



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
President/General Manager

Board of Commissioners

Chairman – Sean Healy

Vice Chairman – Andre Gibson

Commissioners

Charles “Chooch” Pickard

John C. Vergos

Martin Lipinski

Roquita Coleman

Shelia Williams

Kristen Bland

Lauren Taylor

Board of Commissioners Meeting

June 22, 2015

3:30 p.m.

1370 Levee Road

- | | | |
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| I. | CALL TO ORDER | Sean Healy |
| II. | BOARD ROLL CALL & OBSERVATIONS | Linda Eskridge |
| III. | APPROVAL April 27, 2015 BOARD MINUTES | |
| IV. | GENERAL MANAGER’S REPORT | Ron Garrison |
| V. | ACTION ITEMS: | Sean Healy |
| A. | <u>FINANCE COMMITTEE</u> | |
| | 1. Resolution to Approve a Contract Change Order to DRM for Additional Services for the Central Station Project – Res. No. 15-17 | Ron Garrison |
| | 2. Resolution to Authorize Joint Procurement Agreement for Paratransit Vehicles Res. No. 15-18 | Ron Garrison |

B. SERVICE AND DEVELOPMENT

1. **Resolution to Purchase up to Eight (8) Vehicles with the Option for Twelve (12) Additional Vehicles - Res. No. 15-19** Ron Garrison
2. **Resolution to Award a Contract for the City of Memphis Curb Ramp Improvement Project - Res. No. 15-20** Ron Garrison
3. **Resolution to Accept Vehicles from the City of Sevierville through FTA Transfer - Resolution No. 15-21** Ron Garrison
4. **Resolution to Approve a Change Order to HDR Engineering for the Midtown Alternatives Analysis Study - Res. No. 15-22** Ron Garrison

VII. FINANCIAL REPORT Gilbert Noble

VIII. SPEAKERS Sean Healy

Presentations:

- **HDR - Midtown Alternative Analysis**
- **Cultural Transformation - Small Planet Works**

IX. OLD/NEW BUSINESS Sean Healy

MINUTES OF BOARD MEETING
MEMPHIS AREA TRANSIT AUTHORITY
April 27, 2015

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 Monday April 27, 2015 at 1370 Levee Road Board Room.

BOARD ROLL CALL:

Present: Vice-Chairman Andre Gibson
Commissioners: Charles Pickard; Lauren Taylor; Shelia Williams; John Vergos; Martin Lipinski; Kristen Bland; Roquita Coleman

Absent: Chairman, Sean Healy

Quorum: Yes

Staff: Alison Burton, Director Marketing/Customer Relations; Garry Dupper, Senior Manager of Scheduling; Linda Eskridge, Administrative Asst.; Tom Fox, Deputy General Manager; Ron Garrison, President/General Manager; John Lancaster, Manager of Planning; Maury Miles, Sr. Manager of Grants & Procurement; Gilbert Noble, Chief Financial Officer; Alvin Pearson, Asst. General Manager.

Guests: **MCIL/STAC Attendees:** None
Memphis Bus Riders Union: Marian Bacon; Juanita Bratcher; Katherine Coxen; Bennett Foster; Sammie Hunter; Deveen Johnson; Michael Krause; Betty Robinson; James Robinson; Diane Townsend;

Others: Kwasi Agyakwa, MPO; Scott Bojko; Henry Turley Company; Tyler K. Chow, WREG; Allison Cook, Memphis Farmers Market; Lyndia Crawford, City Attorney's Office; Lance Henderson, Henry Turley Company; Frank Howell, Memphis Farmers Market; Jeremy Jordan, Congressman Cohen's office; Aury Kangelos, TDOT; Raven Madison, AWPM (Allworld); Johnnie Mosley, Center for Better Services; Paul Morris, DMC; Dan Oppenheimer; Nicholas Oyler, MPO; Emily Rozar, AWPM; James Stokes, Bass River Advisory, LLC; Alex Turley, HTC; Henry Turley, HTC; Henry Wilson, MATA Retiree

Linda Eskridge, Executive Assistant/Board Secretary welcomed all guests that were present. Ms. Eskridge also made some necessary meeting observations.

APPROVAL OF MINUTES: Ms. Taylor moved for approval of the April 27, 2015 Board Minutes. Mr. Vergos seconded the motion and the February Board Minutes were unanimously approved.

Vice-Chairman Gibson made a slight deviation from the Agenda and called for the Finance Committee's first Action Items - Approval of the Central Station Development -Res. No. 15-11.

PHASE 2 CENTRAL STATION REDEVELOPMENT PRESENTATION

Mr. Archie Willis

Mr. Garrison introduced Mr. Archie Willis, one of the main developers for the Central Station project. Mr. Willis introduced others guest that came with him to include: Mr. Henry Turley, President of the Henry Turley Company; Mr. Alex Turley, Mr. Lance Henderson, and Mr. Scott Boyer. Mr. Willis updated the Board on the Redevelopment Phase 2 of Central Station, which was the same presentation that was shown to the MATA Board of Commissioners Finance Committee on March 27, 2015. The presentation overview included the development goals. Photos were shown of the present site, as well as the anticipated redeveloped site surrounded by healthy neighborhood revitalization. The presentation also included the full opportunity of the redevelopment to include, but is not limited to a Hotel; Movie Cinema; Multi-modal Transit facilities; transit connector concourse through platform; new residential development, shared parking on Market Plaza, and an enhanced pedestrian realm. MATA has applied for a \$3MM CMAQ grant plus local match funds toward transit improvements. The overall goal is a new initiative to transform Central Station into a kinetic, connected and central place. *Mr. Lipinski moved that Resolution No. 15-11 be put on the floor for discussion. Ms. Taylor seconded the motion.* Vice-Chairman Gibson recognized Mr. Bennett Foster, with the MBRU and MPJC who requested to speak on this agenda item. Mr. Foster voiced his concerns about the \$3MM CMAQ money and how much of that money would be going toward the Central Station redevelopment and how much, if any, would be used for other MATA facilities that are in need of improvements, especially the Hudson Transit Center (HTC). Mr. Foster reminded the Board of the tour that some of them took about a year ago of the Hudson Transit Center, formerly the North End Terminal, and concerns and issues were brought up of the facility's conditions. It was even stated that it had the appearance of a "third world country". However the facility is still in the same condition. Mr. Foster requested a follow up to his request.

Mr. Garrison stated that this type of re-development makes applying for the grant easier. Mr. Garrison stated that we do have money in our facilities' budget for some updates to the HTC facility.

Mr. Garrison also stated there should be money available for this next Fiscal Year starting July 1, 2015 and we are hoping to get something started in August, 2015. Mr. Garrison stated that he would get back with Mr. Foster regarding his request.

There were many questions from the Board of Commissioners on the Central Station re-development presentation which were answered. Mr. Pickard had numerous questions and concerns relating to the presentation, all of which were answered. Mr. Pickard stated that he was satisfied with the answers to his questions. MATA will continue to keep the Board updated on the re-development as more information becomes available. **Resolution No. 15-11 was unanimously approved.**

The meeting resumed in the order of the agenda.

General Manager's Report Ron Garrison

Trolley buses have returned back to the Main Street Mall, and ridership is picking up. There are bells on buses with speakers every 45 seconds. Staff is working very closely with Bass Pro. Mr. Pickard had questions and concerns about where the buses will be dropping riders off. Mr. Pearson and Mr. Albritton have been working with Bass Pro on the route. Mr. Pickard asked that MATA work with Bass Pro on where MATA buses enter on the north side and come around and pick up at the entrance, drive down their boulevard to Jefferson and come back to Front. This cannot happen during the week of the opening, however after the initial opening, MATA can go back into negotiation with Bass Pro on this route.

Mr. Garrison stated that in speaking with FTA, our consultants, as well as with Congressman Cohen's office, this is not the plan, but this is a draft forward on the trolley plan and there could be some changes depending on what is required in the safety certification when we bring them online. MATA temporarily halted spending trolley monies so that we would have as much available as possible to do more. We would like to purchase 20 new or used rubber-tire trolleys as soon as possible and get them into service. We would use monies from the two destroyed trolleys and find other sources to do that. We may sell the current trolley fleet and use that money, depending on how many we sell, to purchase one or more of the new replica trolleys. Mr. Garrison answered Mr. Vergos' questions regarding why we would buy new rubber-tire trolley, as opposed to running buses, and if they are so unrepairable why anyone would want to buy them. Mr. Vergos asked also who was the safety regulating agency on trolleys, and Mr. Garrison stated that TDOT is the safety regulating body for the state of Tennessee

Mr. Pickard asked for more clarity on the insurance monies received for the two trolleys that were destroyed by fire. Mr. Garrison gave an explanation to Mr. Pickard's question.

Ms. Coleman-Williams asked if we have the rights to rename Central Station or are we limited. Ms. Coleman asked if we can get a commitment on a fee to rename the Central Station and if that's something that MATA would consider. Mr. Garrison stated that as soon as she can get that meeting scheduled, MATA would certainly be open to the opportunity. Mr. Garrison stated to get the current structure trolley service we have, with the Central Station development, with Bass Pro and how downtown is growing, ideally we need at least 19 trolleys that are either new vintage replica or completely rebuilt that are safety certified. Relating to Mr. Vergos' question, Mr. Garrison stated that leasing did not work out for us. The Board wanted to know what they could do to help. Mr. Garrison stated staff will put something together for the Board that will explain this more clearly on how we will go after receiving the monies. We will ask the Board to work with us in talking to our Legislators, working with FTA, as well as talking to our constituents. Shelby County Commissioner Steve Basar has stepped up to assist MATA as well. FTA will be visiting MATA on May 7th, and staff will be attending the FTA Regional Conference in Atlanta May 13-15, 2015.

On the lines of staffing, we plan to make an offer to a new Trolley Maintenance and Operations director. We have a maintenance program called AssetWorks and will train all current technicians on the new systems so they are certified before the trolleys get here. Vice-Chairman Gibson suggested that due to all the questions and concerns regarding the trolley service, perhaps the Board would consider having an Executive Session or a Retreat to discuss more of these issues going forward. Ms. Taylor agreed with Mr. Gibson as she feels this is important enough to have a separate discussion. Linda Eskridge will schedule some time with the Board for further discussion on this item. Mr. Garrison stated this is all doable, and will set this up to go into more details with everyone.

VI. ACTION ITEMS:

Andre Gibson

A. FINANCE COMMITTEE

1. Resolution to Approve Central Station Development - Res. No. 15-11

Discussion: This resolution was moved up on the agenda directly after approval of the minutes. This is the same presentation that was made to the Board Finance Committee on March 27, 2015. Mr. Martin Lipinski moved that Resolution No. 15-11 be approved. Ms. Taylor seconded the motion, and the resolution was unanimously approved.

2. Resolution to Award a Contract to ORX for Refurbishment/Repair of Melbourne MCB Trolley Trucks - Res. No. 15-12

Discussion: Mr. Garrison, President/General Manager presented this resolution to the MATA Board. Specifications have already been done for trucks that we would use for our most up to date and newest trolleys. Mr. Garrison explained what was meant by "trucks" and Mr. Pearson distributed a copy showing what an actual truck looks like and the purpose it serves on a trolley.

The resolution was put on the floor for discussion. After questions and discussions, Mr. Lipinski moved that Resolution No. 15-12 be approved. Mr. Pickard seconded, and Resolution No. 15-12 was unanimously approved.

3. Resolution to Adjust the Maximum Price for Awarding Fixed-Price Contracts for Diesel Fuel and Unleaded Gasoline Res. No. 15-13

Discussion: Dr. Thomas Fox, Deputy General Manager, presented this resolution to the MATA Board of Commissioners. Dr. Fox stated that a few things happened in January around the time that the Board approved the resolution at \$1.85. Dr. Fox explained why staff was not able to get it locked in at or below \$1.85. He stated that staff recommends a higher threshold in this resolution, and staff believes that we can lock a price in below \$2.90 per gallon, which is our current contract price. If we locked in today we would be locking in at about \$2.20, which means that just because the threshold is being changed to \$2.90 does not mean it will be locked in at that price, but should come in substantially lower than \$2.90. Staff is asking the Board to revise the threshold upward as we set it too low. The resolution was moved to the floor for discussion. After discussion, Mr. Pickard moved that Resolution No. 15-13 be approved. Mr. Vergos seconded the motion, and the resolution was unanimously approved.

B. SERVICE AND DEVELOPMENT

1. Resolution to Approve Disposal of Surplus Vehicles - Res. No. 15-14

Discussion: Mr. Alvin Pearson, Assistant General Manager, presented this resolution to the MATA Board. This resolution is to dispose of vehicles that have met their useful life or have been damaged to the point of no repair, and they all have over 100,000 miles. Staff is asking for permission to dispose of this equipment. The resolution was moved to the floor for discussion. There was no discussion. Mr. Pickard moved that Resolution No. 15-14 be approved, and Mr. Vergos seconded the motion. Resolution No. 15-14 was unanimously approved.

2. Resolution to Approve Service Changes - Res. No. 15-15

Discussion: Dr. Thomas Fox, Deputy General Manager, presented this resolution to the Board. This resolution will reflect changes that will go into effect in June, 2015. Service changes are typically done twice a year. Because this is the time of our budget season, changes are relatively cost neutral. Most of the recommended changes came from our riders, and others are changes that the Scheduling Department recommended. A presentation was shown of the proposed fixed-route changes as well as some scheduling changes. *The resolution was moved to the floor for discussion.*

Vice-Chairman Gibson recognized Ms. Gilda Williams who requested to address the Board on this resolution. Ms. Williams distributed a map that illustrates her recommended proposals on the Route 17. She stated that the changes are ideal to having an actual crosstown bus that will replace the 31 Crosstown and having the ability to connect with other Crosstown buses that were formerly being connected with the 31 Crosstown. Dr. Fox explained the cost implication for this proposal, which is approximately 1 ½ to 2 ½ miles longer, and would probably be in the range of \$125,000 to \$200,000 more per year if we kept the same headways and used that routing as opposed to the proposed routing. Mr. Foster stated that Ms. Williams' plan is correct and that the MBRU supports it. Mr. Foster suggested amending this resolution and taking it back and talking to the Riverside Group.

Mr. Foster also stated there is still inadequate public notice of these changes, on the buses and at the terminals. He stated the public finds out weeks after the public notice is posted that they could have submitted comments.

Mr. Garrison stated that staff would work with the MBRU and come up with a better way to get the plan out. Mr. Garrison stated that we have another person, Mr. Garry Dupper, Sr. Manager of Scheduling, and that should be a help as well. Vice-Chairman Gibson asked if there was a motion from the Board to amend this portion of the resolution, as suggested by Mr. Bennett Foster. There was no motion to amend this resolution. Mr. Pickard moved that Resolution No. 15-15 be approved. Ms. Williams seconded the motion, and the resolution was unanimously approved.

3. Resolution Authorizing the Disposal of Obsolete/Damaged Assets - Res. No. 15-16

Discussion: Mr. Gil Noble, CFO, presented this resolution to the Board. Mr. Noble stated that we have continued to clean the areas of broken down and obsolete assets that are damaged and stated there is no P&L impact. As we stated in February, it is necessary that we come before the Board to get approval to dispose of them after determining if there is any market value. *The resolution was put on the floor for discussion.* Mr. Vergos move that Resolution No. 15-16 be approved. Ms. Bland seconded the motion, and the resolution was unanimously approved.

VII. FINANCIAL REPORT
Gilbert Noble, CFO

Mr. Noble reported that for the first time in nine months we are behind in Revenue by \$5.8MM due to delay of our Federal funding that we received in the first part of April. Because it appeared that it would be delayed, MATA went through the Memphis City Council to get their approval to give us a Bridge Loan. They did loan us the money on April 2nd and the Federal funding came in on April 9th and MATA paid the City on April 10th. This is the second straight year that our Federal Funds have been delayed past March, which is what created the cash flow issues for us. Our Expenses are \$400,000, within 1% of budget overall for the 9 months. Overall everything is tracking on budget.

Mr. Noble discussed the three quarters that make up the nine months YTD, which includes salaries, which is below budget and healthcare, which is above budget. Mr. Noble stated that these two items are favorable to budget by \$200,000. Service and Materials are unfavorable to budget by \$478,000 which is primarily the amounts spent on the trolleys, consultants, etc. Overall we are about right on budget YTD. The Financial Report was accepted.

VIII. SPEAKERS

1) Mr. Sammie Hunter, Co-Chairman MBRU - 3225 Applewood Cove

Mr. Hunter was filling in for Ms. Cynthia Bailey who actually took the complaint. Mr. Darrien Robinson had an incident with the security guard at the Hudson Transit Center.

The complaint stated that the security guard asked Mr. Robinson to get on the sidewalk and after he did, he heard the security guard, (who is a white male), stated that "he is sick of all these (N word)". Mr. Hunter brought this before the MATA Board for investigation. The date of the complaint was 4/9/2015 @ 10:45 a.m. Mr. Garrison stated that it would be helpful if the incident would be brought to MATA's attention as soon as the incident happens. If they would contact MATA in a timely manner, this would make it easier to investigate. Mr. Foster stated there were some witnesses. Mr. Garrison stated that MATA would investigate this complaint, and follow up on its findings.

Mr. Hunter also stated that he appreciates the improvements that MATA is making; however, there are riders in the Tchulohoma/Shelby Drive area requesting extension of the Route 42 to run to that area as the former Route 43 did run. It would help greatly even if it was done at least one or two times during the day. There are people that work but cannot get back down to that area. Mr. Hunter stated that he has signatures to that effect and would submit them if necessary. Mr. Garrison stated that he would definitely have the Scheduling Department to look into this request.

Ms. Shelia Williams commented on the security guard incident that Mr. Hunter mentioned earlier. She stated she met with Mr. Pearson, Mr. Willie Lewis and the head of the security company, Mr. Bolling, and she has some serious concerns as well and is looking forward to meeting with Mr. Garrison and following up with Mr. Pearson, Mr. Lewis and Mr. Bolling to resolve a lot of these issues. Mr. Garrison stated that he has three meetings scheduled with the staff and security to work on a plan, and the third meeting will include any Board members that would like to attend as well.

Ms. Williams stated that she would like to work with MBRU on how MATA can better notify the public of proposed service changes before they come before the Board. This has been a long-term issue and she stated that the public has not been made aware of the changes in a timely manner. Mr. Garrison addressed this matter as well.

Mr. Pickard inquired about the performance measures not being presented at this meeting. Mr. Garrison stated that due to the lengthy meeting we did not present the performance measures; however, they would be forwarded to the Board with the next June Agenda package.

IX. OLD/NEW BUSINESS

Vice-Chairman Gibson called for any old/new business to come before the Board.

- Ms. Eskridge stated that due to the May Board Meeting falling on Memorial Day the next Board Meeting is slated for June 1, 2015 at 3:30 p.m. in the MATA Board Room. If there are any changes, the Board and staff will be notified.

- There was some interest from the Board to dedicate a day to a Board Retreat to discuss trolley updates only. Ms. Eskridge will send the Board some proposed dates on a Board Retreat.
- Mr. Garrison stated that MATA has a budget presentation to the City on 4/28/15 at 5:00 p.m.
- Vice-Chairman Gibson shared some information from the APTA Legislative Conference, and distributed some information to the MATA Board on some legislative updates. Mr. Garrison updated the Board on the upcoming Transit Board Seminar to be held July 18-21 in Denver and stated that MATA's Board Members are encouraged to attend.

Vice-Chairman Gibson called for a motion to adjourn. Mr. Vergos moved that the meeting be adjourned. Mr. Pickard seconded the motion, and the meeting was adjourned.

Andre Gibson
Vice-Chairman

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 15-17

**RESOLUTION TO APPROVE A CONTRACT CHANGE ORDER TO DRM FOR
ADDITIONAL SERVICES FOR THE CENTRAL STATION PROJECT**

WHEREAS, The Memphis Area Transit Authority (MATA) solicited proposals for a new phase of development on the Central Station site (“Central Station Redevelopment Phase 2”); and

WHEREAS, On April 27, 2015, the MATA Board approved the Central Station development, as proposed by the Henry Turley Company-Community Capital joint venture, the top ranked proposer; and

WHEREAS, the law firm of Dinkelspiel Rasmussen and Mink (DRM) was engaged to provide legal advice and assist staff throughout the process and CBRE was added to the team in order to provide specialized expertise in evaluating the economics of the deal; and

WHEREAS, Due to the complexity and uniqueness of the deal, costs will exceed the previously authorized amount; and

WHEREAS, The total cost, including DRM and CBRE, is estimated at \$125,000.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the contract with Dinkelspiel Rasmussen & Mink is amended to a total of \$125,000.

BE IT FURTHER RESOLVED that the President/General Manager, Chairman and Vice-Chairman are authorized to execute the necessary contract changes.



MEMO

TO: MATA Board of Commissioners
FROM: Ron Garrison, President/General Manager
SUBJECT: Change Order for Dinkelspiel Rasmussen & Mink
DATE: June 17, 2015

To assist MATA in negotiations with the Turley-Community Capital team on the Central Station Redevelopment Phase 2, staff engaged the services of the law firm of Dinkelspiel Rasmussen & Mink (DRM) to provide legal advice and support. The engagement was for \$44,000, and was executed by staff on September 13, 2013.

As the negotiations proceeded, staff determined that there was a need for specialized expertise to assist in evaluating the economics of the proposal by the developer team. The Board approved a change to the contract on December 7, 2014, bringing the total to \$54,000.

Due to the complexity of the project, the lengthy pre-development phase (over two years), and the length of the proposed deal (69-99 years), DRM will exceed the amount authorized by the Board.

DRM has been involved in numerous tasks that required legal expertise, including but not limited to:

- Assess options for Bank of Bartlett loan
- Reorganize the Central Station Limited Partnership
- Review and comment on the Memorandum of Understanding between MATA and Turley-Community Capital
- Review Appraisal, and associated documentation
- Prepare comments on Development Agreement
- Research relevant State laws
- Review Survey
- Coordinate with CBRE

CBRE, a subcontractor to DRM, has been engaged to assess the economics of the proposal from the developer team. Their work has involved:

- **Analyze economic structure**
- **Develop projections of cash flow and cost/revenue sharing over time**
- **Compare to similar public-private partnerships**
- **Review and comment on Development Agreement**

In carrying out this work, both DRM and CBRE also participated in numerous meetings and conference calls.

Over the next few months, other services will be needed in order to complete this transaction, such as reviewing the Master Lease, finalizing negotiations on the financial and legal terms of the Development Agreement, reviewing the Master Lease, completing the unwinding of Central Station Limited Partnership, and others.

Staff recommends approval of a new contract amount of \$125,000.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION 15-18**

**RESOLUTION TO AUTHORIZE JOINT PROCUREMENT AGREEMENT FOR
PARATRANSIT VEHICLES**

WHEREAS, MATA and Knoxville Area Transit (KAT) determined that a single solicitation document requesting proposals for the purchase of low-floor cutaway transit buses on an as-needed basis over a five-year period would be the most cost-effective method of procuring this rolling stock; and

WHEREAS, A joint procurement provides the opportunity to obtain better pricing through larger purchases; and

WHEREAS, The City of Knoxville agreed to be the lead agency; and

WHEREAS, An Evaluation Committee was established with representatives of MATA and KAT; and

WHEREAS, A Request for Proposals was issued for 24-foot and 28-foot long low-floor cutaway buses over a five-year period with a minimum quantity of seven and a maximum quantity of 27 for MATA; and

WHEREAS, Proposals were received from three companies; and

WHEREAS, The Evaluation Committee reviewed the proposals and determined the top ranked proposer to be National Bus Sales & Leasing for buses manufactured by Champion; and

WHEREAS, MATA intends to purchase seven (7) 24-foot low-floor buses at a cost of \$743,890 (or \$106,270 each) initially with options for up to 20 additional vehicles over the five-year period; and

WHEREAS, Capital grant funds are available at this time for seven vehicles.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the Joint Procurement Agreement among MATA, the City of Knoxville and National Bus Sales & Leasing, Inc. is approved.

BE IT FURTHER RESOLVED That the purchase of seven (7) 24-foot low-floor buses at a cost of \$743,890 (or \$106,270 each) is approved.

BE IT FURTHER RESOLVED That the President/General Manager or Deputy General Manager be authorized to execute the necessary documents.



TO: MATA Board of Commissioners
FROM: Ron Garrison, President/General Manager
SUBJECT: Joint Paratransit Bus Procurement with City of Knoxville
DATE: June 17, 2015

This memo summarizes the procurement process for 24-foot and 28-foot gasoline-powered paratransit vehicles that was done as a joint procurement with Knoxville Area Transit (KAT). The City of Knoxville handled the procurement with input by MATA. This is an “Indefinite Delivery Indefinite Quantity” contract over a five-year period, meaning that the timing of the order(s) and the number of vehicles is determined individually by MATA and KAT. MATA intends to purchase between seven and 27 vehicles under this contract over a five-year period.

The Evaluation Committee consisted of KAT and MATA staff members. The following criteria were established for evaluating proposals:

- a. Base Cost Component (30 points)
- b. Optional Equipment Cost Component (10 points)
- c. Value Component (60 points)

Three (3) proposals were received. The Evaluation Committee reviewed and rated each proposal on each of the criteria. The results are as follows:

- | | |
|--------------------------------|-----------|
| 1. National Bus Sales/Champion | 97 points |
| 2. Alliance Bus Group/Glavel | 90 points |
| 3. National Bus Sales/Arboc | 76 points |

National Bus Sales/Champion is the recommended vendor at base prices as follows:

24-foot Low-floor Cutaway Bus	\$ 99,698
28-foot Low-floor Cutaway Bus	\$101,816

The Committee recommends award of a contract to National Bus Sales/Champion.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 15-19

**RESOLUTION TO PURCHASE UP TO EIGHT (8) RUBBER-WHEELED TROLLEY
VEHICLES WITH THE OPTION FOR TWELVE (12) ADDITIONAL VEHICLES**

WHEREAS, The Memphis Area Transit Authority (MATA) maintains a fleet of trolley vehicles; and

WHEREAS, Additional vehicles are needed to replace vehicles that have met their useful life; and

WHEREAS, MATA issued an Request for Proposal (RFP) for companies to provide rubber wheeled trolley vehicles; and

WHEREAS, Two offers were received; and

WHEREAS, Contract award is based on the evaluation criteria set forth in the RFP; and

WHEREAS, Hometown Trolley/National Bus Sales and Leasing submitted the highest rated proposal; and

WHEREAS, Staff has determined that the proposal is responsive and responsible and recommends approval of a contract with Hometown/National at a cost of \$1,178,256 for up to eight (8) trolley vehicles (\$147,282 each) with the option for 12 additional trolleys at \$147,282 each.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That a contract be awarded to Hometown Trolley/National Bus Sales and Leasing for the purchase of up to eight Rubber-Wheeled Trolley Vehicles at a cost of \$1,178,256, with the option for 12 additional trolley vehicles at \$147,282 each.

BE IT FURTHER RESOLVED That the Chairman, Vice-Chairman or President/General Manager be authorized to execute the contract.

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TO: MATA Board of Commissioners

FROM: Ronald Garrison, President/General Manager

SUBJECT: RFP 15-11 Purchase of Eight (8) Rubber-Wheeled Trolley Vehicles with the Option for Twelve (12) Additional Vehicles

DATE: June 22, 2015

This memo summarizes the procurement and evaluation process for the purchase of Eight (8) Rubber-Wheeled Trolley Vehicles with the option for Twelve (12) additional vehicles to be used in place of the original vintage trolleys that have met their useful service life.

The RFP was sent to three (3) vendors, formally advertised and posted to MATA's website. For bus manufacturers, participation by Disadvantaged Business Enterprises (DBE) is handled at the federal level. Two (2) proposals were received. MATA staff reviewed these proposals on the criteria set forth: design complexity, RFP conformance, price, and past performance.

MATA staff recommends the contract to be awarded to Hometown Trolley/National Bus Sales and Leasing. The value of the contract, as presented in the Board Resolution is based on the Best and Final Offer of \$147,282 each or a total of \$1,178,256 for eight and \$2,945,640 if all 20 were purchased.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 15-20

**RESOLUTION TO AWARD A CONTRACT FOR THE CITY OF MEMPHIS CURB
RAMP IMPROVEMENT PROJECT**

WHEREAS, The Memphis Area Transit Authority (MATA) operates a transit system in the Memphis area; and

WHEREAS, MATA awarded a project to the City of Memphis to implement the Curb Ramp Improvement Project under the New Freedom program; and

WHEREAS, The Project will increase the number of curb ramps on sidewalks in high transit usage areas, making it easier for people with disabilities to get to and from bus stops; and

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

WHEREAS, MATA's staff and the City of Memphis Technical Program Manager have reviewed the four bids received and recommends that a contract be awarded to GCM, Inc., who submitted the lowest responsive bid, in an amount of \$1,087,290.00; and

WHEREAS, the DBE goal has been exceeded; and

WHEREAS, MATA has capital funds available for this project.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, that a contract be awarded to GCM, Inc., for the MATA-City of Memphis Curb Ramp Improvement Project, in an amount not to exceed \$1,087,290.00.

BE IT FURTHER RESOLVED That the President/General Manager, Deputy General Manager, Chairman or Vice-Chairman be authorized to execute the necessary contract.



TO: MATA Board of Commissioners
FROM: Ronald L. Garrison, President/General Manager
SUBJECT: MATA-City of Memphis Curb Ramp Improvement Project
DATE: June 17, 2015

This memo provides a summary of the City of Memphis Curb Ramp Improvement Project that was awarded by MATA. The project will be funded by FTA Section 5317 New Freedom and Section 5310 grant funds along with state and city matching funds.

The overall MATA-City of Memphis Curb Ramp Improvement Project is a public improvement project that includes the repair and replacement of curb ramps at the locations specified by the City of Memphis and agreed to by MATA as per the plans and specifications included in the Contract Documents. The locations are in areas with high levels of transit service.

This procurement was formally advertised and procured through a formal Invitation for Bid. Four responsive bids were received as follows:

GCM, Inc.	\$1,087,290.00
Dixieland	\$1,198,024.00
Ferrell Paving	\$1,541,658.50
Zellner Construction	\$1,640,701.71

GCM Inc., submitted the lowest bid price of \$1,087,290.00 and included 100% DBE participation, which exceeds MATA's DBE goal of 21% for this project.

MATA Staff and the City of Memphis Technical Program Manager recommend that a contract be awarded to GCM, Inc. for the MATA-City of Memphis Curb Ramp Improvement Project in an amount of \$1,087,290.00.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 15-21

**RESOLUTION TO ACCEPT VEHICLES FROM CITY OF SEVIERVILLE THROUGH
FTA TRANSFER**

WHEREAS, The Memphis Area Transit Authority (MATA) has a need for additional vehicles for revenue service on the downtown trolley system; and

WHEREAS, The City of Sevierville has two vehicles that can be acquired through an FTA transfer; and

WHEREAS, With this type of transaction, the remaining FTA interest (83%) does not have to be reimbursed, so the cost to MATA is the undepreciated portion of the local match, or a total of \$5,624.40 for both vehicles; and

WHEREAS, The vehicles to be acquired are:

VIN	Model	Model Year	Mileage	Remaining Federal Interest
1FDFE45P39DA37750	Ford	2010	109,762	\$19,215 (91%)
1FDFE4FS5BDB26793	Ford	2011	91,710	\$35,353 (83%)

WHEREAS, The vehicles will be maintained in accordance and in compliance with FTA requirements; and

WHEREAS, The vehicles will be included in MATA's equipment inventory records.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the transfer of two vehicles, described above, is approved at a cost of \$5,624.40.

BE IT FURTHER RESOLVED That MATA will pay the undepreciated local share of \$5,624.40 to the City of Sevierville.

BE IT FURTHER RESOLVED That MATA will maintain and account for these vehicles in accordance with FTA regulations.

BE IT FURTHER RESOLVED That the President/General Manager or Deputy General Manager be authorized to execute the necessary documents.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 15-22

**RESOLUTION TO APPROVE A CHANGE ORDER TO HDR ENGINEERING
FOR THE MIDTOWN ALTERNATIVES ANALYSIS STUDY**

WHEREAS, An Alternatives Analysis study provides the basis for requests for federal funding for major capital investments under the Federal Transit Administration's New Starts and Small Starts program; and

WHEREAS, By Resolution 13-39, on November 25, 2013, the MATA Board of Commissioners approved a contract to HDR to analyze alternatives for transit services infrastructure that would serve the Midtown area and potentially become part of one or more regional transit corridor investments; and

WHEREAS, MATA has requested that HDR provide a proposal to planning-level analysis of modern streetcar feasibility and assess the existing systems ability to accommodate modern streetcars; and

WHEREAS, HDR has submitted a scope and fee amendment request to cover the assessment of modern streetcar feasibility as well as additional costs associated with project administration and public outreach totaling \$133,228.00; and

WHEREAS, The change would increase the existing Board-approved contract price from \$751,199 and a period of 18 months to \$884,427.00 and additional contract time of 10 months for a total of 28 months; and

WHEREAS, the DBE goal of 9% was exceeded with the original contract and will continue to exceed the goal with a revised DBE participation of 11.7%.

WHEREAS, Staff has determined these costs to be fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That a change order be approved to the existing contract with HDR Engineering, Inc. to include the additional costs associated with the scope and fee amendment request of \$133,228.00 for a new contract amount of \$884,427.00.

BE IT FURTHER RESOLVED That the Contracting Officer be authorized to execute the change order.

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MEMO

TO: MATA Board of Commissioners
FROM: Ron Garrison, President/General Manager
SUBJECT: Midtown Alternatives Analysis
DATE June 18, 2015

This memo summarizes the proposed scope and fee amendment request from HDR to cover additional costs for the consultant team to analyze alternatives for transit services, respond to changes requested by MATA, cover additional project administration costs, such as additional meetings with City of Memphis Division of Engineering, public meetings, and conduct a detailed assessment of the existing trolley system's potential to accommodate other types of light rail vehicles or modern streetcars.

The assessment will review the existing civil infrastructure such as turning radii, maintenance facility access, and track configuration issues.

This assessment will include a detailed analysis of the existing traction power and catenary system to evaluate electrical Load-Flow analysis scenarios based on the proposed vehicle mix of vintage trolleys, light rail vehicles, or modern streetcars to optimize the power consumption/substation sizing, vehicle performance (voltage drop), public safety characteristics, and failure management scenarios (ability to maintain service during substation failures or routine maintenance).

The contract performance period is being increased from 18 months to 28 months due to timing aspects of the project and additional public outreach.

The total contract amount for the study will increase by \$133,228.00 from \$751,999.00 to \$884,427.00.

The goal for participation by Disadvantaged Business Enterprises (DBE) was set at 9% and will continue to be exceeded. The DBE participation will be 11.7% after the contract is amended.

Staff recommends approval of a modification of the existing contract of \$751,999.00 for the Midtown Alternatives Analysis Study to HDR Engineering at a cost of \$133,228.00 for a new contract amount of \$884,427.00.