

# Board Meeting Agenda

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Nashville MTA Board Meeting  
Music City Central Meeting Room  
400 Charlotte Ave., Nashville, TN 37219

2:30 p.m., Thursday, March 23, 2017

Gail Carr Williams, Chair  
Lewis Lavine, Vice Chair

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1. Call to Order
  2. Approval of February 23, 2017 Minutes
  3. Public Comments\*
  4. Committee Reports
    - a. Operations & Finance Committee – Walter Searcy, Chair
    - b. New Initiatives & Community Engagement Committee – Janet Miller, Chair
      - i. Program Management Consultant Team A-17-005
      - ii. Comprehensive Operational Analysis A-17-006
  5. Chair's Report
  6. Chief Executive Officer's Report
  7. Other Business
  8. Adjourn
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**Notes:**

\* Please keep all public comments to the Board within three minutes. Thank you.



## Minutes

### NASHVILLE METROPOLITAN TRANSIT AUTHORITY

#### BOARD OF DIRECTORS MEETING

February 23, 2017

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- I. **CALL TO ORDER:** The regular meeting of the Nashville Metropolitan Transit Authority Board of Directors was held in the Music City Central Meeting Room, 400 Charlotte Avenue, Nashville, Tennessee on February 23, 2017. Present were: Gail Carr Williams, Chair; Lewis Lavine, Vice Chair; Colleen Hoy, Member; Janet Miller, Member; Walter Searcy, Member; Secretary Margaret Behm, and CEO Stephen G. Bland. A quorum was established and Chair Williams called the meeting to order at 2:30 p.m.

Chair Williams acknowledged Patricia Harris-Morehead, previous Director of Communications and Marketing, for her years of service and commitment to the Nashville MTA. She then read the Board resolution honoring Ms. Harris-Morehead's service (included at the end of these minutes) and presented a gift bag with a token of appreciation.

- II. **APPROVAL OF MINUTES:** Proper motion was made to approve the minutes of the January 26, 2017 Board of Directors meeting. There were no additions or corrections, and the vote of approval was unanimous.

- III. **PUBLIC COMMENTS:** Chair Williams opened the floor for public comments. The public was reminded that comments are limited to three minutes. The following members of the public had these comments:

John Bull of Nashville:

- He would like to have an update on the short-term proposals for 2018, especially the AccessRide enhancements.
- He has been riding the bus daily for 26 months, four to six times a day, and wanted to state for the record that the bus is a safe place.
- He suggested that we talk with some of the legislators about the 5307 funding timing issues.

James Thomas of Nashville:

- Reported on issues with a discourteous driver.
- Looking forward to the changes with the Thompson Lane connector.

There were no other public comments, and the time for public comments closed.

- IV. **OPERATIONS & FINANCE COMMITTEE REPORT:** Committee Chair Searcy presented the following action items:

- a. **SHORT-TERM BORROWING (A-17-002)**: It has been recommended by staff that we engage in this bridge regarding our Section 5307 funding. Based upon the explanation and recommendation that Nashville MTA borrow up to, but not more than, \$11.2 million to be received as needed and to be repaid in full once federal funding is available. This will allow Nashville MTA to continue operating and allow time for the grant monies to be received. The committee recommends this to the Board for action.

There was no further discussion. The vote of approval was unanimous, and the motion carried.

- b. **ARTICULATED HYBRID DIESEL-ELECTRIC BUS PURCHASE (A-17-003)**: Staff requested the committee's consideration regarding the purchase of four articulated diesel-electric hybrid vehicles that would replace four 40-foot buses which have reached their useful life of 12 years. The cost per vehicle is \$1,157,732.63 with total price not to exceed \$4,634,930.50. The funding source will be FY 2017 Metro Capital and Federal CMAQ Grant funding. Finding that this is a necessary obligation to engage, particularly since we are going to save a little money because this is an early purchase, our committee recommends this for Board action.

There was no further discussion. The vote of approval was unanimous, and the motion carried.

- V. **NEW INITIATIVES & COMMUNITY ENGAGEMENT COMMITTEE**: Committee Member Lavine reported that the committee looked at high capacity corridors in more detail and what it takes to make these corridors work. We are learning a lot in terms of deciding what we do next, which corridors will be pursued, and are hopeful there will be budget dollars allowed to take these next steps. He then presented the following action item:

- a. **Spring 2017 Major Service Changes & Title VI Analysis (A-17-004)**: The Committee recommends the Board accept this Title VI equity analysis per FTA Title VI regulations prior to adoption of proposed service changes to be effective on Sunday, April 2, 2017. Further, with the acceptance of the Title VI equity analysis, the Committee recommends implementing the proposed Major Service Changes as outlined above to be effective on Sunday, April 2, 2017. These service changes include new service between the 100 Oaks area and Murfreesboro Pike for the 77 Thompson Connector and the addition of service on Sundays for the 56 Gallatin BRT lite.

There was no further discussion. The vote of approval was unanimous, and the motion carried.

- VI. **CHAIR'S REPORT**: Chair Williams thanked everyone for the work that has been done. She appreciated the discussion regarding the national trend in ridership and thanked staff for the research done to keep the Board better informed as they look to expand and enhance the service. The Board did submit a letter to Nashville Mayor Megan Barry along with the budget submission. It was well done and she appreciates the Board's leadership in bringing that forth.

In conclusion, Chair Williams thanked Board Member Colleen Hoy for her term of service to the Nashville MTA Board. Ms. Hoy is leaving due to new employment and the scheduling conflicts it will present.

**VII. CEO's REPORT:** CEO Bland reported the following:

- Governor Haslam's "Improve Act" – The State Assembly has begun deliberations on this and yesterday, the House Transportation Subcommittee adjourned without taking action on the bill.  
On Tuesday, the Governor's bill was amended to add surcharges on property taxes, business taxes, motor vehicle taxes, and rental car taxes to the sales tax surcharge that would be allowed under local option referenda to support mass transit funding.
- nMotion – On Tuesday, the nMotion Advisory Committee met and reviewed the tiered short-term service improvement proposals developed by the Board, and the High Capacity Corridor information Julie (Navarrete, Chief Development Officer) reviewed with the Planning Committee.
- Metro Budget – A good bit of effort was spent this month completing our Metro Budget submissions. As part of the City's Public Investment Plan (PIP) process, we are considering partnerships with Metro Planning on a study of how best to integrate high capacity transit into neighborhoods while preserving neighborhood character, and one with the Homeless Commission and Social Services on support services for homeless populations.
- I-24 Smart Corridor – We participated in a kickoff meeting hosted by the Tennessee Department of Transportation (TDOT) to advance an I-24 Smart Corridor initiative that would combine various intelligent transportation systems and transit advances in the Murfreesboro to Nashville corridor.
- MCC Security – We completed work with Metro Nashville Police (MNPD) on a secondary employment agreement enhancing the MNPD presence at Music City Central.
- Metro School Buses – We entered into a short-term agreement with the Metro Nashville School District to store a number of their school buses at the Myatt facility, as they had to leave space they occupied at the Fairgrounds as that site sees development.
- nMotion Program Management – We are currently soliciting proposals for program management of the major capital investment program in collaboration with Public Works, and for a Comprehensive Operations Analysis to focus on bus network design around nMotion recommendations and building ridership.
- Nashville Electric Service (NES) Utility Payments at MCC – Thanks to collaboration with NES, we are completing negotiations with a 3rd party payment provider that will allow us to collect NES utility payments, as well as for a number of other providers, at MCC through both our customer care windows and via a kiosk. We expect this system to be operational in March.
- Murfreesboro Road Project – We expect that to be out to bid in late April or early May. We expect an early summer construction contract award on that.

In closing, CEO Bland extended his appreciation to Patricia Harris-Morehead for all of her years of service, dedication, and all of the fine work that she has done on a number of projects for both Nashville MTA and RTA. He also thanked Colleen Hoy for her advice, counsel, and participation process as Board Member.

**VIII. OTHER BUSINESS:** There was no other business to come before the Board.

**IX. ADJOURNMENT:** The meeting was adjourned at 2:58 p.m.

## RESOLUTION

**Whereas**, Patricia Harris-Morehead was a dedicated employee of Davidson Transit Organization (DTO) since November 4, 2002, serving both the Nashville Metropolitan Transit Authority and the Regional Transportation Authority; and

**Whereas**, Patricia Harris-Morehead began her career as Director of Communications and ended her career at Davidson Transit Organization as Director of Communications, Marketing and Customer Care; and

**Whereas**, the Nashville MTA Board of Directors wishes to recognize Patricia Harris-Morehead for her exceptional dedication and achievements during her 14 years of service; and

**Whereas**, the Board commends Patricia Harris-Morehead for her dedicated contributions, including:


- Appointed Vice Chair of the American Public Transportation Association's Marketing Committee;
- Served on the Davidson Transit Organization Board as Vice President;
- Coordinated a successful media event/Mayor on Board bus ride for Mayor Megan Barry to kick off the Music City Transit Tracker campaign;
- Coordinated a successful media campaign with former Mayor Karl Dean to showcase the new electric buses;
- Obtained a national sponsor to underwrite Game-Day Express train service for the NFL season;
- Provided instrumental oversight and the successful promotions of the Music City Star's special event train services including the 4<sup>th</sup> of July, Wilson County Fair, St. Jude Rock 'n' Roll Nashville Marathon, and New Year's Eve; and
- Successfully organized a myriad of public events promoting ridership services in Metro Nashville and the Middle Tennessee region during her 14 years of service which contributed to ridership growth.

**Now, therefore be it resolved** by Nashville MTA Board that appreciation and gratitude are offered to Patricia Harris-Morehead for her outstanding contributions and her dedication to the Davidson Transit Organization, Nashville MTA, and the Regional Transportation Authority of Middle Tennessee over the last 14 years; and

**Further resolved**, that Patricia's abilities and knowledge were an asset to Nashville MTA and RTA and will be greatly missed; and

**Finally resolved**, that Patricia's talent and skills will serve her well in her future endeavors.

This resolution is made the 23<sup>rd</sup> day of February, 2017.

  
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Margaret L. Behm  
Nashville MTA Secretary

  
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Gail Carr-Williams  
Nashville MTA Board Chair

# NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

## BOARD ACTION ITEM

Item Number: A-17-005

Meeting Date: 03/23/17

Item Title: PROGRAM MANAGEMENT CONSULTANT TEAM

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### BACKGROUND

To move the nMotion plan forward into project implementation, the Nashville Metropolitan Transit Authority (Nashville MTA) requires specialized program management expertise to assist with Corridor Development and Analysis, Infrastructure Design and Construction Management, Major Capital Project Funding/Financing, Major Investment Grant Management, and Program Implementation and Oversight.

A Request for Qualifications (RFQ) was advertised for a Program Management Consultant (PMC) to support Nashville MTA, the Regional Transportation Authority of Middle Tennessee (RTA), and Metro Nashville Public Works (PW) in these core functions. Consultants were invited to provide qualifications for each or all of the above categories. The RFQ stipulated that multiple firms or teams could be selected to provide these support functions in part or in whole.

Nashville MTA received qualifications from three consultant teams lead by HDR, CDM Smith, and Cambridge Systematics. The evaluation committee reviewed and scored the qualifications of all three teams on February 17, 2017. As a result of the review, the committee invited the HDR and CDM Smith teams to present to the evaluation committee on February 21, 2017.

Through the submitted qualifications and in-person presentations, both PMC teams demonstrated their understanding of the nMotion scope and their ability to support MTA with all the required core functions. Particular strengths that were noted by the evaluation committee included the HDR team's capacity to assess economic benefits from major capital projects and associated development as well as the breadth of team resources. CDM Smith team's strengths included local public outreach and national leadership on key transit topics such as financial planning strategies for federal projects. Overall, both firms had excellent qualifications to perform on all aspects of work anticipated to be tasked under PMC contract.

It is recommended that on-call, task-based PMC contracts be awarded to both the HDR and CDM Smith teams. Each contract would have an annual not-to-exceed value of \$4.5 million combined from all sources (Nashville MTA, RTA, and PW). The contract would be set for a three-year base term with two optional one-year extensions. Tasks will be negotiated and awarded based on review of negotiated costs and specific team qualifications and experience on the scope for each task.


Funding for each task will be identified through Local, State, and Federal funding sources and grants during development of the five-year Capital Plan. Individual tasks greater than \$500,000 awarded under each contract would require Board approval prior to authorization unless given prior approval through Board-adoption of the Capital Budget each year.



**COMMITTEE RECOMMENDATION**

Based upon the results of the comprehensive solicitation and evaluation process, the Committee recommends to the Board they authorize the Chief Executive Officer to enter into on-call, task-based PMC contracts with both the HDR and CDM Smith, each with an annual not-to-exceed value of \$4.5 million combined from all sources (Nashville MTA, RTA, and PW). The contract would be set for a three-year base term with two optional one-year extensions. Individual tasks greater than \$500,000 awarded under each contract would require Board approval prior to authorization unless given prior approval through adoption of the annual Capital Budget.

Total project award to each PMC team would not exceed \$22.5 million from all sources (Nashville MTA, RTA, and PW combined) over a five-year period.



*Approved:*

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*Secretary*

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*March 23, 2017*

*Date*

# NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

## BOARD ACTION ITEM

Item Number: A-17-006

Meeting Date: 03/23/17

Item Title: COMPREHENSIVE OPERATIONAL ANALYSIS

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### BACKGROUND

The Comprehensive Operational Analysis (COA) is a key step to implementing nMotion recommendations for streamlined and more efficient service. Through the COA, the Nashville Metropolitan Transit Authority (Nashville MTA) will redesign the existing bus network to simplify and improve service using existing resources while also setting priorities for service expansion over the next five years. The COA will also include an analysis of operations that will identify changes to procedures, staffing, and facilities required for successful implementation of service changes. The process will include stakeholder and public outreach to both existing and potential transit users, soliciting input on network changes and educating the public on the project. Key nMotion recommendations central to this project include a establishing a frequent transit network and improving connections outside of Downtown within the new network structure. The end result will be an implementation strategy for service improvements over the next five years.

A Request for Proposals (RFP) was released on January 13, 2017, soliciting proposals from qualified transit analysis and policy firms to produce a COA. Five proposals were received and were found to be responsive and responsible according to the Request for Proposal (RFP) criteria set forth in the solicitation documentation.

The following responses were submitted:

<b>FIRM</b>	<b>COST</b>
Foursquare Integrated Transportation Planning, Inc.	\$348,318.00
Iknow LLC	\$483,133.00
Nelson/Nygaard Consulting Associates, Inc.	\$499,546.00
Parsons Brinckerhoff, Inc.	\$624,673.84*
Transportation Management & Design, Inc. (TMD)	\$521,778.00

*\*Parsons Brinckerhoff also proposed an optional effort for an additional cost of \$64,130.*

On February 17, 2017, the Evaluation Committee reviewed and scored submitted proposals. Based on this review, the committee asked Transportation Management & Design, Inc. and Foursquare Integrated Transportation Planning, Inc. to present their proposals in-person. On February 22, 2017, the Evaluation committee heard, reviewed, and scored presentations for both teams and unanimously determined that the firm exhibiting the most qualified experience and complete understanding of the needs detailed in the scope was Transportation Management & Design, Inc.

Funding in the amount of \$650,000 was identified to support this project and project-related contingencies from FTA 5307 Urbanized Area Formula Funds. This value is adequate to fund the base contract of \$521,778.

Based on the experience of the nMotion process, staff believes it is likely that additional analyses and outreach needs could be identified during the course of the study that may be necessary to ensure successful completion and adoption of system restructuring. The available Federal 5307 funding for this project includes a contingency of \$128,222 to cover this potential need.

Additionally, once the five-year strategy is adopted, Nashville MTA anticipates that there may be a need to retain the selected firm to assist in plan modification and oversight of implementation for up to an additional four years. Plan modifications could potentially include adjustments as various nMotion identified capital projects come online (i.e. neighborhood transit centers, secondary downtown hub, downtown priority routing, etc.). While many of these options will be accounted for in the original plan as possible, regional growth and funding changes from year to year make it reasonable to expect that the final plan will need to be flexible and adaptable. The selected firm for the original work is best suited to adapt the plan under emerging conditions. This would include options for up to four one-year extensions for continuing implementation assistance with a value not to exceed \$150,000 per year contingent on identification of funding.

### **COMMITTEE RECOMMENDATION**

Based upon the results of the comprehensive solicitation and evaluation process, the Committee recommends to the Board:

1. They authorize the Chief Executive Officer to enter into a contract with Transportation Management & Design, Inc. (TMD) in the amount of \$521,778 for the completion of a COA. The term of the contract is anticipated to include an initial (12-month contract); and
2. They approve a contract contingency not to exceed \$128,222 to cover unanticipated needs within the existing scope of the proposal. This provides for a total initial contract value not to exceed \$650,000; and
3. They give the CEO approval to negotiate and exercise up to four one-year extensions for ongoing oversight of implementation of the COA strategy with a value not to exceed \$150,000 per year (contingent on funding). This provides for a potential total contract value not to exceed \$1.25 million over the period of five years.

*Approved:*

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*Secretary*

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*March 23, 2017*  
*Date*