

**Special Meeting of the Board of Directors
TOPEKA METROPOLITAN TRANSIT AUTHORITY
March 16, 2010, 4:00 p.m.
TMTA Conference Room, 201 N. Kansas Ave.**

ROLL CALL

MEMBERS PRESENT: Patrick Hubbell, Jack Alexander, Neta Jeffus, Steve Kramer and Matthew Gassen.

ABSENT: Jim Daniel and Andy Sanchez

OTHERS PRESENT: TMTA CEO Janlyn Nesbett-Tucker (by phone conference); TMTA staff members: John Cassidy, Chip Falldine and Shelly Gomez. Mayor Bill Bunten.

Mr. Hubbell called the meeting to order at 4:06 pm.

**1. PRESENTATION OF COMPREHENSIVE OPERATION ANALYSIS
RECOMMENDATION**

Mr. Hubbell asked for the names of the Selection Committee members for the Comprehensive Operational Analysis. The members were: Janlyn Nesbett-Tucker, Chip Falldine, David Billam, Denise Ensley and David Thurbon, Director of Planning for the City of Topeka.

Mr. Falldine gave an overview of what has transpired to date with respect to the COA.

The Request for Proposals was issued on January 4, 2010. A legal notice was placed in the Topeka Metro News. The RFP was posted on the TMTA website as well as the following websites: American Planning Association (APA), American Public Transit Association (APTA) and Kansas Public Transit Association (KPTA). A pre-proposal conference was held on Thursday, January 21, 2010. Seven firms attended the pre-proposal conference. The deadline for proposals to be submitted was Thursday, February 18, 2010. All eight proposals were received on time. Three of the candidates were selected for interviews: HDR Engineering, Inc., LSC Transportation Consultants, Inc. and Olsson Associates. Two interviews were conducted on March 3rd and the other on March 4th. Each interview lasted between an hour and 45 minutes to 2½ hours. The interviews were evaluated and a negotiation interview with HDR was scheduled.

Mr. Cassidy clarified that bids are sealed until an award is made or until all proposals are rejected. He also stated that the contract is not signed – it must be approved by the Board.

Mr. Falldine reported that a letter from the Metropolitan Topeka Planning Organization was received which states that funding for the study is questionable due to a KDOT funding review. The letter was received at TMTA by US mail on Monday, March 15th. Ms. Nesbett-Tucker stated that she had received an e-mail on Friday, March 12th on the same issue.

Mr. Falldine stated that a COA normally takes six to ten months to complete and that TMTA is asking for the study to be done in ten weeks. He also stated that a proposed schedule was worked out with Ted Rieck with HDR on Friday, March 12th.

Mr. Falldine explained the RFP process:

A Large Purchase Checklist was created to track the process of the RFP. Specifications stated that TMTA wanted the COA done in response to a request from the City Council. When choosing a firm, qualifications need to be considered as well as price. Professional service contracts are usually based on qualifications. An RFP was written and made available to as many bidders as possible. The RFP was mailed to eight firms that had expressed interest in the project. The Q&A transcript from the pre-proposal conference and an addendum regarding DBE's were mailed separately to all known firms by certified mail.

Mr. Falldine explained how the proposals were evaluated:

A good system for evaluating proposals that was used by another transit agency was found. The proposals were distributed to the selection committee members. Without discussing the proposals amongst themselves, each committee member individually evaluated and scored each proposal. The selection committee met on February 26, 2010 to total the proposal scores and make interview selections. The scores of each firm were totaled and the three highest were selected for interviews, which were held on March 3rd and 4th. On March 4th, the committee met to discuss the candidates that were interviewed and to score the interviews. The scores from the interviews were added to the scores from the proposals. The firms scored as follows:

HDR – 92.08
Olsson – 83.09
LSC – 80.85

On March 12th, Mr. Falldine met with Ted Rieck of HDR and conducted a negotiation interview, where the scope of the project, specifications, bid price and project schedule were discussed. Mr. Falldine e-mailed the selection committee to report on the negotiation interview

Mr. Gassen asked whether HDR would look at Evening & Sunday service as some of the other firms proposed. Mr. Falldine reported that they would. Mr. Gassen asked who would do quality assurance and Mr. Falldine responded that HDR would. Mr. Gassen asked what the deciding factor was between HDR & Olsson. Mr. Falldine responded that HDR's was the only proposal that met all specifications and answered the questions. Ted Rieck and Jeff Arndt (sub-contractor) presented themselves very well and answered questions well. Mr. Gassen asked if any local entities have worked with HDR. Mr. Falldine responded that he didn't know.

Mr. Falldine explained that the next step in the process is to make a recommendation to the board. The board can either accept the recommendation or reject it. If it is accepted, the proposers will be notified of the selection and HDR will sign the contract. If the board rejects the recommendation, a negotiation interview will be held with the second highest scoring firm and another recommendation would be brought to the board. If that recommendation is rejected, a negotiation interview with the third highest scoring firm would be held and another recommendation would be brought to the board. If the board were to reject that recommendation, the process would start over.

Mr. Hubbell asked Mayor Bunten if he felt it would be a worthwhile investment if TMTA has to pay the entire cost of the study. The Mayor responded that yes, it would be necessary. Ms. Jeffus asked if he would feel the same way if it meant cutting service and the mayor responded that he understood that wasn't the case. Mr. Gassen asked about TMTA's ability to pay for the study and Mr. Falldine responded that TMTA has funds in reserves if the MTPO doesn't come through with the funds.

Mr. Alexander made a motion to approve HDR for the COA. Mr. Gassen seconded the motion; motion carried. The decision was unanimous among the board members who were present.

Mayor Bunten stated that he felt it was important to have the study regardless of where the money comes from and that the city council will need the information that will result from the study. He also said that the city council sees the mill levy increase as temporary and that moving forward with the study will help TMTA's position.

Mr. Hubbell assured the mayor that all board action remains open to the public and that his attendance at the meeting was appreciated.

2. OTHER BUSINESS

There was no other business.

3. EXECUTIVE SESSION

An executive session was not called.

4. ADJOURNMENT

The meeting was adjourned at 4:55.

Respectfully submitted,

Shelly Gomez