



Operations & Finance Committee Meeting Agenda

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

Thursday, March 23, 2017

The Operations & Finance Committee will begin at 1:30 p.m.

Operations & Finance Committee

Walter Searcy,
Chair
Hannah Paramore

1. Call to Order
 2. Discussion Items
 - a. Monthly Operating Statistics – India Birdsong, Chief Operating Officer OF-D-17-005
 - b. Monthly Financial Report Compared to Budget – Ed Oliphant, Chief Financial Officer OF-D-17-006
 - c. Comprehensive Fleet Maintenance Performance Assessment – Rick Dooley, Director of Maintenance OF-D-17-007
 - d. 2015-2016 Operator Recruitment Data – Rita Roberts-Turner, Chief Administrative Officer OF-D-17-008
 3. Action Items
 4. Other Business
 5. Adjourn
-

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

COMMITTEE DISCUSSION ITEM

Item Number: OF-D-17-005

Meeting Date: 03/23/17

Item Title: MONTHLY OPERATING STATISTICS

BACKGROUND

Attached are monthly operating statistics through January 2017.

CURRENT STATUS

Chief Operating Officer India Birdsong will review the statistics at the meeting.

Approved:



Chief Operating Officer

March 17, 2017

Date

MTA Operations Dashboard Report

| | January 2017 | January 2016 | Pct. Change | Average Monthly Goals |
|--|----------------|----------------|--------------|-----------------------|
| Ridership | | | | |
| Total Passengers | | | | |
| Bus | 748,216 | 675,855 | 10.7% | |
| AccessRide (MTA) | 24,441 | 20,901 | 16.9% | |
| AccessRide (Overflow/Taxi) | 12,277 | 10,379 | 18.3% | |
| AccessRide Total | 36,718 | 31,280 | 17.4% | |
| Total | 784,934 | 707,135 | 11.0% | 850,000 |
| Passengers per Revenue Hour | | | | |
| Bus | 18.16 | 18.04 | 0.7% | 20 |
| AccessRide | 1.98 | 2.01 | -1.5% | 2.15 |
| Total Scheduled Revenue Hours | 53,535 | 47,842 | 11.9% | |
| Total Cost Per Scheduled Revenue Hour of Service | \$121.83 | \$122.91 | -0.9% | |
| Safety | | | | |
| Miles Between Total Accidents | 47,360 | 43,410 | 9.1% | 40,000 |
| Miles Between Preventable Accidents | 426,244 | 737,966 | -42.2% | 325,000 |
| Preventable Accidents | 2 | 1 | 100.0% | |
| Non-Preventable Accidents | 16 | 16 | 0.0% | |
| Internal Accidents | 0 | 1 | -100.0% | |
| External Accidents | 18 | 16 | 12.5% | |
| Service Quality | | | | |
| Bus Trip Completion Percentage | 99.72% | 94.07% | 5.7% | 99.9% |
| AccessRide Trip Denials | 0 | 0 | 0.0% | 0.0% |
| Miles Between Road Calls | 6,268 | 3,114 | -101.3% | 7,000 |
| On-Time Performance | | | | |
| Bus | 86.96% | 87.39% | -0.4% | 90.0% |
| Customer Care | | | | |
| Passengers Carried Per Complaint | | | | |
| Bus | 5,891 | 8,555 | -31.1% | 8,000 |
| AccessRide | 1,113 | 1,079 | 3.2% | 950 |
| Total Calls Received | 25,928 | 30,492 | -15.0% | |
| Percent of Calls Answered | 97.10% | 93.90% | 3.4% | 95.0% |

MTA Operations Dashboard Report

| | FY 2017 | FY 2016 | Pct. Change | Average Monthly Goals |
|--|------------------|------------------|--------------|-----------------------|
| Ridership | | | | |
| Total Passengers | | | | |
| Bus | 5,499,280 | 5,638,738 | -2.5% | |
| AccessRide (MTA) | 174,491 | 172,589 | 1.1% | |
| AccessRide (Overflow/Taxi) | 90,085 | 81,760 | 10.2% | |
| AccessRide Total | 264,576 | 254,349 | 4.0% | |
| Total | 5,763,856 | 5,893,087 | -2.2% | 5,950,000 |
| Passengers per Revenue Hour | | | | |
| Bus | 18.80 | 20.69 | -9.1% | 20 |
| AccessRide | 2.03 | 2.12 | -4.2% | 2.15 |
| Total Scheduled Revenue Hours | 378,265 | 353,961 | 6.9% | |
| Total Cost Per Scheduled Revenue Hour of Service | \$108.32 | \$114.24 | -5.2% | |
| Safety | | | | |
| Miles Between Total Accidents | 42,957 | 47,646 | -9.8% | 40,000 |
| Miles Between Preventable Accidents | 389,479 | 298,414 | 30.5% | 325,000 |
| Preventable Accidents | 15 | 19 | -21.1% | |
| Non-Preventable Accidents | 121 | 100 | 21.0% | |
| Internal Accidents | 5 | 16 | -68.8% | |
| External Accidents | 131 | 103 | 27.2% | |
| Service Quality | | | | |
| Bus Trip Completion Percentage | 99.69% | 98.88% | 0.8% | 99.9% |
| AccessRide Trip Denials | 0 | 0 | 0.0% | 0.0% |
| Miles Between Road Calls | 6,434 | 4,655 | 38.2% | 7,000 |
| On-Time Performance | | | | |
| Bus | 84.41% | 83.81% | 0.6% | 90.0% |
| Customer Care | | | | |
| Passengers Carried Per Complaint | | | | |
| Bus | 7,482 | 7,361 | 1.6% | 8,000 |
| AccessRide | 834 | 775 | 7.6% | 950 |
| Total Calls Received | 183,253 | 188,061 | -2.6% | |
| Percent of Calls Answered | 96.40% | 94.70% | 1.8% | 95.0% |

MTA Operations Dashboard Glossary

Metric

Definitions

Ridership

Total Passengers

Bus

AccessRide (MTA)

AccessRide (Overflow/Taxi)

AccessRide Total

Total fixed route passenger boardings on all MTA operated services

Total paratransit passenger boardings on MTA vans

Total paratransit passenger boardings on 3rd party service providers

Total paratransit boardings (MTA vans and 3rd party service providers)

Passengers per Revenue Hour

Bus

AccessRide

Total Scheduled Revenue Hours

Total Cost Per Scheduled Revenue Hour of Service

Total fixed route passenger boardings divided by total scheduled fixed route revenue vehicle hours.

Total paratransit boardings on MTA vans divided by total scheduled paratransit revenue vehicle hours.

Total fixed route and paratransit scheduled revenue vehicle hours. Note: Revenue vehicle hours are total vehicle in-service hours excluding vehicle travel from the garage to the first timepoint (or pickup for paratransit) and from the last timepoint (or pickup) to the garage.

Total fully allocated cost to deliver service divided by the total scheduled revenue hours.

Safety

Miles Between Total Accidents

Miles Between Preventable Accidents

Preventable Accidents

Non-Preventable Accidents

Internal Accidents

External Accidents

Total number of miles travelled by all MTA revenue vehicles (fixed route and paratransit) divided by the total number of accidents.

Total number of miles travelled by all MTA revenue vehicles (fixed route and paratransit) divided by the total number of preventable accidents.

A motor vehicle collision, in which the Operator did not do everything reasonable to avoid a collision, committed an error or failed to react to the errors of others.

A motor vehicle collision in which the Operator committed no driving error and reacted reasonably to the errors of others.

A motor vehicle collision that occurs on Nestor or Myatt yard.

A motor vehicle collision that occurs outside of Nestor or Myatt yard.

Service Quality

Bus Trip Completion Percentage

Percentage of one-way fixed route revenue trips completed versus scheduled.

MTA Operations Dashboard Glossary

| Metric | Definitions |
|---|--|
| AccessRide Trip Denials | Total number of paratransit trips that cannot be scheduled within one hour before or after the customer's requested pick-up time. |
| Miles Between Road Calls | Total number of miles travelled by all MTA revenue vehicles (fixed route and paratransit) divided by the total number of Road Calls. A Road Call is defined as any mechanical failure that is not resolved with a Bus Change Out (vehicle replacement that occurs at an MTA facility). *Future Definition*: Any delay in service of six minutes or greater that is the result of a mechanical failure, excludes farebox, flat tires and accidents. Bus and AccessRide metrics will be reported separately. |
| On-Time Performance | |
| Bus | Percentage of total scheduled fixed route timepoint departures occurring between 59 seconds early and 5 minutes 59 seconds late. |
| Customer Care | |
| Passengers Carried Per Complaint | |
| Bus | Total fixed route passengers divided by total fixed route customer complaints. |
| AccessRide | Total paratransit (MTA and 3rd Party service providers) passengers divided by total paratransit customer complaints. |
| Total Calls Received | |
| Percent of Calls Answered | Percentage of calls received that were answered. Unanswered calls are calls that are lost for any reason once in the customer call phone queue. |

Highlighted items represent identified goals
 *Glossary definitions to begin with March 2017 data reporting

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

COMMITTEE DISCUSSION ITEM

Item Number: OF-D-17-006

Meeting Date: 03/23/17

Item Title: MONTHLY FINANCIAL REPORT COMPARED TO BUDGET

BACKGROUND

Attached is a statement of operations for the month of January compared to budget and a balance sheet as of January 31, 2017.

CURRENT STATUS

Chief Financial Officer Ed Oliphant will review the statements at the committee meeting.

Approved:

Edward W. Oliphant

Chief Financial Officer

March 17, 2017

Date

Metropolitan Transit Authority
Statement of Operations Compared to Budget
For the Period Ending January 31, 2017
UNAUDITED

| | Actual | | Month | | Month End | | Prior Year | | Actual | | Budget | | Y-T-D | | F / | | |
|---|----------------------|--------------------|--------|----------------------|-----------|-----|----------------------|----------------------|---------------------|-------|--------|-------|----------|---|-----|---|---------------------|
| | Month | Month | Budget | Variance | U | F / | Y-T-D | Y-T-D | Y-T-D | Y-T-D | Y-T-D | Y-T-D | Variance | U | F / | U | |
| Revenue form Operations: | | | | | | | | | | | | | | | | | |
| Passenger Fares | \$792,994 | \$900,950 | | (\$107,956) | U | | \$5,732,620 | \$5,808,788 | \$6,209,425 | | | | | | | | |
| Access Ride | 73,532 | 83,410 | | (9,878) | U | | 521,438 | 505,068 | 534,460 | | | | | | | | |
| Contract Revenues | 206,068 | 199,830 | | 6,238 | F | | 1,417,321 | 1,451,408 | 1,451,960 | | | | | | | | |
| Advertising | 81,817 | 59,000 | | 22,817 | F | | 558,080 | 612,930 | 408,000 | | | | | | | | |
| Other Non-Trans Revenue | 98,819 | 83,950 | | 14,869 | F | | 651,797 | 691,988 | 594,900 | | | | | | | | |
| Total Operating Revenue | 1,253,230 | 1,327,140 | | (73,910) | U | | 8,881,256 | 9,070,182 | 9,198,745 | | | | | | | | 15,910,050 |
| Federal/State/Local Income: | | | | | | | | | | | | | | | | | |
| Local Assistance | 2,500,000 | 1,500,000 | | 1,000,000 | F | | 28,250,000 | 33,750,000 | 32,263,600 | | | | | | | | 42,013,600 |
| State Assistance | 0 | 4,653,700 | | (4,653,700) | U | | 4,585,000 | 4,653,700 | 4,653,700 | | | | | | | | 4,653,700 |
| Federal Assistance - CMAQ | 157,841 | 149,600 | | 8,241 | F | | 1,120,735 | 1,113,015 | 1,101,120 | | | | | | | | 1,900,000 |
| Federal Assistance - JARC/New Free | 35,008 | 78,340 | | (43,332) | U | | 380,202 | 235,019 | 558,610 | | | | | | | | 994,800 |
| Total Assistance Income | 2,692,849 | 6,381,640 | | (3,688,791) | U | | 34,335,937 | 39,751,734 | 38,577,030 | | | | | | | | 49,562,100 |
| Capital Revenue: | | | | | | | | | | | | | | | | | |
| Capital Operating Reimbursement | 0 | 0 | | 0 | F | | 0 | 0 | 0 | | | | | | | | 8,693,940 |
| Capital ADA Reimbursement | 0 | 0 | | 0 | F | | 0 | 0 | 0 | | | | | | | | 2,500,000 |
| Total Capital Income | 0 | 0 | | 0 | F | | 0 | 0 | 0 | | | | | | | | 11,193,940 |
| Total Revenue | \$3,946,079 | \$7,708,780 | | (\$3,762,701) | U | | \$43,217,193 | \$48,821,916 | \$47,775,775 | | | | | | | | \$76,666,090 |
| Expenses from Operations: | | | | | | | | | | | | | | | | | |
| Labor and Fringes | \$5,000,678 | \$4,618,607 | | (\$382,071) | U | | \$29,594,556 | \$31,825,458 | \$32,201,330 | | | | | | | | \$55,330,740 |
| Services | 616,647 | 593,354 | | (23,293) | U | | 5,074,995 | 4,295,587 | 3,983,872 | | | | | | | | 6,861,150 |
| Fuel | 250,238 | 353,832 | | 103,594 | F | | 2,856,157 | 2,066,693 | 2,488,841 | | | | | | | | 4,246,005 |
| Parts, Materials and Supplies | 519,416 | 495,634 | | (23,782) | U | | 3,146,915 | 3,195,082 | 3,468,913 | | | | | | | | 5,946,500 |
| Utilities | 107,196 | 120,165 | | 12,969 | F | | 647,337 | 728,383 | 808,635 | | | | | | | | 1,386,000 |
| Casualty and Liability | 188,242 | 171,665 | | (16,577) | U | | 1,078,734 | 1,297,396 | 1,201,665 | | | | | | | | 2,060,000 |
| Other | 18,059 | 58,318 | | 40,259 | F | | 347,987 | 326,835 | 544,151 | | | | | | | | 835,695 |
| Total Operating Expenses | 6,700,476 | 6,411,575 | | (288,901) | U | | 42,746,681 | 43,735,434 | 44,697,407 | | | | | | | | 76,666,090 |
| Surplus / (Deficit) before GASB 33 | (\$2,754,397) | \$1,297,205 | | (\$4,051,602) | U | | \$470,512 | \$5,086,482 | \$3,078,368 | | | | | | | | \$0 |
| Capital Grant Revenue | 272,616 | | | 272,616 | F | | 2,692,678 | 1,942,488 | | | | | | | | | 0 |
| Rental Income - MCC Amortization | 49,167 | | | 49,167 | F | | 344,169 | 344,169 | | | | | | | | | 0 |
| Depreciation | (1,145,673) | | | (1,145,673) | U | | (9,139,776) | (9,356,638) | | | | | | | | | 0 |
| Surplus / (Deficit) | (\$3,578,287) | \$1,297,205 | | (\$4,875,492) | U | | (\$5,632,417) | (\$1,983,499) | \$3,076,368 | | | | | | | | \$0 |

Metropolitan Transit Authority

Comparative Balance Sheets

| | Month Ended January 31, 2017 | Month Ended June 30, 2016 |
|--|---|--------------------------------------|
| | (unaudited) | (audited) |
| CURRENT ASSETS | | |
| Cash and cash equivalents | \$5,210,341 | \$5,059,804 |
| Receivables from federal, state and local government | 3,177,742 | 4,543,177 |
| Accounts receivable | 1,576,396 | 1,304,145 |
| Materials and supplies | 2,699,459 | 2,557,325 |
| Prepaid expense and other | 827,870 | 734,269 |
| Pension Deferred Outflow | 6,255,597 | 6,255,597 |
| Total Current Assets | 19,747,405 | 20,454,317 |
| PROPERTY AND EQUIPMENT | | |
| Land | 15,155,267 | 15,155,267 |
| Building, shelter and benches | 98,271,598 | 98,162,187 |
| Revenue equipment and parts | 120,232,134 | 119,985,539 |
| Office furniture and equipment | 3,949,326 | 3,805,885 |
| Other | 5,674,476 | 4,003,974 |
| | 243,282,801 | 241,112,852 |
| Less: Accumulated Depreciation | (113,704,480) | (104,211,653) |
| Total Property and equipment, net | 129,578,321 | 136,901,199 |
| OTHER ASSETS | | |
| Cash and investments for self-insurance and other | 6,309,554 | 4,772,596 |
| TOTAL ASSETS | \$155,635,280 | \$162,128,112 |
| LIABILITIES AND NET ASSETS | | |
| CURRENT LIABILITIES | | |
| Accounts payable | \$1,695,804 | \$2,881,475 |
| Accrued expenses | 5,907,125 | 5,517,064 |
| Deferred revenue | 45,158 | 44,296 |
| Note Payable | 0 | 4,500,000 |
| Total Current Liabilities | 7,648,087 | 12,942,835 |
| NON-CURRENT LIABILITIES | | |
| Deferred Revenue | 9,393,300 | 9,737,469 |
| Refundable Grants | 5,242,416 | 3,750,231 |
| Net Pension Liability | 14,496,565 | 14,496,565 |
| Pension Deferred Inflow | 2,485,237 | 2,485,237 |
| Net other postemployment benefits obligations | 37,174,406 | 37,174,406 |
| NET ASSETS | | |
| Invested in capital assets | 120,185,021 | 124,676,314 |
| Reserve for capital purchases | 737,747 | 737,747 |
| Unrestricted | (39,744,000) | (32,422,980) |
| Current Year Surplus / (deficit) | (1,983,499) | (11,449,712) |
| Total Net Assets | 79,195,269 | 81,541,369 |
| TOTAL LIABILITIES AND NET ASSETS | \$155,635,280 | \$162,128,112 |
| Current Ratio | 2.58 | 1.58 |
| Quick Ratio | 1.30 | 0.84 |
| Working Capital | 12,099,318 | 7,511,482 |

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

COMMITTEE DISCUSSION ITEM

Item Number: OF-D-17-007

Meeting Date: 03/23/17

Item Title: COMPREHENSIVE FLEET MAINTENANCE PERFORMANCE ASSESSMENT

BACKGROUND

In November 2015, a comprehensive bus fleet maintenance audit was conducted by TRC Engineering Services, LLC. Since then, it has evolved into a phased working plan for transformation within the bus maintenance department at the Nashville Metropolitan Transit Authority (Nashville MTA). Based on the initial results from the 2015 audit, the maintenance department has initiated multiple strategies for enhancement, including manpower shifts, equipment purchase, documentation processes and training updates. To gain a better understanding of how we have performed over past year, Nashville MTA has renewed this independent audit practice with TRC and undergone a follow-up fleet assessment in November 2016. Understanding that we have continued progress on the horizon, we are pleased to report our annual progress results and updated action plan for improvement in bus maintenance.

CURRENT STATUS

Director of Maintenance Rick Dooley will present the 2016 Bus Maintenance Audit Update at the committee meeting.

Approved:



Chief Operating Officer

March 17, 2017

Date

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

COMMITTEE DISCUSSION ITEM

Item Number: OF-D-17-008

Meeting Date: 03/23/17

Item Title: 2015-2016 OPERATOR RECRUITMENT DATA

BACKGROUND

At the December 2016 meeting, the Nashville Metropolitan Transit Authority (Nashville MTA) Board laid out six primary initiatives for the organization to focus on in 2017. Staffing was included as one of those initiatives. In our effort to better analyze the success of our recruitment efforts, particularly for operators, the Human Resources Department is beginning to review recruitment and retention data more closely. Going forward, we anticipate this data will help us develop more strategic recruitment plans including seasonal campaigns and outreach to various minority groups, veterans, and women.

CURRENT STATUS

Chief Administrative Officer Rita Roberts-Turner will discuss the operator new hire data for 2015 and 2016 at the meeting.

Approved:



Chief Administrative Officer

March 17, 2017

Date



New Initiatives & Community Engagement Committee Meeting Agenda

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

Thursday, March 23, 2017

Committees begin meeting at 1:30 p.m.

The NICE Committee will immediately follow the Operations & Finance Committee

NICE

Committee

Janet Miller, Chair
Lewis Lavine

1. Call to Order
 2. Discussion Items
 3. Action Items
 - a. Program Management Consultant Team– Julie Navarrete, Chief Development Officer NICE-A-17-003
 - b. Comprehensive Operational Analysis– Julie Navarrete, Chief Development Officer NICE-A-17-004
 4. Other Business
 5. Adjourn
-

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

COMMITTEE ACTION ITEM

Item Number: NICE-A-17-003

Meeting Date: 03/23/17

Item Title: PROGRAM MANAGEMENT CONSULTANT TEAM

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.

STAFF RECOMMENDATION

Based upon the results of the comprehensive solicitation and evaluation process, staff request that the committee seek approval from the Board to provide the Chief Executive Officer authority 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:



Chief Development Officer

March 17, 2017

Date

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

COMMITTEE ACTION ITEM

Item Number: NICE-A-17-004

Meeting Date: 03/23/17

Item Title: COMPREHENSIVE OPERATIONAL ANALYSIS

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:

| FIRM | COST |
|---|---------------|
| 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.

STAFF RECOMMENDATION

Based upon the results of the comprehensive solicitation and evaluation process, staff request that the Committee seek approval from the Board to provide the Chief Executive Officer authority to enter into a contract with Transportation Management & Design, Inc. (TMD) in the amount of \$521,778 for the completion of a Comprehensive Operational Analysis. The term of the contract is anticipated to include an initial (12-month contract. Staff also requests approval for 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.

Additionally, staff request 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:



Chief Development Officer

March 17, 2017

Date