

**TOMPKINS CONSOLIDATED AREA TRANSIT, INC.
BOARD OF DIRECTORS SPECIAL MEETING**

9:00 AM Thursday, March 13, 2008
East Hill Office Building, 220H Conference Room, Ithaca, NY

Attendees: D. Cogan, J. Dotson, H. Dullea, K. Luz Herrera,
P. Mackesey, R. McDaniel, B. Wendt, J. Zumoff (by conference call)

J. Turcotte, N. Tedesco, S. Brock (took minutes)

Agenda

I. Call to Order

R. McDaniel called the special meeting to order at 9:03 AM.

II. Action Item

- Consider Resolution 2008- 02 for Approval of Contract with Perteet Inc. for Creation of a Transit Development Plan.

After J. Turcotte explained the consultant selection process, the following resolution was moved by B. Wendt and seconded by H. Dullea:

***RESOLUTION 2008-02
APPROVAL OF CONTRACT WITH PERTEET INC. FOR CREATION OF A TRANSIT
DEVELOPMENT PLAN***

WHEREAS, TCAT, Inc. (TCAT) is in need of a consultant to assist it in the creation of a Transit Development Plan that includes an operational analysis of TCAT's existing system, an evaluation of potential changes to the existing system, and recommendations for changes to the existing system and/or new service, and

WHEREAS, on January 14, 2008, TCAT issued a request for proposals for the creation of a Transit Development Plan (RFP 19-08) and received six (6) proposals, and

WHEREAS, after careful consideration of the proposals and interviews with three (3) of the firms that responded, TCAT staff have determined that Perteet Inc. of Seattle, Washington is a qualified and acceptable firm, and that acceptance of its proposal would be in the best interests of TCAT, and

WHEREAS, TCAT staff recommend entering into an agreement with Perteet Inc. to create a Transit Development Plan, and

WHEREAS, Perteet Inc. proposes to create the Transit Development Plan, including the optional alternative of the performance of a passenger boarding/alighting survey, for a cost of One Hundred Thirty-Three Thousand Ninety-Eight Dollars (\$133,098.00), and

WHEREAS, Perteet Inc. further proposes, pursuant to optional alternatives requested by TCAT, to perform telephone surveys at a cost of Twelve Thousand Seven Hundred

Twenty Dollars (\$12,720.00), conduct focus groups on specific issues at a cost of Ten Thousand Three Hundred Forty-Seven Dollars (\$10,347.00), and perform a paratransit passenger mile survey at a cost of Four Thousand Twenty Dollars (\$4,020.00), and

WHEREAS, TCAT has One Hundred Forty Thousand Dollars (\$140,000.00) of funds available for this project (80% federal, 10% state, 10% local match), with these funds included in TCAT's 2008 capital budget and 2009 capital budget projections, and

WHEREAS, TCAT is working to secure additional funding for the optional alternatives regarding telephone and paratransit passenger mile surveys and focus groups, therefore be it

RESOLVED, that the TCAT Board of Directors selects Perteet Inc. as its consultant to create the Transit Development Plan, and be it further

RESOLVED, that the TCAT Board of Directors authorizes the Chairperson of the Board and the General Manager to execute a contract ending May 1, 2009 with Perteet Inc., with payments not to exceed the budgeted amount of One Hundred Forty Thousand Dollars (\$140,000.00) unless additional funding is secured, in which case payments shall not exceed the amount of total available funds or One Hundred Sixty Thousand One Hundred Eighty-Five Dollars (\$160,185.00), whichever is less, said contract being subject to the approval of TCAT's attorney.

N. Tedesco provided more information about the consultant selection process. After discussion, H. Dullea proposed the following amendment: In the 8th WHEREAS clause, delete the words "alternatives regarding telephone and paratransit passenger mile" so this clause reads as follows: "WHEREAS, TCAT is working to secure additional funding for the optional surveys and focus groups, therefore be it".

D. Cogan proposed an amendment to the 2nd RESOLVED clause to change the \$160,185.00 figure to \$160,000.00.

B. Wendt and H. Dullea agreed these were friendly amendments.

After further discussion, the Board passed the following resolution by a vote of 7-0 (Mackesey not voting):

**RESOLUTION 2008-02
APPROVAL OF CONTRACT WITH PERTEET INC. FOR CREATION OF A TRANSIT
DEVELOPMENT PLAN**

WHEREAS, TCAT, Inc. (TCAT) is in need of a consultant to assist it in the creation of a Transit Development Plan that includes an operational analysis of TCAT's existing system, an evaluation of potential changes to the existing system, and recommendations for changes to the existing system and/or new service, and

WHEREAS, on January 14, 2008, TCAT issued a request for proposals for the creation of a Transit Development Plan (RFP 19-08) and received six (6) proposals, and

WHEREAS, after careful consideration of the proposals and interviews with three (3) of the firms that responded, TCAT staff have determined that Perteet Inc. of Seattle, Washington is a qualified and acceptable firm, and that acceptance of its proposal would be in the best interests of TCAT, and

WHEREAS, TCAT staff recommend entering into an agreement with Perteet Inc. to create a Transit Development Plan, and

WHEREAS, Perteet Inc. proposes to create the Transit Development Plan, including the optional alternative of the performance of a passenger boarding/alighting survey, for a cost of One Hundred Thirty-Three Thousand Ninety-Eight Dollars (\$133,098.00), and

WHEREAS, Perteet Inc. further proposes, pursuant to optional alternatives requested by TCAT, to perform telephone surveys at a cost of Twelve Thousand Seven Hundred Twenty Dollars (\$12,720.00), conduct focus groups on specific issues at a cost of Ten Thousand Three Hundred Forty-Seven Dollars (\$10,347.00), and perform a paratransit passenger mile survey at a cost of Four Thousand Twenty Dollars (\$4,020.00), and

WHEREAS, TCAT has One Hundred Forty Thousand Dollars (\$140,000.00) of funds available for this project (80% federal, 10% state, 10% local match), with these funds included in TCAT's 2008 capital budget and 2009 capital budget projections, and

WHEREAS, TCAT is working to secure additional funding for the optional surveys and focus groups, therefore be it

RESOLVED, that the TCAT Board of Directors selects Perteet Inc. as its consultant to create the Transit Development Plan, and be it further

RESOLVED, that the TCAT Board of Directors authorizes the Chairperson of the Board and the General Manager to execute a contract ending May 1, 2009 with Perteet Inc., with payments not to exceed the budgeted amount of One Hundred Forty Thousand Dollars (\$140,000.00) unless additional funding is secured, in which case payments shall not exceed the amount of total available funds or One Hundred Sixty Thousand Dollars (\$160,000.00), whichever is less, said contract being subject to the approval of TCAT's attorney.

Adopted by the TCAT Board of Directors on this the 13th day of March, 2008.

III. Adjournment

The motion to adjourn the meeting was made by D. Cogan and seconded by K. Luz Herrera. The meeting adjourned at 9:31 AM.