



**Memphis Area Transit Authority**

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

**Ronald L. Garrison  
Chief Executive Officer**

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**Board of Commissioners**

**Chairman - Sean Healy**

**Vice Chairman - Andre Gibson**

**Commissioners**

**Charles "Chooch" Pickard**

**Shelia Williams**

**John C. Vergos**

**Kristen Bland**

**Martin Lipinski**

**Lauren Taylor**

**Roquita Coleman-Williams**

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**Board of Commissioners Meeting  
Tuesday, June 28, 2016 - 3:30 p.m.  
1370 Levee Road**

- I. **CALL TO ORDER** Sean Healy
- II. **BOARD ROLL CALL & OBSERVATIONS** Linda Eskridge
- III. **APPROVE May 24, 2016 BOARD MINUTES**
- VI. **CEO REPORT** Sean Healy
  - **Ronald Garrison**
- V. **ACTION ITEMS:** Sean Healy
  - A. **FINANCE COMMITTEE**
  - B. **SERVICE AND DEVELOPMENT**
    - 1. **Resolution to Award a Contract for Rail Safety and Support Services - Res. No. 16-15** Ronald Garrison
    - 2. **Resolution to Award an On-Call Contract with Heavy Machines, Inc. to Rebuild and/or Rewind Four (4) Types of Trolley Components - Res. No. 16-19** Ronald Garrison

3. Resolution Authorizing Reduced Fares on  
Ozone Alert Action Days – Res. No. 16-20

Ronald Garrison

VI. FINANCE REPORT

Gil Noble

VII. SPEAKERS

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

Sean Healy

VIII. OLD/NEW BUSINESS

Sean Healy

*Board Finance Committee Chairperson:*

- Roquita Coleman-Williams

*Board Finance Committee Members:*

- Charles Pickard
- Andre Gibson
- Kristen Bland

*Next Finance Committee meetings:*

- July 8, 2016 @ 9:00a.m. – 10:00 a.m.
- Tentative July 15<sup>th</sup> meeting, (if needed) 1:00 p.m.

*Other Commissioners stated they would attend committee meetings if they are available. Please note that the meetings are open to all Board Commissioners*

*MATA's Next Board Meeting is Tuesday July 26, 2016 at 3:30 p.m. at 1370 Levee Road*

*There will be no August Board Meeting*

**MINUTES OF BOARD MEETING  
MEMPHIS AREA TRANSIT AUTHORITY  
May 24, 2016**

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**CALL TO ORDER:** A regular meeting of the MATA Board of Commissioners was called to order by Vice Chairman Andre Gibson at 3:30 p.m. on Tuesday May 24, 2016 at 1370 Levee Road.

**BOARD ROLL CALL:**

**Present:** Chairman Sean Healy; Vice Chairman Andre Gibson  
Commissioners: Charles Pickard; Martin Lipinski; Shelia Williams; John Vergos; Kristen Bland; Lauren Taylor

**Absent:** Roquita Williams, present via Phone

**Quorum:** Yes

**Staff:** Lawson Albritton, Senior Administrative Officer, Alison Burton, Director Marketing/Customer Relations; Virgie Chaffen, Linda Eskridge, Executive Asst.; Ron Garrison, Chief Executive Officer; Maury Miles, Director of Grants & Procurement; Alvin Pearson, Chief Operations Officer; Gary Rosenfeld, Chief Administrative Officer; Susan Schubert, Director of Human Resources;

**Guests:** MCIL/STAC Attendees:

Memphis Bus Riders Union: Betty Robinson

Others: Kwasi Agyakwa, MPO; Suzanne Carlson, Innovate Memphis; Tom Charlier, the Commercial Appeal; Colia McDonald, Innovate Memphis; Nicholas Oyler, MPO

Linda Eskridge, Board Secretary welcomed all guests to the April Board of Commissioners Meeting. Ms. Eskridge also made the usual Board Meeting observations, as well as encouraged everyone to visit the MATA website for updates on any Board Meeting changes.

**APPROVAL OF MINUTES:** Mr. John Vergos moved for approval of the April 26, 2016 Board Minutes. Ms. Shelia Williams seconded the motion and the Board Minutes were unanimously approved.

**CEO's REPORT****Mr. Ronald Garrison**

Mr. Garrison stated that he was approached by a citizen that wanted to do a promotional 30-second video for MATA. The citizen worked with the choir director at White Station High School with the group called the "Key of She". This group was approved to do a video for Bass Pro as well. The group was started a year ago, and now they are doing concerts across the country. Alison Burton and Yuri Chambers are working with the group.

Mr. Garrison began the CEO report by pointing out that we are still focusing on on-time performance and will discuss some of the tremendous progress that has been made in that area.

MATA Staff worked with Mr. Gibson and Chamber staff to coordinate a National Transportation Day at Central Station. The event hosted about 100 high school students from four technical career centers. Other vendors were on hand to include Greyhound, Premier Transportation, Amtrak and Megabus. This was the first event of sort and we are expecting it to be even better next year. Chairman Healy suggested engaging Dr. Stephanie Ivey with University of Memphis as well as Ms. Coleman-Williams.

Mr. Garrison talked about the 7 Priorities and the progress that has been made on each. He stated we will be migrating away from this but still reporting on it in a different format. He stated that progress has been made on the staffing, and a new Assistant Director of Finance will start in June, 2016, working with Gil Noble to ensure that MATA has a good succession plan going forward. We are restarting interviews for Trolley director, also reviewing applications for Transit manager. There are two finalists for Chief Communications Officer and we anticipate having someone on Board within three weeks.

There was three-day training on Gillig for all maintenance staff and supervisors, which were very effectual on helping them, become more familiar with diagnosing the system. MATA has five new Champion low-floor buses that were delivered and all equipment is being installed on the buses. We are expecting seven additional buses by May 31<sup>st</sup>.

Steady improvements are being made in IT and ITS. We are getting ready to install the repeater as well. We are working on a number of OTP issues with IT. We will be working with Zerox to help us customize reports.

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MATA has two new programs that are being implementing. One is a chat room for MATApplus and the other is a chat room for customer service. Staff is also being trained on a new Customer Service Program that will hopefully be implemented next month. Mr. Garrison stated that he would like to do a demonstration to the Board once it is up and running.

MATApplus is 91% on time. For the month of April, there were 2,367 same day trips. We are redoing the brochure that explains how the service works and will share it with the Board. Great progress has been made on our facilities. We are continuing to use grant resources we need to improve the facilities. Mr. Garrison met with the Knight Brothers, who are developers who would like to help MATA with some facility improvement ideas as well as a host of other things. There will be more information on them at a later date. Mr. Healy met with them as well, and gave a brief update on his experience with them. Chooch stated that he is interested in working with the Knight Brothers to offer his development and architectural expertise, and would love to be in on the next meeting with them.

Mr. Garrison stated that MATA is planning to have Trolley 799 complete and delivered in late July, and in early July Trolley 453 will be completely done. We will have the Board out to the Trolley Barn to look at them when this is done.

Mr. Garrison, Mr. Rosenfeld and Mr. Pearson attended the Bus and Paratransit Conference in Charlotte, NC, as well as participated in a roundtable with FTA and APTA. It was an interesting trip, and in talking with the CEO in Sarasota, FL they would like to give MATA 10 Hybrid buses. They are 2006 buses, and there is a portion of the Federal share that would be transferred to us and MATA will have to work with FTA to work out the technicalities. They are replacing them with other vehicles. At some point MATA may have to spend as much as \$28,000 or \$30,000 on batteries. Mr. Garrison stated that he and a couple other staff are scheduling a meeting to FTA to meet with Carolyn Flowers, the FTA Administrator. They are hoping to have Mayor Strickland, Congressman Cohen, Sean Healy, and Doug McGowan to go as well with a specific agenda to advance us getting the maximum amount that we can get for this discretionary amount.

Mr. Garrison stated that we want to staff the Board Finance Committee and the Route Planning Committee. We are looking for Board volunteers that are interested in serving in either of these capacities. We would like to meet at least every other month. Chairman Healy stated that one way we can have the Board Meeting be more effective is to have the appropriate committee meetings taking place beforehand. He stated it is important to leverage the committee structure that is in the Bylaws. The 1<sup>st</sup> Finance Committee Meeting is scheduled for June 14, 2016 at 1370 Levee Road. There are three new committees required for the last two iterations of transit bill, which will cause a lot of work. One is a Safety Committee, A complete new Asset Management Plan, and we have to put together a Performance Plan working with the MPO.

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There is more to come on that. Mr. Lipinski stated suggested having one or more Board Members on each one of the committees.

Mr. Pickard asked that we track trolley buses separately from regular buses.

Mr. Garrison mentioned that MATA is working with a group called Cassias in an effort to highlight MATA. Mr. Garrison talked about a lot of plans on the table for MATA. Ms. Bland asked what the timeframe is on this and is it in order of priority. Mr. Garrison stated it is not in order of priority. Funding plan is pretty much done, transit plan is done, but is not yet implemented, the communications plan have been started on internally and great progress has been made, and the strategic plan is nothing more than a skeleton. The strategic plan will be explained more in detail at the Board Retreat. Mr. Garrison shared a presentation with the MATA Board that he presented at a special conference in Charlotte, NC as part of a FTA/APTA workshop.

#### **ACTION ITEMS:**

##### **A. FINANCE COMMITTEE**

**No Items**

##### **B. SERVICE AND DEVELOPMENT**

###### **1. Resolution to Award a Contract for Rail Safety Support Services -**

###### **Res. No. 16-15**

**Discussion:** Mr. Gary Rosenfeld, CAO presented this resolution to the MATA Board. Included is a list of task that we are seeking a consulting service to provide to MATA to assist us in putting the trolleys back on line. Also included in the memo are seven major tasks, 24 subtasks, and 47 supporting items that need to be completed before FTA and TDOT can give us the green light and certificate to restart the trolley system. There are approximately 400 pages included in the document addressing all the safety components. security component that need to be addressed, as well as staffing plans and routing plans with the negotiation of the consulting services. The company that we would like to enter into negotiations with is SNC-Lavalin. They are a multi-million dollar company located in Canada, with quite an extensive list of impressive credentials. There were several questions from the last Board Meeting of which were answered. MATA asked if the Board would give us authority to negotiate the contract and all actions of the consulting team will be issued by task order. *Mr. Lipinski moved that Res. No. 16-15 be put on the floor for discussion. Mr. Vergos seconded the motion.* The floor was opened for questions. There were a number of concerns from Mr. Vergos regarding the background of SNC-Lavalin from 2009-2015. Chairman Healy asked what due diligence was done on this company, considering the troubling information Mr. Vergos was able to google about SNC-Lavalin. Mr. Rosenfeld stated MATA did check references and also checked with other agencies that they have worked with. They performed satisfactorily on the projects in Washington, DC and in Atlanta. After much discussion and many questions and concerns from the Board, Mr. Garrison suggested that the Board would forward all questions and concerns to him and Mr. Rosenfeld by close of business on Friday May 27, 2016. The Board agreed and will follow up with their questions.

Mr. Gibson moved that Res. No. 16-15 be tabled until the June Board Meeting to allow the exchange of information that was discussed in today's meeting. Mr. Vergos seconded the motion and Res. No. 16-15 was tabled.

*(See questions and answers below.)*

### **RAIL SAFETY SERVICES Q & A'S**

#### **After we spend the money to bring in these consultants, what is the desired outcome?**

The desired outcome is a Certified Heritage Trolley system that provides the community with a safe, reliable and efficient mode of transportation. MATA will design and document (through the use of its consultants) all processes necessary to provide this service including:

- Safety and Security Certification
- Security Plan
- Emergency Management Plan
- Technical Capacity Plan
- Rail Vehicle Training Plan & Certification
- Document Review Matrix for on-going review

#### **What are the expectations and does this plan create a goal that is 100% attainable so that our people will be well equipped to prevent us having to do this again?**

If MATA continues to dedicate the necessary resources to this project including both MATA staff time and effort mixed with the Consulting Teams efforts, we should have a plan that can be approved by the FTA and TDOT within a reasonable time frame. It will be up to MATA Management and the MATA Board to dedicate on-going resources to the project to ensure compliance with any changes or new requirements that may be put into place so that the system remains safe and a safety stand-down can be avoided in the future.

#### **How long were the principals, who will do our work, employed by the above company?**

- Timothy Borchers – 1 year w/SNC-Lavalin – 39 years industry experience
- Yolanda Favors – 1 year w/SNC-Lavalin – 27 years government compliance
- Frank Pierson – 2 Years – 12 years industry experience
- Timothy J. Pernie (Sub-Contractor) – 11 years – 11 years industry experience
- James M. Tucci (Sub-Contractor) – 19 Years – 30 years industry experience
- Elisa Nichols (Sub-Contractor) – 11 Years – 30 years industry experience

#### **Are they separate from the Canadian company, and if so under what entity?**

This question is still under review, awaiting confirmation of research from the SNC-Lavalin Corporate office.

**Does the FTA have an approved list for consulting contracts such as these, and where does one post the RFP's for companies to respond?**

The FTA does not maintain a list of approved vendors with the exception of bus manufacturers (This is for M/DBE participation). They do maintain a list of de-barred bidders and bidders must submit an affidavit of non-collusion, certification regarding debarment, suspension (by any federal agency) and other responsibilities, MATA maintains a database of vendors that have previously registered with the agency to compile a list of potential offerors. MATA staff will also utilize internet searches to identify companies that perform the services sought. For this procurement, seven vendors received the RFP. We had contact from three and two submitted proposals.

**Are there specific e-mails from the FTA where the requirements for our trolley start up are specifically spelled out?**

The requirements for the re-start of the trolley services were derived from the combined effort of FTA and TDOT along with MATA Staff. The plan was created after a thorough review of the FTA Pier Review findings along with other inspections, audits and findings from all of the agencies that had jurisdiction after the trolley fires. Many of these requirements are equal to a new-start, which is consistent with the findings of the various audits

**I have asked several times that some Board Members personally meet w/ the FTA. Can we make that happen?**

MATA staff can certainly arrange a meeting with the appropriate FTA officials. It would not be beneficial to meet with the local team that is working with our team as this is the enforcement side of the business and not the policy side.

**I have been told that the requirements for our start up are really the same for start-ups that commercial passenger trains and freight trains must go through. Is that true?**

This is partially true. MATA's Riverfront line travels on a CN right-of-way. This shared track arrangement requires MATA to meet both FTA and FRA requirements for planning, safety, training, maintenance and operations for our trolley service. There are some waivers of certain items but for the most part, MATA has complied with FRA requirements. Although the requirements could be carved out just for the Riverfront line, it is not practicable to have two different requirements on a small project such as ours.

**One last question, for now, what about travel food and lodging expenses; also if the charges are hourly, when does billing begin - is it portal to portal - and do we get hourly itemized statements?**

Travel, Food and Lodging, are expenses that are reimbursed at face value. As is the case with most professional services contracts, service is billed as consumed and charged against a task order that is issued from MATA. Each Task Order identifies the work to be performed and has an associated budget with it. Some of this work will be done on-site while parts of it will be completed while the professional/consultant is



residing at their offices. Billing is for time spent working on the project. There is no allowance for travel time. MATA has the ability to control expenses by ensuring that meetings are well planned and thought out so that travel is planned in advance and expenses are kept to a minimum. Invoicing for task orders is submitted with back up documentation including the number of hours and any expenses incurred during the identified work.

**2. Resolution to Endorse National Dump the Pump Day in Memphis, TN on June 16, 2016 - Res. No. 16-18**

**Discussion:** Ms. Burton, Director of Marketing and Customer Service presented this resolution to the MATA Board. Staff is asking the Board to endorse a National Dump the Pump Day on June 16, 2016. We are requesting approval to lower the rate of our seven-day pass, which is our most popular pass that we sell. Activities will be held at all MATA transit centers for our customers. Ms. Burton reached out to the Mayor's office to see if he is interested in riding the bus on that day, and it is looks very positive. She is also pushing for city employees to ride that day as well. Ms. Burton has been in touch with some advocacy groups who are interested in partnering with us on that day as well. *Ms. Shelia Williams moved that Res. No. 16-18 be put on the floor for discussion. Mr. Gibson seconded the motion.* Ms. Burton confirmed that there will be some press coverage on that day as well. **Resolution No. 16-15 was unanimously approved.**

**PRESENTATION - Community Advisory Committee**

- **Scarlet Ponder**

Ms. Ponder, MATA Planner, showed a presentation on the Community Advisory Committee for MATA. This committee is a tool used for gaining public input and is used by a lot of transit, MPO's, and state DOT's across the country. It supplements the normal public input process, and is not meant to replace the normal public notice or meeting, but is meant to add another type of feedback. After researching Best Practices and gaining some public input in Memphis, MATA feels that this would be a very useful tool in getting better quality of public input at MATA and improving the level of service that we are able to offer. Ms. Ponder discussed some benefits of the advisory committee.

A Community Advisory Committee is a committee of community members and stakeholders that advise on a variety of issues and she explained the process they go through in choosing members. A focus group meeting facilitated by Livable Memphis was held on February 29, 2016. Out of about 20 stakeholders that were invited, there were about eight that participated. The three main categories they gave input on were: 1) What should be the purpose and goal of the committee; 2) What should be the membership enrollment; and what this committee need from MATA to be a full success. Mr. Pickard asked who reviews the application and approves the members. Ms. Ponder stated that MATA staff would be reviewing the application. Mr. Rosenfeld also stated that we have a pre-determined list of qualifications that applicants should meet, and MATA staff would receive the applications and verify that qualifications were met and move forward. Chairman Healy commended the work that has been done is putting this together and stated this is a way of MATA gathering feedback and getting better.

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Ms. Williams asked if there were any opposes to her reviewing the applications when it is put together, as well as work with them in putting the application together. There was no opposition to this request.

### **FINANCE REPORT**

Gil Noble  
April 2016

No Financial Report was given, but was forwarded to the Board prior to the Board Meeting.

### **SPEAKERS**

No visitor requested to speak

### **OLD/NEW BUSINESS:**

Ms. Shelia Williams gave an update from the Transit Board Seminar that she, Andre Gibson and Roquita Williams attended in San Antonio, TX. She expressed her thoughts on the importance of the Board Support attending the seminar as well, if budget allows.

Ms. Eskridge stated that the next Board Meeting will be at 1370 Levee Road on June 28, 2016. Mr. Pickard stated that he and Andre would be out of town during that meeting time. Ms. Eskridge stated that the Board would be informed on whether or not we would keep that date for the meeting. Mr. Pickard also suggested that if MATA could not have a set place every month or if the meeting could not be at City Hall, that it should remain at 1370 Levee Road. Chairman Healy agreed with Mr. Pickard if no one else had any objections. The meetings will remain at 1370 Levee Road

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

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**Mr. Sean Healy**  
**Chairman**

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 16-15**

**RESOLUTION TO AWARD A CONTRACT FOR RAIL SAFETY SUPPORT  
SERVICES**

**WHEREAS, The Memphis Area Transit Authority (MATA) requires the services of a professional consultant to provide MATA with the necessary rail safety support in order to restart the trolley system; and**

**WHEREAS, Staff solicited proposals from 10 consulting firms, formally advertised the solicitation and posted it on MATA's website; and**

**WHEREAS, Two responsive proposals were received in response to MATA's solicitation and were evaluated by MATA's Evaluation Committee in accordance with the evaluation criteria listed in the solicitation document; and**

**WHEREAS, The Evaluation Committee recommends that a contract be awarded to SNC-Lavalin Rail & Transit, Inc., the highest ranked proposer, at a cost not to exceed \$764,479.04 subject to negotiations.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract be awarded to SNC-Lavalin Rail & Transit, Inc. to perform rail safety support services at a cost not to exceed \$764,479.04 subject to negotiations.**

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

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

**Motion Made By: Martin Lipinski      SECONDED: Roquita Coleman-Williams**

**YEA: Martin Lipinski; John Vergos; Shelia Williams; Kristen Bland; Lauren Taylor; Roquita Coleman-Williams**

**NAY: None**

**Approved: June 28, 2016**

**Absent at Time: Sean Healy; Andre Gibson; Charles "Chooch" Pickard**



**TO:** MATA Board of Commissioners  
**FROM:** Ronald Garrison, Chief Executive Officer  
**SUBJECT:** RFP 16-12 Consultant for Rail Safety Support Services  
**DATE:** May 23, 2016

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This memo summarizes the procurement process for the procurement of a Consultant to perform Professional Rail Safety Support Services including the creation and implementation a safety and security certification process for MATA's rail system.

The Request for Proposals was sent to 10 vendors, formally advertised and posted to MATA's website. MATA's DBE Officer set a 0% DBE goal for this solicitation. Two responsive proposals were received – one from SNC - Lavalin Rail & Transit, Inc. (SNCL) and one from Vital Assurance. MATA's Evaluation Committee reviewed the proposals and discussed their findings. After concluding their discussions, the Committee evaluated the proposals based on the evaluation criteria set forth in the RFP which included:

1. Qualifications and Experience of Personnel Assigned to the Project;
2. Past History of Successfully Supporting a Major Transit Agency through the FTA Safety and Certification Process up to and including Revenue Service; and
3. Overall Cost

SNCL received a total of 376 points out of a possible 400 compared to Vital Assurance's total of 329. The Evaluation Committee recommends that a contract be awarded to SNC-Lavalin Rail & Transit, Inc. at a cost not to exceed \$764,479.04 subject to negotiations.

Let me know if you have questions.

To: Board of Commissioners

From: Ron Garrison, CEO

RE: Contract Award  
Safety Support Services

Date: May 12, 2016

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**Staff is seeking authorization to negotiate a contract with SNC-Lavlin for Safety Support Services in an amount not to exceed \$764,477.61.**

Background:

**In 2013 and 2014, two trolleys experienced catastrophic fires which resulted in the total loss of the two heritage vintage trolleys. Trolley 452 and 553 were burned beyond repair and deemed a total loss. In an abundance of caution, the entire trolley system was closed due to safety concerns.**

**A complete investigation was undertaken by the staff of MATA and the Memphis Fire Department. The investigation was able to determine where the fire started and what lead to the fire itself. It was determined that a line breaker failure allowed current to flow unregulated to the controller which then caught fire due to an electrical overload.**

**Representatives from the Tennessee Department of Transportation (TDOT) Safety System Oversight (SSO) team reviewed the findings and concurred. MATA management requested assistance from the American Public Transit Association (APTA). The Heritage Trolley Peer Review Committee came to Memphis to give their opinion on the fires and to review the organization which was responsible for the maintenance and operation of the trolley system.**

**The Peer Review Committee found deficiencies in Staff Training, Maintenance Records, Standard Operating Procedures and Safety Planning. In addition, the following was noted:**

- **There is a lack of properly trained trainers for operators or maintenance personnel**
- **There were several maintenance tasks that could only be performed by one maintenance employee on staff**
- **There was an inadequate spare parts inventory**
- **There was a large number of worn out parts and parts in various states of disrepair**
- **Maintenance cards for the trolleys that burned were found to be incomplete and not up to date**
- **Maintenance records were not properly kept and did not reflect the true condition of the trolleys**
- **The proper maintenance manuals were not present at the trolley maintenance facility**

- Brake systems were worn beyond industry standards
- There was no dedicated Safety Manager for the trolley system
- There were not proper inventory records maintained

The report stated that the trolley fires originated in the trolley propulsion system which produced a current overload. From there a faulty line breaker failed to protect the controller that resulted in a flash over which set the trolley cars on fire.

The Federal Transit Administration (FTA) also reviewed the findings of the Peer Review Team and made further recommendations to MATA Management which lead to the decision that the trolley system would need to be re-certified as a new start prior to returning the trolleys into service.

Since then, MATA management has worked closely with representatives of TDOT and the FTA to identify any deficiencies not previously identified, properly document policy and procedures for the refurbishment, operations and maintenance of the trolley system. Over the past 18 months, staff has completed many of the tasks necessary to be able to certify the re-start of the system, but has identified several areas where in-house staff lacks the necessary knowledge and experience to enable a successful restart of the system.

In consultation with TDOT and FTA leadership it was determined that MATA would best be served by seeking a team of experienced professionals with experience with the tasks at hand.

A Request for Proposals was generated and sent to seven different engineering firms that had experience with heritage trolley and passenger rail service. Seven specific tasks were identified to be completed under this consulting agreement. These tasks include:

- Safety Certification Liaison Officer Support
  - Complete the Safety and Security Certification Process
  - Approve the Project Documentation to Ensure that they all conform and Incorporate all Safety and Certification Requirements
    - Design
    - Construction
    - Standard Operating Procedures
    - Plans
    - Testing
    - Commissioning
    - Procurement
    - Final Certifications
    - Operational Readiness Reviews
- System Safety Support
  - Develop Safety and Security Policy Statements
  - Develop Safety Policies, Goals and Objectives

- **Establish Safety Organization, Committees and Meetings Schedule**
- **Provide Spreadsheets, Diagrams and Flow Charts outlining document approval procedures and quality control**
- **Assign Roles and Responsibilities for Safety Action Items**
- **Develop and Disseminate Safety and Security Management Plan**
- **Implement and Monitor Safety and Security Certification Schedule**
- **Develop and Disseminate the Rail Activation Plan and the Rail Action Items List**
- **Develop and Disseminate Safety and Security Certification Plan**
- **Perform Safety Reviews and Audits for the Trolley System**
- **System Security Support**
  - **Threats and Vulnerability Assessment**
    - **Develop countermeasures to protect system from actual and potential threats**
    - **Identify Security Requirements**
    - **Historical Analysis of Past Security Events**
      - **All Stations**
      - **Alignment/Right Away**
      - **Vehicle Maintenance Facility**
- **Emergency Management Support**
  - **Develop Security and Emergency Preparedness Plan (SEPP)**
    - **Develop, document and communicate a comprehensive, responsive, appropriate and effective SEPP**
    - **Document SEPP Goals and objectives for MATA**
    - **Fulfill Federal Regulations for the security of passengers and employees to ensure their protection from emergencies including terrorism and natural disasters**
      - **Homeland Security Presidential Directives**
      - **National Response Plan**
      - **National Incident Management System (NIMS)**
      - **National Infrastructure Plan**
      - **National Response Goals**
    - **Create Policies and Procedures**
      - **Reporting Emergencies**
      - **Evaluating Emergencies**
      - **Proper Emergency Response**
      - **Dispatch Procedures for Emergencies**
      - **Scene Safety**
      - **Evacuations**
      - **Emergency Notifications**

- Restoring Normal Operations after an Emergency
  - Implementation of the SEPP
    - Conduct Emergency Drills and Exercises
      - Reinforce Classroom Training
      - Test Agency Communication Systems
    - Develop a Continuity of Operations Plan (COOP)
      - Ensure Ability to Implement COOP with and without notice
      - Ensure ability to perform essential functions 12 hours after COOP Implementation
      - Maintain essential functions for up to 30 days
      - Regularly Scheduled testing, training and exercising of Agency Personnel, Equipment, Systems, Process and procedures
      - Risk Analysis
      - Document Redundant Capabilities
- Technical Capacity Assessment
  - Assessment of Key Personnel
    - Qualifications and Experience
  - Identify Training Requirements
  - Staffing Plan
- Heritage Rail Vehicle (Rolling Stock) Training and Certification
  - Training for Operational Staff
  - Training for Maintenance Staff
  - Establish Safety and Security Training Programs
  - Documented Verification
    - Curriculum
    - Lesson Plans
    - Manuals
    - Sample Tests
- Development and Updates to Required FTA Documentation
  - Develop a Comprehensive Library
    - Safety and Security Documents
    - Operating and Maintenance Procedures
    - Rulebook for Revenue Operations
  - Revision of safety, security and emergency response plans

Proposals were received from two engineering firms. SNC-Lavalin and Vital Assurance. The firms were asked to provide the following:

- A list of the members of their teams along with their qualifications and experience which includes a resume of experience for each tea member



- A detailed description of the services that the firm is proposing to provide
- A separate Cost Proposal
- Documentation of DBE Participation
- Legally required Forms and Documentation

Vendors were scored by a committee of four members of the MATA management team on the following: Qualification and Experience; Past History and Cost, resulting in the following scores:

Vendor	Qualifications and Experience	Past History	Cost	Total Points Earned
SNC Lavalin	120	120	136	376
Vital Assurance	98	71	160	329

SNC Lavalin is one of the leading engineering and construction groups in the world and a major player in the ownership and infrastructure markets. SNC provides end to end rail and transit services including design, consultancy and advisory in light rail, metro, mainline, freight and high speed rail markets. The company has over 100 years' experience creating, expanding, advising, upgrading or renovating existing transit networks, organizations and equipment. SNC-Lavalin has over 31,000 employees working in 50 offices worldwide including Canada, The United States, United Kingdom, Sweden, Norway, Denmark, Germany, South Africa, Australia and New Zealand.

SNC's team is diverse and experienced with hands-on experience in Heritage Trolley and modern streetcar startups with notable experience with projects in Atlanta, GA and Washington, DC within the United States and a host of projects around the world.

**Key Project Team Members:**

Team Member	Project Role	Experience	FTA Background
Timothy Borchers	Project Manager	<ul style="list-style-type: none"> <li>• DC Streetcar</li> <li>• Atlanta, GA</li> <li>• Tampa, FL</li> <li>• Bendigo, Victoria, Aus</li> <li>• Melbourne, Victoria, Aus</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive Dealings</li> <li>• Not a Prior FTA Employee</li> </ul>
Yolanda Favors, Esq.	Compliance	Atlanta, GA	<ul style="list-style-type: none"> <li>• Extensive Dealings with Grants, Compliance</li> <li>• Not a Prior FTA Employee</li> </ul>
Frank Pierson, P.E.	<ul style="list-style-type: none"> <li>• Engineering                             <ul style="list-style-type: none"> <li>○ Civil</li> <li>○ Electrical</li> <li>○ Railway</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Tucson, AZ</li> <li>• Phoenix, AZ</li> <li>• Sacramento, CA</li> <li>• Salt Lake City, UT</li> <li>• Denver, CO</li> <li>• Los Angeles, CA</li> <li>• Washington, DC</li> <li>• Orange County, CA</li> </ul>	<ul style="list-style-type: none"> <li>• Engineering</li> <li>• Startup Activity</li> <li>• Not a Prior FTA Employee</li> </ul>
Timothy J. Pernie	Safety and Security	<ul style="list-style-type: none"> <li>• Washington, DC</li> <li>• WMATA</li> <li>• Cleveland</li> <li>• Charlotte, NC</li> <li>• Arlington, VA</li> <li>• Riverside, CA</li> </ul>	<ul style="list-style-type: none"> <li>• Safety</li> <li>• Security</li> <li>• Not a Prior FTA Employee</li> </ul>
James Tucci	Emergency Preparedness	<ul style="list-style-type: none"> <li>• Chicago, IL</li> <li>• Orland, FL</li> <li>• Tampa, FL</li> <li>• Atlanta, GA</li> <li>• Washing, DC</li> <li>• Oakland, CA</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Planning</li> <li>• Not a former FTA Employee</li> </ul>

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 16-19

RESOLUTION TO AWARD AN ON-CALL CONTRACT WITH HEAVY MACHINES, INC. TO REBUILD AND/OR REWIND FOUR (4) TYPES OF TROLLEY COMPONENTS

WHEREAS, The Memphis Area Transit Authority (MATA) has a rail trolley system; and

WHEREAS, MATA requires the services of a professional contractor to rebuild and/or rewind various trolley components on an as-needed basis; and

WHEREAS, Proposals were solicited for this service in accordance with MATA's Procurement Policy and the procurement was formally advertised; and

WHEREAS, Capital funds are available for this procurement; and

WHEREAS, Two proposals were received and were determined responsive and responsible; and

WHEREAS, Heavy Machines, Inc. was the top ranked proposer by the Evaluation Committee; and

WHEREAS, The following cost proposal was received by Heavy Machines, Inc. for the five-year contract period; and

	<i>HEAVY MACHINES, INC.</i>				
	<i>MV101 Motors without tach drives/end caps and shafts</i>	<i>MV101 Motors with trach drives/end caps and shafts</i>	<i>Oporto DH 10 Air Compressors</i>	<i>Melbourne GE Air Compressors</i>	<i>249 Oporto Armature</i>
<i>Yearly Quantity</i>	10 ea	4 ea	4 ea	4 ea	2 ea
<i>Year 1 2016</i>	12,850 ea 128,500	13,750 ea 55,000	4,400 ea 17,600	8,100 ea 32,400	6,375 ea 25,500
<i>Year 2 2017</i>	12,850 ea 128,500	13,750 ea 55,000	4,400 ea 17,600	8,100 ea 32,400	6,375 ea 25,500
<i>Year 3 2018</i>	13,445 ea 134,450	14,545 ea 58,180	4,676 ea 18,704	8,608 ea 34,432	6,710.50 ea 26,842
<i>Year 4 2019</i>	13,445 ea 134,450	14,545 ea 58,180	4,676 ea 18,704	8,608 ea 34,432	6,710.50 ea 26,842

Year 5 2020	13,888 ea 138,880	15,310 ea 61,240	4,821ea 19,284	8,874 ea 35,496	7,063.50 ea 28,254
TOTAL	664,780	188,600	91,892	169,160	132,938
<b>GRAND TOTAL \$1,247,370</b>					

**WHEREAS, The Evaluation Committee recommends that a five-year contract be awarded to Heavy Machines, Inc. at the prices shown above to rebuild and/or rewind four (4) types of trolley components on an as-needed basis at a price of \$1,247,370 for a five-year contract period.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a five-year contract be awarded to Heavy Machines, Inc. at the prices shown above to rebuild and/or rewind four (4) types of trolley components on an as-needed basis at a price of \$1,247,370 for a five-year contract period.**

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

\* \* \* \* \*

**Motion Made By: Kristen Bland      SECONDED: Martin Lipinski**

**YEA: Martin Lipinski; John Vergos; Shelia Williams; Kristen Bland; Lauren Taylor; Roquita Coleman-Williams**

**NAY: None**

**Approved: June 28, 2016**

**Absent at Time: Sean Healy; Andre Gibson; Charles "Chooch" Pickard**



**TO: MATA Board of Commissioners**

**FROM: Ronald L. Garrison, Chief Executive Officer**

**DATE: June 28, 2016**

**SUBJECT: REBUILD AND/OR REWIND FOUR (4) TYPES OF TROLLEY COMPONENTS ON AN AS-NEEDED BASIS**

**MATA has a rail system that occasionally requires the services of a professional contractor to rebuild and/or repair four (4) types of trolley components.**

**The Request for Proposals was sent to six vendors, formally advertised and posted to MATA's website. Two proposals were received.**

**There was no DBE goal assigned to this procurement.**

**MATA's Evaluation Committee reviewed the two responsive and responsible proposals and discussed their findings based on the criteria set forth in the solicitation document. The following criteria with their point values were evaluated:**

- 1. Specialized experience and technical competence of the personnel proposed for this project. (30%)**
- 2. Qualifications and experience of the firms/teams. (30%)**
- 3. Cost (20%)**
- 4. Past record of performance on contracts including such factors as cost control, quality of work, ability to meet schedules, and responsiveness to the client. (20%)**

**The following is an analysis of their proposals:**

HEAVY MACHINES, INC.						
	MV101 Motors without tach drives/end caps and shafts	MV101 Motors with trach drives/end caps and shafts	Oporto DH 10 Air Compressors	Melbourne GE Air Compressors	249 Oporto Armature	
Yearly Quantity	10 ea	4 ea	4 ea	4 ea	2 ea	
Year 1 2016	12,850 ea 128,500	13,750 ea 55,000	4,400 ea 17,600	8,100 ea 32,400	6,375 ea 25,500	
Year 2 2017	12,850 ea 128,500	13,750 ea 55,000	4,400 ea 17,600	8,100 ea 32,400	6,375 ea 25,500	
Year 3 2018	13,445 ea 134,450	14,545 ea 58,180	4,676 ea 18,704	8,608 ea 34,432	6,710.50 ea 26,842	
Year 4 2019	13,445 ea 134,450	14,545 ea 58,180	4,676 ea 18,704	8,608 ea 34,432	6,710.50 ea 26,842	
Year 5 2020	13,888 ea 138,880	15,310 ea 61,240	4,821ea 19,284	8,874 ea 35,496	7,063.50 ea 28,254	
<b>TOTAL</b>	<b>664,780</b>	<b>188,600</b>	<b>91,892</b>	<b>169,160</b>	<b>132,938</b>	
<b>GRAND TOTAL \$1,247,370</b>						

GOMACO TROLLEY COMPANY						
	MV101 Motors without tach drives/end caps and shafts	MV101 Motors with trach drives/end caps and shafts	Oporto DH 10 Air Compressors	Melbourne GE Air Compressors	249 Oporto Armature	
Yearly Quantity	10 ea	4 ea	4 ea	4 ea	2 ea	
Year 1 2012	29,400 ea 294,000	29,400 ea 117,600	NO BID	16,800 ea 67,200	NO BID	
Year 2 2013	30,576 ea 305,760	30,576 ea 122,304		17,472 ea 69,888		
Year 3 2014	31,799 ea 317,990	31,799 ea 127,196		18,170 ea 72,680		
Year 4 2015	33,071 ea 330,710	33,071 ea 132,284		18,897 ea 75,588		
Year 5 2016	34,093 ea 340,930	34,093 ea 136,372		19,653 ea 78,612		
<b>TOTAL</b>	<b>1,589,390</b>	<b>635,756</b>		<b>363,968</b>		
<b>GRAND TOTAL \$2,589,114</b>						

**Heavy Machines Inc. received 400 points from the Evaluation Committee out of a possible 400 points with Gomaco receiving 346 points. MATA has had a contract with Heavy Machines Inc. previously and has found their work to be satisfactory and timely. The Evaluation Committee recommends awarding a five-year contract to Heavy Machines, Inc. at the rates shown above with the total cost for a five-year contract period of \$1,247,370.**

**MEMPHIS AREA TR AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 16-20**

**RESOLUTION AUTHORIZING REDUCED FARES ON  
OZONE ALERT ACTION DAYS**

**WHEREAS, The Memphis Area Transit Authority (MATA) operates a fixed route and demand-response bus service throughout the Memphis metropolitan area and vintage rail system in the downtown area; and**

**WHEREAS, Public transportation reduces pollution and helps promote cleaner air; and**

**WHEREAS, Public transportation produces 95 percent less carbon monoxide (CO), 90 percent less in volatile organic compounds (VOCs), and about half as much carbon dioxide (CO2) and nitrogen oxide (NOx), per passenger mile, as private vehicles.**

**WHEREAS, The Memphis-Shelby County Health Department has designed a program to help protect public health by issuing an alert on days when air quality is unhealthy due to a high level of particle pollution and/or ozone; and**

**WHEREAS, MATA can help raise awareness of Ozone Alerts by encouraging citizens to utilize public transportation on Ozone Alert Action Days; and**

**WHEREAS, As an incentive to attract new riders, MATA staff recommends a reduced fare of 25¢ on Ozone Alert Action Days for customers on fixed route bus, demand- response bus, and trolley service with free service for elderly and disabled; and customers with a MATA photo ID.**

**WHEREAS, all riders will pay 25¢ when boarding; except elderly and disabled with a MATA ID card will ride free on Ozone Alert Action Days on fixed route and trolley service; and**

**WHEREAS, MATA has received funding from the a Valero grant to subsidize the reduction in fares on Ozone Alert Action Days.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That reduced fares of 25¢ are approved for customers on fixed route bus service, demand-response service and trolley service with free service for elderly and disabled customers on fixed route and trolley service until total funding is expended.**

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



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

**YEA: Martin Lipinski; John Vergos; Shelia Williams; Kristen Bland; Lauren Taylor; Roquita Coleman-Williams**

**NAY: None**

**Approved: June 28, 2016**

**Absent at Time: Sean Healy; Andre Gibson; Charles "Chooch" Pickard**