

PLANNING AND DEVELOPMENT COMMITTEE

AATA Training Room

7/13/10 at 3:00 p.m.

1.0 COMMUNICATIONS AND ANNOUNCEMENTS

2.0 PUBLIC TIME: Limited to today's agenda items (limit 2 minutes per individual)

3.0 ACTION ITEMS

3.1 **Selection of Firm for General Civil Engineering and Project Management Services: Terry Black – Memorandum and Resolution Attached**

AATA plans to be engaged in several projects over the next five years. Projects already identified include: expanding the bus storage area, installing new bus hoists, re-landscaping the storm water detention pond, sound proofing portions 2700, and bus hoist replacement.

Additional projects will be added as needed. Having an engineering firm under contract to assist in these and other projects will be a great time, energy, and money saver.

4.0 NEW BUSINESS

5.0 CONTINUING BUSINESS

5.1 **2011 Work Plan: Michael Ford**

Staff has assembled goals and objectives for the organization for the coming year with accompanying time frames, lines of responsibility, budgetary and other needs. This plan will become an important foundation block for the 2011 budget.

5.2 **Budget Retreat Planning: Michael Ford**

Plans are continuing on the Budget Retreat. Michael will provide an update on the use of a facilitator and how Staff is preparing for the retreat.

6.0 UPDATES:

6.1 **Transit Master Plan: Mary Stasiak**

6.2 **Ann Arbor Connector Feasibility Study: Chris White**

6.3 **Washtenaw Avenue transfer location: Chris White**

6.4 **Blake Transit Center: Terry Black**

7.0 PUBLIC TIME: Comments limited to 2 minutes per individual

8.0 FUTURE MEETINGS: Tuesday, August 10, 2010; 3:00 pm

9.0 ADJOURN

*Please note that this Agenda is subject to change without notice.

PLANNING AND DEVELOPMENT COMMITTEE

The Planning and Development Committee is accountable for developing and leading the Board's participation in all AATA planning, including annual budget preparation, and for overseeing the development of AATA's financial resources. In this capacity, it is accountable for:

- Reaching agreement with the Executive Director on the detailed design of AATA's planning and budget development cycle, with special attention to the Board's role in planning, and on the annual planning calendar to ensure that the Board participates fully and proactively in the planning process.
- Overseeing preparation for, and hosting, the periodic Board-Executive Team strategic planning work session to kick off the annual planning cycle.
- Overseeing follow-up to the strategic planning work session, including recommending to the full Board the strategic issues on which AATA's strategic planning should focus and the assignment of strategic issues to the Board's governing committees, which will determine how Strategic Change Initiatives to address the issues will be developed for inclusion in the AATA Strategic Change Portfolio.
- Recommending to the full Board the strategic issues on which AATA's strategic planning should focus, and reviewing and recommending to the Board such critical planning products as updated values, vision, and mission statements, operational planning priorities, the annual budget, and other strategic and policy-level products that merit full Board attention. (Note that the annual budget is a major operational planning product and, therefore, falls under the Planning and Development Committee. CONTROL of the budget after it has been adopted is a FINANCE function falling under the Performance Monitoring/External Relations Committee.)
- Ensuring, as part of the annual operational planning/budget preparation process, that all program plans include both financial and operational performance targets that the Performance Monitoring/External Relations Committee can use in monitoring the operational and financial performance of all of AATA's programs and operating units.



To: Planning and Development Committee
From: Terry D. Black and Michelle Sanders
Date: July 9, 2010
Re: Selection of Firm for General Civil Engineering and Project Management Services

AATA issued Request for Proposal (RFP) # 2010-07 to provide General Civil Engineering and Project Management Services to 67 vendors. The RFP was issued on April 26, 2010 with proposals due May 26, 2010.

The purpose of the RFP is to assist AATA with a variety of services including designing, engineering analysis, preparation of plans, specifications and estimate of costs for construction projects, detailed studies on specific items, conducting investigations, preparations of reports, land surveying, construction inspection, construction contract administration, and providing management assistance on AATA projects for facilities, equipment installation, maintenance and repair. At this time several specific projects have been identified that will be the basis for the initial task orders under this contract:

1. Purchase/Installation of In-Ground Bus Hoist.
2. Re-Landscaping of Pond.
3. Bus Garage Storage Expansion
4. Training Room Upgrade Project.
5. Scoping Potential Park & Ride Lot at Glencoe Crossing Shopping Center.

The contract term is for one year from date of issue, with a renewal option for four additional successive one-year periods, if exercised by AATA under the Contract Terms and Conditions. The total contract term shall not exceed five years.

AATA received eight proposals in response to the RFP. The proposals were evaluated by a committee of five internal staff members including the Manager of Maintenance, Controller, Purchasing Contracts Coordinator, an Operations Supervisor and the Facilities Supervisor with DLZ scoring the highest of the proposals received. The committee unanimously agreed with the selection of DLZ being the most responsive and qualified vendor to perform the needed services, and recommends awarding the contract to DLZ for the General Civil Engineering and Project Engineering Services.

Resolution 24/2010

General Civil Engineering and Project Management Services

WHEREAS, AATA Staff developed and advertised Request for Proposal (RFP) #2010-07 for General Civil Engineering and Project Management Services, and

WHEREAS, through the RFP process, AATA Staff identified a firm that met all the requirements of the Scope of Work and provided the best value,

NOW, THEREFORE, BE IT RESOLVED, that AATA Staff may enter into a contract with DLZ Michigan, Inc. to provide General Civil Engineering and Project Management Services for one year from date of issue, with a renewal option for four additional successive one-year periods, if exercised by AATA under the Contract Terms and Conditions. The total contract term shall not exceed five years.

Jesse Bernstein, Chair

August 19, 2010

Charles Griffith, Secretary

August 19, 2010