

Minutes
Berrien County Transit Consolidation Feasibility Study
Selection Committee Meeting
 February 28, 2011
 8:00 AM, Southwest Michigan Regional Airport

STEERING COMMITTEE MEMBERS PRESENT:	Juan Ganum, City of Niles Community Development Bill Purvis, Twin Cities Area Transportation Authority / Twin Cities Dial-A-Ride Dennis Schuh, Berrien County Transportation / Community Development Dick Stauffer, Lincoln Township (No-service area)
STEERING COMMITTEE MEMBERS ABSENT:	Bill Marx, City of Buchanan
SOUTHWEST MICHIGAN PLANNING COMMISSION (SWMPC) STAFF PRESENT:	Kim Gallagher Christina Pippen Anna Rahtz
OTHERS PRESENT:	James Ivey, Transportation Advocacy Group Joanne Johnson, Disability Network SWMI

1. CALL TO ORDER:

- Rahtz called the meeting to order at 8:05 A.M. and led the group in introductions.
- Rahtz handed out the minutes from the previous selection committee meeting.

2. WORK PLAN AND OUTLINE OF PROCESS:

- Rahtz recapped that at the last meeting the committee had eliminated three proposals and finalized the criteria they would use for selecting the consultant for the study. At this meeting, the goal is to finalize the weights for the criteria and decide on the process for choosing the top tier of three to four candidates to interview.

3. DISCUSSION

- Ganum began by reading off notes that had been sent in by Kelly Getman-Dissette at Niles Dial-A-Ride. She had recently been through the same process to select a consultant for the Niles Transit Development Plan.
- The notes suggested a top tier of three candidates, with an optional fourth, and provided reasons why the remaining proposals were weak.
- The group discussed each of the seven proposals and came to a consensus on the top three candidates.
- The major factors discussed, in no particular order, included:
 - Comparative number of hours consultants proposed to spend on tasks;
 - Comparative expenses on travel;
 - Reasonable cost estimates;
 - Amount of time consultant proposed to spend on-site;
 - Amount of flexibility in the proposal;
 - Cookie-cutter approach;
 - Amount of time spent on project by project leads;
 - Relevant public transit experience;
 - Relevant experience in small towns;
 - Relevant experience in Michigan;
 - Finance experience;
 - Understanding of consensus-building process;
 - Understanding of political challenges;
 - Sensitivity to detail; and
 - ADA experience.

4. NEXT STEPS:

- The committee members suggested March 21st and 23rd for the interviews. Rahtz stated that she would contact the finalists and let the committee members know the times that are scheduled. It was agreed that no more than two interviews should be scheduled in one day.

5. ADJOURNMENT: 8:35 A.M.

Compiled by: Anna Rahtz Transportation Planner, 2/28/11

DRAFT