it shows to be beneficial, they already have plans to expand. Now it is two buses, and it could end up being three buses by the end of the year. *Ms. Holder moved that the resolution be approved. Ms. Shelia Williams seconded. The Resolution Passed.*

Procurement Agenda Item(s)

- a) Resolution to Award a Contract Renewal to Remix, Inc. for Transit Planning Software – Res. No. 19-26

Discussion: Mr. Rosenfeld stated that Remix is our planning tool used to determine how to properly schedule. This is the third year we will be contracting with Remix. The leadership of Remix is our former Google group. The program is fantastic and is quickly becoming a tool of choice for transportation agencies. *Ms. Holder moved that the resolution be approved. Ms. Bland seconded the motion.* Ms. Bland inquired about Gary's remark regarding using this tool for strategic planning and is this used on a regular basis? Gary stated that this is used daily. The Transit Vision was put into the Remix. It provides us with all the statistical data and helps to sell our product as well as saves us a tremendous amount of time. **The Resolution Passed.**

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

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

- b) Resolution to Approve Contract to SSR, Inc. for On-Call General engineering firm and Program and Program Management Services – Res. No. 19-27

Discussion: Mr. Rosenfeld stated that we have a need to have an engineering firm on call to assist us on anything that comes up regarding repairs, requests, and anything that requires documented design. This is a new contract and we are recommending approval. *Ms. Shelia Williams move that the resolution be approved. Ms. Holder seconded the motion.* Mr. Miles stated this year MATA pulled out anything associated with Rail in this procurement. This procurement will be for Bus and Bus Facilities. The Rail portion will be brought to the Board in July. *Mr. Fulton asked about DBE numbers.* Mr. Miles stated that because it is unknown as to what work will be required of the three-year period, we asked them to provide a DBE goal for each project as we issue a task order and it depends on what is needed for that project. They have given us a list of DBE's that will work with their firm and they were acceptable to the Evaluation Committee. **The Resolution Passed.**

- c) Resolution to Award a Contract to Barnes and Brower, Inc. for Repairing Concrete at The William Hudson Transit Center – Res. No. 19-28.

Discussion: Mr. Rosenfeld stated is to repair concrete in the driveway area at the transit center, as it is a safety hazard. This is something that SSR would develop the plans for and now the execution of the plans. *Ms. Holder moved that the resolution be approved. Ms. Shelia Williams seconded the motion. Mr. Fulton asked what the DBE goal is for this project.* Mr. Miles stated Southland Enterprise is doing the demolition work that is necessary for that. Mr. Miles also stated that Barnes and Brower, Inc. did the work on the construction of the trolley station at William Hudson Transit Center on Main Street. **The Resolution Passed.**

- d) Resolution to Award a Five-Year Contract to Trends Group LLC for the cleaning of Trolley Stations – Res. No. 19-29

Discussion: Mr. Rosenfeld stated this is an Annual contract and the annual amount determines the contract. This contract is five years subject to positive performance. *Ms. Roquita Williams moved that the resolution be approved. Mr. Fulton seconded the motion. Ms. Bland asked is this a new firm or is this a renewed contract.* Mr. Miles stated they are our current contractor and they have done an exceptional job. **The Resolution Passed.**

- e) Resolution to Award a Contract to Alliance Bus Group for the Purchase of up to 12 Side-Loading Wheelchair-Assessible Vans – Res. No. 19-30

Discussion: This resolution was tabled the vendor provided information last evening on the chassis for these vehicles as presented in their RFP is not available. This resolution will be brought back to the Board at the July meeting. **The Resolution was Tabled**

- f) Resolution to Award a Five-Year Contract to Kirkpatrick Law Firm for Legal Services for Transit Claims – Res. No. 19-31

Discussion: Mr. Rosenfeld stated this firm handles Liabilities Claims against MATA usually the result of traffic accidents. Kirkpatrick has been performing well for MATA for many years. *Ms. Bland moved that the resolution be approved. Ms. Holder seconded the motion.* **The Resolution Passed**

MEMPHIS AREA TRANSIT AUTHORITY
1370 Levee Road
Memphis, TN 38108
Telephone: 901-722-7100 www.matatransit.com

Presentation

Drew Messer and Justin Dennis
Consulting Team
Urban SDK, Jacksonville, FL.

Mr. Lancaster introduced the concept of the presentation. He then introduced the presenters, Mr. Justin Dennis and Mr. Drew Messer with Urban SDK out of Jacksonville, FL. Mr. Dennis gave a brief background on their company. SDK is one of the largest AWS partners in the southeast. Their goal for MATA is to provide a baseline of data and more accessibility, as well as simplify the process. Everything is web-based. The team came to MATA within the past several months and established performance goals, they interviewed department leaders throughout the agency to understand how they collect data so they can begin to automate the process. They also gave a quick overview of transit ridership. Mr. Rosenfeld explained what type of impact this will have on our customers once we have the next Genfare Collection System in place. Mr. Rosenfeld stated that he hopes that MATA can continue this relationship with SDK. MATA will continue discussion with them in the future. The Board was pleased with the presentation and what SDK have brought forth so far.

Finance Agenda Item(s)

May Financial Report
Bernhard Rudolph

For the month of May MATA is about \$10MM ahead of budget in Revenue, and \$2MM of that is Grant-Funded items and the offset of that on the Expense side. \$3MM of that we are over and \$2MM of that you take away on the overage on the Expenses. Net we are about \$800,000 or \$900,000 positive on a year-to-date basis. Passenger Fares are \$236k below budget for the year and \$44k under budget for the month. On a Cash Basis we are almost at the end of the fiscal year and we have enough money to get through until we start drawing down the Federal Funds from the city. Mr. Rosenfeld added that he is still concerned about Federal proportioning. Given the current political climate, it would be prudent of us to be thinking about there could be government shutdown again, Federal budget starts October 1st and we still do not know what our Federal income is for 2020; however we will be calling for a Finance Committee Meeting in July so that we can at least present the preliminary budget to the committee for your observation and will probably adopt the budget in August.

Speakers:

1) Theryn C. Bond, Re: New Initiative

Ms. Bond spoke with Mr. Rosenfeld a few weeks ago about an ideal that she had. She stated this year MATA had "Get on Board Transit Day" on April 25th. She suggested to Mr. Rosenfeld the opportunity to have free transit day on Election Day which is October 3, 2019. Last year for Fall election three major cities, Los Angeles, Tampa, Dallas, Houston, all allowed for free public transportation to get people to get to the polls.

MEMPHIS AREA TRANSIT AUTHORITY
1370 Levee Road
Memphis, TN 38108
Telephone: 901-722-7100 www.matatransit.com

According to a poll done by MIT in 2016, it showed that 14% of respondents said that transportation or the lack thereof was the reason they were not going to vote. What she would like to look at is what we could do to potentially have public transportation free on election day. Start with this year and see how it goes and then look at subsequent Election dates for the same reason. Mr. Rosenfeld stated he is currently floating the issue through the powers-to-be within the city. The issue is National Farebox Recovery Process cash money of which we do not have a lot of extra money. Gary feels that it is a good ideal but currently here in the city we have too many elections. It is just a matter of cost and I know we have done free transportation in the past for Election day. Gary stated he reached out to different groups and potentially this could be on the agenda next month for some discussion, especially if we can find some source Revenue.

2) Beaugard Frierson Re: Security for MATA Drivers

Mr. Frierson is concerned about the security for MATA drivers and alluded to a bus driver that was shot in 1969. Bus drivers need more protection. Security need to be on the bus to help protect drivers and not just be on the bus, but they need a weapon. People talk smart to the drivers. It is just one bus driver and they need security and protection. A driver cannot driver and protect themselves at the same time.

Old/New Business

- Ms. Eskridge will contact the Board regarding a date for the Finance Committee Meeting.
- The next Board Meeting will be offsite at New Direction Church, 6120 Winchester Road. Mr. Rosenfeld stated If there are other churches where the Board would like to have meetings, please let us know. Our goal is to have half of our meetings offsite and the other half at MATA in order to have more outreach to our community.

The Meeting was adjourned.

Martin Lipinski, Acting Chairman

MEMPHIS AREA TRANSIT AUTHORITY
1370 Levee Road
Memphis, TN 38108
Telephone: 901-722-7100 www.matatransit.com

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 19-32

RESOLUTION TO AWARD A FIVE-YEAR CONTRACT TO POWER PRO PRESSURE WASHING LLC FOR THE PRESSURE WASHING OF TROLLEY STATIONS

WHEREAS, The Memphis Area Transit Authority (MATA) is a public agency responsible for providing public transportation services within the City of Memphis and surrounding communities; and

WHEREAS, Bids were solicited according to MATA's Procurement Policies including formal advertisement; and

WHEREAS, MATA issued an Invitation for Bids (IFB) to companies for a five-year contract for Pressure Washing of Trolley Stations; and

WHEREAS, Two responsive and responsible bids were received; and

WHEREAS, Staff has reviewed the two bids and recommends that a five-year contract be awarded to Power Pro Pressure Washing, LLC who submitted the lowest responsive and responsible bid for the Pressure Washing of Trolley Stations in an amount not to exceed \$48,492 per year which totals \$242,460.00 for the five-year period; and

WHEREAS, Operating funds are available for this procurement.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract be awarded to Power Pro Pressure Washing, LLC, for the Pressure Washing of Trolley Stations in an amount not to exceed \$48,492 per year which totals \$242,460.00 for the five-year period.

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

* * * * *

MEMPHIS AREA TRANSIT AUTHORITY
1370 Levee Road
Memphis, TN 38108
Telephone: 901-722-7100 www.matatransit.com



TO: The MATA Board of Commissioners
FROM: Gary Rosenfeld, Chief Executive Officer
DATE: July 16, 2019
SUBJECT: IFB # 19-13, PRESSURE WASHING OF TROLLEY STATIONS

This procurement was formally advertised, published on MATA's website, and an Invitation for Bids was sent to 21 vendors.

The contract award is based on the lowest price from among the responsive and responsible bidders.

The goal for participation by Disadvantaged Business Enterprises (DBE) was set at 14.38%.

Two responsive and responsible bids were received. Power Pro Pressure Washing, LLC submitted the lowest bid price of \$48,492 per year not to exceed a total of \$242,460.00 for five years. Trends Group LLC decided not to bid this portion of the IFB. Power Pro Pressure Washing LLC is 100% DBE certified.

MATA checked their references and the responses were positive.

Staff recommends that a contract be awarded to Power Pro Pressure Washing, LLC for Pressure Washing of Trolley Stations in an amount not to exceed \$48,492 per year which totals \$242,460.00 for the five-year period.

**BOARD OF COMMISSIONERS
MEMPHIS AREA TRANSIT AUTHORITY**

RESOLUTION NO. 19-33

**RESOLUTION TO APPROVE CONTRACT TO WSP USA INC. FOR ON-CALL STREETCAR RAIL SYSTEM
ENGINEERING SERVICES**

WHEREAS, The Memphis Area Transit Authority (MATA) has various rail capital projects in development as well as periodic rehabilitation projects for existing rail infrastructure; and

WHEREAS, MATA has need for certain engineering and design services for streetcar related track, switch, overhead contact system, traction power substation, signal, gate crossing, bridge, civil, electrical, and transportation related projects; and

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

WHEREAS, MATA has advertised and solicited proposals for On-Call Streetcar Rail System Engineering Services in accordance with established qualification-based selection procedures; and

WHEREAS, Three proposals were received and evaluated by the Evaluation Committee; and

WHEREAS, WSP USA INC was determined to be the best qualified firm; and

WHEREAS, WSP USA INC submitted the unit costs shown in Attachment 1; and

WHEREAS, Staff recommends that a contract be awarded to WSP USA INC for On-Call Streetcar Rail System Engineering Services for a period of three years at the rates listed in Attachment 1; and

WHEREAS, Funding for this contract will be provided by Federal, State, City and other local planning and capital grants.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract be awarded for On-Call Streetcar Rail System Engineering Services to WSP USA INC for a period of three years effective August 1, 2019 at the rates listed in Attachment 1.

BE IT FURTHER RESOLVED That staff be authorized to execute task orders for up to a total of \$400,000.

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

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

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

MEMPHIS AREA TRANSIT AUTHORITY
 1370 Levee Road
 Memphis, TN 38108
 Telephone: 901-722-7100 www.matatransit.com

WSP USA INC UNIT COST SUMMARY			
ON-CALL STREETCAR RAIL SYSTEM ENGINEERING SERVICES			
HOURLY DIRECT LABOR RATES			
CLASSIFICATION	YEAR 1	YEAR 2	YEAR 3
Contract/Agreement Manager	\$118.86	\$123.02	\$127.33
Technical Advisor	\$85.71	\$88.71	\$91.81
Task Manager/Deputy Agreement Manager	\$57.70	\$59.72	\$61.81
Quality Program	\$111.66	\$115.57	\$119.61
Technical Manager	\$69.50	\$71.93	\$74.45
Track Inspect & Design III	\$96.49	\$99.87	\$103.36
Track Inspect & Design II	\$69.72	\$72.16	\$74.69
Track Inspect & Design I	\$61.07	\$63.21	\$65.42
Traction Power II	\$89.51	\$92.64	\$95.89
Traction Power I	\$77.02	\$79.72	\$82.51
Civil Engineer II	\$51.00	\$52.79	\$54.63
Civil Engineer I	\$30.51	\$31.58	\$32.68
Signals/Comm Eng II	\$88.96	\$92.07	\$95.30
Signals/Comm Eng I	\$61.29	\$63.44	\$65.66
Architect II	\$74.17	\$76.77	\$79.45
Architect I	\$64.51	\$66.77	\$69.10
Project Controls	\$95.74	\$99.09	\$102.56
Survey	By Subconsultant if Required		

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

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

Overhead Catenary System III	\$122.79	\$127.09	\$131.54
Overhead Catenary System II	\$98.99	\$102.45	\$106.04
Overhead Catenary System I	\$62.00	\$64.17	\$66.42
Construction Inspector II	\$72.12	\$74.64	\$77.26
Construction Inspector I	\$50.00	\$51.75	\$53.56
Vintage/Modern Streetcar Eng II	\$116.53	\$120.61	\$124.83
Vintage/Modern Streetcar Eng I	\$90.07	\$93.22	\$96.49
Geotechnical Engineer	\$88.53	\$91.63	\$94.84
Geotechnical (Drilling/Coring & Lab)	By Subconsultant if Required		
Structural Engineer	\$65.37	\$67.66	\$70.03
ITS/Scada/Comm Eng II	\$93.07	\$96.33	\$99.70
ITS/Scada/Comm Eng I	\$73.86	\$76.45	\$79.12
Overhead (%)	140.48%	147.50%	154.88%
Profit (%)	13%	13%	13%
Administrative Mark-up on Subcontractors (%)	5%	5%	5%
Telephone, Printing (other than Bid Documents), Local Travel, Reproduction, Allocated cost based on salary plus overhead (%)	5%	5%	5%
Retainage when required on specific task orders (%)	0%	0%	0%

MEMPHIS AREA TRANSIT AUTHORITY
1370 Levee Road
Memphis, TN 38108
Telephone: 901-722-7100 www.matatransit.com

TRAVEL RELATED DIRECT EXPENSES BILLED SEPARATELY

Travel expenses incurred by subject matter experts traveling to and from Memphis and while staying in Memphis shall be billed at cost to the client. Receipts for each expense are available upon MATA request. Typical travel expenses include:

- Airfare
- Lodging
- Rental Car and Fuel
- Rideshare/Taxi
- Meals

ESTIMATE ASSUMPTIONS

- Salaries escalated by 3.5% per for years two and three. This is in accordance with WSP's standard estimate increase.
- Overhead rate for years two and three are estimated to increase by 5% per year. Our current TDOT approved rate 140.48%.
- Billing for each hour of labor incurred will be equivalent to:
 - (Direct labor Rate + Profit + Markup for Expenses (except travel))

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

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

**GEOTECHNOLOGY
(SUB TO WSP USA INC)**

UNIT COST SUMMARY

ON-CALL STREETCAR RAIL SYSTEM ENGINEERING SERVICES

HOURLY RATES

CLASSIFICATION	YEAR 1	YEAR 2	YEAR 3
Senior Principal	\$66.00	\$67.98	\$70.02
Principal/Project Manager	\$62.00	\$63.86	\$65.78
Senior Geotechnical Engineer	\$56.00	\$57.68	\$59.41
Geotechnical Engineer	\$48.00	\$49.44	\$50.92
Junior Geotechnical Professional	\$45.00	\$46.35	\$47.74
Project Geologist	\$44.00	\$45.32	\$46.68
Engineering Technician	\$28.00	\$28.84	\$29.71
Senior Environmental Specialist	\$52.00	\$53.56	\$55.17
Administrative Assistant	\$26.00	\$26.78	\$27.58
Junior Geologist	\$26.00	\$26.78	\$27.58
Contract/Agreement Manager	\$56.00	\$57.68	\$59.41
Staff Engineer	\$31.00	\$31.93	\$32.89
Training Engineer	\$19.00	\$19.57	\$20.16
CAD Technician	\$28.00	\$28.84	\$29.71
Overhead (%)	227.04%	227.04%	227.04%
Profit (%)	12%	12%	12%

**Geotechnical (Drilling/Coring & Lab) Drilling/Sampling/In-Situ
Testing**

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

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

Mobilization – Land, LS	\$961.60	\$990.45	\$1020.16
Mobilization – CPT, LS	\$3278.18	\$3376.53	\$3477.82
Mobilization – Other (dozer), LS	\$1639.09	\$1688.26	\$1738.91
Project Mileage, each	\$4.37	\$4.50	\$4.64
Drill Rig Moving/Standby Time, per hour	\$207.62	\$213.85	\$220.26
Manual Site Clearing, per hour	\$92.88	\$95.67	\$98.54
Soil Drilling with SPT Sampling – Land, per foot	\$20.22	\$20.82	\$21.45
Shelby Tube Sampling _ Land, each	\$74.31	\$76.53	\$78.83
CPT Sounding, per foot	\$14.21	\$14.63	\$15.07
Hole Setup – Rock Coring, each	\$163.91	\$168.83	\$173.89
Water Hauling – Off Site Source, per day	\$409.77	\$422.07	\$434.73
Borehole Grouting, per foot	\$8.20	\$8.44	\$8.69
Seismic Casing Installation, per foot	\$54.64	\$56.28	\$57.96
Pavement Coring and Repair (Asphalt or Concrete) each	\$273.18	\$281.38	\$289.82
Piezometer Casing Installation, per foot	\$34.97	\$36.02	\$37.10
Bulldozer , per hour	\$191.23	\$196.96	\$202.87
Traffic Control, per day	\$2400.00	\$2472.00	\$2546.16
Site Restoration at Boring Location, each	\$38.25	\$39.39	\$40.57
Laboratory Testing			
Atterberg Limits, each	\$75.32	\$77.58	\$79.91
Natural Moisture Content, each	\$7.43	\$7.65	\$7.88
Particle Size Analysis (Hydrometer), each	\$122.00	\$125.66	\$129.43
Standard Proctor Density Test, each	\$175.05	\$180.30	\$185.71
Modified Proctor Density Test, each	\$201.57	\$207.62	\$213.85

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

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

California Bearing Ration (3 points)	\$477.41	\$491.73	\$506.48
Sieve Analysis, each	\$90.18	\$92.88	\$95.67
#200 Wash, each	\$68.96	\$71.03	\$73.16
Specific Gravity, each	\$68.96	\$71.03	\$73.16
One Dimensional Consolidation, each	\$503.93	\$519.05	\$534.62
Triaxial Compression UU, each	\$143.22	\$147.52	\$151.94
Triaxial Compression CU (3 points)	\$1050.29	\$1081.80	\$1114.25
Unconfined Compression – Soil, each	\$82.75	\$85.23	\$87.79
CD Direct Shear (3 points)	\$556.97	\$573.68	\$590.89
pH of Soil, each	\$21.22	\$21.85	\$22.51
Soil Resistivity, each	\$50.92	\$52.45	\$54.02
Administrative Mark-up on Subcontractors (%)	15%		
Per Diem (out of town travel)	State Rate		
Travel Mileage	\$.80 per mile		
Printing – Color (8.5x11.0)	\$0.45 per page		

MEMPHIS AREA TRANSIT AUTHORITY
 1370 Levee Road
 Memphis, TN 38108
 Telephone: 901-722-7100 www.matatransit.com

CANNON & CANNON

UNIT COST SUMMARY

ON-CALL STREETCAR RAIL SYSTEM ENGINEERING SERVICES

HOURLY RATES

CLASSIFICATION	YEAR 1	YEAR 2	YEAR 3
Quality Program	\$55.00	\$56.65	\$58.35
Technical Manager	\$52.00	\$53.75	\$55.50
Civil – Drainage Roadway & Site	\$48.33	\$49.78	\$51.27
Signals/Communications	\$45.00	\$46.35	\$47.74
Survey	\$36.63	\$38.25	\$39.50
Construction Inspections	\$34.75	\$35.80	\$36.90
ITS/Scada/Communications	\$55.00	\$56.65	\$58.35
Overhead (%)	177.46% (3)	177.46% (3)	177.46% (3)
Profit (%)	12% (2)	12% (2)	12% (2)
Administrative Mark-up on Subcontractors (%)	10%	10%	10%
Telephone, Printing (other than Bid Documents), Local Travel, Reproduction, Allocated cost based on salary plus overhead	31% (1)	31% (1)	31% (1)
Retainage when required on specific task orders (%)			

- (1) Included in the overhead (%) above on the overhead (%) line. This is basically our Fringe rate and the other is Fringe plus everything else. TDOT does an all-inclusive rate.
- (2) This is the max TDOT will allow. They use a whole scaling system.
- (3) This our approved TDOT overhead rate.

MEMPHIS AREA TRANSIT AUTHORITY
1370 Levee Road
Memphis, TN 38108
Telephone: 901-722-7100 www.matatransit.com



TO: **MATA Board of Commissioners**

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

SUBJECT: **ON-CALL STREETCAR RAIL SYSTEM ENGINEERING
SERVICES RFP #19-22**

DATE: **JULY 19, 2019**

This memo summarizes the procurement and evaluation process for on-call streetcar rail system engineering services for three years. This contract provides for a contractor to be available as needed by MATA to perform services without having to go through a separate procurement process each time a need arises. Individual task orders are issued for specific work that is needed by MATA. This contract is for a three-year period with a compensation limit of \$400,000.

The Evaluation Committee consisted of four MATA staff members. The following technical criteria was established:

- a. Experience and technical competence of proposed personnel (30%)
- b. Qualifications and experience of the firms/team (30%)
- c. Representation of DBE firms on project team (20%)
- d. Past record of performance (20%)

This procurement was accomplished through the Brooks Method which is required by the Federal Transit Administration for procurements involving architectural, engineering or similar services. Under this method the technical qualifications are evaluated without considering price. MATA is only allowed to request the cost from the top-ranked firm. If an agreement cannot be reached with the top-ranked firm, then negotiations are ended with that firm and begun with the second-ranked firm. This process is repeated until MATA is able to accept the cost of the firm.

MEMPHIS AREA TRANSIT AUTHORITY
1370 Levee Road
Memphis, TN 38108
Telephone: 901-722-7100 www.matatransit.com

MATA has not established a goal for Disadvantaged Business Enterprise (DBE) participation at this time since no specific task orders have been determined. A DBE goal will be established individually for each task order.

MATA received three proposals from (Jakes Associates, Smith Seckman Reid, Inc., (SSR), and WSP USA, Inc.). The Evaluation Committee evaluated the proposals based upon the criteria established in the RFP and determined the proposers to be responsive and responsible. The points received by each proposer out of a possible total of 400 were:

<u>Proposer</u>	<u>Points</u>
Jakes Associates	<u>320</u>
Smith Seckman Reid, Inc. (SSR)	<u>255</u>
WSP USA, Inc.	<u>383</u>

After scoring on technical criteria, WSP USA, Inc. was determined to be the top-ranked proposer. A price proposal was requested from WSP USA, Inc. for their hourly rates associated with various personnel classifications along with their overhead and profit rates. After review of their price proposal, the rates were determined to be fair and reasonable. The Evaluation Committee recommended the contract be awarded to WSP USA, Inc. Staff concurs with the Evaluation Committee's recommendation.

MEMPHIS AREA TRANSIT AUTHORITY
1370 Levee Road
Memphis, TN 38108
Telephone: 901-722-7100 www.matatransit.com

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 19-34

**RESOLUTION TO APPROVE A CONTRACT BETWEEN SHELBY COUNTY GOVERNMENT THROUGH THE
MEMPHIS URBAN AREA METROPOLITAN PLANNING ORGANIZATION AND MEMPHIS AREA TRANSIT
AUTHORITY**

WHEREAS, The Memphis Area Transit Authority (MATA) works cooperatively with the Memphis Urban Area Metropolitan Planning Organization (MPO) on transit planning activities in the Memphis area under a written Agreement; and

WHEREAS, Federal Transit Administration Section 5303 Transit Planning funds are allocated to the Memphis area through the Tennessee Department of Transportation (TDOT) on an annual basis; and

WHEREAS, MATA was approved as a single source provider by Shelby County Government for this project per a letter dated July 15, 2019; and

WHEREAS, Shelby County Government agrees to provide MATA \$112,500 in 5303 funding for reimbursement of expenses related to transit planning activities; and

WHEREAS, The term of this contract will commence upon the execution of the contract and continue through June 30, 2020 with the option to renew for two additional years upon written mutual agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the Contract between Shelby County Government through the Memphis Urban Area Metropolitan Planning Organization is approved.

BE IT FURTHER RESOLVED That the Chief Executive Officer, the Chairman and Vice-Chairmen of the MATA Board are authorized to execute the necessary documents.

* * * * *

MEMPHIS AREA TRANSIT AUTHORITY
1370 Levee Road
Memphis, TN 38108
Telephone: 901-722-7100 www.matatransit.com

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 19-34

**RESOLUTION TO APPROVE A CONTRACT BETWEEN SHELBY COUNTY GOVERNMENT THROUGH THE
MEMPHIS URBAN AREA METROPOLITAN PLANNING ORGANIZATION AND MEMPHIS AREA TRANSIT
AUTHORITY**

WHEREAS, The Memphis Area Transit Authority (MATA) works cooperatively with the Memphis Urban Area Metropolitan Planning Organization (MPO) on transit planning activities in the Memphis area under a written Agreement; and

WHEREAS, Federal Transit Administration Section 5303 Transit Planning funds are allocated to the Memphis area through the Tennessee Department of Transportation (TDOT) on an annual basis; and

WHEREAS, MATA was approved as a single source provider by Shelby County Government for this project per a letter dated July 15, 2019; and

WHEREAS, Shelby County Government agrees to provide MATA \$112,500 in 5303 funding for reimbursement of expenses related to transit planning activities; and

WHEREAS, The term of this contract will commence upon the execution of the contract and continue through June 30, 2020 with the option to renew for two additional years upon written mutual agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the Contract between Shelby County Government through the Memphis Urban Area Metropolitan Planning Organization is approved.

BE IT FURTHER RESOLVED That the Chief Executive Officer, the Chairman and Vice-Chairmen of the MATA Board are authorized to execute the necessary documents.

MEMPHIS AREA TRANSIT AUTHORITY
1370 Levee Road
Memphis, TN 38108
Telephone: 901-722-7100 www.matatransit.com

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 19-35

RESOLUTION AUTHORIZING INSURANCE COVERAGE

WHEREAS, The Memphis Area Transit Authority (MATA) maintains a risk management program that includes various lines of insurance coverage; and

WHEREAS, Third-Party Administration services are included for Workers Compensation claims and Auto/General Liability claims; and

WHEREAS, The expiration date for the current coverage is July 31, 2019 at 11:59 p.m.; and

WHEREAS, Under contract, MATA's insurance broker, Arthur J. Gallagher Risk Management Service, Inc., solicited requests for coverage for the period August 1, 2019 to July 31, 2020; and

WHEREAS, The carriers listed on the attached schedule quoted the most competitive premiums; and

WHEREAS, Staff considers these premiums to be reasonable given the current facts and circumstances.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That insurance coverages and Third-Party Administration agreements be approved as shown for the period of August 1, 2019 to July 31, 2020 for a total cost of \$675,909.

BE IT FURTHER RESOLVED That Staff is authorized to add and delete rolling stock and facilities from the insured items list at the appropriate time at rates consistent with those approved by this resolution.

BE IT FURTHER RESOLVED That Staff is authorized to approve additional costs of the Third-Party Administrator associated with investigation and settlement of claims on an as needed basis.

BE IT FURTHER RESOLVED the Chief Executive Officer, Chief Administrative Officer, Chairman and Vice-Chairman are authorized to execute the necessary documents.

* * * * *

MEMPHIS AREA TRANSIT AUTHORITY

INSURANCE COVERAGES FOR PERIOD OF AUGUST 1, 2019 – JULY 31, 2020

<u>Coverage</u>	<u>Company/Carrier</u>	<u>Annual Premium</u>
Property: (including Risk Control Assessment)	Travelers Indemnity Company	\$ 111,414
Defined Perils – Revenue Vehicle Fleet:	Axis Surplus Insurance Company	111,600
Physical Damage – Service Vehicle Fleet:	Scottsdale Insurance/ Nationwide Group	36,289
Directors & Officers and Employment Practices Liability and Crime and Fiduciary:	Cincinnati Insurance Company	22,393
Terrorism Stand Alone:	Lloyd’s Syndicate	18,000
Excess General Liability:	Munich RE	224,500
Excess Worker’s Compensation:	Safety National Casualty/ Safety National Group	103,558
Felonious Assault	Federal Insurance/ Chubb	1,975
Cyber	Axis Insurance Company	7,385
SUBTOTAL INSURANCE PREMIUMS:		\$637,114

MEMPHIS AREA TRANSIT AUTHORITY
1370 Levee Road
Memphis, TN 38108
Telephone: 901-722-7100 www.matatransit.com

Third Party Administrator Fee For Workers Compensation Claims: PMA Companies	29,229
Third Party Administrator Fee For Auto/General Liability Claims: PMA Companies	9,556
SUBTOTAL THIRD PARTY ADMINISTRATION:	\$ 38,795
GRAND TOTAL:	\$ 675,909

MEMPHIS AREA TRANSIT AUTHORITY
1370 Levee Road
Memphis, TN 38108
Telephone: 901-722-7100 www.matatransit.com



TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

SUBJECT: Insurance Coverage Effective August 1, 2019

DATE: July 23, 2019

Staff proposes private insurance in the following categories of coverage:

- Property
- Defined Perils Physical Damage – Revenue Vehicle Fleet
- Physical Damage – Service Vehicle Fleet
- Directors & Officers and Employment Practices Liability and Crime & Fiduciary
- Terrorism
- Excess General Liability
- Excess Workers’ Compensation
- Felonious Assault
- Cyber

MATA is self-insured for General Liability up to \$2,000,000 and for Workers Compensation up to \$500,000. The Excess policies are invoked for claims exceeding these retention amounts. The other coverages’ deductibles are generally in the range of \$10,000-\$75,000, except for buses (\$100,000) and trolleys (\$250,000). The coverage limit for the revenue vehicle fleet for the new policy period has been reduced from \$40,000,000 to \$10,000,000 and does not cover hail damage.

MATA has a five-year contract with Arthur J. Gallagher Risk Management Services Inc. (AJG) to develop our insurance program on an annual basis. AJG’s services include securing the most competitive quotes for the various insurance coverages and advising MATA on insurance-related issues. AJG is recommending the carriers and premiums shown on the accompanying resolution for the year beginning on August 1, 2019.

The comparison of premiums for the new year as compared to the expiring year are shown on the following page.

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

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

<i>Coverage</i>	<i>Premium 2018-2019</i>	<i>Premium 2019-2020</i>	<i>Percent Change</i>
Property	\$105,041	\$111,414	+6.1%
Defined Perils Physical Damage Revenue Vehicle Fleet	\$109,306	\$111,600	+2.1%
Physical Damage – Service Vehicle Fleet	\$ 34,332	\$ 36,289	+5.7%
Directors & Officers and Employment Practices Liability and Crime & Fiduciary	\$ 24,156	\$ 22,393	-7.3%
Terrorism	\$ 18,000	\$ 18,000	0.0%
Excess General Liability	\$212,794	\$224,500	+5.5%
Excess Workers' Compensation	\$ 97,902	\$103,558	+5.8%
Felonious Assault	\$ 1,729	\$ 1,975	+14.2%
Cyber	\$ 8,049	\$ 7,385	-8.2%
SUBTOTAL INSURANCE PREMIUMS	\$611,309	\$637,114	+4.2%
3 rd Party Admin. – Worker's Compensation	\$ 27,500	\$ 29,229	+6.3%
3 rd Party Admin. – Auto/GL Claims*	\$ 9,000	\$ 9,566	+6.3%
Broker Fee	\$ 62,500	\$ 65,000	+4.0%
SUBTOTAL THIRD-PARTY FEES	\$ 99,000	\$103,795	+4.8%
GRAND TOTAL	\$710,309	\$740,909	+4.3%

*plus additional third-party administration fees of \$610 for bodily injury and \$410 for physical damage for auto liability and general liability claims above a set number.

Compared to the expiring policies, there is an increase in total premium. Premiums are determined largely by exposure (measured by value of assets or operating costs) and per unit rates established by the insurance companies. Per unit rates are affected by our experience as well as the experience across the country.

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

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

In addition to the insurance program, AJG also arranges for the Third-Party Administrator (TPA) for Workers Compensation claims and Auto and General Liability claims. AJG is recommending continuing with PMA Companies for both of these. Use of the TPA for workers compensation claims has resulted in improved management and cost containment in this program. The cost comparison from the expiring year is shown in the table above.

Staff recommends approval of the proposed program.