



**PURCHASING OFFICE  
PRE-PROPOSAL CONFERENCE/SITE VISITS**

**PROJECT: RFP #060126AB TRANSIT ASSET MANAGEMENT PLAN**

**LOCATION: 40 S. MAIN STREET, SUITE 1200, MEMPHIS, TN 38103**

**NOTE: ALL ATTENDEES MUST PRINT LEGIBLY AND INSERT NAME, COMPANY, E-MAIL ADDRESS, PHONE NUMBER, AND ARRIVAL TIME**

	NAME (PRINT)	NAME OF COMPANY (PRINT)	EMAIL ADDRESS (PRINT)	PHONE NUMBER	ARRIVAL TIME
1.	Camille Vaughn	MATA	Cvaughn@matatransit.com		10:30
2.	Tiena Gwin	"	tgwin@matatransit.com		10:56
3.	Jordan Smith	MATA	jsmith@matatransit.com		10:50
4.	CEDRIC AKIOW	MATA	cakiow@matatransit.com		10:55
5.	Cashly Best	"	cbest@matatransit.com		
6.	ANABA FRANKLIN	MATA	AFRANKLIN@MATATRANSIT.COM		10:53
7.	Donnie Gledney	MATA	Donnie.dgledney@matatransit.com		11:00
8.					
9.					
10.					
11.					
12.					
13.					
14.					
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16.					
17.					
18.					
19.					
20.					

1. Summary

Meeting title	TAM Plan Pre-Proposal Meeting	13
Attended participants		
Start time	5/12/26, 10:52:12 AM	
End time	5/12/26, 11:25:38 AM	
Meeting duration	33m 26s	
Average attendance time	24m 48s	

2. Participants

Name	First Join	Last Leave	In-Meeting Duration	Email	Participant ID (UPN)	Role	Engagement: Camera On	Engagement: Raise Hands	Engagement: Unmute
Ashley Best	5/12/26, 10:55:11 AM	5/12/26, 11:24:35 AM	29m 24s	abest@matatransit.com	abest@matatransit.com	Organizer	1		5
Gwen Johnson	5/12/26, 10:53:00 AM	5/12/26, 11:25:38 AM	31m 12s	gjohnson@matatransit.com	GJohnson@matatransit.com	Presenter			3
Knowlton, Chip	5/12/26, 10:55:18 AM	5/12/26, 11:24:10 AM	28m 52s	Chip.Knowlton@hdrinc.com	FKNOWLTON@hdrinc.com	Presenter		1	4
Julia Ayotte	5/12/26, 10:55:25 AM	5/12/26, 11:24:17 AM	28m 51s	jayotte@matatransit.com	jayotte@matatransit.com	Presenter			1
Deb Blevins (External)	5/12/26, 10:59:29 AM	5/12/26, 11:24:07 AM	24m 38s	DBlevins@marinetiger.com	DBlevins@marinetiger.com	Presenter			
Ed Singer	5/12/26, 10:59:51 AM	5/12/26, 11:24:37 AM	24m 45s	esinger@hanson-inc.com	esinger@hanson-inc.com	Presenter		1	2
19016920273 (Unverified)	5/12/26, 11:00:16 AM	5/12/26, 11:24:04 AM	23m 47s			Attendee			
Jeff Fox	5/12/26, 11:00:47 AM	5/12/26, 11:24:08 AM	23m 21s	jeff.fox@bureauveritas.com	jeff.fox@bureauveritas.com	Presenter	1		3
Kristyl Horton (External)	5/12/26, 11:01:46 AM	5/12/26, 11:24:06 AM	22m 19s	KHorton@marinetiger.com	KHorton@marinetiger.com	Presenter	1		1
Ishant Pandhari Bonde (ipbonde) (External)	5/12/26, 11:03:17 AM	5/12/26, 11:25:32 AM	22m 14s	ipbonde@memphis.edu	ipbonde@memphis.edu	Presenter			
Keith D. Watson	5/12/26, 11:04:12 AM	5/12/26, 11:24:18 AM	20m 5s	kwatson@matatransit.com	KWatson@matatransit.com	Presenter			1
Sabyasachee Mishra (smishra3) (External)	5/12/26, 11:07:36 AM	5/12/26, 11:24:30 AM	16m 54s	smishra3@memphis.edu	smishra3@memphis.edu	Presenter			
Rob Schiffer (External)		5/12/26, 11:25:38 AM	25m 56s	rob@faucett.com	rob@faucett.com	Presenter			1

3. In-Meeting Activities

Name	Join Time	Leave Time	Duration	Email	Role
Ashley Best	5/12/26, 10:55:11 AM	5/12/26, 11:24:35 AM	29m 24s	abest@matatransit.com	Organizer
Gwen Johnson	5/12/26, 10:53:00 AM	5/12/26, 11:24:04 AM	31m 4s	gjohnson@matatransit.com	Presenter
Gwen Johnson	5/12/26, 11:25:30 AM	5/12/26, 11:25:38 AM	8s	gjohnson@matatransit.com	Presenter
Knowlton, Chip	5/12/26, 10:55:18 AM	5/12/26, 11:24:10 AM	28m 52s	Chip.Knowlton@hdrinc.com	Presenter
Julia Ayotte	5/12/26, 10:55:25 AM	5/12/26, 11:24:17 AM	28m 51s	jayotte@matatransit.com	Presenter
Deb Blevins (External)	5/12/26, 10:59:29 AM	5/12/26, 11:24:07 AM	24m 38s	DBlevins@marinetiger.com	Presenter
Ed Singer	5/12/26, 10:59:51 AM	5/12/26, 11:24:37 AM	24m 45s	esinger@hanson-inc.com	Presenter
19016920273 (Unverified)	5/12/26, 11:00:16 AM	5/12/26, 11:24:04 AM	23m 47s		Attendee
Jeff Fox	5/12/26, 11:00:47 AM	5/12/26, 11:24:08 AM	23m 21s	jeff.fox@bureauveritas.com	Presenter
Kristyl Horton (External)	5/12/26, 11:01:46 AM	5/12/26, 11:24:06 AM	22m 19s	KHorton@marinetiger.com	Presenter
Ishant Pandhari Bonde (ipbonde) (External)	5/12/26, 11:03:17 AM	5/12/26, 11:25:32 AM	22m 14s	ipbonde@memphis.edu	Presenter
Keith D. Watson	5/12/26, 11:04:12 AM	5/12/26, 11:24:18 AM	20m 5s	kwatson@matatransit.com	Presenter
Sabyasachee Mishra (smishra3) (External)	5/12/26, 11:07:36 AM	5/12/26, 11:24:30 AM	16m 54s	smishra3@memphis.edu	Presenter
Rob Schiffer (External)		5/12/26, 10:59:41 AM		rob@faucett.com	Presenter
Rob Schiffer (External)	5/12/26, 10:59:41 AM	5/12/26, 11:25:38 AM	25m 56s	rob@faucett.com	Presenter

#### 4. Explicit Audio and Video Consent Information

Name	Participant ID (UPN)	Consent	Time	Client type
Ashley Best	abest@matatransit.com	Yes	5/12/26, 11:03:20 AM	Teams Desktop
Gwen Johnson	GJohnson@matatransit.com	Yes	5/12/26, 11:03:40 AM	Teams Desktop
Knowlton, Chip	FKNOWLTON@hdrinc.com	Yes	5/12/26, 11:03:50 AM	Teams Desktop
Julia Ayotte	jayotte@matatransit.com	Yes	5/12/26, 11:04:55 AM	Teams Desktop
Deb Blevins (External)	DBlevins@marinetiger.com	Yes	5/12/26, 11:04:13 AM	Teams Desktop
Ed Singer	esinger@hanson-inc.com	Yes	5/12/26, 11:03:33 AM	Teams Desktop
19016920273 (Unverified)		Yes	5/12/26, 11:03:33 AM	PSTN
Jeff Fox	jeff.fox@bureauveritas.com	Yes	5/12/26, 11:03:52 AM	Teams Desktop
Kristyl Horton (External)	KHorton@marinetiger.com	Yes	5/12/26, 11:04:10 AM	Teams Desktop
Ishant Pandhari Bonde (ipbonde) (External)	ipbonde@memphis.edu	No	5/12/26, 11:03:30 AM	Teams Desktop
Keith D. Watson	KWatson@matatransit.com	Yes	5/12/26, 11:04:49 AM	Teams Web
Rob Schiffer (External)	rob@jfaucett.com	Yes	5/12/26, 11:04:27 AM	Teams Desktop

#### 5. Meeting Engagement

Name	Engagement Type	Time
Ashley Best	Turned on camera	5/12/26, 10:55:25 AM
Ashley Best	Unmuted	5/12/26, 10:56:21 AM
Ashley Best	Unmuted	5/12/26, 10:57:01 AM
Ashley Best	Unmuted	5/12/26, 10:59:41 AM
Ashley Best	Unmuted	5/12/26, 11:01:26 AM
Ashley Best	Unmuted	5/12/26, 11:04:32 AM
Gwen Johnson	Unmuted	5/12/26, 10:56:26 AM
Gwen Johnson	Unmuted	5/12/26, 11:02:54 AM
Gwen Johnson	Unmuted	5/12/26, 11:03:40 AM
Knowlton, Chip	Unmuted	5/12/26, 10:56:29 AM
Knowlton, Chip	Unmuted	5/12/26, 11:03:52 AM
Knowlton, Chip	Raised hands	5/12/26, 11:14:10 AM
Knowlton, Chip	Unmuted	5/12/26, 11:14:13 AM
Knowlton, Chip	Unmuted	5/12/26, 11:24:07 AM
Julia Ayotte	Unmuted	5/12/26, 11:04:56 AM
Ed Singer	Unmuted	5/12/26, 11:03:33 AM
Ed Singer	Unmuted	5/12/26, 11:15:12 AM
Ed Singer	Raised hands	5/12/26, 11:15:14 AM
Jeff Fox	Turned on camera	5/12/26, 11:00:48 AM
Jeff Fox	Unmuted	5/12/26, 11:03:52 AM
Jeff Fox	Unmuted	5/12/26, 11:23:17 AM
Jeff Fox	Unmuted	5/12/26, 11:24:01 AM
Kristyl Horton (External)	Turned on camera	5/12/26, 11:04:11 AM
Kristyl Horton (External)	Unmuted	5/12/26, 11:04:12 AM
Keith D. Watson	Unmuted	5/12/26, 11:04:50 AM
Rob Schiffer (External)	Unmuted	5/12/26, 11:04:28 AM