



Nashville MTA Board Meeting

Tennessee Bankers Association

211 Athens Way, Ste. 100
Nashville, TN 37228

October 28, 2021 | 2:30 p.m.

Board Members:

Gail Carr Williams, Chair
Jessica Dauphin
Mary Griffin

Janet Miller, Vice Chair
Walter Searcy

1. Call to Order
2. Roll Call
3. Approval of the September 23, 2021, MTA Board Minutes
4. Public Comments
5. Operations & Finance Committee – Walter Searcy, Chair
 - Monthly Financial Report Compared to Budget – Ed Oliphant, CFO OF-D-21-029 Pg. 8
 - WeGo Central Dunkin Donuts Lease Assignment – Ed Oliphant, CFO M-A-21-030 Pg. 11
 - Monthly Operating Statistics – Andy Burke, COO OF-D-21-030 Pg. 13
 - 60 Ft. Articulated Bus Contract and Initial Purchase – Andy Burke, COO M-A-21-031 Pg. 18
 - Upcoming Procurement Projects List Pg. 20
6. New Initiatives & Community Engagement Committee – Janet Miller, Chair
 - Construction Administration Services for North Nashville Transit Center – Patrick Hester, Facilities Manager M-A-21-032 Pg. 21
 - Downtown Traffic Study Award – Felix Castrodad, Director of Planning & Grants M-A-21-033 Pg. 23
7. CEO's Report – Stephen G. Bland, CEO (Mr. Bland is unable to attend the October meeting, but he will provide Board Chair Gail Carr Williams with a summary of activities.)
8. Chair's Report – Gail Carr Williams, Chair
9. Other Business
10. Adjournment

NASHVILLE METROPOLITAN TRANSIT AUTHORITY
Board of Directors Meeting

September 23, 2021

- I. **Call to Order:** The regular meeting of the Nashville Metropolitan Transit Authority (Nashville MTA) Board of Directors was held at the Tennessee Bankers Association, located at 211 Athens Way, Ste. 100, Nashville, TN 37228 on Thursday, September 23, 2021.
- II. **Roll Call of Persons Present:** Gail Carr Williams, Chair; Walter Searcy, Member; Jessica Dauphin, Member; Mary Griffin, Member; Secretary Margaret Behm; Chief Executive Officer Stephen G. Bland; Chief Administrative Officer Rita Roberts-Turner; Chief Operating Officer Andy Burke; Chief Development Officer Trey Walker; Director of Marketing & Communications Renuka Christoph; Director of Procurement & Business Diversity Amber Gooding; Comptroller Shelly McElhaney; Capital Grants Administrator Billy Higgins; Procurement Manager Kim Hereford; Director of Maintenance Carol Rokos; Parts Manager John Dealmeida; Sr. Transit Planner Justin Cole; Performance Oversight Manager Bryan Williams; and Sr. Executive Assistant & Board Liaison Monica Howse.

A quorum was established, and Chair Gail Carr Williams called the meeting to order at 2:34 p.m.

Approval of Minutes: Walter Searcy made a motion to approve the August 26, 2021 minutes; the motion was seconded by Ms. Jessica Dauphin, and unanimously approved by the board.

Public Comments: Chair Gail Carr Williams opened the floor for public comments. The public was reminded that comments were limited to three minutes.

John Bull

Mr. John Bull's public comments were as follows:

- Mr. Bull said that he takes no more than a couple of essential trips a week and he continues to wear his mask.
- Mr. Bull said that he was sold on the QuickTicket app. He said it's one less plastic card that he has to carry. He suggested that people have a small zip lock baggy handy to keep their touch screen dry from the rain.
- State Highway 41A/Nolensville Pike. Route 52 goes right by the bus stops/shelter at the MLS Stadium/Fairground. The stadium is set to open in May next year with additional crowds of 20 to 30 thousand. Traffic on that route is unreal at times already. Have recently contacted the chair of the Fairground's board on this matter.
- Mr. Bull said that he was looking forward to WeGo Link

Darius Knight

Mr. Darius Knight's written comments were as follows:

- Mr. Knight said that he appreciates all of the staff working hard each day to serve the public while trying to remain safe.
- Mr. Knight said some customers are voicing their concerns over the crowding issues on buses and staff and customers are not wearing masks.
- Mr. Knight said some customers are still not being served on route 43 and he's still seeing these people walking and it deeply bothers him, especially when it's older adults.

- Mr. Knight said not all of WeGo (MTA employees) do not want to take a vaccine just to be able to work. He said that he's heard of employees that are contemplating leaving if it becomes a federal government mandate. He said he believes in the freedom of choice and if employers don't start to speak up on behalf of the employees, there may be a great industry loss.

Operations & Finance Committee Report: Walter Searcy introduced the following items for discussion and action:

- Monthly Financial Report Compared to Budget (OF-D-21-025):** Comptroller Shelly McElhaney reported and reflected on the statement of operations for the month of July 2021 compared to the budget and a balance sheet as of July 30, 2021. There was no further discussion at this time.

- Resolution for FY2022 Annual Grant Application (M-A-21-026):** Capital Grants Administrator Billy Higgins reported the following:

The attached resolution comprises the annual submittal of Certifications and Assurances for FTA funds and authorization to submit applications for grants with the FTA, the TDOT, and other grant funding entities.

We are asking the Board to:

- Adopt the attached resolution;
- Authorize the application for 5307, 5339, and 5310 funding and State/local match;
- Authorize the submittal of the application for State Operating Assistance; and,
- Authorize the submittal of applications and execution of contracts for any other federal, state, or local grant funding that may become available during FY2022 for the benefit of the Nashville MTA.

Walter Searcy made a motion to approve the Resolution for the FY2022 Annual Grant Application and it was unanimously approved by the board.

- Procurement Policy Revisions (M-A-21-027):** Procurement Manager Kim Hereford reported the following:

After a recent assessment of the procurement policies and procedures, staff recognized that WeGo Public Transit's Procurement Policy lacked the provision for unsolicited proposals and should contain additional language regarding protest procedures.

A policy allowing for unsolicited proposals allows WeGo to explore new business opportunities or concepts that are beneficial to the agency. The policy will not circumvent the competitive bid process. It will instead give us insight into an innovative proposal. As with any proposal, an evaluation would be made whether such goods or services represent a clear and necessary sole source or require a competitive bid process to procure.

In addition to adding a policy for unsolicited proposals, staff also recognized that our current protest procedures should be updated to include Protest Point of Contact/Response Time, Appeal Process / Response Time, and FTA Notification.

The proposed policy addition and updates promote structure and guidance internally as well as externally for potential receipt of unsolicited proposals or protests. If the Board approves, the Procurement Department will publish the new policy on WeGo's website as we work to finalize a revised hard copy of our Policy manual.

Staff recommended the Board approve the attached proposed new policy for unsolicited proposals and updates to the protest procedures as discussed.

Walter Searcy made a motion to approve the Procurement Policy Revisions action item and it was unanimously approved by the Board.

- d. **Monthly Operating Statistics (OF-D-21-026)**: Chief Operating Officer Andy Burke reported and reflected on the monthly operating statistics report through July 2021. There was no further discussion at this time.

- e. **Operations Dashboard Reformulation Discussion (OF-D-21-027)**: Chief Operating Officer Andy Burke reported the following:

Each month staff presents ongoing monthly reports to provide an overview of various KPIs (Key Performance Indicators) of the agency. The Operation's Dashboard includes data such as ridership, productivity, safety, maintenance, complaints, and others. It is the intent to provide an overview of Operation's performance to the Board for discussion and to provide a high-level view of the functionality of the system.

Staff led a discussion with the Board to be engaged in revamping the Operation's Dashboard monthly report. Chief Operating Officer, Andy Burke, will be presenting a reformatted version of the Operation's Dashboard to include recommended data points the Board may be interested in reviewing on an ongoing basis. Staff will be encouraging questions and input from the Board to tailor a helpful and useful monthly report for the Board to provide guidance and direction in future discussions and meetings. During the discussion, Board Chair Gail Carr Williams expressed a desire to see more information on safety-related performance.

- f. **Workforce Planning Update (OF-D-21-028)**: Chief Operating Officer Andy Burke and Chief Administrative Officer Rita Roberts-Turner reported the following:

In preparation for the phasing of the Better Bus Plan and increased service levels in the fall, which were discussed at the July Board meeting, a cross-section of departments has worked together to begin thinking strategically about ensuring our service readiness. We have identified what we believe are three key focus areas for review with the Board:

- 1) Recruitment
- 2) Retention
- 3) Fleet availability

Chief Administrative Officer Rita Roberts-Turner and Chief Operating Officer Andy Burke reviewed a draft action plan for Board discussion and next steps in preparing for the Spring service expansion. This will become a recurring discussion item.

III. New Initiative & Community Engagement Committee Report: Ms. Mary Griffin introduced the following items for discussion and action:

- a. **Downtown Traffic Study MOU Approval (M-A-21-029)**: CEO Steve Bland presented the following project update at the Board Meeting:

The nature of Nashville's street network as being primarily radial in nature dictates that most "high level" transit services travel to/through the Downtown core. With increasing Downtown activity, traffic (pedestrian and vehicular), and more frequent disruptions for construction, special event closures, etc. We have been observing significant challenges in service reliability, with Downtown traffic being one of the most frequent causes of service delay and disruption. Over the years (and including the MTA's current strategic service plan "nMotion") various plans and studies for transit in Nashville have pointed to the need for "transit priority corridors" through Downtown Nashville to simplify the bus network, as well as to increase average operating speed and reduce disruptions to the system. However, given the dozens of competing uses that vie for utilization of the Downtown Street network, efforts that have focused specifically on transit priority (without accounting for all the other various uses of the

network) have not met with any success.

The Metro Nashville Transportation Plan adopted by the Metropolitan Council in December 2020 includes a project titled “Downtown Neighborhood Traffic Project.” This project distinguishes itself from earlier efforts in that it anticipates a scope that is more holistic with respect to Downtown infrastructure. It will include transit flow/transit priority, but also account for other uses including auto and truck traffic, pedestrian and bicycle activity, curb management (valet lanes, sidewalk cafes, delivery zones, etc.), micro-mobility (scooters, bike-share, etc.), transportation networking companies, and various “transportainment” (pedal taverns, party buses, horse-drawn carriages, etc.), among other uses. It also contemplates a broad-reaching stakeholder and public engagement process to balance and prioritize many competing priorities for the scarce Downtown right of way. Under the direction of the Nashville Department of Transportation (NDOT), the Metropolitan Transit Authority is a full project partner, contributing \$350,000 in Federal Transit funding toward the study (as memorialized in the Authority’s most recent Board-adopted Capital Improvement Budget). Other funding partners for the estimated \$1 million effort are Metro Nashville, the Tennessee Department of Transportation, and the Nashville Downtown Partnership.

The project is expected to gear up shortly after the first of the year, with most work activities taking place through 2022. MTA is currently administering the procurement process for professional services supporting the project.

Given the MTA’s partnership role and strong funding commitment, NDOT approached MTA about taking on the role of administrative lead for the project. While NDOT will retain overall project management and leadership responsibility due to its role in managing and regulating the right of way in the Downtown core, it also recognizes the MTA’s capabilities and history in terms of managing similar types of planning efforts with a variety of public funding sources, including funding from the Federal Transit Administration and TDOT. MTA will assume a full “project partner role,” along with NDOT, TDOT, and the Nashville Downtown Partnership; but will also assume an expanded administrative role for the project. This role (as well as NDOT’s role as overall project lead) is delineated in the attached Memorandum of Understanding between the Nashville Department of Transportation and the MTA.

Staff recommended that the Board authorize the Chief Executive Officer to execute the attached Memorandum of Understanding with the Nashville Department of Transportation describing the responsibilities of the two parties with respect to carrying out the work activities of the Downtown Nashville Neighborhood Traffic Project. This document has been reviewed and approved by the General Counsel of the Nashville MTA.

Walter Searcy made a motion to approve the Downtown Traffic Study MOU Approval action item. Ms. Jessica Dauphin seconded the motion, and it was unanimously approved by the board.

- b. **Bus Stop Signage Redesign Update (NICE-S-21-011)**: Mr. Justin Cole presented the following project update including details about the proposed sign features and the rollout process at the Board Meeting:

The nMotion Strategic Plan identified several key strategies for improving transit in Nashville over the next 25-years. One of the strategic recommendations with short-term improvement potential was to make the service easier to use including a rebranding of the system and other initiatives to provide better information for riders. In 2018, the Nashville MTA rebranded to WeGo Public Transit beginning a process to implement the new brand in several areas of the system.

One of the next steps in the process involves a systemwide redesign of bus stop signs that will update the signs to be consistent with the WeGo brand and will allow for the inclusion of useful route information for an improved rider experience and customer communication. WeGo staff is getting ready to start the implementation of the new bus stop signs in the upcoming weeks. With over 1,500 bus stops across the system, this labor-intensive process will span over a period of 2 years requiring coordination among different WeGo departments.

c. QuickTicket – Next Generation Fare Collection System Update (NICE-D-21-012):

Performance Oversight Manager Bryan Williams presented an overall project update at the Board Meeting:

WeGo Public Transit is currently in the final project phase of the QuickTicket – Next Generation Fare Collection System project. Over the past two years, we have installed new fareboxes and smart media validators on all WeGo revenue vehicles dispersed smart cards, deployed the QuickTicket by WeGo mobile app, and initiated use of the software solutions to power the system. QuickTicket allows customers to pay using a self-managed mobile application or reloadable smart card, which can be managed on the QuickTicket website. Payment across WeGo Local, Regional, and Train services are completed using a single phone or card scan.

QuickTicket is an account-based system that allows for a simple and seamless experience for customers as they board WeGo services. Part of the QuickTicket implementation required WeGo to make decisions on our fare structure, existing practices, and policies to fully realize the benefits of the elevated system. These choices have allowed WeGo to meet the following project goals:

- **Accessible** for customers with disabilities, without bank accounts, credit cards, or smartphones
- **Equitable** fare payment structure for all customers
- **Revenue-neutral** fare structure to every degree possible
- **Seamless** payment between WeGo Local, Regional, and Train services
- **Simple** fare payment process for customers and Bus Operators

Recent Activities:

- Comprehensive testing of back-office software and field equipment
- Retail network onboarding
- Ticket Vending Machine focus group
- Development of Access-QuickTicket integration

Since beta testing began in late November 2020, adoption has increased steadily and now represents 14% of WeGo Local ridership. Many of the core systems are functioning well and riders have accessed the benefits associated with an account-based system. While we move toward system launch, partnering with technology consultants nMomentum and Clever Group has proven to be invaluable in validating the functionality of key components of the system, ticket vending machines, retail network, and technology infrastructure. This has positively positioned WeGo to develop a list of final tasks to be completed for full launch.

V. CEO's Report: CEO Bland reported the following:

1. With respect to our planned Board Planning Workshop, CEO Bland mentioned to each of the Board Members that Facilitator Doug Eadie had come down with an illness that had delayed this process. He said Doug is now recovering well, and he is scheduled to meet with him virtually on October 7 to discuss the next steps. Mr. Cole reviewed stop sign design concepts including feedback received to date from Bus Operators. The Board engaged in significant discussion relative to design, including specific direction to incorporate consideration for ADA design elements. The next steps will include the development of mockups to obtain rider input.

2. We continue to plan for the Fall service changes, which will be enacted on October 3. These changes will bring us back to our full pre-pandemic service level. Chief Operating Officer Andy Burke and Chief Administrative Officer Rita Roberts-Turner discussed our planning efforts in this regard moving forward, and we will continue to update you on our status and progress toward the spring changes.
3. With respect to COVID status, we're all concerned by the rapidly accelerating rate of infection in the general population. Particularly concerning is the rate of infection among younger people. We have fully reinstated our bi-weekly COVID update meetings, led by Senior Safety Manager Nick Oldham. As of this week, we had 11 employees off for COVID-related illness or exposure to someone with COVID. Given the uptick in cases, DTO is also working collaboratively with ATU Local 1235 on an updated MOU with respect to employees who must be off for COVID-related reasons.
4. We discussed the MOU between MTA and NDOT with respect to the Downtown Neighborhood Traffic Study earlier in the agenda. We did receive two solid proposals for this work, and the evaluation committee is proceeding through the process of identifying the best proposal for contract negotiations.
5. Construction continues on the Hillsboro Transit Center. If you pass the site now, the Center is taking a very visual shape, with most of the steel erection complete on both the climate-controlled waiting room and the streetside bus canopies. We anticipate substantial completion by the end of the calendar year, though supply chain issues may delay final acceptance due to several long lead-time items.
6. With respect to the North Nashville Transit Center, design work continues at a good pace, and we anticipate the award of demolition and underground storage tank removal contracts in October. These will likely fall below the Board threshold for an award, but we do anticipate coming to you in October for the award of the Construction Management and Inspection contract. We've conducted several public outreach activities over the past month, and duGard Communications (our public engagement consultant) is finishing up a summary report that I'll forward to you as soon as it's complete. I'd like to thank Gail for agreeing to lead a committee of neighborhood stakeholders who will help advise the design team on various cultural, artistic, and design details of the project, based on the input we received through the public engagement process. To date, 14 of the 33 neighborhood leaders and organizations have accepted our invitation to participate, representing a broad spectrum of the community ranging from neighborhood businesses, churches, social service agencies, public agencies, and educational institutions. We are still on schedule to bid construction in the spring of 2022. We also received good news this past month from the Greater Nashville Regional Council who awarded us an \$873,800 grant under the Federal Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) toward the improvement of pedestrian infrastructure in the area around the transit center.
7. Beyond our two transit centers in active development, we have engaged in very early-stage discussions for potential additional centers with the developers of two other high potential locations – the redeveloped Madison Town Center in Madison, and the proposed redevelopment of the Global Crossings Mall in Antioch. As part of the Antioch discussions, we are also speaking with Metro Nashville and affordable housing development groups about a potentially larger-scale project.
8. We are collaborating with the American Muslim Advisory Council to provide bus pass access via QuickTicket to approximately 300 Afghan refugees who are resettling into the Nashville community. This effort is a multi-agency effort in Middle Tennessee to support these individuals with a broad range of services.

9. With respect to capital funding, we received in the spring from Metro for expanded bus shelters, we have identified 18 sites for the \$1.5 million allocated. To date, 2 sites have been completed, 2 are set for installation in the next few weeks, 6 are in design, and 8 are being scoped internally for contractor quotes (which will be ongoing through the end of the year).

10. On the RTA side:

- a. We are operating the Titans Express on the WeGo Star for all Tennessee Titans home games this season. Ridership tends to rise and fall with the Titans' fortunes, so I was happy with last Sunday's result in Seattle which will hopefully bode well for robust ridership! The Titans have graciously agreed to sponsor this service. We sold 332 tickets for the 1st game and so far have sold 177 tickets for this Sunday's game.
- b. We are collaborating with the City of Murfreesboro on a park-and-ride project adjacent to their new Transit Center facility. Right now, we are finalizing documents we need to submit to the Federal Transit Administration to comply with environmental planning requirements before advancing this project further.
- c. We will be resurfacing and restriping the Donelson and Hermitage Station Park and Ride Lots on the WeGo Star over the next month.

VII. **Chair's Report:** Chair Williams reported the following:

Chair Williams said that we live in interesting times, but she continues to be proud of the creativity and innovation of all of the staff. She concluded by encouraging everyone to continue to do good work.

VIII. **Other Business:**

IX. **Adjournment:** With no further business, the meeting was adjourned at 4:24 p.m.

Attested:

Gail Carr Williams
Chair

Margaret L. Behm
Secretary:

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

☐ Committee Discussion Item

☐ Committee Action Item

☒ Board Discussion Item

Item Number:	OF-D-21-029	Meeting Date:	10/28/2021
Item Title:	Monthly Financial Report Compared to Budget		

BACKGROUND:

Attached is a statement of operations for the month of August 2021 compared to the budget and a balance sheet as of August 31, 2021.

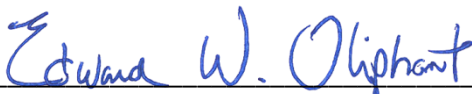
August experienced a larger than expected increase in fare revenues month over month as we saw our highest monthly fare revenue since March 2020. The increases can be attributed to increased ridership as reflected in the operating statistics as well as some large bulk orders from area agencies. One of the benefits that the new fare collection system will do for us once fully implemented will be to eliminate the spikes we regularly see when large purchases of our fare media are made. Under the new fare system, revenues will be recognized when each trip is taken as opposed to when the fare media is purchased. There will be a much more direct relationship between ridership and revenue and eliminate confusion when there appears to be a disconnect between revenues and rides taken.

As for operating expenses compared to budget, there are no significant anomalies to point out this early in the fiscal year.

CURRENT STATUS:

Chief Financial Officer Ed Oliphant will be available to answer any questions regarding the statements at the committee meeting.

APPROVED:



Chief Financial Officer

October 22, 2021

Date

Metropolitan Transit Authority
Statement of Operations Compared to Budget
For the Period Ending August 31, 2021
UNAUDITED

	Actual Month	Month Budget	Month End Variance	F / U	Prior Year Y-T-D	Actual Y-T-D	Budget Y-T-D	Y-T-D Variance	F / U	Annual Budget
Revenue from Operations:										
Passenger Fares	\$517,053	\$346,120	\$170,933	F	\$420,705	\$852,272	\$688,410	\$163,862	F	\$4,049,030
Access Ride	48,615	41,450	7,165	F	78,381	96,159	78,280	17,879	F	513,250
Contract Revenues	176,076	236,945	(60,869)	U	270,110	347,346	481,030	(133,684)	U	3,081,550
Advertising	54,932	44,470	10,462	F	103,703	98,128	91,750	6,378	F	502,070
Other Non-Trans Revenue	128,632	108,415	20,217	F	58,866	148,913	215,930	(67,017)	U	1,336,065
Total Operating Revenue	925,308	777,400	147,908	F	931,765	1,542,818	1,555,400	(12,582)	U	9,481,965
Federal/State/Local Income:										
Local Assistance	6,000,000	6,000,000	0	F	11,260,000	13,000,000	13,000,000	0	F	51,835,900
State Assistance	0	0	0	F	0	0	0	0	F	5,098,610
Federal Assistance - CARES Act	0	0	0	F	8,495,392	0	0	0	F	3,618,135
Total Assistance Income	6,000,000	6,000,000	0	F	19,755,392	13,000,000	13,000,000	0	F	60,552,645
Capital Revenue:										
American Rescue Operating Reimbursement	0	0	0	F	0	0	0	0	F	23,303,190
Capital Operating Reimbursement	0	0	0	F	0	0	0	0	F	0
Capital ADA Reimbursement	0	0	0	F	0	0	0	0	F	0
Total Capital Income	0	0	0	F	0	0	0	0	F	23,303,190
Total Revenue	\$6,925,308	\$6,777,400	\$147,908	F	\$20,687,157	\$14,542,818	\$14,555,400	(\$12,582)	U	\$93,337,800
Expenses from Operations:										
Labor and Fringes	\$5,730,219	\$5,754,399	\$24,180	F	\$10,109,327	\$10,939,824	\$11,402,181	\$462,357	F	\$68,869,115
Services	805,759	897,060	91,301	F	1,396,164	1,339,853	1,777,105	437,252	F	11,129,395
Fuel	227,973	275,285	47,312	F	546,512	472,253	538,080	65,827	F	3,178,400
Parts, Materials and Supplies	471,143	503,050	31,907	F	1,019,897	837,339	985,770	148,431	F	5,832,870
Utilities	111,934	121,690	9,756	F	178,077	183,998	238,375	54,377	F	1,410,220
Casualty and Liability	166,106	195,730	29,624	F	367,478	371,091	394,250	23,159	F	2,318,600
Other	20,348	43,690	23,342	F	111,091	112,922	169,645	56,723	F	599,200
Total Operating Expenses	7,533,482	7,790,904	257,422	F	13,728,546	14,257,280	15,505,406	1,248,126	F	93,337,800
Surplus / (Deficit) before GASB 33	(\$608,174)	(\$1,013,504)	\$405,330	F	\$6,958,611	\$285,538	(\$950,006)	\$1,235,544	F	\$0
Capital Grant Revenue	276,479		276,479	F	426,191	276,479		276,479	F	
Capital Grant Revenue -CARES Act	0		0	F	5,602	0		0	F	
Rental income - MCC Amortization	49,167		49,167	F	98,334	98,334		98,334	F	
Gain/(Loss) on Sale of Property	0		0	F	0	0		0	F	
Depreciation	(1,986,007)		(1,986,007)	U	(3,856,150)	(3,959,827)		(3,959,827)	U	0
Surplus / (Deficit)	(\$2,268,535)	(\$1,013,504)	(\$1,255,031)	U	\$3,632,588	(\$3,299,476)	(\$950,006)	(\$2,349,470)	U	\$0

Metropolitan Transit Authority

Comparative Balance Sheets

	Month Ended August 31, 2021 (unaudited)	Month Ended June 30, 2021 (Preliminary)			
CURRENT ASSETS					
Cash and cash equivalents	\$6,240,972	\$5,291,154			
Receivables from federal, state and local government	106,696	4,232,776			
Accounts receivable	1,041,702	746,944			
Materials and supplies	3,041,272	2,982,464			
Prepaid expense and other	2,033,577	1,420,871			
Pension & OPEB Deferred Outflow	29,001,549	29,001,549			
Total Current Assets	41,465,768	43,675,758			
PROPERTY AND EQUIPMENT					
Land	14,733,025	14,733,025			
Building, shelter and benches	110,514,846	110,514,846			
Revenue equipment and parts	193,218,190	193,189,375			
Office furniture and equipment	6,146,484	6,145,705			
Other	9,144,380	8,729,214			
	333,756,925	333,312,165			
Less: Accumulated Depreciation	(170,212,783)	(166,287,998)			
Total Property and equipment, net	163,544,142	167,024,167			
OTHER ASSETS					
Cash and investments for self-insurance and other	350,000	350,000			
TOTAL ASSETS	\$205,359,910	\$211,049,925			
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts payable	\$2,224,520	\$1,929,138			
Accrued expenses	8,627,981	7,718,662			
Deferred revenue	53,885	57,547			
Note Payable	0	3,000,000			
Total Current Liabilities	10,906,386	12,705,347			
NON-CURRENT LIABILITIES					
Deferred Revenue	6,689,115	6,787,449			
Net Pension Liability	16,130,285	16,130,285			
Pension & OPEB Deferred Inflows	3,132,430	3,132,430			
Net other postemployment benefits obligations	103,168,732	103,168,732			
NET ASSETS					
Invested in capital assets	156,855,027	157,236,718			
Reserve for capital purchases	0	0			
Unrestricted	(88,222,589)	(81,038,246)			
Current Year Surplus / (deficit)	(3,299,476)	(7,072,790)			
Total Net Assets	65,332,962	69,125,682			
TOTAL LIABILITIES AND NET ASSETS	\$205,359,910	\$211,049,925			
	Current	> 30 days	> 60 Days	> 90 days	Total
Accounts Receivable	\$778,650	\$233,123	\$25,572	\$4,357	\$1,041,702
	74.7%	22.4%	2.5%	0.4%	100.0%
Accounts Payable	\$1,303,044	\$979,034	\$1,083	(\$58,641)	\$2,224,520
	58.6%	44.0%	0.0%	-2.6%	100.0%

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Board Action Item

Item Number:	M-A-21-030	Meeting Date:	10/28/2021
Item Title:	WeGo Central Dunkin Donuts Lease Assignment		

BACKGROUND:

In April 2019, the Board approved a ten (10) year occupancy lease extension with Tennessee Business Enterprises (TBE), in the Division of Rehabilitative Services in the Tennessee Department of Human Services allowing Sweet Liberty, LLC (Sweet Liberty), a franchise operator of Dunkin Donuts, who has a contracting agreement with TBE, to utilize space on the 5th Avenue level of WeGo Central to operate a Dunkin Donuts store. A blind vendor operating under license through TBE was also included in the lease arrangement. The original lease was for ten (10) years with two five (5) year options with Nashville MTA receiving 5% of Dunkin Donuts' monthly gross sales as a form of lease payment. Sweet Liberty and TBE had requested that the two option periods be combined into one ten (10) year extension to the lease with the condition that Sweet Liberty invest approximately \$150,000 in upgrades to equipment and renovations by April 2020.

The lease generated approximately \$42,000 in lease revenues in the year preceding the pandemic and, at the time, with their willingness to invest in and upgrade their lease space, the Board was willing to extend the lease an additional 10 years.

During the timeframe to complete the renovations, the coronavirus pandemic hit, and the renovations were not completed by the April 30, 2020 requirement. As a result of the impact of the pandemic and receiving CARES Act funding, MTA entered into a rent abatement agreement with Sweet Liberty in April 2020 with the goal of Sweet Liberty keeping its employees and allowing the business to continue to operate. They did begin paying rent again in December 2020 and, by May 2021, the store had recovered to approximately 80% of pre-pandemic sales.

In June 2021, Sweet Liberty was approached by the Bluemont Group, a larger Dunkin Donuts franchisee out of Knoxville, Tennessee, that was interested in buying out two of Sweet Liberty's store locations in Nashville including the one at WeGo Central. Accordingly, Sweet Liberty has requested to assign its lease to the Bluemont Group with minimal changes in the lease terms with MTA.

Bluemont Group also has agreed to do store renovations that will be at least equal to and possibly exceed the \$150,000 that Sweet Liberty had originally planned to complete. In our due diligence, we find Bluemont Group to be financially stable and currently operates 51 Dunkin Donuts locations in cities including Nashville (12), Knoxville (23), Chattanooga (12) and Birmingham (4) with plans to open 2 more this year. They have already completed two store renovations with plans to renovate 2 more stores this year and 5-7 stores in 2022. TBE is also agreeable to the assignment to Bluemont Group and MTA has obtained an indemnity agreement from Sweet Liberty to protect MTA from any claims that may arise after the assignment is made and are required to maintain their existing insurance policies for 3 more years. If approved, the assignment would be done through a second amendment to the existing lease.

RECOMMENDATION:

We have had a very good working relationship with Dunkin Donuts and they have been a positive benefit for our customers that pass through WeGo Central on a daily basis. We are requesting that the Board approve the assignment of the current lease with TBE, Sweet Liberty, and the blind vendor for the WeGo Central 5th Avenue

retail space to Bluemont Group. TBE and the current blind vendor would remain a party to the lease. This assignment is done in consideration that Bluemont Group will complete renovations and store upgrades of at least \$150,000 and Nashville MTA will continue to receive a lease payment equivalent to 5% of Dunkin Donuts' gross monthly sales for the life of the lease. The improvements must begin no later than June 1, 2022 and be complete no later than December 31, 2022.

APPROVED:

Board Secretary

October 28, 2021

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

☒ Committee Discussion Item

☐ Committee Action Item

☐ Board Discussion Item

Item Number:	OF-D-21-030	Meeting Date:	10/28/2021
Item Title:	Monthly Operating Statistics		

BACKGROUND:

Attached are monthly operating statistics through August 2021. In addition to strong year-over-year increases in ridership, ongoing trends remain encouraging, with ridership up more than 25% since May of this year when vaccines became widely available.

As ridership increases, so does congestion, and we again see that reflected in our on-time performance statistics for the month. Many routes were re-timed in coordination with the Fall service changes that took effect on October 3rd to better reflect these changes in traffic.

Operator staffing remains the most important item for the agency to monitor and address, and we are closely tracking missed service to make sure that this issue does not impact service reliability. Certain Better Bus enhancements originally scheduled for implementation this Fall have been delayed to ensure that we can reliably operate the services we have committed to delivering to the public. Fortunately, early efforts at enhanced recruitment strategies (including the addition of a Commercial Driver's License permit class) in combination with a significant increase in operator starting wages are starting to bear fruit in the form of increased operator class sizes.

CURRENT STATUS:

Chief Operating Officer Andy Burke will be available for specific questions regarding the Monthly Operating Statistics at the committee meeting.

APPROVED:



Chief Operating Officer

October 15, 2021

Date

Operations Dashboard Report

	August 2021	August 2020	Pct. Change	Average Monthly Goals
Ridership				
Total Passengers				
Bus	477,824	346,810	37.8%	
Access (WeGo)	18,492	13,255	39.5%	
Access (Overflow/Taxi)	4,320	3,838	12.6%	
Access-on-Demand *	2,767	2,994	-7.6%	
Access Total	25,579	20,087	27.3%	
Total	503,403	366,897	37.2%	785,000
Passengers per Revenue Hour				
Bus	12.82	10.93	17.3%	18
Access	1.71	1.51	13.2%	2.1
Total Scheduled Revenue Hours	48,092	40,516	18.7%	
Total Cost Per Scheduled Revenue Hour of Service	\$150.21	\$161.07	-6.7%	
Safety				
Miles Between Total Accidents	43,637	50,673	-13.9%	36,000
Miles Between Preventable Accidents	N/A	506,725	N/A	300,000
Preventable Accidents	0	1	-100.0%	
Non-Preventable Accidents	14	9	55.6%	
Total Accidents	14	10	40.0%	
Service Quality				
Bus Trip Completion Percentage	99.95%	99.95%	0.01%	99.50%
Access Trip Denials	0	0	0.0%	0
Miles Between Road Calls	6,171	3,568	72.9%	3,800
On-Time Performance				
Bus	88.6%	91.1%	-2.6%	85.0%
Access (WeGo)	92.6%	93.2%	-0.7%	89.0%
Access (Overflow/Taxi)	99.0%	97.5%	1.5%	89.0%
Access Total	93.8%	94.2%	-0.4%	89.0%
Customer Care				
Passengers Carried Per Complaint				
Bus	3,792	2,425	56.4%	6,000
Access	365	488	-25.2%	600
Total Calls Received	19,332	14,166	36.5%	
Percent of Calls Answered	95.6%	96.3%	-0.7%	95.0%

* "Access on Demand service began March 2018"

Operations Dashboard Report

	FY2022 August	FY2021 August	Pct. Change	Average Monthly Goals
Ridership				
Total Passengers				
Bus	908,014	684,347	32.7%	
Access (WeGo)	36,288	26,361	37.7%	
Access (Overflow/Taxi)	8,290	7,089	16.9%	
Access-on-Demand *	5,511	6,147	-10.3%	
Access Total	50,089	39,597	26.5%	
Total	958,103	723,944	32.3%	1,570,000
Passengers per Revenue Hour				
Bus	12.28	10.73	14.4%	18
Access	1.66	1.47	12.9%	2.1
Total Scheduled Revenue Hours	95,803	81,731	17.2%	
Total Cost Per Scheduled Revenue Hour of Service	\$143.23	\$160.46	-10.7%	
Safety				
Miles Between Total Accidents	36,797	44,245	-16.8%	36,000
Miles Between Preventable Accidents	607,156	508,814	19.3%	300,000
Preventable Accidents	2	2	0.0%	
Non-Preventable Accidents	31	21	47.6%	
Total Accidents	33	23	43.5%	
Service Quality				
Bus Trip Completion Percentage	99.9%	99.9%	0.0%	99.5%
Access Trip Denials	0	0	0.0%	0
Miles Between Road Calls	5,953	4,367	36.3%	3,800
On-Time Performance				
Bus	89.2%	91.2%	-1.9%	85.0%
Access (WeGo)	93.1%	92.9%	0.1%	89.0%
Access (Overflow/Taxi)	98.8%	97.5%	1.3%	89.0%
Access Total	94.2%	93.9%	0.3%	89.0%
Customer Care				
Passengers Carried Per Complaint				
Bus	3,799	2,716	39.9%	6,000
Access	436	440	-1.0%	600
Total Calls Received	38,156	28,472	34.0%	
Percent of Calls Answered	95.4%	96.4%	-1.0%	95.0%

* "Access on Demand service began March 2018"

Operations Dashboard Glossary

Metric	Definitions
Ridership	
Total Passengers	
Bus	Total fixed route passenger boardings on all WeGo operated services
Access (WeGo)	Total paratransit passenger boardings on WeGo vehicles
Access (Overflow/Taxi)	Total paratransit passenger boardings on third-party service providers
Access on Demand	Total paratransit passenger boardings on Access-on-Demand service by third-party providers
Access Total	Total paratransit boardings (WeGo vehicles and third-party service providers, includes Access-on Demand ridership)
Passengers per Revenue Hour	
Bus	Total fixed route passenger boardings divided by total scheduled fixed route revenue vehicle hours.
Access	Total paratransit boardings on WeGo vans divided by total scheduled paratransit revenue vehicle hours.
Total Scheduled Revenue 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 Cost Per Scheduled Revenue Hour of Service	Total fully allocated cost to deliver service divided by the total scheduled revenue hours.
Safety	
Miles Between Total Accidents	Total number of miles travelled by all WeGo revenue vehicles (fixed route and paratransit) divided by the total number of accidents.
Miles Between Preventable Accidents	Total number of miles travelled by all WeGo revenue vehicles (fixed route and paratransit) divided by the total number of preventable accidents.
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.
Non-Preventable Accidents	A motor vehicle collision in which the Operator committed no driving error and reacted reasonably to the errors of others.
Internal Accidents	A motor vehicle collision that occurs on Nestor or Myatt yard.
External Accidents	A motor vehicle collision that occurs outside of Nestor or Myatt yard.

Operations Dashboard Glossary

Metric	Definitions
Service Quality	
Bus Trip Completion Percentage	Percentage of one-way fixed route revenue trips completed versus scheduled.
Access 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	Any mechanical failure, excluding farebox and accidents. Bus and Access 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.
Access (WeGo & Taxi/Overflow)	Percentage of total trips where vehicle arrives no later than 59 seconds outside of the scheduled pick-up window.
Customer Care	
Passengers Carried Per Complaint	
Bus	Total fixed route passengers divided by total fixed route customer complaints.
Access	Total paratransit (WeGo and third-party service providers) passengers divided by total paratransit customer complaints.
Total Calls Received	Percentage of calls received that were answered. Unanswered calls are calls that are lost for any reason once in the customer call phone queue.
Percent of Calls Answered	

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Board Action Item

Item Number:	M-A-21-031	Meeting Date:	10/28/2021
Item Title:	60 Foot Articulated Bus Contract and Initial Purchase		

BACKGROUND:

Concurrent with MTA's efforts to operate within our Capital Fleet Replacement Plan for 60' Articulated Buses, staff requests approval to make an initial order for Fourteen (14) New Flyer of America Inc. Clean Diesel 60' Articulated Buses, to replace Fourteen (14) NABI 60' Articulated Buses that were built and purchased in 2009 and 2010 and have met Federal Transit Authority (FTA) replacement criteria. The contract will be to purchase up to fifty (50) 60' Articulated buses over the five-year contract period. The purchase will be made under contract with New Flyer of America Inc. The approval of this purchase is consistent with the agency's efforts to execute a more balanced schedule for capital spending and fleet replacement.

If approved, these fourteen (14) buses will replace vehicles referenced above that have met the end of their useful life and are no longer recommended for service. Considering the lead time for the production scheduling, maintenance staff anticipates delivery dates for these fourteen (14) replacements vehicles in the 3rd quarter of FY23. An additional twenty-one (21) 60' articulated buses will reach the end of their useful life during this contract period and fifteen (15) additional buses have been added in, in the event of 60' Articulated bus fleet expansion.

The Request for Proposal (RFP) was published on WeGo's website and Transit Talent on June 16, 2021. The RFP was also sent directly to the only two manufacturers of Clean Diesel 60' Articulated Buses eligible to participate in United States procurements, Nova Bus, and New Flyer. The original due date for responses was July 15, 2021, however, both proposers requested an extension shortly after the RFP was published. Their request resulted in the due date for responses being extended to August 12, 2021.

On August 11th, Nova submitted their formal no proposal/bid letter. In the letter, Nova confirmed that their reasons for not responding were due to their own business-related issues and not our timeline or specification. Nova's inability to provide a proposal resulted in a single proposal from New Flyer of America by the proposal due date of August 12th. According to FTA, due to Nova's business-related reasons for not submitting a proposal, competition is deemed adequate.

An evaluation and price analysis of New Flyer's proposal was conducted, and their costs were found to be fair and reasonable. Unit pricing for buses under this contract were within 1% of the most recent acquisition of similar equipment. It was further concluded that New Flyer demonstrated its capability to meet the Agency's delivery schedule and bus specifications. Agency Consultant First Transit conducted a Pre-award Audit on September 9, 2021 in accordance with Federal Transit Administration requirements to confirm that the bus components comply with the 70% Buy America requirement. Their audit confirmed that the New Flyer components and subcomponents Buy America percentage of the total material cost is at least 70%.

RECOMMENDATION:

Staff recommends that the Board provide the Chief Executive Officer authority to execute the purchase of the initial fourteen (14) replacement 60' Articulated buses from New Flyer of America Inc. and up to a total of fifty (50) Articulated buses over the next five (5) years from New Flyer of America Inc. for the attainment of replacement vehicles used in Fixed Route Service.

The base price for this order is \$775,424 per bus. Comparatively the base price for the previous order of Articulated buses in 2020 was \$776,215. The total sum for the initial purchase of fourteen (14) 60' Articulated Clean Diesel Buses is \$11,250,000 (\$803,571 per bus) the cost per bus includes tools and training. The overall

contract amount is not to exceed \$44,275,000. Funding sources for the Purchase of the vehicles will be funded utilizing 80% Federal Section 5307 Formula Funds; 10% TDOT Match; 10% Metro Capital Spending Plan funds.

APPROVED:

Board Secretary

October 28, 2021

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

List of upcoming procurement projects

Meeting Date: 10/28/2021

BACKGROUND:

Project Name: Real Estate Services

- Brief Description: This project is to engage real estate professional services to assist in the location of properties for easement, lease, or purchase for future transit centers, park and ride lots or other facilities.
- Anticipated Publish Date: November 2021
- Estimated Project Value: \$200,000 - \$250,000 annually

Project Name: RFP Escalator Modernization (Rebuild)

- Brief Description: The project seeks a contractor to provide an escalator modernization rebuild solution.
- Anticipated Publish Date: December 2021
- Estimated Project Value: \$675,000 - \$1,000,000

Project Name: RFP Elevator & Escalator Preventative Maintenance

- Brief Description: The project seeks a contractor to provide maintenance, repair and related services for full-service elevators, escalators, and chair/platform lifts.
- Anticipated Publish Date: January 2022
- Estimated Project Value: \$200,000 - \$250,000

CURRENT STATUS:

Pursuant to earlier Board discussion, staff will provide a rolling list of upcoming procurements to the Board on a monthly basis. Staff requests members make them aware of any potentially interested suppliers for planned procurement activity.

Unless there are questions of staff, no discussion is planned at the meeting. This material is provided for information only.

APPROVED:



Chief Administrative Officer

October 22, 2021

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Board Action Item

Item Number:	M-A-21-032	Meeting Date:	10/28/2021
Item Title:	Construction Administration Services for North Nashville Transit Center		

BACKGROUND:

With the North Nashville Transit Center developing through the design process the agency issued a Request for Qualifications for construction administration services on July 14, 2021. The scope of work for these services encompassed design and constructability reviews, assisting with prime and subcontractor vendor outreach, bid review assistance, construction administration, and project closeout services. The solicitation was advertised on the agency and B2G websites, in *Transit Talent*, and was sent directly to Nashville-based minority-owned architecture and construction management firms.

Three firms responded to the solicitation: Don Hardin Group; Epps Public Strategies; and ViViD1 Architecture. In addition to their written proposals, all three firms were invited for presentations and interviews. Selection criteria included project approach, team and key personnel qualifications, and previous experience on representative projects. The RFQ included a Disadvantaged Business Enterprise (DBE) participation goal of 15%, which was exceeded by all three proposers.

ViViD1 Architecture received the highest technical ranking based on the team's design and construction experience, knowledge of the Nashville construction market, and thorough approach to construction administration. ViViD1 Architecture and subconsultants are all minority-owned DBE firms based in the Nashville area. As a federally funded project, the procurement was conducted pursuant to Brooks Act regulations that require architectural, engineering, or construction-related services solicitations to be evaluated on technical merit, with only the top-ranked firm then requested to submit a cost proposal for negotiation.

Following negotiations of scope items and allocation of hours and resources, ViViD1 Architecture and the evaluation committee agreed on a three-year contract duration at a total price of \$562,219.08, 2% over the agency's estimate of \$550,000. An allowance of \$85,000 is proposed to be added to the negotiated contract amount to be used at the agency's direction for construction materials testing and incidental items.

The roles and responsibilities of the entire team include:

Company	Owner	Work Description	Percentage
Vivid1 Architecture – Minority Owned DBE	Darrell Hayes	Project management; project closeout, and executive work on all project tasks	30%
BC Mason Group – Minority Owned DBE	Brandon Mason	Contractor/vendor outreach, bid assistance, construction administration, project closeout	36%
Kingdom Development Group – Minority Owned DBE	Brandon Harvey	Design and constructability review, contractor/vendor outreach, bid assistance, construction administration, project closeout	24%
Culture Architecture and Design – Minority Owned DBE	Joseph Cole	Design and constructability review, construction administration, project closeout	6%
Specs and Details – Minority and Women Owned	Y. Lynn Jolley	Design and constructability review, construction administration	4%

RECOMMENDATION:

We request the Board to provide the Chief Executive Officer the authority to enter into a contract with ViViD1 Architecture to provide Construction Administration Services for the Clarksville Pike and 26th Avenue North Transit Center in the amount of \$647,219.08, which includes the base contract amount of \$562,219.08 and an allowance of \$85,000 to be used at agency direction for materials testing. The total contract term is 36 months, with 12 months allocated for construction administration. The contract is funded by the North Nashville Transit Center project budget with funds from local, state, and federal sources.

APPROVED:

Board Secretary

October 28, 2021

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Board Action Item

Item Number:	M-A-21-033	Meeting Date:	10/28/2021
Item Title:	Downtown Nashville Neighborhood Traffic Study Award		

BACKGROUND:

In December 2020, the Metro Council adopted the Metro Nashville Transportation Plan, a commitment to advancing critical projects that improve multimodal transportation and overall mobility in Nashville. Among several transportation issues identified, the plan highlights Downtown Nashville's instrumental role in the region along with the constant challenges that emerge from downtown's fast growth and its impact on the safe and effective operation of different activities that take place there. One of the key projects identified in the plan is the Downtown Nashville Neighborhood Traffic Project. The project is a comprehensive effort to analyze and identify options to address how the Downtown core's increasing congestion can be better managed through improvements in traffic management, curbside access, transit access, and pedestrian safety while also supporting the anticipated growth in employment, residential and commercial development, and Nashville's primacy as a tourism destination. Transit operations are a primary area of emphasis of the scope, recognizing the need for improving overall transit reliability for the local and regional bus network to make transit more competitive.

At the Board's September 2021 meeting, this project was discussed in the context of a proposed Memorandum of Understanding (MOU) between the Metropolitan Transit Authority (MTA) and Nashville Department of Transportation (NDOT). As approved by the Board in the MOU, the project will be under the direction of the Nashville Department of Transportation (NDOT), with the Metropolitan Transit Authority serving as the administrative lead for the project. MTA is also a full project partner contributing Federal Transit funding. Other funding partners for the project include Metro Nashville, the Tennessee Department of Transportation, and the Nashville Downtown Partnership. Under this agreement with Metro, the MTA conducted the solicitation of professional services for the project, and will serve as the contracting agency for consulting services.

The notice of the Request for Proposals (RFP) was published on the WeGo, Transit Talent, and B2G websites, and in the American Public Transit Association's (APTA) bi-weekly industry newsletter beginning June 14, 2021. Notifications of the solicitation were also sent to the Eno Transportation Center and the Nashville chapter of the American Council of Engineering Companies.

The project has a 21% DBE participation goal. Two proposals were received on the solicitation due date of August 25, 2021, from:

- Nelson/Nygaard Consulting Associates (Nelson Nygaard)
- Stantec Consulting Services

Cost proposals received ranged from \$997,623 to \$999,986, closely aligned with the project budget of \$1,000,000. Following the evaluation committee's initial review of the proposals, each proposer was requested to respond to questions and participate in a presentation and interview. Factors considered in the evaluation included project approach and schedule, proposing team and key personnel qualifications, prior experience, and total project cost. The Nelson Nygaard proposal received the evaluation committee's highest technical

ranking based on the proposed public engagement approach, work done in other cities and experience of the key personnel and subconsultants. After clarification of scope items and deliverables, Nelson Nygaard submitted a best and final offer cost proposal of \$949,837.

Nelson Nygaard is meeting the DBE participation goal through the following engagements:

Company	Owner	Work Description	Percentage
Fairpointe Planning- Minority & Woman Owned	Tanisha Hall	Public engagement, outreach, and planning	15%
duGard Communications – Minority & Woman Owned	Perri duGard	Outreach support	3%
Varallo Public Relations – Woman Owned	Deborah Varallo	Outreach support	3%

RECOMMENDATION:

Staff request that the Board of Directors provide the Chief Executive Officer the authority to enter a professional services contract with Nelson Nygaard to conduct the Downtown Nashville Neighborhood Traffic Project in the amount of \$1,000,000, which includes the base proposal of \$949,837 plus a contingency of \$50,163. The total contract term is 24 months, with a milestone for final recommendations at 18 months. Funding for the study includes FTA 5307 funds, TDOT's Urban Transportation Planning grant funds, and Local funds from the Metropolitan Government of Nashville and Davidson County and the Nashville Downtown Partnership.

APPROVED:

Board Secretary

October 28, 2021

Date