

# MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road  
Memphis, TN 38108

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MINUTES OF 6/27/19 ITEM I

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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**  
**1370 Levee Road**  
**Memphis, TN 38108**  
**June 27, 2019**

- |      |   |                 |
|------|---|-----------------|
| I.   | Call to Order   | Martin Lipinski |
| II.  | Board Roll Call   | Linda Eskridge  |
| III. | Approval of May 30, 2019 Board Minutes  |                 |
| IV.  | CEO Report  | Martin Lipinski |
| V.   | Consent Agenda Item(s) <ul style="list-style-type: none"><li>Resolution to Approve Service for Seniors Funded by the Aging Commission of the Mid-South – Res. No. 19-24</li></ul>   | Martin Lipinski |
| VI.  | Service and Development Agenda Item(s) <ul style="list-style-type: none"><li>Resolution to Approve Service for the Medical District Shuttle Service – Res. No. 19-25</li></ul>  | Martin Lipinski |
| VII. | Procurement Agenda Item(s) <ul style="list-style-type: none"><li>Resolution to Award a Contract Renewal to Remix, Inc. For Transit Planning Software – Res. No. 19-26</li><li>Resolution to Approve Contract to SSR, Inc. for On-Call General Engineering and Program and Program Management Services – Res. No. 19-27</li><li>Resolution to Award a Contract to Barnes and Brower, Inc. for Repairing Concrete at The William Hudson Transit Center – Res. No. 19-28</li></ul> | Martin Lipinski |
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- Resolution to Award a Five-Year Contract to Trends Group LLC for the cleaning of Trolley Stations – Res. No. 19-29
- 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
- Resolution to Award a Five-Year Contract to Kirkpatrick Law Firm for Legal Services for Transit Claims – Res. No. 19-31

VIII. Finance Agenda Item(s)

- Financial Report Bernhard Rudolph

IX. Speaker(s) Acknowledgement Lawson Albritton

X. Old/New Business Martin Lipinski

- Finance Committee Meeting in July to discuss Budget

XI. Adjournment Martin Lipinski

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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 Thursday May 30, 2019 at the Hollywood Community Center at 1560 North Hollywood Street.

### **BOARD ROLL CALL:**

**Present:** John Vergos; Tommy Pacello; Janice Holder; Robert Clark; Shelia Williams; Michael Fulton

**Absent:** Kristen Bland; Roquita Williams; Martin Lipinski

**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; Joanne Surwic, Benefits Manager; Susan Schubert, Director of Human Resources; Mark Young, Rail Safety & Security Officer

**Guests:** Cynthia Bailey, MBRU; Rexie Bowers, Rider; Justin Davis, MBRU; Allison Donald, Mid-South Adapt; Alan Dow, MICA; Bobby Fields, STAC; Beauregard Frierson, Rider; Jason Hill, Rider; Charles Johnson, MBRU; James Johnson, Small Planet Works; Catherine Jones, Stevie Johnson, MBRU; Mary Lou McCaa, MICA; Johnny Mosley, Citizens for Better Services; Betty Robinson, MBRU; Jordan Smith, Memphis MPO; Nick Warren, Memphis MPO; Larry Wilburn, Rider

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

CEO Report – Gary Rosenfeld

Mr. Rosenfeld started his report by thanking the staff for a great job while he was away on vacation.

Current Project:

- MATA had a substantial amount of media coverage, which a lot of the coverage revolved around funding and the need for Shelby County to step up.
  - At the Budget Adhering hearing on 5/29/19, a motion was made to put MATA into the budget with a line item, though not what we are searching, but it is an amount. That item passed with a favorable vote; however, it will go through more votes before MATA can draw down any funds.
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- Gary, along with MICA, met with Mayor Harris privately after the meeting and he is still on board for making a presentation to the community in September on how he would review some greater levels of funding and a long-term source of funding. There was plenty of media activity to help.
- Mayor Harris concluded that transit vision is the plan and there is no need for the county to come up with a new plan but does want to ensure that there is adequate community support.

### Trolley Update:

- Currently we have our five Trolley cars. We have Car 799 which is the experimental car with the low voltage controller. FTA has given their permission to cancel that project, TDOT is in support but would still like for us to be looking at that in the future. We will be cancelling the low-voltage test project because we can't get it to work up to standards so we will be converting 799 to a high-voltage car over the next few months.
  - We transported in the first year almost 405,000 people, on-time performance 95½% and only one preventable accident during the first year of operation.
  - The trolleys do experience a lot of road calls because they are, in some cases, 100 years old. The biggest problem with the trolleys is the doors because people grab the doors instead of the handles.
  - The old program is predicated on us maintaining the preventative maintenance aspect of the cars. We did five A inspections during the year, six B inspections, and three C inspections.
  - In June there will be a detour on the trolley in support of the Memphis Convention Center remodel. They will be taking down the pedestrian bridge between the hotel and the Convention Center. This will disrupt service for about a six-week period.
  - MATA conducted its regular FTA Quarterly Meeting with MATA in Memphis on May 23, 2019. FTA announced that this will be the last required quarterly meeting as they are ending oversight of our Trolley restart activities. This is a tremendous vote of confidence in our trolley team. *Mr. Vergos asked about the estimated time that the Riverfront trolley will go back in service.* Mr. Rosenfeld stated one of those issues has now been relieved, with the low-voltage program they were trying to get us to go to on trolley 799, they really wanted us to go low-voltage on everything, but we could not do that. The other problem is just getting a car. Gomaco is two years late on getting the last car to us. Be assured that the team is working on it.
  - On bike-to-work day 118 bikes were loaded on our buses, double the regular weekday count. Free bus service was given to those loading a bike that day.
  - Minor service improvements on June 9, 2019. This will be minor timing adjustments and additional trips being added.
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### April On-Time Performance

- 18 operators with 90% and above; nine trolley operators met the 90% threshold; and 40 MATApplus operators with 90%.
- New MATApplus buses will begin arriving during the month of June and will get them into service as quick as possible.
- Ridership went up this year in April 2019 and we beat 2017 and 2018.
- Gary gave an update on the Statistical Report
- Gary gave an update on future projects, as well as a schedule of his calendar events.

This ended the CEO Report.

### Consent Agenda Item(s)

- a) Resolution to Rescind Resolution No. 08 for Award of Contract to Innovation in Transportation, Inc. to Purchase a Next Generation Fare System – Res. No. 19-20

Discussion: Mr. Rosenfeld presented this resolution to the MATA Board. A couple of Months ago, the Board authorized MATA to enter into a negotiation with a company called INIT for the Next Generation Fare Collection System. In order to come to an agreement on a contract, they wanted to make substantial changes to what they had bid and committed to. MATA had a meeting with the leadership of INIT and we concluded that if we are going to have a commitment with an organization for 12 years, we should have a good relationship from the beginning, and it was not turning out to be that. MATA determined that we would not enter into an agreement with INIT and we have re-advertised to rebid this project. MATA is asking the Board for approval to rescind the authorization formally through court action. *Mr. Pacello asked what this does to the fare box timeline.* Gary stated about 45-60 days and expressed that it is disappointing for MATA but in this case, we were not going to get what we thought we were going to get. *Mr. Clark stated to be clear, the Board approved the entering of a contract, but no contract was ever signed.* Gary stated that is true. *Ms. Holder stated it is very disappointing because it was exciting.* Gary stated that it is, but we will still get there. **Resolution Passed**

### Procurement Agenda Item(s)

- a) Resolution to Award a Three-Year Contract to McGriff Insurance Services for Benefit Brokerage Service – Res. No. 19-21

Discussion: Mr. Rosenfeld presented this resolution to the MATA Board. We regularly engage insurance consultants to review our various insurance programs. It is now time to look at our medical benefits and engage to potentially find a different vendor or continue with the existing vendor, the administration of our healthcare benefits. McGriff provided MATA with the best overall package and we are recommending that a three-year contract be awarded to McGriff in the amount of \$135,000 dollars. Ms. Holder moved that the resolution be put on the floor for discussion. Mr. Pacello seconded the motion.

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*Mr. Vergos asked if we have a secondary insurance under an umbrella coverage to ensure our healthcare insurance. Mr. Rosenfeld stated that we do not for healthcare, but we do on liabilities. Mr. Rosenfeld stated that the good news about that is Ms. Schubert, HR Director and her team have put together a strong wellness program and we are starting to see the results of that. Mr. Williams asked if MATA has access to other vendor network such as Christ Community. Mr. Rosenfeld stated Christ Community is part of the vendor network, but all of this is administered by the administrator, which right now is Cigna. Resolution Passed.*

b) Resolution to Award a Three-Year Contract to Walden Security for Security Guard Service  
– Res. No. 19-22

Discussion: Mr. Rosenfeld presented this resolution to the MATA Board. This is a regular contract update. We have security guard services at the transit centers and from time to time we have them at our Levee Road facility. This contract shifts from current vendors to Walden Security for guard services for a three-year cost not to exceed \$2.733MM. This provides us with armed guards at transit centers for all hours of operation and on-call guard services for other areas. *Mr. Pacello moved that the resolution be put on the floor for discussion. Ms. Williams seconded the motion. Resolution Passed.*

c) Resolution to Award a Five-Year Contract to K&J Safety, Security Consulting Service, LLC for On-Call Safety, Security and Training Consulting Services – Res. No. 19-23

Discussion: Mr. Rosenfeld presented this resolution to the MATA Board. Mr. Vergos made an amendment to the heading of the resolution to read five-year contract instead of three-year contract. Mr. Vergos stated this is on-call services and from time to time we need to bring in extra service to help get us through different audits and to analyze operations. K&J has been an excellent resource during our restart and they certainly had the brightest proposal received by MATA. We are excited to offer them a contract. This is for both bus and rail. Mr. Rosenfeld reminded the group that we are in the process of developing the same SMS process for our bus group as we do have for rail. It is a good process, but it is time consuming and technical. *Mr. Pacello moved that the resolution be put on the floor for discussion. Ms. Williams seconded the motion. Resolution Passed.*

### Finance Agenda Item(s)

April Financial Report  
Bernhard Rudolph  
Ten Months of FY19

Mr. Rudolph reported revenue is favorable to budget by \$2.2M. This was due to IMPROVE Act funds from the city to avoid service cuts. Actual expense was unfavorable to budget by \$520k. Contributing factors for April were Conduent quarterly payment, fuel and insurance claims. Passenger Fares are \$5k favorable to budget for the month of April, but we are still below budget on a year-to-date basis. Cash basis are good until we receive our FY20 funds from the city.

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MINUTES OF 6/27/19 REG III

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### Speakers:

#### **Jason Hill, MATA Rider – Re: Changing Bus Routes**

Mr. Hill stated that ridership based on the buses that we have has been running slow, drivers are behind schedule, waiting longer on buses, buses break down, drivers are not securing wheelchairs safely, overcrowding on the #50. More trolleys are running on a time frequency than the trolley schedule.

#### **Beauregard Frierson – Improve bus Routes on Sunday**

Mr. Frierson is asking for more bus service on Sunday so that he can go to church at night and have a way home. *Mr. Rosenfeld expressed to Mr. Frierson that Saturday and Sunday transit improvements is part of the transit vision for the future that is certainly in our plan. It is a funding issue that we cannot commit to at this time. Once we have the full funding of the transit vision that will be one of the things that we will improve upon is our Saturday and Sunday service.*

#### **Catherine Jones – 82 N. Second St. Memphis, TN 38103 – Future Transportation Area Plans**

Ms. Jones concern is are there any plans to have buses for the areas of Millington, Olive Branch and Southaven.

#### **Cynthia Bailey – Memphis Bus Riders Union**

Ms. Bailey had a concern that she was very disturbed about regarding Mr. Larry Wilburn's denial notification from MATApplus bus service due to weight requirement. Ms. Bailey asked if MATA could send Mr. Wilburn a statement in writing showing his denial because of weight requirement under ADA or if it is under federal government policy. *Mr. Rosenfeld stated that it being a relationship between Mr. Wilburn and MATA, we cannot discuss that in public session. But there is an appeal process for people that are denied certification and we would encourage him to take advantage of that appeal process.*

#### **Larry Wilburn – MATA Rider**

Mr. Wilburn spoke about when he tried to ride the bus, the driver got off the bus and told him that he could not ride due to a weight requirement. Mr. Wilburn stated that he pays his fare and he don't mess with anyone, he doesn't be in the aisle, and he have everything they stated he needs on my wheelchair. He stated all he wants to do is get from point A to point B and would like to know what is going on.

#### **Rexie Bowers, STAC Committee Chairman**

Mr. Bowers stated that his concern is the leased vehicles, 15 passenger vans are not compliant to what MATA have. He stated that he has made several complaints to the compliant line and the last complaint he made, the lady stated that he was denied his complaint and they sent him the same vehicle at dialysis and it took three people to try to get me boarded on that leased van. His concern is a 214-pound man with a lady trying to put him on a van. He is concerned not only about his safety but hers as well. He has requested a bus or van with a lift several times. His question and concerns what are the accommodations?

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**Bobbie Fields, 5100 Poplar, Co-chair of STAC Committee**

Ms. Fields stated they have been getting a lot of calls about trip denials. Riders have been calling three days ahead of time as soon as the reservation system opens, and by 8:30 a.m. they are already hearing there are no beneficial times available. She stated that she knows that in 30 minutes all those slots are not filled. She stated that those people calling and complaining can get a trip. What is MATA doing to track the amount of trip denials, because in fact, it is a trip denial. If you are denied from MATApplus and you don't know how to ride the fixed route, where is MATA in the process of doing Travel Training again.

**Allison Donald, Mid-South ADAPT – 5100 Poplar Avenue**

Ms. Donald stated that to follow up on what has been said, she would like a clarification on why people have not been able to get rides when they are able to get through to the system. If there is a bus change on the fixed route service, it also affects the MATApplus riders, but they are first to be denied and last to know about the changes. How are MATApplus riders to be notified if, and when there will be changes that affect the way they travel around the city utilizing the MATApplus service.

**Sammie Hunter, MBRU**

Mr. Hunter had a concern about the #30 that will now be running six minutes later and it really needs to be looked at as well as more of the minor route changes. These are taxpayers that are trying to get to work and their employers do not want to hear anything about being late. People are depending on MATA to get to work, every six months things are changing. We want more reliable and sufficient transportation.

**Old/New Business**

There was no old/new business to come before the Board. MATA's next Board Meeting will be June 27, 2019 at 3:30pm at 1370 Levee Road.

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. 19-24

**RESOLUTION TO APPROVE SERVICE FOR SENIORS FUNDED BY THE AGING COMMISSION OF THE  
MID-SOUTH**

**WHEREAS,** The Memphis Area Transit Authority (MATA) operates transit service within the City of Memphis and Shelby County; and

**WHEREAS,** The Aging Commission of the Mid-South has agreed to reimburse MATA up to \$185,000 with federal funding for the provision of transportation service for persons aged 60 and older through a contract with Shelby County Government; and

**WHEREAS,** MATA must have the approval of the Mayor and City Council of the City of Memphis to enter into any service and operation agreements with any other governmental jurisdiction for transportation services, and MATA's authority to enter into contracts for grants and other funding assistance is limited to grants and funding assistance made available by federal or state agencies; and

**WHEREAS,** MATA will provide transportation for one-way trips to meet activities of daily living, such as medical or healthcare appointments, shopping, or socialization as permitted by the Older Americans Act Community Support Services; and

**WHEREAS,** Provision of this service will not adversely impact the existing service and operation of MATA.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That MATA may begin the operation of this service with an effective start date of July 1, 2019 and continue to provide the service as long as funding is available.

**BE IT FURTHER RESOLVED** That MATA be authorized to enter into a contract with Shelby County Government and that the Chief Executive Officer, Chief Administrative Officer, the Chairman and Vice-Chairmen of the MATA Board are authorized to execute the necessary documents.

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**Res. No. 19-24**

**Motion:**           **Made By: Roquita Williams           SECONDED: Michael Fulton**

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

**NAY:**           **None**

**Approved:**   **June 27, 2019**

**Absent:**       **John Vergos; Robert Clark; Tommy Pacello**

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MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 19-25

RESOLUTION TO APPROVE SERVICE FOR THE MEDICAL DISTRICT SHUTTLE SERVICE

**WHEREAS,** The Memphis Area Transit Authority (MATA) received a request from MDCDC, Inc. (the "Memphis Medical District Collaborative") to provide shuttle bus service; and

**WHEREAS,** The Medical District Collaborative will pay an agreed vehicle service hour charge toward the operating cost of the service; and

**WHEREAS,** A local shuttle route will be established to operate within the City of Memphis connecting the Memphis Medical District and locations defined by the Memphis Medical District Collaborative and agreed to by MATA; and

**WHEREAS,** The service will be free to Medical District employees and students with proper identification and open to the general public who will pay according to MATA's existing fare provisions; and

**WHEREAS,** Provision of this service will not adversely impact the existing service and operation of MATA.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That MATA may begin operations of The Medical District Shuttle Service by December 31, 2019 and continue to provide the service as long as funding is available and an agreement remains in place with the Medical District Collaborative.

**BE IT FURTHER RESOLVED** That the service will be free to Medical District employees and students with proper identification and open to the general public who will pay according to MATA's existing fare provisions.

**BE IT FURTHER RESOLVED** That MATA be authorized to enter into a contract with The Medical District Collaborative and that the Chief Executive Officer, Chief Administrative Officer, the Chairman and Vice-Chairmen of the MATA Board are authorized to execute the contract and any other necessary documents.

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**Res. No. 19-25**

**Motion:**           **Made By: Shelia Williams SECONDED: Janice Holder**

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

**NAY:**           **None**

**Approved:**   **June 27, 2019**

**Absent:**       **John Vergos; Robert Clark; Tommy Pacello**

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**MEMPHIS AREA TRANSIT AUTHORITY**  
**BOARD OF COMMISSIONERS**

**RESOLUTION No. 19-26**

**RESOLUTION TO AWARD A CONTRACT RENEWAL TO REMIX, INC. FOR TRANSIT PLANNING SOFTWARE**

**WHEREAS**, The Memphis Area Transit Authority (MATA) makes service changes periodically to increase efficiency and effectiveness of service and to align service levels with available funding and best serve MATA's service area; and

**WHEREAS**, MATA Staff makes proposals to do service changes based on data driven decisions including demographic and location-focused data; and

**WHEREAS**, MATA Staff is required to perform a service equity analysis before every major service change is completed as set by MATA's Title VI Policies, adopted on March 25, 2013; and

**WHEREAS**, Remix software has assisted MATA's Planning staff since 2016 in more efficiently proposing data-driven service change proposals and completing a Title VI service equity analysis; and

**WHEREAS**, Remix software assisted MATA's Planning staff in internal and external analysis and display of MATA's current guiding document for future transit infrastructure and service improvements, the Memphis 3.0 Transit Vision; and

**WHEREAS**, MATA Staff recommends that the Remix software license be renewed for a period of three years from July 1, 2019 to June 30, 2022 at an annual cost not to exceed \$31,000 for a total three-year cost of \$93,000; and

**WHEREAS**, Capital funds are available for this procurement:

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That a contract license renewal be awarded to Remix, Inc. for providing transit planning software from July 1, 2019 to June 30, 2022 at an annual cost not to exceed \$31,000 for a total three-year cost of \$93,000.

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

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**Res. No. 19-26**

**Motion:**            **Made By: Roquita Williams            SECONDED: Shelia Williams**

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

**NAY:**            **None**

**Approved:**    **June 27, 2019**

**Absent:**           **John Vergos; Robert Clark; Tommy Pacello**



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BOARD OF COMMISSIONERS

RESOLUTION NO. 19-27

**RESOLUTION TO APPROVE CONTRACT TO SSR, INC. FOR ON-CALL GENERAL ENGINEERING AND  
PROGRAM MANAGEMENT SERVICES**

**WHEREAS**, The Memphis Area Transit Authority (MATA) has plans for multiple capital improvement projects over the next three-year period; and

**WHEREAS**, MATA has need for certain engineering, architectural, program management and related services to accomplish these 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 General Engineering and Program Management Services in accordance with established qualification-based selection procedures; and

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

**WHEREAS**, SSR, Inc. was determined to be the best qualified firm; and

**WHEREAS**, SSR, Inc. submitted the unit costs shown in Attachment 1; and

**WHEREAS**, Staff recommends that a contract be awarded to SSR, Inc. for On-Call General Engineering and Program Management 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 General Engineering and Program Management Services to SSR, Inc. for a period of three years effective July 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 \$500,000.

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

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**Res. No. 19-27**

**Motion:            Made By: Janice Holder    SECONDED: Kristen Bland**

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

**NAY:                None**

**Approved:        June 27, 2019**

**Absent:             John Vergos; Robert Clark; Tommy Pacello**

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## UNIT COST SUMMARY

## GENERAL ENGINEERING AND PROGRAM MANAGEMENT SERVICES

## HOURLY RATES

CLASSIFICATION	YEAR 1	YEAR 2	YEAR 3
Principal/Program Manager	\$64.31	\$65.60	\$66.91
Senior Project Engineer/Construction Manager	\$62.21	\$63.45	\$64.72
Senior Planner	\$52.20	\$53.25	\$54.31
Project Engineer	\$59.81	\$61.01	\$62.23
Transportation Specialist	\$72.07	\$73.51	\$74.98
Senior Project Architect	\$62.21	\$63.45	\$64.72
Senior Architect/Engineer	\$60.27	\$61.48	\$62.71
Staff Architect/Engineer/Planner	\$42.68	\$43.53	\$44.40
Electrical Engineer	\$53.91	\$54.99	\$56.08
Mechanical Engineer	\$53.61	\$54.68	\$55.78
Engineering Intern (0-2) yrs. exp.	\$36.10	\$36.82	\$37.56
Inspector	\$30.74	\$31.36	\$31.98
Technician	\$30.79	\$31.41	\$32.04
Senior Environmental Specialist	\$47.55	\$48.50	\$49.47
Quality Control/Quality Assurance	\$62.21	\$63.45	\$64.72
Field Technician	\$27.42	\$27.97	\$28.53
Secretary/Administrative Assistant	\$26.19	\$26.72	\$27.25

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Survey Crew (3 - Men)	\$79.59	\$81.18	\$82.81
Overhead (%)(SSR Inc., Hazlip Studio, Innovative Engineering Services, Geodesy Professional Services, Tioga Environmental Consultants)	183.56%	183.56%	183.56%
Profit (%)	10%	10%	10%
Administrative Mark-up on Subcontractors (%)	5%	5%	5%
Telephone, Printing (other than Bid Documents), Local Travel, Reproduction, Allocated cost based on salary plus overhead	4%	4%	4%
Retainage when required on specific task orders (%)	8%	8%	8%

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**MEMO**

**TO: MATA Board of Commissioners**

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

**SUBJECT: ON-CALL GENERAL ENGINEERING AND PROGRAM  
MANAGEMENT SERVICES RFP #19-12**

**DATE: JUNE 27, 2019**

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This memo summarizes the procurement and evaluation process for on-call general engineering and program management 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 \$500,000.

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

- a. Experience and technical competence of proposed personnel (40%)
- b. Qualifications and experience of the firms/team (30%)
- c. Representation of DBE firms on project team (20%)
- d. Past record of performance (10%)

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.

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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 Allen & Hoshall, 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 300 were:

<u>Proposer</u>	<u>Points</u>
Allen & Hoshall .	<u>290</u>
Smith Seckman Reid, Inc., (SSR)	<u>293</u>
WSP USA, Inc.	<u>253</u>

After scoring on technical criteria, SSR, Inc. was determined to be the top-ranked proposer. SSR, Inc. has been MATA's on-call engineering contractor for numerous years, and MATA is satisfied with their work. A price proposal was requested from SSR, Inc. for their hourly rates associated with various personnel classifications along with their overhead and profit rates. After review of their price proposal, the Committee recommended the contract be awarded to SSR, Inc. Staff concurs with the Evaluation Committee's recommendation.



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BOARD OF COMMISSIONERS  
MEMPHIS AREA TRANSIT AUTHORITY

RESOLUTION NO. 19-28

**RESOLUTION TO AWARD A CONTRACT TO BARNES AND BROWER, INC. FOR REPAIRING CONCRETE AT  
THE WILLIAM HUDSON TRANSIT CENTER**

**WHEREAS**, The Memphis Area Transit Authority (MATA) provides services for its passengers at various locations including the William Hudson Transit Center (WHTC); and

**WHEREAS**, It is MATA's goal to maintain its facilities in a safe condition for public use; and

**WHEREAS**, MATA issued an Invitation for Bids (IFB) for construction services to repair concrete sidewalks and driveways at the WHTC; and

**WHEREAS**, Two bids were received and deemed responsive and responsible; however, the bidder with the lowest price later informed MATA that they were unable to perform the project; and

**WHEREAS**, Barnes and Brower, Inc. has submitted the next lowest responsive and responsible bid at \$58,813.10 plus \$49.25 per linear foot for additional work; and

**WHEREAS**, Staff has determined that Barnes and Brower's bid price is fair and reasonable and recommends that a contract be awarded to their company for this project at the costs stated above.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That a contract be awarded to Barnes and Brower, Inc. for the Construction Services to Repair Concrete Sidewalks and Driveways at the WHTC at a cost not to exceed \$58,813.10 plus \$49.25 per linear foot for additional work.

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

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**Res. No. 19-28**

**Motion:**           **Made By: Shelia Williams SECONDED: Janice Holder**

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

**NAY:**           **None**

**Approved:**   **June 27, 2019**

**Absent:**       **John Vergos; Robert Clark; Tommy Pacello**



**TO:** MATA Board of Commissioners

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

**DATE:** June 27, 2019

**SUBJECT:** Construction Services to Repair Concrete Sidewalks and Driveways at the William Hudson Transit Center (WHTC)

This memo summarizes the procurement process to secure a contractor for construction services to repair concrete sidewalks and driveways at the WHTC.

MATA solicited bids by issuing an invitation for bids to 19 vendors formally advertising this procurement and posting it on MATA's website. Two bids were received. The lowest of these two bids was from SMS Contractors Inc. at a price of \$34,086. After the bids were received, MATA identified additional concrete repairs needed at the WHTC, and SMS provided a quote for this additional work. Since SMS's bid price was below \$50,000, Board approval was not required, so MATA issued a purchase order to SMS to perform the work. SMS later informed MATA that they couldn't enter into a contract.

The other bid was from Barnes and Brower, Inc. at \$58,813.10. MATA requested them to provide a price for the additional concrete repairs that were identified after bids were received, and their price was \$49.25 per linear foot. MATA determined that their bid was responsive and responsible and that their price is fair and reasonable.

The goal for participation by Disadvantaged Business Enterprises (DBE) was set at 15% for this project. Barnes and Brower's bid exceeded the DBE goal at 16.56% by using Southland Enterprise to perform the demolition work.

Staff recommends that a contract be awarded to Barnes and Brower, Inc. at \$58,813.10 plus \$49.25 per linear foot for additional work.

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MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 19-29

**RESOLUTION TO AWARD A FIVE-YEAR CONTRACT TO TRENDS GROUP LLC FOR THE CLEANING 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 the Cleaning 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 Trends Group LLC who submitted the lowest responsive and responsible bid for the Cleaning of Trolley Stations in an amount not to exceed \$89,871.60 per year which totals \$449,358.00 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 Trends Group LLC, for the Cleaning of Trolley Stations in an amount not to exceed \$89,871.60 per year which totals \$449,358.00 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.

\* \* \* \* \*

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**Res. No. 19-29**

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

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

**NAY:**           **None**

**Approved:**   **June 27, 2019**

**Absent:**       **John Vergos; Robert Clark; Tommy Pacello**

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**TO: The MATA Board of Commissioners**  
**FROM: Gary Rosenfeld, Chief Executive Officer**  
**DATE: June 14, 2019**  
**SUBJECT: IFB # 19-13, CLEANING 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. Trends Group, LLC submitted the lowest bid price of \$89,871.60 per year not to exceed a total of \$449,358.00 for five years. Power Pro Pressure Washing, LLC submitted a bid price of \$91,444 per year not to exceed a total of \$457,220 for five years. Both companies are certified DBE's, so they both met the DBE goal.

Trends Group has been contractor for cleaning the trolley stations for the past five years, and MATA is satisfied with the service they provide.

Staff recommends that a contract be awarded to Trends Group, LLC for the Cleaning of Trolley Stations in an amount not to exceed \$89,871.60 per year which totals \$449,358.00 for the five-year period.



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MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

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RESOLUTION NO. 19-30

**RESOLUTION TO AWARD A CONTRACT TO ALLIANCE BUS GROUP FOR THE  
PURCHASE OF UP TO 12 SIDE-LOADING WHEELCHAIR-ACCESSIBLE VANS**

**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,** MATA solicited proposals from vendors for purchasing up to 15 wheelchair-accessible vans for MATAPlus service; and

**WHEREAS,** Proposals for the vans were solicited in accordance with MATA's Procurement Manual including formal advertisement and placement on MATA's website; and

**WHEREAS,** Four responsive and responsible proposals were received and evaluated by the Evaluation Committee; and

**WHEREAS,** MATA has capital funds available for purchasing up to 12 wheelchair-accessible vans for this procurement; and

**WHEREAS,** The Evaluation Committee recommends that a contract be awarded to Alliance Bus Group for the purchase of up to 12 side-loading wheelchair-accessible vans at a price of \$71,188 each for a total not to exceed \$854,256 and a delivery time of 160 days from Notice to Proceed.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That a contract is awarded to Alliance Bus Group, Inc. for the purchase of up to 12 new wheelchair-accessible vans at a unit price of \$ 71,188 for a total price not to exceed \$854,256 and a delivery time of 160 days from Notice to Proceed.

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

\* \* \* \* \*

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**Res. No. 19-30**

**This Resolution was tabled until the July Board Meeting due to the 2019 models not being available and MATA will have to wait to get pricing for the 2020 models.**

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**TO:** The MATA Board of Commissioners

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

**DATE:** June 27, 2019

**SUBJECT:** RFP# 19-18 - Purchase of up to 12 Side-Loading Wheelchair-Accessible Vans

MATA solicited proposals for the purchase of 15 Side-Loading wheelchair-accessible vans for MATAPlus service to replace vehicles that have met their useful service life.

A Request for Proposals (RFP) was mailed to 23 vendors for this procurement, it was formally advertised and placed on MATA's website. A DBE goal was not assigned since FTA regulations require Transit Vehicle Manufacturers (TVM) to submit their own goals to FTA and be on FTA's TVM list.

MATA received four proposals (from Alliance Bus Group, Inc., Don Brown Bus Sales, Mid-South Bus Center, Inc. and Prime-Time Specialty Vehicles, Inc.), and all four proposers are proposing Ford Transit Vans. The Evaluation Committee evaluated the proposals based upon the criteria established in the RFP and determined the proposers to be responsive and responsible and their prices to be fair and reasonable. MATA requested these companies to clarify various issues. Their final price per van and delivery schedule from Notice to Proceed was:

<u>Proposer</u>	<u>Unit Price</u> <u>Side-Loading</u>	<u>Delivery</u> <u>from NTP</u>
Alliance Bus Group, Inc.	\$71,748	160 days NTP
Don Brown Bus Sales	\$80,960.24	200 days NTP
Mid-South Bus Center, Inc.	\$70,343	120 days NTP
Prime-Time Specialty Vehicles, Inc.	\$69,580.04	150 days NTP

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These prices and delivery schedules were then presented to the Evaluation Committee and added to their scores for the evaluation criteria. The points received by each proposer out of a possible total of 300 were:

<u>Proposer</u>	<u>Points</u>
Alliance Bus Group, Inc.	<u>267</u>
Don Brown Bus Sales	<u>193</u>
Mid-South Bus Center, Inc.	<u>240</u>
Prime-Time Specialty Vehicles, Inc.	<u>235</u>

Alliance Bus Group received the most points, so MATA negotiated with them on their price. They reduced it to \$71,188 per van, so the total cost for the 12 vans will be \$854,256.

This procurement is being awarded based upon the best value method. The Evaluation Committee recommends a contract be awarded to Alliance Bus Group, Inc. for the purchase of up to 12 wheelchair-accessible vans at a unit cost of \$71,188 for a total cost not to exceed \$854,256. The quantity of vans had to be reduced due to the availability of MATA's capital funds.

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**MEMPHIS AREA TRANSIT AUTHORITY  
 BOARD OF COMMISSIONERS**

**RESOLUTION NO. 19-31**

**RESOLUTION TO AWARD A FIVE-YEAR CONTRACT TO KIRKPATRICK LAW FIRM FOR LEGAL SERVICES  
 FOR TRANSIT CLAIMS**

**WHEREAS,** The Memphis Area Transit Authority (MATA) requires legal services for transit claims in the conduct of its business; and

**WHEREAS,** MATA issued a Request for Proposal (RFP) for firms to provide this service; and

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

**WHEREAS,** The procurement was formally advertised; and

**WHEREAS,** The Evaluation Committee determined Kirkpatrick Law Firm's proposal was the best proposal in both technical scoring and in price and presented the best value to MATA; and

**WHEREAS,** Operating funds are available for this procurement; and

**WHEREAS,** Kirkpatrick Law Firm's hourly rates for their primary representatives are as follows; and

**HOURLY RATES FOR KIRKPATRICK LAW FIRM**

YEAR	PARTNER	ASSOCIATE	PARALEGAL
YEAR 1	\$140.00/hr.	N/A	N/A
YEAR 2	\$140.00/hr.	N/A	N/A
YEAR 3	\$150.00/hr.	N/A	N/A
YEAR 4	\$150.00/hr.	N/A	N/A
YEAR 5	\$150.00/hr.	N/A	N/A

**WHEREAS,** The Evaluation Committee recommends that a contract be awarded to Kirkpatrick Law Firm for legal services involving transit claims at the rates stated above for a period of five years.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That a five-year contract be awarded to Kirkpatrick Law Firm for legal services involving transit claims at the rates stated above beginning July 1, 2019 and ending on June 30, 2024.

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

\* \* \* \* \*

**Res. No. 19-31**

**Motion:            Made By: Kristen Bland    SECONDED: Michael Fulton**

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

**NAY:                None**

**Approved:        June 27, 2019**

**Absent:             John Vergos; Robert Clark; Tommy Pacello**



MEMPHIS AREA TRANSIT AUTHORITY

MINUTES OF 6/27/19 ITEM VIII

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**TO:** MATA Board of Commissioners

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

**SUBJECT:** CONTRACT FOR FIVE-YEAR LEGAL SERVICES FOR TRANSIT CLAIMS - RFP 19-20

**DATE:** June 27, 2019

This memo summarizes the procurement process for MATA's solicitation for a five-year contract for legal services for transit claims. MATA's Purchasing Department send the RFP to 20 firms, formally advertised it and placed it on MATA's website.

Since this procurement has limited opportunities for subcontracting, a DBE goal was not assigned.

Two responsive and responsible proposals were received. MATA's Evaluation Committee reviewed the two responsive proposals and discussed their findings based on the evaluation criteria set forth in the RFP. The proposers could receive a maximum of 300 points. The results of the Committee's evaluation were as follows:

Vendor	Total Points
Glankler Brown Attorneys	287
Kirkpatrick Law Firm	300

An analysis of the hourly rates provided by the proposers is shown on Exhibit A.

Kirkpatrick Law Firm has been MATA's contractor for legal services associated with transit claims for numerous years, and MATA has been satisfied with their services. The Evaluation Committee recommends a five-year contract be awarded to Kirkpatrick Law Firm at the hourly rates shown on Exhibit A.

Let me know if you have questions.

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**EXHIBIT A**

**HOURLY RATES FOR GLANKLER BROWN ATTORNEYS**

YEAR	PARTNER	ASSOCIATE	PARALEGAL
YEAR 1	\$185.00/hr.	\$165.00	\$100.00
YEAR 2	\$190.00/hr.	\$170.00	\$100.00
YEAR 3	\$190.00/hr.	\$175.00	\$110.00
YEAR 4	\$200.00/hr.	\$175.00	\$110.00
YEAR 5	\$200.00/hr.	\$175.00	\$110.00

**HOURLY RATES FOR KIRKPATRICK LAW FIRM**

YEAR	PARTNER	ASSOCIATE	PARALEGAL
YEAR 1	\$140.00/hr.	N/A	N/A
YEAR 2	\$140.00/hr.	N/A	N/A
YEAR 3	\$150.00/hr.	N/A	N/A
YEAR 4	\$150.00/hr.	N/A	N/A
YEAR 5	\$150.00/hr.	N/A	N/A