



Birmingham-Jefferson County Transit Authority
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Report to the Board Program Development Committee

Wednesday, September 15, 2010

Opening: The meeting was called to order by the Committee Chairman Doris Powell, at 10:15 a.m. in the Executive Briefing Room, located at Central Station, 1735 Morris Avenue, Birmingham, Alabama 35203.

Members Present: Joyce Brooks, Doris Powell, and Rev. Patrick Sellers

Members Absent: None

Others Present: Debra Anderson-Burse, Peter Behrman, Anna Brown, Jacquese Gary, Brian Hamilton, Barbara Lawson, Johnnye P. Lassiter, Chris Leffert, Richard Nardecchia, Rhonda Siserir, and Lou Willie.

Items for Information and/or Discussion:

1. Recommendation of Facilitator for Board Retreat:
Joyce Brooks offered to facilitate a one day retreat, at no personal costs, and gave some of her background experience. Prior to the Retreat, a questionnaire would be completed by Board members, staff, stakeholders and riders to determine the priorities and compare them to the 2008 goals and objectives. The concerns and recommendations of the APTA review would be included on the agenda. Any follow-up would be determined by how much is accomplished on the day of the Retreat.

Rev. Patrick Sellers moved to allow Mrs. Brooks to facilitate the Retreat, Doris Powell seconded, and it was recommended to the full Board for its consideration.
2. Design & Engineering Services for the 8th Avenue Renovations:
Brian Hamilton reported that he and Mrs. Brooks had met to discuss a recommendation. Staff had prequalified eleven respondents who expressed interest and qualifications in architectural design, engineering design, and program and construction management. The next step is to establish a program budget that would include construction and design costs. He recommended that the BJCTA augment the staff with outside consultants to assist in establishing the budget, writing the detailed scope for the 8th Avenue renovations, assisting in the

selection of an architect and negotiating the fees. He recommended using an hourly rate agreement with a cost not to exceed a specified amount. Mr. Hamilton did not make any recommendations on a firm to be selected because his firm has contractual relationships with most of the consultants. He withdrew from any further activity of the selection.

Mrs. Brooks recommended Volkert, Inc., who specifically stated that they could provide program management, at \$155/hour.

Rev. Sellers moved to recommend Volkert Inc., for the program management; seconded by Ms. Powell and recommended to the full Board for its consideration.

3. Procurement Report:

Grants and Contracts Officer Chris Leffert reviewed contracts expiring in the next ninety days, vehicle procurements, solicitations in process, and upcoming solicitations. Ms. Powell requested to know if the radios would be transferred from old vehicles to the newly purchased vehicles. Mr. Leffert replied in the affirmative, to the extent possible because the number of Paratransit vehicles is higher than those in hand.

4. Award for the Janitorial Services Contract:

Facilities Manager L.A. Moss reported that the janitorial services have improved drastically under the new contract. He commented that the services could be outstanding with the new contract because of the clause for liquidated damages. Costs could be recovered if a person is late or absent. Rev. Sellers stated that he could not recommend ESC. Mrs. Brooks requested to know the pros and cons of in-house services. Mr. Moss replied that it would depend on the salaries, benefits, and whether or not the positions would be under the Union contract.

Rev. Sellers moved that the BJCTA create new positions to provide janitorial services in-house and extend the contract with ESC for thirty (30) days while Administration creates and fills internal positions; seconded by Joyce Brooks and recommended to the full Board for its consideration.

5. Authorization of the FY2011 Procurement Schedule:

Mr. Leffert explained that the priority authorizations, listed on page 1, are critical of sending out RFPs. In response to Ms. Powell, Director of Operations William Copling responded that the BJCTA goal was to replace the entire Paratransit fleet and to have one common fleet for the fixed route buses to lower operating costs. Ms. Powell requested that Mr. Copling provide an itemized report of projected cost savings by having the common fleet for the fixed route buses, including percentages. He answered that he could give a report listing the pros and cons but not the true value.

6. Authorization to Upgrade the Paratransit Scheduling:
Mr. Behrman reported that this software is a low cost, quick method of upgrading Paratransit software until all software can be replaced.

7. Public Hearings:
Mr. Behrman referred to the meeting held on Monday, September 13, and reported that the City of Birmingham has committed funds for transit; however, there is not a contract currently in place. In order to cover the BJCTA and be in line with federal regulations, the public hearings must be held. Hopefully, no service cuts will be necessary. The attached schedule of public hearings was distributed.

Resolutions for Consideration and/or Recommendation:

- A. **Resolution No. 2010-30:** Authorization to Award the Janitorial Services Contract failed.

- B. **Resolution No. 2010-36:** Authorization of the FY 2011 Procurement Schedule moved by Rev. Sellers, seconded by Mrs. Brooks and recommended to the full Board for its consideration.

- C. **Resolution No. 2010-37:** Authorization to Upgrade the Paratransit Scheduling Software was moved by Rev. Sellers, seconded by Mrs. Brooks and recommended to the full Board for its consideration.

Old Business:

Ms. Powell referred to a previous request of name slots of the drivers being installed at the front of buses. Mr. Copling replied that drivers are wearing name tags. The new buses will have the slots and the older ones will be refitted for the slots.

New Business: None

Adjournment: The meeting was adjourned.

Minutes submitted by: Barbara Lawson, Administrative Assistant

Date: _____

Approved by: _____
Doris Powell, Committee Chairman