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**MEMPHIS AREA TRANSIT AUTHORITY**

1370 Levee Road  
Memphis, TN 38108

[www.matatransit.com](http://www.matatransit.com)

Gary J. Rosenfeld  
Chief Executive Officer

**Board of Commissioners**

Dr. Martin Lipinski, Chair  
Shelia Williams – Vice-Chair

Kristen Bland  
Michael Fulton  
Edward Stephens, III  
Janice Holder

Robert Clark  
Michelle McKissack  
Anton Mack

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**Board of Commissioners**

**Regular Meeting**

**AGENDA**

**Tuesday October 26, 2021**

**2:30 PM**

- |      |  |                 |
|------|--|-----------------|
| I.   | Call to Order  | Martin Lipinski |
| II.  | Board Roll Call  | Linda Eskridge  |
| III. | Approval of Minutes  | Commissioners   |
|      | a. September 28, 2021 – Regular Board Meeting                        |                 |
| IV.  | CEO Report   | Gary Rosenfeld  |
| V.   | Consent Agenda Items   |                 |
|      | a. Resolution Authorizing the Disposal of Obsolete/Surplus Vehicles: |                 |
|      | - <a href="#">Resolution No. 21- 38</a>                              | Gary Rosenfeld  |
|      | - <a href="#">Exhibit A</a>  |                 |

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Note: Due to the Declarations of Emergency by the President of the United States, the Governor of Tennessee, and the Mayor of the City of Memphis because of the COVID--19 pandemic, the Memphis Area Transit Authority Board meetings will be conducted by electronic means of communications for the Duration of the emergency. You can obtain streaming information at [www.matatransit.com](http://www.matatransit.com).

- VI. Procurement Item(s)
  - a. Resolution for the Purchase of up to 50 new side-loading Wheelchair Accessible Vans: Gary Rosenfeld
    - [Resolution No. 21- 39](#)
    - [Information Memo](#)
  - b. Resolution to Award a Contract to Southern Tire Mart, LLC to Purchase Three-Year Supply of New Transit Tires: Gary Rosenfeld
    - [Resolution No. 21- 41](#)
    - [Information Memo](#)
  - c. Resolution to Authorize entering a lease for office space in Downtown Memphis to support operations and administration: Gary Rosenfeld
    - [Resolution No. 21-42](#)
    - [Information Memo](#)
- VII. Service and Development
  - a. Resolution to Approve Service for Seniors Funded by the Aging Commission of the Mid-South: Gary Rosenfeld
    - [Resolution No. 21- 40](#)
  - b. Resolution to Award a single source contract to TransLoc for Ready service expansion: Gary Rosenfeld
    - [Resolution No. 21-43](#)
    - [Information Memo](#)
  - c. Resolution to Award a contract to Dean and Associates for Legislative Advocacy Service:
    - [Resolution No. 21-44](#)
    - [Information Memo](#)
- VIII. Finance Agenda Items
  - a. September Financial Report Bernhard Rudolph
- IX. Acknowledgement of Public Comment Gary Rosenfeld
- X. Old or New Business
  - a. Funding Martin Lipinski
- XI. Adjournment Martin Lipinski

**The Next Regular Meeting of the  
MATA Board of Commissioners  
Will be:  
TBD**



Minutes of the Regular Board Meeting

September 28, 2021

**3:30 P.M. Scheduled Session**

**CALL TO ORDER:** The Board of Commissioners in-person Meeting was called to order by Chairman Martin Lipinski at 3:30 p.m. on Tuesday, September 28, 2021.

**Roll Call:** Martin Lipinski; Janice Holder; Michael Fulton; Edward Stephens; Anton Mack; Shelia Williams

**Absent:** Robert Clark (virtual); Michelle McKissack (absent); Kristen Bland (absent)

**These minutes record the agenda items and the actions taken by the Board of Commissioners on such items. The full text of the resolutions and supporting documents, including an audio recording of the Commissioners deliberation are filed and maintained in the Office of the Board Secretary located at 1370 Levee Road, Memphis, TN 38108. The original resolutions adopted by the Board of Commissioners shall control in the event of any conflict between the description in these minutes and the original documents and/or resolutions.**

**Approval of the Regular Meeting Minutes of September 28, 2021:**

Motion: Edward Stephens  
Second: Janice Holder  
Ayes: Lipinski, Holder, Fulton, Williams, Stephens, Mack  
Nays: none  
Results: Motion PASSED

**Resolution to Approve November 2021 Service Improvements (Resolution 21-42)**

Motion: Shelia Williams  
Second: Janice Holder  
AYES: Lipinski, Holder, Fulton, Williams, Stephens, Mack, Williams  
NAYS: None  
Results: Motion PASSED

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**Acknowledgement of Speakers Comments:**

To: The MATA Administration

From : Johnnie Mosley, Founding Chairman, Citizens For Better Service

Date: September 19,2021

Subject: November 2021 Service Changes

I have reviewed the proposed November 7<sup>th</sup>'s Service Redesign Plan. I conclude that this is one of the worst plans I have seen from MATA in nearly thirty years. I do not believe that the proposed service plan is in the best interest of bus riders. More specifically, I am opposed to the part of the plan in which MATA is calling for the eliminations of fixed routes in Boxtown ,Northaven, and New Chicago.

I believe that it is absurd for MATA to get rid of fixed routes and ask the people in underserved neighborhoods to place their faith in the on-demand service , including the Ready Service! funded by a one-year Federal grant with no promise of future funding. I believe that it is ridiculous to call the Ready ! service a success with deceptive numbers. These numbers are deceptive because riders have been using the service without paying fares . How will the numbers look when bus riders must pay fares for the service? Show me the real numbers when the Ready! Service is not free and Ready! Service is up for evaluation in 2022.

A few months ago, MATA promised that the Ready Service will not be used as a transit tool to eliminate the 38 Boxtown. But sadly, if MATA goes along with its current proposal , MATA will be showing ,once again, why the word of MATA is not any good.

I am disappointed in the slick tactics by MATA to rob bus riders of their dignity by robbing them of their transportation. If Mr. Lancaster can recall, two years ago, a retired MATA Bus Driver submitted a plan to MATA to solve the problem of low ridership in Boxtown and Westwood with Route 12. If MATA had implemented the plan, it not only would have solved the problem of what MATA called a low ridership but allowed MATA to save money. Although the plan received great reviews from some of the MATA officials, MATA has not done a thing with the plan. I have pictures of the plan if MATA has lost the original copy. It is a great plan and should be implemented with "all deliberate speed."

Furthermore, as of today, the 38 Boxtown and the 69 Winchester are literally running the same routes at the same times . Therefore, If the so-called low ridership on the 38 Boxtown is a problem for MATA, the continuation of the 69 Winchester along its current route will also solve this problem . Based on the current proposal, I see a MATA that is not concerned about doing the right thing. I see a MATA that is not truthful to its word and committed to treating bus riders as though they are beneath MATA officials. I am available to further discuss my concerns with the MATA officials. But MATA must do better. Thank you for reading these comments.

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To: MATA Board of Commissioners

From: Mr. Sammie Hunter, Co-Chair, Memphis Bus Riders Union

Date: September 25, 2021

Subject: Comments on Resolution to Approve November 2021 Service Improvements

I am not a fan of the proposed changes to eliminate the 38 Boxtown, 6 Northaven , 31 Firestone and the 82 Germantown. Several months ago, I was at that April's meeting at the Mount Pisgah Baptist Church when Mr. Rosenfeld stated that MATA would not eliminate the 38 Boxtown . There is no way that the MATA Board can expect me or bus riders to trust anything that come out the mouths of MATA officials if have the person in charge at MATA can not keep his word. I along with several people at the meeting asked Mr. Rosenfeld whether he would cut the 38 Boxtown and replace it with the on-demand service . Mr. Rosenfeld looked me in the eyes and said "No".

I was taught a long time ago : Your word is your bond. But I see that is not true when it comes down to the MATA CEO. The Memphis Bus Riders Union and Citizens For Better Service have been talking and meeting with bus riders all over Memphis. I can assure you that the bus riders are not happy with the way MATA has been treating them. They are not happy about being stranded at bus stops and being late to work and school. They are calling for a change in the MATA administration.

I join them in their frustrations, and I believe a change in the current leadership is in order. But first thing first. The MATA Board should hold the MATA administration accountable to their promise to the Boxtown community. Since they were told by Mr. Rosenfeld that the one-year pilot on demand service program would be an option , not a replacement to the 38 Boxtown, the MATA Board should hold the administration to it word.

The MATA Board should send the MATA administration back to the drawing board and mandate them to work on a proposal that is customer friendly. I am sick and tired of MATA destroying the lives of bus riders just because they are given permission by the MATA Board to do so. I am sick and tired of listening to bus riders telling me that they do not trust MATA because MATA has let them down too many times. If you think bus riders are the only ones upset, there are employers who are just as upset with MATA because their employees cannot get to work on time or at all. If MATA continue to operate in the manner it is running, MATA will run people away from the buses.

The taxpayers do not want to fund a public transportation system which provide elementary service. The MATA Board should be embarrassed with the proposal before you. I urge you to reject it and demand the administration to do a better job in providing accessible bus service.

Thank you.

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To: MATA Board of Commissioners  
From: Johnnie Mosley, Founding Chairman, Citizens For Better Service  
Date: September 27,2021  
Subject: Comments on Resolution to Approve November 2021 Service Improvements

As I observed the actions of the current MATA leadership over the past few years, as I think about the bus riders who are worrying about losing their fixed routes because of MATA'S Fall 2021 Service Redesign Proposal, I cannot help but conclude that the spirit of the late Memphis Mayor Henry Loeb is taking over the Memphis Area Transit Authority. Mayor Loeb was and is the reason why thirteen hundred sanitation workers, including my own father, was forced to marched for dignity in 1968. If Mayor Loeb had just listened to the concerns of 1300 sanitation workers, Memphis would not be known as the city where civil rights leader Dr. Martin Luther King, Jr was assassinated while helping sanitation workers fight against discrimination, segregation, and humiliation.

I reject the false superiority notion cited in MATA's Resolution No.21-42 : "There will be no adverse effects, potential disparate impacts, or disproportionate burdens to minority or low-income populations associated with these proposed service changes" in the Fall 2021 Service Redesign Proposal.

I am convinced that if the MATA administration is so eager to treat bus riders like dirt , the MATA administration should know that MATA does not have the right to treat bus riders and neighborhoods like garbage. If the MATA administration wants the board to eliminate the fixed bus routes in Boxtown, New Chicago , Northaven and other underserved neighborhoods, I propose that the MATA Board eliminate the positions of MATA officials who wants the board to do their dirty work for them. I believe it is morally wrong for MATA to force the on-demand service down the throats of the Boxtown and Westwood Communities after the MATA CEO stated in April 's public meetings at the Mount Pisgah Baptist Church that he would not do so. Although MATA CEO declares Ready a "surprising success", The MATA CEO knows the number he cites as proof of success is based on "free rides". If he tells the truth, he will tell the board that history has shown that the popularity of on demand service is temporary and on-demand service projects like the one he is cheering about have failed all over the country. Therefore , he has only funding for Ready 's on-demand service for one year with no guarantee of future funding.

I, respectfully, ask the MATA Board to send a strong message to the MATA administration that the MATA Board will not tolerate the disrespect of bus riders as well as the erosion of trust between MATA and citizens who are bus riders as well as non-bus riders.

If there is a shortage of drivers at MATA, MATA should work with the union and seek the help of drivers from private transportation companies . If there is a shortage of mechanics, MATA should hire mechanics who are willing to moonlight on their off days. If there is a problem with



low ridership on various fixed routes, MATA should increase the frequencies, or listen to the ideas of retired MATA operators such as Lonnie Britton, bus riders, advocates of bus riders to reroute current fixed routes through those areas, so no rider is left behind. If MATA is broken than the Ten Commandments, as MATA claims, MATA should streamline the administration.

As founding chairman of Citizens For Better Service for nearly thirty years, I know that MATA is facing challenges like transportation systems around the country. But these challenges should be met with servant leadership, not excuses, deceptions and untruths.

Thank you for listening to these comments.

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To: MATA Board of Commissioners

On behalf of the Boxtown Community and those communities who will be affected by the proposed bus cuts that MATA is proposing, I would ask that you revisit this proposed change and consider all options while putting the needs of each community first in your decision making.

The bus that covers our neighborhood, the 38 Boxtown, is apparently, once again, on the chopping block for elimination. During a meeting held by MATA officials this year at Mt. Pisgah Baptist Church, we were assured by your CEO, Gary Rosenfeld, that the On-Demand 1-Year Pilot Program would not be used to replace our 38 Boxtown. Now here we are in September discussing the elimination of the bus that services our community and other buses in the Memphis Metro area.

When did we get to a point where we can't trust what MATA officials are telling us? Do you, Board of Commissioners, have to be in a position of someone depending on the bus line for service to understand that this is an essential part of life for some people. Who should we hold accountable for the misinformation that has been coming from MATA officials concerning eliminations of buses.

I am shocked and appalled at this ongoing, back and forth, threats of eliminating our buses.

We ask that management at MATA do their job or that they be replaced with competent leadership most deserving of the citizens of Memphis and the Boxtown Community.

I am requesting that this letter be read: Resolution No. 21-42 (Resolution for the Service Proposal).

Respectfully,

Marcella Shepherd, Vice President  
Boxtown Neighborhood Association

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MATA Board of Commissioners,

Dear Board,

In lieu of the present proposed changes to your transportation services I am submitting the following:

**# 1** Reinstatement of all bus stops and route signs along the Lamar (36 routes) and Getwell (8 route) corridors both inbound and outbound.

**Proposal:** Route stops along with route signs have been removed causing passengers to walk longer to get to other stops. Although Lamar and Getwell are business corridors there are numerous neighborhoods located behind these corridors that house people who utilize public transportation. A lot of these passengers are people 55 and older. Walking two to three blocks away from their neighborhoods to get to a route stop is physically and emotionally draining. example: There is no stop outbound between Lamar and Trezevant before the stop at Lamar and Kerr St. There was a stop between these two streets but they have been removed.

**# 2** Reinstate the 56 Lamar route.

**Proposal:** This was one of the most utilized routes by your company. I don't understand how it could have been eliminated with the amount of passengers it serviced. It also cut some transfer times for passengers that needed access to Union Avenue.

**# 3** Update the route signs at the transits so that people who frequently use your service can be aware of where to board buses.

**Proposal:** If you review the signs for routes at the Hudson Transit Center the signs do not contain all buses and where to board (which side of the transit center). Yes, we can ask if the customer service center is open and operational. However, if you are trying to board outside their times you have no idea where to board a bus until it comes which may mean crossing the center to board, possibly missing your bus. Larger signs should be placed higher at the Airways and American Way Centers for better viewing.

**# 4** Place extra stops along 36 Lamar route between Pauline, Eastmoreland, Union and Court Ave.

**Proposal:** Going inbound there is no stop between Pauline and Eastmoreland to Pauline and Madison Ave. Outbound there is no stop between Pauline and Court to Pauline and Eastmoreland. Going inbound, the 1 Union connects at Union and Pauline but passengers have to walk from Eastmoreland to Union or Madison back to Union to board. Due to route times this does not give the passenger enough time to make it to the stop at Union and Pauline to connect with the 1 route.

Going Outbound there is no stop at Pauline and Madison making passengers walk back to Court from Madison to board or try to make it to Pauline and Eastmoreland to board.

I'm therefore proposing that a route stop be placed inbound at Union and Pauline, and stops placed outbound at Pauline and Madison and Pauline and Union before the Eastmoreland stop.

**# 5** Last year an email was sent requesting a bench to be placed in front of the Kroger grocery on Union Ave. I was told that this would be submitted and was later told that the request would be honored but this request has not taken place.

**Proposal:** When will a bench be placed on Union and Evergreen in front of the Kroger grocery (1759 Union Ave)?

**# 6** Stops have been eliminated along the Union corridor. Place a route stop along Union between Cleveland to Union and Keating.

**Proposal:** I am proposing that a route stop be placed outbound on Union at Watkins Ave. There is a stop inbound at this location but there is no stop outbound causing passengers to walk from the Regions Bank or 1470 Union office building back to Cleveland or up to Keating to board a bus. Once again, longer walking times for passengers.

**# 7** Not only have stops been removed but changes have been made, and continues to be made (current board proposals) for longer route times between buses. Currently, there have been times when buses did not show, therefore causing passengers to wait an extra hour or so for service. Times have changed from 1 hr to 90 minutes creating longer wait time should buses not show. Please keep in mind that along 90% of routes there is nowhere for passengers to sit or be able to rest between buses along these corridors.

**Proposal:** I propose that route times be shortened, instead of lengthened for more flexibility in route connections and that more benches be installed among your routes.

Thank you for your time and attention to these proposals.

Ms Kathy Shields,  
Memphis Resident and Frequent Transit Rider  
901-743-0841

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All-,

Memphis 3.0 Rapid Transit is a complete failure. A total waste of money.

After participating in all three virtual meeting for the November 2021 Service Changes, all I heard from Mr. John Lancaster was conflicting arguments as to why bus #19 Vollandine can't be restored to service TCAT on Alabama Street.

According to Mr. Lancaster it is only a few hundreds feet (s short 5 minutes walk) from Poplar and High Street to High Street and Alabama. The same is true for the UofM. However, the 50 Poplar was rerouted to Central.

Mr. Lancaster later gave the argument of safety concerns for students at the UofM.

Likewise there is safety concern of many homeless men hanging around the Poplar an High Street bus stop, including the danger of crossing Poplar for outbound 50 Poplar buses at High Street.

Mr. Lancaster, also used cost has a factor for not restoring bus services directly to TCAT.

Apparently, cost was not a concern when rerouted the 50 Poplar to Central Avenue for UofM students.

Mr. Lancaster has offered me a few VIA passes for the Groove On Demand Services. This does nothing when I will be attending TCAT for at least another 14-16 months five days a week. I would need Groove service twice a day (to/from) a few passes will do nothing to address the real problem of bias, and lack of concern MATA has for it most vulnerable riders who lack other means.

Mr. Lancaster disposition exemplifies a racist attitude. Here is a White man who does not has rely on MATA for no bus services. Earns a 6 figure salary telling me a Black woman how far is not to far to walk and only willing to give me a "few" complementary Groove Shuttle tickets. Here is a White man who show no concern for my safety at a bus stop surrounded by homeless men.

RESTORE THE #19 VOLLENTINCE TO TCAT ON ALABAMA STREET.

Sincerely,

Janice Mondie, rider and student

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I live near the Wolfchase Galleria and am in favor of Route 400-Wolfchase Express being reinstated because that is the only way that I can get to and from the Memphis Veterans Affairs Medical Center at 1030 Jefferson Avenue in order for me as a Veteran to be at the Hospital from 8:00 AM to 5:00 PM.

**Add: From Robert Truax (robertletruax@gmail.com)**

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I live near the Wolfchase Galleria and am opposed to the discontinuation of Route 82-Germantown because that is the way I get to and from the Germantown Public Library.

**Add:** From Robert Truax ([robertletruax@gmail.com](mailto:robertletruax@gmail.com))

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**MEMPHIS AREA TRANSIT AUTHORITY BOARD  
OF COMMISSIONERS**

**RESOLUTION 21-38**

**Resolution Authorizing the Disposal of Surplus/Obsolete Vehicles**

**WHEREAS,** The Memphis Area Transit Authority (MATA) has surplus/obsolete vehicles that are no longer useful to the Authority; and

**WHEREAS,** MATA has listed in Exhibit A vehicles that are considered surplus/obsolete; and

**WHEREAS,** It is in the best interest of MATA to dispose of the surplus/obsolete vehicles shown in Exhibit A; and

**WHEREAS,** Said surplus/obsolete vehicles shall be disposed by vendor credit, written bids, electronic bids, trade-in, FTA transfer, negotiated sale price or by public auction; and

**WHEREAS,** If MATA is unsuccessful in disposing of said items in the manner stated above, then they may be donated to a non-profit organization, a local government entity or agency, or disposed; and

**WHEREAS,** Staff recommends that personnel employed by Mid-South Transportation Management, Inc. or RATP Dev USA, Inc. not be permitted to bid on any of the items sold by MATA.

**NOW, THEREFORE, BE IT RESOLVED** BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS is hereby authorized to dispose of the surplus/obsolete vehicles by vendor credit, written bids, electronic bids, trade-in, FTA transfer, negotiated sale price or by public auction.

**BE IT FURTHER RESOLVED** That personnel employed by Mid-South Transportation Management, Inc. or RATP Dev USA, Inc. not be permitted to bid on any of the items sold by MATA.

**BE IT FURTHER RESOLVED** That if the methods of disposing of the surplus/obsolete vehicles are unsuccessful, they may be donated to a non-profit organization, a local government entity or agency, or disposed.

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**EXHIBIT A**  
**VEHICLES TO BE DISPOSED**

<b>MEMPHIS AREA TRANSIT AUTHORITY</b>					
Excess/Obsolete Fleet					
As of September 23, 2021					
<b>Fleet Number</b>	<b>Description</b>	<b>Vehicle Identification Number</b>	<b>Last Odometer Reading</b>	<b>Criteria</b>	<b>Notes</b>
234	2016 Ford Champion E450	1FDFE4FS0GDC33144	174,018	4/100	
237	2016 Ford Champion E450	1FDFE4FS7GDC22450	147,221	4/100	
241	2016 Ford Champion E450	1FDFE4FS6GDC33150	148,482	4/100	
242	2016 Ford Champion E450	1FDFE4FS9GDC49035	140,135	4/100	
244	2016 Ford Champion E450	1FDFE4FS4GDC49038	170,804	4/100	
408	2003 GILLIG 40'	15GGD291031073161	517,940	12/500	
422	2010 GILLIG 40'	15GGD2719A1177549	553,873	12/500	
424	2010 GILLIG 40'	15GGD2717A1177551	615,059	12/500	
427	2010 GILLIG 40'	15GGD2712A1177554	590,528	12/500	
430	2010 GILLIG 40'	15GGD2714A1178379	562,163	12/500	
434	2010 GILLIG 40'	15GGD2716A1178383	569,852	12/500	
436	2010 GILLIG 40'	15GGD271XA1178385	503,777	12/500	
457	2014 GILLIG 40'	15GGD2717E1184439	369,507	12/500	Accident Damage
2001	2007 GILLIG 29'	15GGE301771090836	530,696	10/350	
4003	2010 GILLIG 40' Hybrid	15GGD301XA1177799	518,799	12/500	
4012	2012 GILLIG 40' Hybrid	15GGD3010C1181315	513,567	12/500	
5001	2010 GILLIG 35' Hybrid	15GGB3019A1178397	548,427	12/500	

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**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 21-39**

**RESOLUTION FOR THE PURCHASE OF UP TO 50 NEW SIDE-LOADING  
WHEELCHAIR - ACCESSIBLE VANS**

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

**WHEREAS**, MATA need to purchase up to 50 new side-loading wheelchair-accessible vans for MATAPlus service and the Ready Service Project; and

**WHEREAS**, MATA will purchase up to 50 new side-loading wheel-chair accessible vans off of the State contract; and

**WHEREAS**, MATA has capital funds available for this procurement; and

**WHEREAS**, MATA recommends the purchase of up to 50 new side-loading wheelchair - accessible vans off the State contract at a price of \$90,000 each for a total not to exceed \$4,500,000.

**NOW, THEREFORE, BE IT RESOLVED** BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That MATA purchase up to 50 new side-loading wheelchair-accessible vans at a total cost not to exceed \$4,500,000 based upon the unit prices stated above.

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

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**TO:** The MATA Board of Commissioners

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

**DATE:** September 28, 2021

**SUBJECT:** Purchase up to 50 New Side-Loading Wheelchair – Accessible Vans

MATA proposes to purchase up to 30 new side-loading wheelchair-accessible vans for MATAPlus service. Ten of these vehicles will replace the MATAPlus vehicles that have met their useful service life and 20 will be new vehicles. The Ready Service Project will receive 20 new vehicles.

There was no DBE goal assigned since FTA regulations require Transit Vehicle Manufacturers (TVM) to submit their own goals to FTA and be on FTA's TVM list.

MATA will purchase up to 50 new side-loading wheel-chair accessible vans off the State contract.

MATA recommends the purchase of up to 50 new side-loading wheelchair - accessible vans off the State contract for a cost of \$90,000 each for a total cost not to exceed \$4,500,000.

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**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 21-40**

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

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

**WHEREAS**, The Aging Commission of the Mid-South has agreed to reimburse MATA up to \$82,000 with federal funding for the provision of transportation service for persons aged 60 and older through a contract with Shelby County Government; and

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

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

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

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That MATA may begin the operation of this service with an effective start date of July 1, 2021, through June 30, 2022.

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

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**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 21-41**

**RESOLUTION TO AWARD A CONTRACT TO SOUTHERN TIRE MART, LLC TO  
PURCHASE THREE-YEAR SUPPLY OF NEW TRANSIT TIRES**

**WHEREAS**, The Memphis Area Transit Authority (MATA) is required to maintain an inventory of new transit tires to ensure efficient and continued operation of its fleet and support vehicles; and

**WHEREAS**, MATA issued an Invitation for Bid (IFB) for companies to provide new transit tires for a three-year period and two responsive and responsible bids were received; and

**WHEREAS**, Staff has reviewed the bids received and recommends that a three-year contract be awarded to Southern Tire Mart, LLC at a cost not to exceed a three-year total of \$500,384.50.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS**, That a contract be awarded to Southern Tire Mart at a cost not to exceed \$500,384.50 for the purchase of a Three-Year Supply of New Transit Tires.

**BE IT FURTHER RESOLVED** That the Chief Executive Officer, Chairman, and Vice-Chairman be authorized to execute all documents for the contract.

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**TO:** MATA Board of Commissioners  
**FROM:** Gary Rosenfeld, Chief Executive Officer  
**SUBJECT:** IFB 21-13 Three-Year Supply of New Transit Tires  
**DATE:** September 28, 2021

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MATA's Maintenance department keeps an inventory of various tires for all MATA vehicles. This procurement is to secure product for the next three-years for the ever-changing vehicle fleet.

This procurement was issued based on MATA's standard procurement guides. The IFB was sent to eight vendors, formally advertised to local publications and posted to MATA's website and. The goal for participation for DBE was set as 0%. Since this solicitation is requesting specialized services with limited opportunities for subcontracting a DBE goal was not assigned.

Two responsive and responsible bids were received. After reviewing the bids, MATA staff recommends that a contract be awarded to Southern Tire Mart, LLC at a cost not to exceed a three-year total of \$500,384.50.

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**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 21-42**

**RESOLUTION TO AUTHORIZE ENTERING A LEASE WITH ONE COMMERCE SQUARE MEMPHIS REALTY LP  
FOR OFFICE SPACE TO SUPPORT OPERATIONS AND ADMINISTRATION**

**WHEREAS**, The Memphis Area Transit Authority (MATA) is required to maintain safe and efficient office space for administrative and operations employees; and

**WHEREAS**, MATA has initiated a renovation of its 1370 Levee Road Office Space and its 1364 Watkins Street offices to better meet the needs of operations, training, and administration; and

**WHEREAS**, On July 29, 2021, a catastrophic break in a water line at the 1370 Levee Road administration complex caused extensive damage to both floors of the administrative building; and

**WHEREAS**, The initial bids for renovation of the damaged spaces exceeded MATA's budget due to the size of the phases of the requested work; and

**WHEREAS**, MATA has had to expand its administrative staff to include several Safety positions and administrative positions for various technology projects that will be implemented within the next year and make renovations to the existing offices to improve office space and working conditions due to the COVID pandemic; and

**WHEREAS**, In the process of re-configuring the 1364 Watkins office space to accommodate training classrooms since MATA has a shortage of office space for ongoing and future operations.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS**, That a lease be entered into the One Commerce Square Memphis Realty, LP for the lease of 14,363 square feet of office space at a lease rate not to exceed of \$267,210 per year for a base lease term of 10 years.

**BE IT FURTHER RESOLVED** That the Chief Executive Officer, Chairman, and Vice-Chairman be authorized to execute all documents for the contract.

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**TO: MATA Board of Commissioners**

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

**SUBJECT: Office Space Lease**

**DATE: October 15, 2021**

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Earlier this year MATA staff had published specifications to renovate the space located at 1364 Watkins into offices to support the growing needs in space to support the growth in safety and in various systems (NGFS, CAD/AVL, ERP, EAM) along with additional training needs.

Results of that bid were far too expensive forcing MATA to seek better value for its dollars spent compared to the needs of the organizations growth pattern and stakeholder requirements.

The MATA team reconfigured the space at 1364 Watkins to become a training facility with classroom and support space to meet that need. This reconfigured training space will provide a more positive experience for new associates rather than the current location for training which is at the back of the bus maintenance facility.

This re-configuration of 1364 left a void in the quantity of office space available to meet the current and future needs of the organization.

In July, a major flood occurred in the office area due to the breaking of a one-inch water pipe that ran for several hours late on a Friday afternoon into the evening hours. The break occurred on the second floor in a restroom and flooded the second floor and the first floor in the operations area of the building. This flood and the associated damage gave us pause to consider a reconfiguration of the operations area as well. It has been over 25 years since the last re-fresh of the area was completed.

We will begin that process as part of the rehabilitation of the flooded areas. Still to be identified was the needed office space. A quick search for what started as temporary office space was undertaken. It was quickly revealed to MATA that there was adequate office space available in the downtown area to meet the needs and that the lease rates were very favorable to tenants.

The MATA team visited several sites and received lease information from two parties and selected One Commerce Square Memphis Realty LP. This package includes immediate space for temporary occupancy and a build out of permanent space.

The location of the offices will house the administration teams in the center of many of the operational routes and services that we operate.

Staff recommends the approval of the lease in the amount NTE \$267,210 for an initial base term of 10 years with renewal options available.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 21-43**

**RESOLUTION TO APPROVE SINGLE SOURCE PROCUREMENT OF  
TRANSLOC SERVICES AND HARDWARE FOR PLANNING, DESIGNING AND SUPPORT OPERATIONS  
FOR THE MOBILITY ON-DEMAND PROGRAM**

**WHEREAS**, Under MATA Procurement Manual Section 4.9 Non-Competitive Procurements, the MATA Board may declare that there is only one (1) vendor by which the organization can acquire compatible equipment, components, accessories, software, replacement parts, or service when it is deemed paramount for consideration; and,

**WHEREAS**, In Section 4.9.1 of the MATA Procurement Manual further states that “Sole source procurement is accomplished through solicitation or acceptance of a proposal from only one source that is within the scope of an original RFP or non-competitive negotiation,” as addressed in Sole Source Justification (Exhibit A); and,

**WHEREAS**, TransLoc services and hardware are currently used for MATA’s On-Demand microtransit program; and,

**WHEREAS**, MATA staff recommends that that the Board authorizes the services of planning and design in the amount of \$7850 after the final report is due;

**WHEREAS**, MATA staff recommends the purchase of hardware (six tablets) of a one-time-payment of \$3690. The on-demand software and licenses (for the six tablets) in the amount of \$2700 per month with a one-year total of \$32,400. The total annual amount for tablets and licenses is \$36,090; and

**WHEREAS**, Planning and Scheduling of MATA has determined that TransLoc, being the previous planning and design consultant for previous on-demand projects with MATA, remain the current consultant for an additional eight-months.

**WHEREAS**, Planning and Scheduling of MATA has determined that TransLoc, being the current provider for On-Demand software, license, and equipment remain the service provider for one year with the option to renew.

**NOW, THEREFORE, BE IT RESOLVED BY MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS**, That based on the information provided in the Single Source Justification for use of TransLoc as a software service provider will authorize the purchase and approve the amount of \$7850 for planning and design; and \$36,090 for software licenses and hardware associated with On-Demand project. This will bring the total for this project to \$43,940.00.



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

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**SINGLE SOURCE JUSTIFICATION FOR USE OF TRANSLOC AS A SERVICE PROVIDER  
FOR PLANNING AND DESIGNING AND FOR THE USE OF THE MOBILITY SERVICE MODELER  
MICROTRANSIT SIMULATION TOOL**

Requestor	John Lancaster, Dir. Planning & Scheduling
Contract Administrator	Shelia Maclin, Purchasing Manager
Funding Source	TBD
Contractor/Vendor	TransLoc of Durham, North Carolina
Date of Submission	October 13, 2021

**Contracting Department and Activity.** Planning and Scheduling of Memphis Area Transit Authority (MATA) seeks to contract by means of other than full and open competition for planning and designing services to include the purchase of and access to Mobility Service Modeler, a microtransit simulation tool, from TransLoc. The current system used is under the exclusive right of usership with TransLoc. MATA currently has license to use the Mobility Service Modeler. MATA is seeking to gain access to broaden the scope of usage. This document sets forth the justification and requested approval as required by 4.9 Non-Competitive Procurements (IV-10) of the MATA Procurement Manual for Single Source Procurement Justification.

**Nature of Action Being Approved.** Planning and Scheduling of MATA intend to contract noncompetitively with TransLoc of Durham, North Carolina. Planning and Scheduling intends to expand the use of the microtransit simulation software. TransLoc is the current vendor of choice for reasons such as expertise and previous experience with the planning and scheduling needs for MATA as it pertains to on-call and paratransit programs. TransLoc will focus on maintaining a higher level of mobility and access to zones 6 and 82. These Zones were discontinued and will be replaced with an on-demand microtransit service.

**Description of Supplies or Services.** Services TransLoc will provide includes analyzing existing data, offering alternate design workshops, a microtransit simulation, a 3-month and 6-month evaluation of product and service, virtual meetings, and a comprehensive final report. Attached find a detailed proposal that addresses the goals MATA set for Zones 6 and 82.

**Estimated Dollar Value.** The dollar value estimation for the planning, research, and design \$7850. This does not include the implementation of said software upon completion of assessments, planning, research, and design.

The quote for the software licenses and hardware associated with the new zones includes:

Item	Cost per item	Quantity	Total
Hardware (tablet – includes all cabling, hardware, shipping cost)	\$615.00	For 6 vehicles	\$3690.00
On-Demand Software Licenses	\$450.00/month	For 6 vehicles	\$2700.00/month

The items included are:

- Mobile app (iOS & Android) & Administrative Platforms
- Support and Ongoing Training
- Data & Cloud Hosting
- Tablet Data (4GB/device)

The total amount for the year for the licenses and hardware is \$36,090.00. The total amount for planning, research, and design to include purchase of license and hardware associated with program is \$43,940.00.

**Statutory Authority.** The proposed action may be awarded without full and open competition under the authority of the MATA Board. Section 4.9.1(a)(5),(6) concerning Sole Source indicates that the “procurement by non-competitive negotiation may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposal and at least one of the following circumstances applies:” which includes:

- The item is an associated capital maintenance item as defined in 49 U.S.C. § 5307(a)(1) that is procured directly from the original manufacturer or supplier of the item to be replaced. MATA will certify in writing to FTA: (1) that such manufacturer or supplier is the only source for such item; and (2) that the price of such item is no higher than the price paid for such item by like customers; or
- Maintenance or upgrades for software used by MATA.

**Rationale Supporting Use of Citation in Statutory Authority.** MATA requires the services of TransLoc to assist with the continuation of the development of transit data reports for future strategic planning. The purpose of addressing the mobility future of MATA. The strategic plan will address and consider launching or growth of the existing on-demand service with MATA. The simulation shall be precisely designed in coordination with MATA to include the following:

- Service areas
- Ridership profiles
- Expected trip generators,
- Ridership estimations
- Fleet configurations
- Vehicle allocations

**Other information.** Provide any other facts supporting the use of other than full and open competitive, such as: TransLoc Designing and Planning team is experienced in the areas of public transit. The current team consists of Tyler Means, ACP Senior Business Strategist with 10 years of transit experience. Means has worked with other transit agencies and has a proven track record. Austin Jude Stanion, Manager of Solutions Engineering, has five years of transit experience in areas such as the City of Los Angeles and Los Angeles County. Joe Melliere, Solutions Engineer has over 2 years of experience in areas such as On-Demand service planning in cities like Ann Arbor, Michigan, and Porterville, California. His design experience includes working directly with operators and dispatchers for those meaningful adjustments only seen by operators and dispatchers.

**Efforts to Identify Additional Sources:** This company has worked with MATA in the past on previous data compilation projects. The experience in public transit and working knowledge of transit data, designing

and planning for mid to large transit agencies proved beneficial to MATA. The previous projects that TransLoc participated and managed resulted in exemplary workmanship.

**Future Plans to Permit Competition.** MATA will investigate the possibility of new vendors after two years. The recommendation is that MATA Planning and Scheduling begin looking for new possibilities in the year 2023 to determine if the upcoming system still meets MATA's needs.

**Recommendations and Certification of Sole Source.** Based on the above, I recommend this acquisition be conducted on the basis other than full and open competition. I certify based on information provided that the digital camera and server equipment is ordered from MATA's existing provider.

\_\_\_\_\_  
**Director of Planning and Scheduling**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Contract Administrator**

\_\_\_\_\_  
**Date**

**Certifications from the Contracting Officer.** It is anticipated that the price will be fair and reasonable; a notice of intent to award noncompetitively will be posted on the MATA website for seven (7) business days. A more detailed analysis and determination is included in the pre-award memorandum. This justification is accurate and complete to the best of my knowledge and belief.

#### **APPROVALS**

\_\_\_\_\_  
**Contracting Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director of Grants and Procurement**

\_\_\_\_\_  
**Date**

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**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 21-44**

**RESOLUTION TO AWARD CONTRACT TO DEAN & ASSOCIATES FOR LEGISLATIVE ADVOCACY SERVICES**

**WHEREAS**, the Memphis Area Transit Authority (MATA) is dependent upon the federal, state, and local governments to provide the majority of its funding for its operations and capital project funding needs, and

**WHEREAS**, MATA wishes to continue pursuing legislative action for the public to support a referendum or other funding solution to provide dedicated funding source or sources to support providing reliable public transportation in Memphis and Shelby County, and

**WHEREAS**, the need to be able to assess numerous pieces of legislation that impact public transportation has grown exponentially over the last few years, and

**WHEREAS**, MATA issued an IFB for a three-year contract for legislative advocacy services to include a 7% DBE goal and received three bids; and

**WHEREAS**, Board of Commissioners for MATA supported in the past development of a governmental relations strategy to engage the necessary resources that can partner and assist with MATA with legislative priorities at the federal, state and local levels, and

**WHEREAS**, Of the three bids received two of the firms were responsive of the DBE goal and one was non-responsive. Dean and Associates was the lowest responsive and responsible bid; and

**WHEREAS**, Staff recommends that a contract be awarded to Dean and Associates for three-years at a cost not to exceed \$428,456.00

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS**, That a contract be awarded to Dean & Associates for legislative advocacy services for three-years at a total cost not to exceed \$428,456.00

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

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**TO:** MATA Board of Commissioners

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

**DATE:** October 26, 2021

**SUBJECT:** Legislative Advocacy Services

This memo summarizes the procurement process to secure a firm to provide three-year legislative advocacy services in the Memphis Area.

MATA solicited bids for this project from four vendors and the solicitation was formally advertised and placed on MATA's website. Three bids were received. They were:

- Caissa Public Strategy
- The Carter Malone Group, LLC
- Dean & Associates

Each of the bidders met the minimum standards established by the IFB. However, two firms met the 7% DBE goal.

Caissa Public Strategy was non-responsive due to the DBE goal.

The Carter Malone Group, LLC was responsive and responsible with a bid of \$614,138.00.

Year	Amount
One	194,400
Two	204,750
Three	214,988
<b>Total</b>	<b>\$614,138</b>

Dean and Associates submitted the lowest responsive and responsible bid of:

Year	Amount
One	140,000
Two	142,800
Three	145,656
<b>Total</b>	<b>\$428,456</b>

Staff recommends that a contract be awarded to Dean and Associates to provide three-year legislative advocacy services to the Memphis Area at a cost not to exceed \$428,456.00.

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