



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

Board of Commissioners

Chairman - Sean Healy
Vice Chairman - Andre Gibson

Commissioners

Charles "Chooch" Pickard
John C. Vergos
Martin Lipinski
Roquita Coleman-Williams
Shelia Williams
Kristen Bland
Lauren Taylor

Board of Commissioners Meeting
Tuesday, May 24 2016 - 3:30 p.m.
1370 Levee Road

- I. CALL TO ORDER Sean Healy
II. BOARD ROLL CALL & OBSERVATIONS Linda Eskridge
III. APPROVE April 26, 2016 BOARD MINUTES
VI. CEO REPORT Sean Healy
• Ronald Garrison
V. ACTION ITEMS: Sean Healy
A. FINANCE COMMITTEE NONE
B. SERVICE AND DEVELOPMENT
1. Resolution to Award a Contract for Rail Safety Support Services - Res. No. 16-15 Ronald Garrison
2. Resolution to Endorse National Dump the Pump Day in Memphis, TN on June 16, 2016 Res. No. 16-18 Ronald Garrison

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Agenda

VI. PRESENTATION

Community Advisory Committee Presentation
Scarlet Ponder, Planner

VII. SPEAKERS

(Please fill out a Speaker's card)

Sean Healy

VIII. OLD/NEW BUSINESS

Sean Healy

- Board Members Finance Committee Meeting
June 14, 2016 @ 3:00p.m. @ 1370 Levee Road
Re: Memo sent on 5/10/16

MINUTES OF BOARD MEETING
MEMPHIS AREA TRANSIT AUTHORITY
April 26, 2016

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 April 26, 2016 at Hooks Library, 3030 Poplar Avenue

BOARD ROLL CALL:

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

Absent: Chairman Sean Healy

Quorum: Yes

Staff: Lawson Albritton, Senior Administrative Officer, Alison Burton, Director Marketing/Customer Relations; Linda Eskridge, Executive Asst.; Ron Garrison, Chief Executive Officer; John Lancaster, Director of Planning & Scheduling; Maury Miles, Director of Grants & Procurement; Gilbert Noble, Chief Financial Officer; Alvin Pearson, Chief Operations Officer; Gary Rosenfeld, Chief Administrative Officer

Guests: MCIL/STAC Attendees:

Memphis Bus Riders Union: Cynthia Bailey; Bennett Foster; Sammie Hunter; Betty Robinson

Others: Kwasi Agyakwa, MPO; Wain Gaskins, Cannon & Cannon, Inc.; John Mason, HDR; Nicholas Oyler, MPO; Howard Robertson, Trust Marketing; John Paul Shaffer, Livable Memphis; Geoff Slater, Nelson\Nygaard; James Stokes, Bass River Advisory; John Zeanah, City of Memphis/Shelby County

Linda Eskridge, Board Secretary welcomed all guests to 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.

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APPROVAL OF MINUTES: Mr. John Vergos moved for approval of the March 22, 2016 Board Minutes. Mr. Lipinski seconded the motion and the April Board Minutes were unanimously approved.

CEO's REPORT

Mr. Ronald Garrison

Mr. Garrison took this opportunity to introduce MATA's new CAO, Mr. Gary Rosenfeld. Mr. Rosenfeld gave brief remarks. Mr. Garrison did not give a CEO Report due to anticipated lengthy discussion of a couple of agenda items. However, the CEO Report will be emailed to the Board of Commissioners.

ACTION ITEMS:

A. FINANCE COMMITTEE

1. Resolution to Award a Contract to Hagler Bruce & Turner, PLLC for Legal Services - Res. No. 16-13

Discussion: CEO Ron Garrison stated that staff would like to withdraw Res. No. 16-13 and replace it with Res. No. 16-17. The reason for this change is that MATA had solicited the RFP and made its selection, but later found out that one of their partners in the firm selected, had left to work for another firm. The new Resolution 16-17 is asking the Board to allow us to extend the two legal contracts up to an additional 90-days to re-solicit the RFP. *Mr. Vergos moved that the motion be moved to the floor for discussion. Ms. Bland seconded the motion.* Dr. Lipinski asked how does the partner fees in Res. 16-17 compare to the fees we are getting from the partners in Res. 16-13. Mr. Miles stated the existing Apperson Crump contract partners fees are \$175.00/hour but is not sure about the associates or paralegal fees. Mr. Miles did not have the fees for Glanker Brown. Mr. Vergos asked why are we hiring new counsel or is it in addition to the existing counsel. Mr. Garrison stated we are hiring new counsel because the contract has expired. Mr. Vergos asked if Apperson Crump wanted to continue the contract. Mr. Garrison stated that we did not submit a successful proposal, however they submitted a proposal, but their DBE submission did not meet the criteria set for the contract. Mr. Vergos expressed that even he realizes that there is a lot involved in hiring a legal firm, and this is complicated stuff. He mentioned that when we do award a contract, we definitely need to look at all criteria besides the hourly rate. Mr. Gibson agrees as well and asked if staff could share the criteria when they come back to the Board in 90 days for this contract. Mr. Garrison stated that hopefully staff can put the criteria together and send to the Board in advance. Mr. Gibson asked how did we arrive at the 3% DBE goal. Mr. Rosenfeld explained that MATA's DBE officer, Mr. Lewis, reviewed the current list of DBE providers, and determined that the 3% goal was sufficient for this contract. Mr. Gibson also suggested when choosing vendors, that the Board could also see the top two or three vendors on the contract. **Resolution No. 16-17 was unanimously approved.**

B. SERVICE AND DEVELOPMENT

1. Resolution to Approve Adoption of Alternative 11 (Union and Poplar Avenue) as the Locally Preferred Alternative (LPA) Resulting from the Midtown Alternatives Analysis (AA) Study - Res. No. 16-14

Discussion: CEO Ron Garrison made a pre-presentation before HDR made their presentation. Mr. Garrison explained how the Alternative Analysis usually works by following a federal process, which is required for Smart Starts, of which MATA did go through the process. Normally the TIGER grant comes out in May, but it came out in April. Mr. Garrison stated that we should find better ways to brief the Board on these important matters in the future. In a short power point presentation to the Board, Mr. Garrison talked about having to use FTA capital dollars needed to maintain our vehicles, and this trend has to be reversed or we won't have the capital dollars to buy buses. We have 42 inoperable vehicles parked and 60 vehicles to replace. We feel that we will get the \$5MM unmatched from the city to begin to reverse that trend. The presentation will also show one of the mechanisms that will help us reverse these trends. If we are successful in obtaining these funds, and deciding on a preferred alternative, we would obtain the fiscal local match. Mr. Garrison stated that we have received letters of support for this projects and he would be happy to provide the Board copies of the letters. Mr. Garrison introduced John Mason, Vice President of Engineering with HDR, who gave brief remarks regarding the project. This project offers tremendous mobility improvements for the Midtown Corridor; it offers opportunity for economic development; and as stated by Mr. Garrison, allows you to opportunity to leverage federal monies. Mr. Mason, in turn, introduced Geoff Slater with Nelson\Nygaard for further explanation on the Locally Preferred Alternative, which is Alternative 11 to include how they started, as well as how they arrived at this point. Mr. Slater talked about high capacity transit, as well as explained what it means. He also pointed out things that were considered in choosing Alternative 11. The presentation showed that the midtown corridor is really the core of the MATA system. They put together some goals and objectives as well as worked with stakeholders and MATA staff and Board to come up with these objectives. Mr. Slater stated they ended up with about 26 alignments, but in doing a pre-screening, the alignments went down from 26 to 16. After that, they went through a Tier 1 screening, which reduced the alignments to seven. The Locally Preferred Alternative 11, would add service between the University of Memphis and downtown. This alternative would serve best in terms of ridership, and would best meet all the criteria that were set. Ms. Bland asked if those enhanced stations would be remodeling existing stations. Mr. Slater stated they would be entirely new stations. Mr. Slater talked about the cost breakdown as well. There were a number of questions from the Board. Mr. Pickard had a concern about the life span of the buses running that many hours a day. Mr. Slater stated that the life span for buses is 12 years at \$500,000 miles. Ms. Bland asked how they came up with the average daily ridership. Mr. Slater stated this was determined by a number of factors and he explained some of those factors. They used FTA's preferred method. Ms. Bland asked if we have any other options regarding funding opportunity. Mr. Lancaster stated that the TIGER grant originated in 2009 and has been recurring every year; however, this may be the last year. It has been very successful and has a lot of benefits. Mr. Vergos asked if we could mix and match the money if we indeed receive the \$20MM. Mr. Lancaster stated it is somewhat complicated, but funding of specific budget items may be more flexible.

Mr. Garrison made a scenario from the Main-to-Main grant and stated that there is some flexibility if it is in the scope of the Main-to-Main project. Mr. Lipinski stated the probability of getting a TIGER grant is tough to get. Mr. Lipinski asked what is the local match on this as opposed to federal funds. He also asked what's the backup if we don't get the TIGER grant? Mr. Lancaster stated that would be the Small Starts process. *Ms. Taylor moved that the resolution be put on the floor for continued discussion. Ms. Bland seconded the motion.* Mr. Lancaster introduced John Zeanah, Deputy Director of Planning for Memphis and Shelby County. Mr. Zeanah is the lead person on the TIGER grant submission for the City of Memphis. Mr. Zeanah reiterated that this could be the last round for the TIGER grant. We would like to leverage as much federal money as we can particularly for transportation investments. This is something that the new Mayor's administration is very interested in. Mr. Doug McGowan, COO is the one who set the tone for this round by making transit a priority for our city, and we really appreciate the opportunity to work together with MATA and pull together a number of different components into this application. The key focus on all of this is to be able to connect people, places and jobs. The deadline for the grant is Friday, April 29, 2016. The project announced is around \$87MM and includes all four of these components in the total cost. This actually includes a lot of money that we already have in either other federal, state local dollars. The TIGER portion is going to be \$19.6MM, the other federal money is more like \$50MM and the remaining amount is local, in which our local match is 17%. Mr. Vergos was concerned that the University of Memphis was not mentioned and it is a key piece. He feels that at least a statement to that effect should be included in the application. Mr. Zeanah mentioned that they did mention in the application that we have educational opportunity all along the corridor. The Resolution today is just for selection of the top ranked Alternative, which is Alternative 11. Mr. Pickard asked about the final report. Mr. Garrison stated that it is near completion, and Mr. Lancaster stated probably within the next month. Mr. Gibson stated that he had attended some of the meetings around the planning of this and everyone has done a great job. However, he explained to the Board why he would not be supporting this Resolution. Mr. Gibson stated his concern with referring it to BRT when it does not meet all those criteria and could possible set us up for embarrassment; he is not sure about what this route does for us that the #50 and #5 don't already do; with all the issues that we have, he feels that \$90MM investing in trolleys and downtown corridor and midtown at this point is a mis-prioritization. He applauded the group for their hard work; however, this is his opinion. **Resolution No. 16-14 passed with a majority votes, and one nay from Andre Gibson.**

**2. Resolution to Award a Contract for Rail Safety Support Services -
Res. No. 16-15**

Discussion: Mr. Garrison, CEO presented this resolution to the Board. This contract is to get the consulting services, using our grant dollars to get the safety certification and seven program elements and criteria to be completed to get the trolley system back on line. Mr. Garrison stated this is a sizeable contract. We did go out for bid and had a couple of successful bidders. The recommended bidder, although the dollar amount is high, this is for six months plus period along with all the leading consultants along with this group. They have had success where no one else in the country has had in getting a New Start, doing safety certification and getting street cars up and running.

It is our recommendation to put this resolution forth to allow us to negotiate to award this contract. *Mr. Pickard moved that the resolution be put on the floor for discussion. Mr. Lipinski seconded the motion.* There were a number of concerns regarding this resolution, which led to a set of questions that staff would get back to the Board with before approving this resolution:

Questions & Concerns:

- Mr. Pickard requested a copy of the RFP and any backup memo that explains more in detail what it means, and what they are doing for \$764,000.00. How we are moving forward with no plan for the trolley yet.
- Mr. Pickard requested when sending out RFP's they be sent to the Board so that they can evaluate and read them while the firms are responding so they can be better educated when they are asked to make a decision. Mr. Pickard would like to see the proposals as well. He stated that he has always been concerned with the amount of money spent on refurbishment.
- Mr. Gibson would like a justification of the uncertainty of where MATA will be within the next six months regarding the trolleys. After the safety certification, what's next to getting the service back up?
- Mr. Vergos would like to see the bios of all principles in the firm; How many (if any) of their people worked for FTA; How long they were with FTA, and their role; How much money have we spent on consultants. How long they have been in business; what they specifically do regarding the startups.

Mr. Vergos moved to table this resolution until the next Board Meeting to get more information about the applicant, the scope of service, the evaluation process and as much of the information requested from the comments made by the Board as possible. Mr. Pickard seconded the motion. Res. No. 16-15 was tabled until the next Board Meeting.

3. Resolution Authorizing Free Fares for all Customers with Bicycles that Ride Transit on May 20, 2016 - Res. No. 16-16

Discussion: There was no introduction or discussion on this resolution. Mr. Pickard moved that Resolution No. 16-16 be approved. Mr. Lipinski seconded the motion and the resolution was unanimously approved

4. Resolution to Extend Contracts with Apperson Crump and Glanker Brown for Legal Services - Res. No. 16-17

Discussion: Resolution No. 16-17 replaced Resolution No. 16-13.

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FINANCE REPORT

Gil Noble

March 2016

Mr. Noble reported that from the revenue for the nine month through March, we are down \$4.5MM from budget due to a delay in drawing down federal #5307 funds - which were not yet available for draw-down. The City provided MATA some bridge funding of \$3MM at the end of March and, not yet reflected in March, they provided an additional \$3 million in late-April. This report includes a chart that shows the timing of federal operating funds in recent years - which for this year are still not received as of the last week in April. The preceding two years MATA received these funds on April 9th.

The report showed quarterly comparison between the quarters of this year and the budget and the prior two years. In the March quarter, similar to the preceding quarters, Salaries/Healthcare cost was below budget, which was offset by Services & Materials which were above budget. A lot was spent on facilities work, and in trying to get the trolleys back. Overall expenses have been right on budget. There were no questions from the Board.

SPEAKERS:

Ms. Cynthia Bailey - Memphis Bus Riders Union Organizer

Three Items to bring before the Board:

- 1) Expressed her appreciation with the possible purchase of 9 - 12 buses
- 2) Green Route - Will there be a charge of \$2.35 to go to West Memphis and back starting May 1st. It is not on the proposed route changes.
- 3) When will the MATA schedules and route be ready?

Mr. Lancaster stated that the schedules are at the printers now and should be coming out shortly.

Mr. Bobby Brent - 858 Dallas, Memphis, TN -

Mr. Brent was not present for the meeting, but left a comment card with staff before the meeting because he wanted MATA and the Board to know that the lady driver on the 52 Jackson is a great driver and she should be commended.

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OLD/NEW BUSINESS:

Ms. Roquita Williams stated that this week is Railway Safety week asked for the Board's to review the Rail safety tips that were included in their binders. Ms. Williams also asked the Board and staff to go online and take the safety pledge and share them with others to assure that the Rail safety message gets out to the public. She also stated that they will go out to schools to talk to students about railway safety tips as well.

Mr. Pickard asked if there are any updates on the Chief Communications Officer's position. Mr. Garrison stated that the selection has been narrowed down to three candidates, and one-on-one interviews are being scheduled. There have been phone interviews, as well as skype, so we are very close to making a decision.

Mr. Gibson stated that he works very closely on the topic of minority and women owned businesses. He asked is we could have a discussion about MATA diversity spend at one of the Board Meetings to talk about our DBE and how we set the goals as well as where we stand. Mr. Garrison stated that is part of our budget presentation to talk about that. Mr. Garrison will get with Mr. Gibson for more discussion on this topic. Mr. Gibson asked about the CEO's Report. Mr. Garrison stated that he anticipated a long discussion on two of the agenda items, and for the convenience of the Board Garrison will email the CEO Report out to the Board.

The next Board Meeting is May 24, 2016, 3:30 p.m. at 1370 Levee Road. Mr. Vergos move that the meeting be adjourned. Mr. Pickard seconded the motion and the Board of Commissioners Meeting was adjourned.

Mr. Andre Gibson
Vice 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.

Mr. Andre Gibson moved that Resolution 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.



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

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

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

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 16-18

RESOLUTION TO ENDORSE NATIONAL "DUMP THE PUMP" DAY IN
MEMPHIS, TN ON JUNE 16, 2016

WHEREAS June 16, 2016 marks the 11th Annual National Dump the Pump Day as a day that encourages people to ride public transportation to save money, protect the environment, reduce our dependence on foreign oil, and improve the quality of life for all Americans.

WHEREAS people who ride public transportation can save, on average, more than \$9,000 per year, based on today's gas prices and the average unreserved parking rate;

WHEREAS for every \$1 invested in public transportation, \$4 is generated in economic returns;

WHEREAS U.S. public transportation use saves 4.2 billion gallons of gasoline per year – the equivalent of 900,000 cars filling up every day;

WHEREAS public transportation saves 646 million hours in travel time, which in turn, reduces stress and decreases congestion on our busy roadways; and

WHEREAS, Memphis Area Transit Authority will join with public transportation systems across the country and participate in the 11th Annual National Dump the Pump Day on June 16, 2016 by encouraging citizens to ride public transportation; and

WHEREAS, in appreciation of all public transit customers in Memphis; and

WHEREAS, MATA staff recommends a celebration, June 16 to sincerely thank customers for their daily support; and

WHEREAS, staff recommends Transportation Fairs with refreshments and giveaways for customers on June 16 from 9am -11 am, 12 pm – 2pm and 3pm to 5pm at MATA's transit centers; and

WHEREAS, staff recommends lowering the rate of 7-day passes on June 16 from Adult \$16.00 to \$12.00, from Student \$13.00 to \$10.00 and from \$8.00 to \$5.00; and

WHEREAS, staff recommends a reduced fare of 25 cents on fixed route, trolley and MATApplus for all customers on June 16.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MEMPHIS AREA TRANSIT AUTHORITY Authorizes the staff to hold three Transportation Fairs with refreshments and giveaways at MATA's three transit centers on June 16, lower rates for 7-day passes on June 16 and to offer reduced fares on June 16 on National Dump the Pump Day.

Motion Made By: Shelia Williams SECONDED: Andre Gibson

YEA: Sean Healy; Charles Pickard; Martin Lipinski; John Vergos; Shelia Williams; Andre Gibson; Kristen Bland; Lauren Taylor

NAY: None

Approved: May 24, 2016

Absent at Time: Roquita Williams