



Minnesota Regional Transit
Board: Records.

Copyright Notice:

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit www.mnhs.org/copyright.



REGIONAL TRANSIT BOARD

270 Metro Square Building
St. Paul, Minnesota 55101
612/292-8789

MEETING OF THE REGIONAL TRANSIT BOARD

Monday, April 1, 1985
Council Chambers
4:30 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
- OK 3. Approval of Minutes of March 18, 1985 Meeting*
4. REPORT OF THE POLICY COMMITTEE Todd Lefko, Chair
- OK a. Science Museum Proposal*
5. REPORT OF ADMINISTRATION AND FINANCE COMMITTEE Ruth Franklin, Chair
- OK a. Contract Amendment No. 4 with Strgar-Roscoe Fausch, Inc.*
- OK b. Allocation of Motor Vehicle Excise Tax Funds*
- OK c. Review and Revision of 1985 Calendar Year Budget and Review of 1986, 1987 Projected Budgets*
- OK d. Furniture Specifications/Bids*
- OK e. Recommendation for Appointment of Planning Manager* *Luvabull*
- OK f. Recommendation for Appointment of Programs Manager* *- M. Court*
6. OTHER BUSINESS
 - a. Chairman's Report
 - b. Members' Reports
 - c. Staff Reports

Elliott Perovich
Chairman

* Material enclosed.

REGIONAL TRANSIT BOARD

Record of Attendance and Vote

Date 4/1/85

RTB

*L. Johnson
J. Hollander*

Dist.	Member Name	Present	Vote	Vote	Vote	Vote	Vote
Chair	Elliott Perovich	✓					
A	Todd Lefko	✓					
B	Ruben Acosta	✓					
C	Bernard Skrebes	✓					
D	Doris Caranicas	✓					
E	John Doyle, Sr.						
F	Gail Marks Jarvis	✓					
G	James Newland	✓					
H	Margaret Snesrud	✓					
I	Alison Fuhr	✓					
J	Juanita Collins	✓					
K	Steve Loeding	✓					
L	Ruth Franklin	✓					
M	Paul Joyce						
N	Edward Kranz	✓					

*Sally Werthen
de Vries*

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Metropolitan Council Chambers
March 18, 1985

BOARD MEMBERS PRESENT: Elliott Perovich, Chairman; Ruben Acosta; Doris Caranicas; Juanita Collins; John Doyle; Ruth Franklin; Alison Fuhr; Paul Joyce; Edward Kranz; Steve Loeding; Gail MarksJarvis; Jim Newland; Bernard Skrebes

OTHERS PRESENT: Ghaleb Abdul-Rahman, Mary Fitzgerald, Judy Hollander and Leslie Johnson, Larry Wertheim, Dirk deVries

The meeting was called to order at 4:30 p.m. and roll taken. The chair noted that the agenda should be amended to include discussion of the Science Museum exhibit that was discussed earlier and the motions proposed by Loeding. Caranicas moved approval of the amended agenda; Joyce seconded the motion. Motion carried unanimously.

Loeding moved approval of the minutes of the Committee of the Whole meeting on January 31, 1985 and the Board meetings on February 19, February 25 and March 7, 1985; Caranicas seconded the motion. Motion carried unanimously.

PRESENTATION ON HEALTH VOTE PUBLIC CAMPAIGN

Carol Peterson of the Metropolitan Council staff described the Health Vote campaign to present information on health care and costs. The results of the poll conducted at the end of the informational sessions will be translated into public policy as much as possible.

PRESENTATION OF MISSION STATEMENT ON PROPOSED TRANSPORTATION SYSTEMS CENTER AT THE UNIVERSITY OF MINNESOTA

Charles Fairhurst, head of the Civil and Mineral Engineering Department at the University of Minnesota, reviewed the proposal for the proposed Transportation Research Center. He used slides to illustrate the need for research in this field. The ensuing discussion focused on cold climate technology and non-corrosive material for roadways. Meetings continue to be held with people from the University, Minnesota Department of Transportation, Metropolitan Council and Regional Transit Board. This matter will be referred to committee.

REPORT OF THE POLICY COMMITTEE

Committee Vice Chair Fuhr said there had been no action items before the committee. Last week the committee had a presentation from Strgar-Roscoe-Fausch, Inc. on I-394 and at the two upcoming meetings will hear public comment on Metro Mobility

and metro mobility

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Appointment of Public Information Officer

Franklin reviewed the committee report dated March 15, 1985 and moved approval of the appointment of Michael Kuehn to the position, effective March 19, 1985. Caranicas seconded the motion; Motion carried unanimously. Caranicas noted that Kuehn should be paid retroactively for three days worked in the week of March 4. Franklin said that had been approved at the last Board meeting.

Appointment of Fiscal Analyst

Franklin reviewed the committee report dated March 15, 1985 and moved approval of the appointment of Gerald Brechlin to the position, effective March 19, 1985. Caranicas seconded the motion; Motion carried unanimously.

Approval of Form of Escrow Agreement Between Regional Transit Board and First Trust Company of St. Paul for Metropolitan Transit Commission Tax Anticipation Notes

Greg Andrews of the Metropolitan Transit Commission (MTC) noted that on March 6 the chairman and director of administration, along with Bob Pulscher of Springsted, Inc., went to Moody's, Inc. in New York to request a top rating of MIG-1 for the notes. The effort was successful. Ron Langness of Springsted distributed a handout showing the bidders, interest rates, price, net interest cost and rate. The winning bid was from Smith Barney, Harris Upham and Company, Inc. at 5.56 percent. Barb Cortland of Springsted reviewed Resolution 85-3, which completed the bond sale and the escrow agreement. Franklin moved approval of the recommendation that the Regional Transit Board approve Resolution 85-3 with the inclusion of the appropriate bidder, completing the tax anticipation note sale. Joyce seconded the motion; Motion carried unanimously. A roll call vote was taken on the resolution, which was approved unanimously.

Science Museum Exhibit

Franklin reviewed the committee report dated March 14, 1985 regarding the "Moving Minnesota" exhibit at the Science Museum and moved that the Regional Transit Board allocate \$25,000 for the preliminary feasibility study to be done in cooperation with the Science Museum of Minnesota. Fuhr seconded the motion.

MarksJarvis moved that this item be tabled and referred back to Policy Committee to discuss the value of this exhibit in connection with the Science Museum and its value in terms of transit. Another question is that as a new board, RTB is receiving various proposals from institutes and there is a policy issue on what the Board should do in funding these projects. A plea was made to committee to expand the Metro Mobility project and the Board should screen these requests and determine what its role should be. The chairman asked if she was moving to table or to refer to committee; MarksJarvis said she was moving to refer to Policy Committee; Acosta seconded the motion.

Fuhr said there is contingency money in the budget that allows the Board to support these things. Franklin said that at the Administration and Finance Committee it was pointed out there are funds in the budget to cover such a small amount. The planning should start soon in order to open the exhibit in the summer of 1987. Contacts must be made with the Vancouver World Fair representatives. Loeding said he was unsure whether the RTB should pay for an exhibit on transportation in Minnesota. Acosta said MarksJarvis made a good point about setting precedent. A policy should be developed for this and other proposals. It is important that the Board support organizations like this, but process is also important. Newland said it might be helpful to know who else might contribute to the funding. Franklin said she does not object to going back for more study, but pointed out that 14 of the 16 board members were at the Administration and Finance Committee meeting where this was discussed. MarksJarvis said she was at that meeting and was uneasy at that time because she did not know how to evaluate the project. It is clear to her today after hearing the transportation center presentation that it is a policy issue and needs to be discussed by the Policy Committee. Loeding said he was also at that meeting but did not pay attention because he is not a member of that committee. Acosta said formulating policy may take more than one meeting. Franklin said when issues like this arise the proposals might go to Policy Committee and then to Administration and Finance Committee to determine if there is money to support them. Caranicas said that the Board might get bogged down and miss an opportunity because it is paralyzed by its own process.

Doyle suggested that the matter be referred to Policy Committee to address the questions of how the project is relevant to the Regional Transit Board mandate, how it relates to the work program and how the project supports the long-range goal of public education. The chairman said these are not policy issues. The Interim Implementation Plan discusses the Board's support of education. He agreed with Caranicas about getting bogged down in process. Joyce called the question.

The chairman said he made a mistake in rules of order. MarksJarvis must amend the Franklin motion. MarksJarvis moved that the motion be amended to refer the matter back to the Policy Committee; Acosta seconded the motion. Motion carried (Caranicas voted nay). Franklin withdrew the main motion and seconder concurred. MarksJarvis moved that the Science Museum Transit Exhibit be considered at the Policy Committee's next meeting and the committee report to the Board at its next meeting. Acosta seconded the motion. The chairman said that is in respect to policy and not to dollar amounts. Motion carried.

Franklin noted that copies of the motions made by Loeding at the Administration and Finance Committee had been distributed. She moved and Joyce seconded that:

As provided in Minn. Statutes 473.373, no prospective employee shall be placed on the Regional Transit Board payroll until after such time as the full Board has formally approved his or her hiring. Further, prospective employees shall be notified their employment is subject to Board approval.

Loeding said the committee had approved the words "and the staff recommendation is not a firm offer to hire" at the end of the above motion and asked if Franklin could delete them. Franklin moved the original motion and then moved that it be amended to delete the words "and the staff recommendation is not a firm offer to hire." Fuhr seconded the amendment.

Kranz asked if this prevents staff from hiring part-time and temporary employees. The chairman said a legal opinion had been presented on this. Those people are not considered permanent employees. Loeding said the reason for the language was that when the Kuehn recommendation came to the Board it said that the staff had offered the position to the individual and it was coming to the Board for approval after he started work. He is trying to make the point that the positions should not be offered. People should not be led to believe that they have a firm offer. Caranicas said the first part clearly states it and including the last part is redundant. MarksJarvis said this was discussed before and she had suggested that candidates be told it is not a firm offer. So there is not misunderstanding, the original language should be left in. Vote was taken on the amendment; motion carried (Acosta, MarksJarvis, Doyle, Loeding and Kranz voted nay). Vote was taken on the amended motion. Motion carried unanimously.

Franklin moved the following recommendation; Loeding seconded the motion.

All recommendations to fill positions must be mailed to the Administration and Finance Committee, and subsequently to the Board, a minimum of four (4) working days in advance of the meeting date, together with the resume and/or application of the employee recommended to fill the position and the job description of the position.

Motion carried unanimously.

Franklin moved and Joyce seconded that:

All recommendations and supporting materials for action items appearing on the Regional Transit Board and committee agendas must be mailed to the Board a minimum of four (4) working days in advance of the meeting. This Board-adopted rule may be waived if a two-thirds majority of a quorum approves a waiver. Each issue for which a waiver is requested must be voted on separately.

Caranicas said this could cause problems, but other boards have a "Consent List" for standard items. Loeding said the Bylaws provide for a consent list and if they are on the agenda they should be seen in advance of the meeting. Motion carried unanimously.

Franklin moved and Loeding seconded that:

Each week a report shall be mailed to the Board no later than Monday including activities of the chair and staff for the previous week and a schedule of meetings planned for the upcoming month.

Fuhr said she would not like to confine the chair and staff and moved to amend the motion to include "...activities of the chair, staff and Board...." MarksJarvis seconded the motion.

Acosta said he was troubled by the phrase "...no later than Monday." Loeding said he would prefer the Friday report. The chairman said a report is good, but members need to recognize this will cost money. It is going to put a workload on that is an additional burden and another secretary may be requested to follow through. Loeding said the amendment would not effect whether a secretary is needed or not. The point is that problems in the past were caused by lack of communication; if that takes extra work, it is critical. The chairman said members need to know they generate extra staff time when they place a deadline. Fuhr said she did not want to impose hardship, but Friday is an ideal time. deVries said the Council's Friday Report gets in the mail on Friday. Newland said staff has to apply common sense. Regarding "mail," he hoped reasonable deviation would be accommodated. Abdul-Rahman said he asked for Monday at Administration and Finance Committee because members come in every other week on Monday and the report could be handed out, saving time and money. The issue is a weekly report to be sent or delivered. Loeding said "mailed or delivered..." should be added. Joyce said the board was getting wrapped around the axle again. The intent was to get material on a timely basis. He pointed out the difference in the staff size compared to the Metropolitan Council. This is a time-consuming task. Doyle agreed with Joyce and cautioned that because of legislative language we are losing clarity. The intention is that members want to be informed.

Loeding re-read the motion:

Each week a report shall be mailed or delivered to the Board no later than Monday of the following week, including activities of the chair, staff and Board for the previous week and a schedule of meetings planned for the upcoming month.

Vote was taken; motion failed (MarksJarvis, Newland, Fuhr, Loeding and Kranz voted aye).

Franklin moved that the motion be amended as follows, seconder agreed.

Each week a report shall be mailed or delivered to the Board, including activities of the chair, staff and Board for the previous week and a schedule of meetings, conferences and future seminars planned for the upcoming month.

Motion carried unanimously.

STATUS OF FEDERAL FUNDING

Greg Failor, Metropolitan Transit Commission, made a slide presentation. The chairman reported on his meetings in Washington with Sabo, Sikorski, Boschwitz' aides and Frenzel. He read a Mailgram from Jack Gilstrap, Executive Vice President of the American Public Transit Association urging that members to contact their representatives in Washington. Perovich said the Good Roads representatives had been in Washington before the APTA conference and had lobbied against transit. He urged Board members to contact their congressmen. Congressmen are saying that no one is about about transit to them.

OTHER BUSINESS

Edward Nightingale, retired professor of economics, asked if the emphasis has been on hardware rather than on who uses transit and the cost relationship to income.

The chairman said two RTB bills were put together, structure and funding. Senator Lantry will author them in the Senate and Rep. Pauley in the House. They will be folded into one bill. There are a couple of taxicab bills circulating that make the Board the regulator and licensor of taxicabs. The Metropolitan Council has a metro governance bill regarding the appointment of chairs of agencies and conformity in operating procedures. One item deals with a legislative commission to provide oversight. The schedule of meetings is getting intensive at the Capitol.

Loeding said he has been hearing comments from the hill that transit is in trouble. This should be discussed at committee and evaluate engaging a person to assist at the hill. He is hearing that the message is not there and that the funding issues are in trouble. The chairman noted that he has been telling the members that all along and asking them to muster support. Loeding said they have enough to talk about; we have to encourage them. The PIO person should not do that. The chairman said Kuehn will not be doing that. Perovich has asked to appear at each committee and will testify. He has been in close contact with the authors; the members should go out and talk to transit supporters. Loeding said his intent is to help. He is not opposed to hiring help.

Arnie Enzel said he has made a special appeal to his membership through a special mailing explaining the situation at the capitol and urging them to contact their representatives to explain the need for funding and support of the original budget. The letter goes into great detail on the problems at the state and federal level. He also asked them to call their senators and representatives. He will continue these efforts.

Fuhr noted that half of the Legislature is from the Metropolitan Area, so if each member talks to ~~one~~ legislator, it might help. The chairman said it would be helpful to talk to outstate legislators as well. He met with Minneapolis and St. Paul delegations and asked them for their support. He spoke to the Association of Metropolitan Municipalities, but some suburban communities do not support transit.

Referring back to the Science Museum project, Doyle suggested that staff respond to questions dealing with why this is relevant to the RTB mandate, how the project relates to the RTB work program, and how it relates to the public education strategy.

MarksJarvis said that if staff had any other ideas for criteria for evaluating these projects, they should bring them to the Policy Committee meeting, along with any information on how other agencies evaluate these funding requests.

Joyce moved to adjourn; Fuhr seconded the motion. Motion carried unanimously. Meeting adjourned at 7 p.m.

Respectfully submitted,

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 26, 1985
TO: Regional Transit Board
FROM: Policy Committee
SUBJECT: Science Museum Proposal

The Science Museum of Minnesota's proposed "Moving Minnesota" exhibit will be discussed at the Policy Committee meeting on March 27, 1985. A verbal report by the Chairman of the Committee will be presented to the Board at its meeting on April 1, 1985.

Todd Lefko
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 20, 1985
TO: Policy Committee
FROM: Ghaleb Abdul-Rahman, Executive Director
SUBJECT: Science Museum Proposal



Background

At its meeting of March 18, 1985, the Regional Transit Board (RTB) voted to refer the Science Museum Proposal to the Policy Committee to determine how this proposal for a transportation exhibit fits within the Regional Transit Board's work program. Members of the Board indicated that they would like to discuss the following issues:

- How relevant is the proposal to the Regional Transit Board mandate?
- How does the proposal relate to the RTB's work program?
- How does public education relate to the Board's charge as required by law?
- How are other agencies involved in these types of projects and by what criteria do they determine their participation?
- What criteria can be used to evaluate funding requests for projects like this?

RTB Mandate

The RTB is responsible for conducting research and programs in the area of transportation. Subd. 10 of Sec. 117 says that "the board may conduct research studies and programs or may contract with other persons for research studies and programs. It may advise and assist the Metropolitan Council and other government units on transportation issues within its jurisdiction." This is also reiterated in the Board's mission statement which says in part that, "the RTB directs, coordinates and prioritizes transit service in the Twin Cities Metropolitan Area through needs assessments, policy development, distribution of public funds, facilitation of the implementation of programs and research and demonstrations."

Policy Committee
March 20, 1985
Page Two

RTB Work Program

The Science Museum exhibit would also be consistent with the RTB Interim Work Plan's Task 4--Ongoing Activities. "As a partner in the metropolitan transportation planning process, the RTB will need to continue to participate in a wide range of transportation planning activities under the 3C process. This continuous, comprehensive and cooperative process will involve a wide range of activities not exclusively focused on transit."

It should also be noted that Subd. 5 of Sec. 116 says that the duties of the chair include "(d) to convene and preside at an annual regional transit conference of transit providers, operators, and users." By planning accordingly, the exhibit can become part of the conference.

Public Education

The RTB is committed to encourage and support new and innovative transit service programs through research, demonstration and evaluation programs. The Science Museum exhibit will help to involve the public in the discussion of many aspects of transportation and will hopefully serve to educate the general public, including transit providers and users, about transit alternatives and issues.

Other Agencies' Activities

Other governmental agencies appear to be involved in a variety of outside activities. The Metropolitan Council, Metropolitan Transit Commission and the Minnesota Department of Transportation, for example, have been participants in the following projects:

Metropolitan Council

- "Minnesota Jam"--An art exhibit featuring Minnesota artists.
- State and County Fair Booths
- Metro Days--Open houses were held at the HHH Dome, MTC facilities, the Airport, etc.
- Transportation Forum--An international expert on transportation was invited to speak to the transportation providers and the general public.
- "Teacher Kits"--Packets of teaching material regarding Metropolitan government were handed out at MEA and AFT conferences.
- Red Cross Blood Drive

Policy Committee
March 20, 1985
Page Three

Metropolitan Transit Commission

- | | |
|----------------------|----------------------------------|
| -Black History Month | -Aquatennial |
| -State Fair Booth | -Metro Day |
| -Taste of Minnesota | -Transit Day |
| -Jet Pass Program | -MEED |
| -Minnesota Zoo Bus | -Summer Youth Program |
| -Walker Museum Bus | -U of M Commuter Day |
| -Winter Carnival | -"Feature of the Month" Bus Pass |

Minnesota Department of Transportation

- | | |
|----------------------|--------------------------------|
| -Bikeway Exhibits | -Transit Conference |
| -Career Fairs | -State Fair Booth |
| -Environmental Fairs | -Reststop Displays |
| -Transportation Week | -Minnesota Rideshare Promotion |
| -Bikeways Conference | |

Criteria for Evaluating Funding Request

Most of the projects listed have been judged on individual merit. These projects have been funded in response to legislative mandates, employee's donation of time and agency enthusiasm in a proposal.

Recommendation

That the Policy Committee determines the Science Museum's proposal Moving Minnesota fits within the Regional Transit Board's work program.

JH:MA:jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 14, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT:

The Administration and Finance Committee, at its meeting of March 14, 1985, voted unanimously to allocate \$25,000 for the preliminary feasibility study for the Science Museum of Minnesota's exhibit, "Moving Minnesota".

Mr. Joel Orlen, Vice President of the Science Museum of Minnesota, made a presentation to the Board regarding the "Moving Minnesota" exhibition on March 7, 1985. At that time a draft outline of the proposal was presented.

Planning of the exhibition should start as soon as possible in order to open the exhibition by the summer of 1987. It is important that the decision be made soon so that contacts can be made with the Vancouver World Fair representatives in the hope that the Science Museum can borrow some of the fair's exhibits.

RECOMMENDATION:

That the Regional Transit Board allocates \$25,000 for the preliminary feasibility study to be done in cooperation with the Science Museum of Minnesota.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

TO: Administration and Finance Committee
DATE: March 14, 1985
FROM: Ghaleb Abdul-Rahman *GA*
SUBJECT: Discussion of Science Museum Project

On March 7, 1985 a presentation was made by Mr. Joel Orlen, Vice President of the Science Museum of Minnesota, regarding the proposed "Moving Minnesota" exhibition. The draft outline was presented to the board at that meeting.

A budget outline for the preliminary feasibility study is attached to the proposal (Attachment B). The total estimated cost of the study is \$25,000. Planning of the exhibition should start as soon as possible in order to open the exhibition by the summer of 1987. It is important that the decision be made soon so that contacts can be made with the Vancouver World Fair representatives in the hope that the Science Museum can borrow some of the fair's exhibits.

RECOMMENDATION:

That the Regional Transit Board allocates \$25,000 for the preliminary feasibility study to be done in cooperation with the Science Museum of Minnesota.

GA/mf

MOVING MINNESOTA

Proposal for a Museum Exhibition on Future Choices in Transportation for Minnesota

Introduction

1. The Science Museum of Minnesota and the Regional Transit Board have joined together to explore the feasibility, both technical and financial, of a major museum exhibit on transportation. The exhibit will be concerned with the influence of transportation throughout history, but will emphasize new and traditional options in transit in the present that face our five-state region.
2. The aim of the exhibit is to create a major public attraction locally that will provide the general public with a fuller appreciation of how transportation has and will influence their lives; how they earn their living, where they live, what they eat, and how they spend their leisure time, etc.

Transportation has played a vital role in the development of cultures, cities and societies. People throughout history have searched for better opportunities to discover what lies beyond the horizon.

In the last century changes in transportation have dramatically affected the fabric of society and have provided dramatic improvements in living standards. Transportation and new technology will continue to shape development patterns and the cities in which we live and work.

An important function of the exhibit will be to show how transportation has historically influenced the development of cities and will continue to do so. This exhibit is expected to emphasize future changes yet give the viewer an historical perspective.

3. Exhibits at the Museum are seen by between 600,000 and 800,000 visitors annually, including almost 200,000 youngsters in organized school groups from all regions of the state. The Museum appeals to all ages, from toddlers through senior citizens, and to persons of all backgrounds. There is, however, a preponderance of visitors from those more motivated toward education and personal achievement.

CENTRAL THEME: MOVING MINNESOTA

4. The heart of the exhibit is expected to show how transportation might affect the future of the region. The viewer will be provided with an historic anchor by providing key reference points in the development of the Twin Cities. It will provide benchmarks such as steamboat travel on the Mississippi, the empire of James J. Hill and Thomas Lowry and the evolution of public transportation as we know it today.
5. The exhibit will reach beyond the 1980's and explore future trends. These may include light rail, personal rapid transit, automated guideway transit

and automated busways. The exhibit will also explore the technology that will effect transportation, for example, the development of monitoring systems that will permit the tracking of vehicles and cargo via satellite. Automation is also expected to revolutionize the way transportation could be provided from moving walkways to automated vehicles. The development of alternative power sources from the perfection of electric automobiles to magnetic levitation will be included.

Many displays about future advances in transportation are now under development for Expo 86, a world's fair scheduled for Vancouver, Canada on the theme of Transportation and Communication. We are in a position to borrow a number of their more spectacular displays if we can move early enough.

6. Further development of a plan for the local Minnesota exhibition will require additional research and design efforts guided by an advisory committee of transportation specialists.

SCALE OF THE EXHIBIT

7. The size of the proposed exhibit will be determined by the extent of coverage of transportation we attempt and by the desire to create an event that is a major public attraction locally. This suggests a size between 5,000 and 9,000 square feet.

COST

8. Exhibits on this scale at the Museum have required resources ranging between \$150,000 and \$500,000 and up. We can anticipate that most of the manufactured products will be loaned to the exhibit without cost. Most of the cost, therefore will be in constructing the stage setting that carries the unifying theme of the exhibit and in adapting manufactured products to the needs of an interactive visitor experience.

A definite and detailed plan for the exhibit will be developed with the assistance of a volunteer expert committee to be drawn from local transportation organizations. Once a plan is determined, we will be in a position to establish budgets for several levels of implementation as a basis for determining a target for fundraising.

SCHEDULING

9. Once a preliminary plan is approved and adopted, a project of this scope requires from 12 to 18 months to develop, and proceeds in about five phases from more detailed planning and budgeting, through a commitment to proceed, to fundraising, construction and the opening to the public. Attachment A outlines these phases in more detail and indicates a possible schedule for proceeding.

The first phase requires financial support of about \$25,000 to provide for further surveys of potential components of the exhibit, preliminary design and design graphics. A detailed planning budget is presented as Attachment B.

10. According to this schedule, the exhibit could open at the Science Museum for the summer of 1987 and could continue at least through August, 1988. It could then be considered for a much extended life if public interest warrants.

Attachment B

Budget for Planning Phase
of
Proposed Exhibition on Transportation in Minnesota

Travel to Vancouver 2 trips for 3 persons.....	\$ 6,000 .
Advisory Committee expenses.....	2,000
Consultants.....	2,500
Designers - 3 months.....	7,000
Graphics - 1 1/2 months.....	3,000
Materials & supplies.....	1,000
Research Materials.....	1,000
Model.....	1,500
Contingency.....	<u>1,000</u>
	\$25,000

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 25, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Contract Amendment No. 4 with Strgar-Roscoe-Fausch, Inc.

At its meeting of March 14, 1985, the Administration and Finance Committee unanimously recommended approval of Contract Amendment No. 4.

RECOMMENDATION

That the Regional Transit Board approve Contract Amendment No. 4 to the contract between Strgar-Roscoe-Fausch, Inc., and the Regional Transit Board.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 18, 1985
TO: Administration and Finance Committee
FROM: Ghaleb Abdul-Rahman
SUBJECT: Contract Amendment No. 4 with Strgar-Roscoe-Fausch, Inc.

Attached is the proposed Contract Amendment No. 4 with Strgar-Roscoe-Fausch, Inc. This amendment would allow Strgar-Roscoe-Fausch to prepare a request for proposal for Light Rail Transit preliminary engineering. Also attached is a memorandum from the firm indicating that they do not plan to respond to the request for proposal and thus would not be in a position where a conflict of interest could arise.

RECOMMENDATION:

That the Administration and Finance Committee recommend to the Board that Contract Amendment No. 4 to the contract between Strgar-Roscoe-Fausch, Inc. and the Regional Transit Board be executed as outlined in the attached memorandum.

GA/mf
Att.

EP/mf



STRGAR-ROSCOE-FAUSCH, INC.

CONSULTING ENGINEERS

TRANSPORTATION ■ CIVIL ■ STRUCTURAL ENGINEERS ■ LAND SURVEYORS

March 18, 1985

Mr. Elliott Perovich
Chairman
REGIONAL TRANSIT BOARD
270 Metro Square Building
St. Paul, Minnesota 55101

Dear Mr. Perovich:

After thorough assessment of our relationship with RTB, we have made a policy decision to propose that we should continue to serve you in the role of your staff consultants versus competing for the ensuing design work on LRT. Under these conditions, you would be at liberty to engage us for the purpose of assisting you with preparation of RFP for selection of consultants to prepare preliminary design of certain segments and elements of LRT system. In addition to this, we stand ready to assist you with management of design consultants, coordination of design activities and review of design work on behalf of RTB.

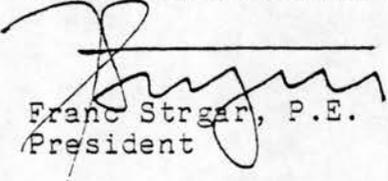
Also under these conditions we would, in addition to refraining from competing for design work, refrain from discussing details of any forthcoming design with other prospective consultants. Any questions relative to projects and consultant selection procedure would be referred to your staff.

We sincerely hope that you, your staff and members of RTB will find this proposal acceptable and concur with us that the final results stand to be of mutual benefit.

I would also like to use this occasion to express our sincere appreciation for giving us the opportunity to serve you. We enjoyed our excellent professional relationship and, if given the opportunity, we will continue putting forth our best efforts to provide you with highest quality services in the future.

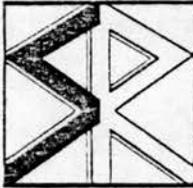
Very truly yours,

STRGAR-ROSCOE-FAUSCH, INC.


Franc Strgar, P.E.
President

FS/sg

630 Twelve Oaks Center, 15500 Wayzata Blvd., Wayzata MN 55391 (612) 475-0010



STRGAR-ROSCOE-FAUSCH, INC.

CONSULTING ENGINEERS

TRANSPORTATION ■ CIVIL ■ STRUCTURAL ENGINEERS ■ LAND SURVEYORS

March 15, 1985

Mr. Elliott Perovich
Chairman
REGIONAL TRANSIT BOARD
270 Metro Square Building
St. Paul, Minnesota 55101

Dear Mr. Perovich:

Based on your direction, we have prepared a Contract Amendment and Work Program for providing the Regional Transit Board (RTB) with staff support for preparation of a Request for Proposal (RFP) for preliminary engineering, development plan and related studies for LRT in the Twin Cities.

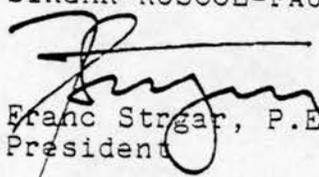
This letter includes the following information as requested.

1. A draft Contract Amendment No. 4 between the RTB and Strgar-Roscoe-Fausch, Inc. for these services.
2. Exhibit B-1 -- A work program for the development of the request for proposals for conducting preliminary engineering for major transit improvements.
3. Exhibit B-2 -- A person hour estimate by task for developing the RFP.

We appreciate the opportunity to continue to support the Regional Transit Board. Please let us know if any changes are required in the Work Program and Contract Amendment.

Sincerely,

STRGAR-ROSCOE-FAUSCH, INC.


Franc Strgar, P.E.
President

FS:bba

AMENDMENT NO. 4
REGIONAL TRANSIT BOARD
CONTRACT FOR CONSULTANT SERVICES

THIS AMENDMENT TO AN EXISTING AGREEMENT by and between the Regional Transit Board, herein called the "Board", and Strgar-Roscoe-Fausch, Inc., is made and entered into this _____ day of _____.

WHEREAS, the Board desires to amend the Consultant Agreement pursuant to Section 3.03 of the Agreement to perform certain technical and professional services and in consideration of the mutual promises and covenants hereinafter contained, the parties hereto agree as follows:

I. SCOPE OF SERVICES

1.01 All provisions of the Agreement to which this Amendment is attached shall be in effect as modified hereafter.

1.02 Period of Performance. The services of the Consultant under Exhibit B-1 shall be completed August 15, 1985.

II. COMPENSATION: METHOD OF PAYMENT

2.04 Additional Compensation. The compensation to be paid to the Consultant by the Board for the additional work to be performed in Exhibit B-1 shall not exceed \$15,000. The Consultant agrees not to perform any additional services that would cause that amount to be exceeded unless this Agreement is amended.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives on the day and year first above written.

REGIONAL TRANSIT BOARD

By _____
Chairman

Approved as to legal
form and adequacy:

CONSULTANT:
STRGAR-ROSCOE-FAUSCH, INC.

By  _____

EXHIBIT B-1
WORK PROGRAM FOR DEVELOPMENT OF
REQUEST FOR PROPOSAL (RFP) FOR
PRELIMINARY ENGINEERING FOR
LIGHT RAIL TRANSIT IN THE TWIN CITIES
PREPARED BY STRGAR-ROSCOE-FAUSCH, INC.

1. Review results of Alternative Analysis/DEIS for Southwest and University Avenue Corridors, the Hennepin County Implementation Planning Effort, documents from City of Minneapolis and St. Paul LRT planning efforts, Metropolitan Council and RTB committee discussions and decisions and preliminary engineering efforts in other cities.
2. Establish RFP Development Committee (RDC).
3. Identify issues to be resolved in preliminary engineering.
4. Prepare outline of preliminary engineering effort.
5. Review issues and outline with RDC, RTB staff, Board.
6. Prepare Consultant work program, schedule, costs for preliminary engineering studies.
7. Review work program with RDC, RTB staff, and Board.
8. Prepare final work plan and request for proposal for distribution.
9. Identify list of candidate consultants, and publications for publishing notice of availability of RFP.

EXHIBIT B-2
PERSON HOUR ESTIMATE FOR DEVELOPMENT OF
REQUEST FOR PROPOSAL (RFP) FOR
PRELIMINARY ENGINEERING FOR
LIGHT RAIL TRANSIT IN THE TWIN CITIES
PREPARED BY STRGAR-ROSCOE-FAUSCH, INC.

TASK	PRINCIPAL	TRANSPORTATION PLANNER/ ENGINEER	CLERICAL/ TECHNICAL SUPPORT	TOTAL
1. Review Material	8	24	8	40
2. & 3. Identify Issues	8	16	-	24
4. & 5. Prepare Outline and Review with RTB Identify Issues for Alternative Improvements	16	8	4	28
6. & 7. Prepare Work Program Schedule and Costs	40	24	8	72
8. Prepare Final Work Plan	40	8	8	56
9. Identify Selection Process	24	16	8	48
TOTALS	136	96	36	268

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 26, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Review and Revision of 1985 Calendar Year Budget and Review of 1986, 1987 Projected Budgets

The Legislative Review process has necessitated the revision of the 1985 Budget. Board members will remember having approved a \$1,737,986 1985 Calendar Budget which incorporated all anticipated revenues though it was known there would be carry-over to 1986. The legislative review machinery required that the budget be revised to demonstrate actual expected expenditures (\$1,416,493 for 1985) projected through 1986 and 1987. The Board should also note the figures are shown on a functional versus a task basis, a request of the Legislature.

The 1985 revised budget and 1986 and 1987 projected budgets, as proposed for the Legislature, are attached. It is important that the the Board be aware of the revisions and approve them. If possible, however, they may be tabled until a subsequent meeting if the Board requires more information or deliberation time. The essential issue is that Board members not be unaware of the new budget figures as will be under discussion at the Legislature.

The Administration and Finance Committee reviewed these new budget numbers at its meeting of March 21, 1985.

RECOMMENDATION:

That the Regional Transit Board approve the revised 1985 Budget and 1986, 1987 projected budgets pursuant to Minnesota Statute 473.38, Subd. 2.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 18, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration
SUBJECT: Review and Revision of 1985 Calendar Year Budget and Review of
1986, 1987 Projected Budgets

The Legislative Review process has necessitated the revision of the 1985 Budget. Board members will remember having approved a \$1,737,986 1985 Calendar Budget which incorporated all anticipated revenues though it was known there would be carry-over to 1986. The legislative review machinery required that the budget be revised to demonstrate actual expected expenditures (\$1,416,493 for 1985) projected through 1986 and 1987. The Board should also note the figures are shown on a functional versus a task basis, a request of the Legislature.

The 1985 revised budget and 1986 and 1987 projected budgets, as proposed for the Legislature, are attached. It is important that the Administration and Finance Committee, and subsequently the Board, be aware of the revisions and approve them if possible. However, they may be tabled until a subsequent meeting if the Committee requires more information or deliberation time. The essential issue is that Board members not be unaware of the new budget figures as will be under discussion at the Legislature.

RECOMMENDATION:

That the Administration and Finance Committee approve the revised 1985 Budget and 1986, 1987 projected budgets pursuant to Minnesota Statute 473.38, Subd. 2.

LMJ:jmo
Attachments

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 18, 1985
TO: *Regional Transit Board*
Administration and Finance Committee
FROM: *Leslie M. Johnson, Director of Administration*
SUBJECT: Review and Revision of 1985 Calendar Year Budget and Review of 1986, 1987 Projected Budgets

The Legislative Review process has necessitated the revision of the 1985 Budget. Board members will remember having approved a \$1,737,986 1985 Calendar Budget which incorporated all anticipated revenues though it was known there would be carry-over to 1986. The legislative review machinery required that the budget be revised to demonstrate actual expected expenditures (\$1,416,493 for 1985) projected through 1986 and 1987. The Board should also note the figures are shown on a functional versus a task basis, a request of the Legislature.

The 1985 revised budget and 1986 and 1987 projected budgets, as proposed for the Legislature, are attached. It is important that the Administration and Finance Committee, and subsequently the Board, be aware of the revisions and approve them, ~~if possible~~. However, they may be tabled until a subsequent meeting if the Committee requires more information or deliberation time. The essential issue is that Board members not be unaware of the new budget figures as will be under discussion at the Legislature.

RECOMMENDATION:

recommends
That the Administration and Finance Committee approve the revised 1985 Budget and 1986, 1987 projected budgets pursuant to Minnesota Statute 473.38, Subd. 2.

LMJ:jmo
Attachments

*Ruth Franklin
Chair*

The administration and Finance committee reviewed these new budget numbers March 21, 1985.

1985 RTB PROPOSED BUDGET BY FUNCTIONAL AREA

EXPENDITURES	SYSTEM MANAGE. & PROGRAM EVAL.	CONTRACT ADMIN.	TECHNICAL ASSISTANCE	PUBLIC INFORMATION	FISCAL ANALYSIS	GENERAL ADMIN.	TOTAL
SALARIES & BENEFITS	\$241,429	\$63,231	\$34,490	\$57,483	\$86,225	\$91,973	\$574,831
RTB BOARD EXPENSES	\$0	\$0	\$0	\$0	\$0	\$99,776	\$99,776
COMPUTER EXPENSES	\$15,120	\$3,960	\$2,160	\$3,600	\$5,400	\$5,760	\$36,000
SERVICES:LEGAL	\$70,191	\$18,383	\$0	\$0	\$25,069	\$0	\$113,643
SERVICES:CONSULTANTS	\$87,822	\$0	\$12,546	\$20,910	\$31,365	\$0	\$152,643
EMPLOY.:RECRUIT	\$0	\$0	\$0	\$0	\$0	\$3,500	\$3,500
EMPLOY.:TRAINING	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000
EMPLOY.:FEES	\$0	\$0	\$0	\$0	\$0	\$3,900	\$3,900
EMPLOY.:DUES	\$0	\$0	\$0	\$0	\$0	\$2,400	\$2,400
TRAVEL:NON-LOCAL	\$7,728	\$2,024	\$1,104	\$1,840	\$2,760	\$2,944	\$18,400
TRAVEL:LOCAL	\$4,200	\$1,100	\$600	\$1,000	\$1,500	\$1,600	\$10,000
RENT & UTILITIES	\$18,900	\$4,950	\$2,700	\$4,500	\$6,750	\$7,200	\$45,000
OFFICE:FURNISHINGS	\$25,200	\$6,600	\$3,600	\$6,000	\$9,000	\$9,600	\$60,000
OFFICE:EQUIP RENT	\$3,612	\$946	\$516	\$860	\$1,290	\$1,376	\$8,600
OFFICE:MAINTAIN	\$1,764	\$462	\$252	\$420	\$630	\$672	\$4,200
OFFICE:SUPPLIES	\$15,666	\$4,103	\$2,238	\$3,730	\$5,595	\$5,968	\$37,300
COMMUNICATE:PHONE	\$7,560	\$1,980	\$1,080	\$1,800	\$2,700	\$2,800	\$18,000
COMMUNICATE:POSTAGE	\$10,500	\$2,750	\$1,500	\$2,500	\$3,750	\$4,000	\$25,000
COMMUNICATE:NOTICES	\$0	\$0	\$0	\$0	\$0	\$3,000	\$3,000
DUPLICATING	\$25,326	\$6,633	\$3,618	\$6,030	\$9,045	\$9,648	\$60,300
MET COUNCIL CHARGES	\$62,500	\$16,369	\$8,929	\$14,881	\$22,321	\$0	\$125,000
GENERAL OVERHEAD	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
TOTAL	\$597,518	\$133,492	\$75,332	\$125,554	\$213,399	\$271,197	\$1,416,493
REVENUE							

FEDERAL							\$313,000
STATE							\$1,103,493

TOTAL							\$1,416,493
FISCAL YEAR STATE REVENUE							
F. Y. '86 = .52 (C. Y. '85) + .48 (C. Y. '86) =		\$1,163,070					
F. Y. '87 = .52 (C. Y. '86) + .48 (C. Y. '87) =		\$1,352,361					

Table 2

1991 RTB PROPOSED BUDGET BY FUNCTIONAL AREA

EXPENDITURES	SYSTEM MANAGE. & PROGRAM EVAL.	CONTRACT ADMIN.	TECHNICAL ASSISTANCE	PUBLIC INFORMATION	FISCAL ANALYSIS	GENERAL ADMIN.	TOTAL
SALARIES & BENEFITS	\$264,385	\$102,817	\$58,752	\$88,128	\$117,505	\$102,817	\$734,404
RTB BOARD EXPENSES	\$0	\$0	\$0	\$0	\$0	\$103,767	\$103,767
COMPUTER EXPENSES	\$13,473	\$5,242	\$2,995	\$4,493	\$5,990	\$5,242	\$37,440
SERVICES:LEGAL	\$64,467	\$25,070	\$0	\$0	\$28,652	\$0	\$118,189
SERVICES:CONSULTANTS	\$79,374	\$0	\$17,639	\$26,458	\$35,277	\$0	\$158,749
EMPLOY.:RECRUIT	\$0	\$0	\$0	\$0	\$0	\$3,640	\$3,640
EMPLOY.:TRAINING	\$0	\$0	\$0	\$0	\$0	\$5,200	\$5,200
EMPLOY.:FEES	\$0	\$0	\$0	\$0	\$0	\$4,056	\$4,056
EMPLOY.:DUES	\$0	\$0	\$0	\$0	\$0	\$2,496	\$2,496
TRAVEL:NON-LOCAL	\$6,889	\$2,679	\$1,531	\$2,296	\$3,062	\$2,679	\$19,136
TRAVEL:LOCAL	\$3,744	\$1,456	\$832	\$1,248	\$1,664	\$1,456	\$10,400
RENT & UTILITIES	\$16,848	\$6,552	\$3,744	\$5,616	\$7,488	\$6,552	\$46,800
OFFICE:FURNISHINGS	\$1,800	\$700	\$400	\$600	\$800	\$700	\$5,000
OFFICE:EQUIP RENT	\$3,220	\$1,252	\$716	\$1,073	\$1,431	\$1,252	\$8,944
OFFICE:MAINTAIN	\$1,572	\$612	\$349	\$524	\$699	\$612	\$4,368
OFFICE:SUPPLIES	\$13,965	\$5,431	\$3,103	\$4,655	\$6,207	\$5,431	\$38,792
COMMUNICATE:PHONE	\$4,320	\$1,680	\$960	\$1,440	\$1,920	\$1,680	\$12,000
COMMUNICATE:POSTAGE	\$9,360	\$3,640	\$2,080	\$3,120	\$4,160	\$3,640	\$26,000
COMMUNICATE:NOTICES	\$0	\$0	\$0	\$0	\$0	\$3,120	\$3,120
DUPLICATING	\$22,576	\$8,780	\$5,017	\$7,525	\$10,034	\$8,780	\$62,712
MET COUNCIL CHARGES	\$52,326	\$20,349	\$11,628	\$17,442	\$23,256	\$0	\$125,000
GENERAL OVERHEAD	\$0	\$0	\$0	\$0	\$0	\$10,400	\$10,400
TOTAL	\$558,325	\$186,259	\$109,746	\$164,620	\$248,144	\$273,518	\$1,540,612
REVENUE							
FEDERAL							\$313,000
STATE							\$1,227,612
TOTAL							\$1,540,612

1987 ~~III~~ PROPOSED BUDGET BY FUNCTIONAL AREA

EXPENDITURES	SYSTEM MANAGE. & PROGRAM EVAL.	CONTRACT ADMIN.	TECHNICAL ASSISTANCE	PUBLIC INFORMATION	FISCAL ANALYSIS	GENERAL ADMIN.	TOTAL
SALARIES & BENEFITS	\$315,060	\$152,756	\$95,473	\$114,567	\$162,304	\$114,567	\$954,720
RTB BOARD EXPENSES	\$0	\$0	\$0	\$0	\$0	\$107,918	\$107,918
COMPUTER EXPENSES	\$12,849	\$6,230	\$3,894	\$4,673	\$6,619	\$4,673	\$38,938
SERVICES:LEGAL	\$61,458	\$29,798	\$0	\$0	\$31,660	\$0	\$122,916
SERVICES:CONSULTANTS	\$75,670	\$0	\$22,930	\$27,516	\$38,982	\$0	\$165,099
EMPLOY. :RECRUIT	\$0	\$0	\$0	\$0	\$0	\$3,786	\$3,786
EMPLOY. :TRAINING	\$0	\$0	\$0	\$0	\$0	\$5,408	\$5,408
EMPLOY. :FEES	\$0	\$0	\$0	\$0	\$0	\$4,218	\$4,218
EMPLOY. :DUES	\$0	\$0	\$0	\$0	\$0	\$2,596	\$2,596
TRAVEL:NON-LOCAL	\$6,567	\$3,184	\$1,990	\$2,388	\$3,383	\$2,388	\$19,901
TRAVEL:LOCAL	\$3,569	\$1,731	\$1,082	\$1,298	\$1,839	\$1,298	\$10,816
RENT & UTILITIES	\$16,062	\$7,788	\$4,867	\$5,841	\$8,274	\$5,841	\$48,672
OFFICE:FURNISHINGS	\$5,940	\$2,880	\$1,800	\$2,160	\$3,060	\$2,160	\$18,000
OFFICE:EQUIP RENT	\$3,070	\$1,488	\$930	\$1,116	\$1,581	\$1,116	\$9,302
OFFICE:MAINTAIN	\$1,499	\$727	\$454	\$545	\$772	\$545	\$4,543
OFFICE:SUPPLIES	\$13,313	\$6,455	\$4,034	\$4,841	\$6,858	\$4,841	\$40,344
COMMUNICATE:PHONE	\$3,960	\$1,920	\$1,200	\$1,440	\$2,040	\$1,440	\$12,000
COMMUNICATE:POSTAGE	\$8,923	\$4,326	\$2,704	\$3,245	\$4,597	\$3,245	\$27,040
COMMUNICATE:NOTICES	\$0	\$0	\$0	\$0	\$0	\$3,245	\$3,245
DUPLICATING	\$21,523	\$10,435	\$6,522	\$7,826	\$11,087	\$7,826	\$65,220
MET COUNCIL CHARGES	\$46,875	\$22,727	\$14,205	\$17,045	\$24,148	\$0	\$125,000
GENERAL OVERHEAD	\$0	\$0	\$0	\$0	\$0	\$10,816	\$10,816
TOTAL	\$596,340	\$252,446	\$162,085	\$194,502	\$307,205	\$287,927	\$1,800,505
REVENUE							

FEDERAL							\$313,000
STATE							\$1,487,505

TOTAL							\$1,800,505

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 26, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Office Furniture

The Administration and Finance Committee reviewed bids for office furniture March 21, 1985, which, per previous advisories to the Administration and Finance Committee and Board, staff opened March 14, 1985. We received the three following bids:

- | | | |
|---|---|-------------|
| 1. Frederick-Sherry Office Supply Company | - | \$57,677.53 |
| 2. S & T Office Products, Inc. | - | \$59,817.00 |
| 3. Interior Specifiers, Inc. | - | \$61,609.28 |

Copies of the two low bids are attached for you to see the preface conditions of the bid and to note deviations from the specifications in the low bid. (A per item pricing has been requested from Frederick-Sherry). The two lowest bids fully bid the specifications; whereas the high bid was incomplete. However, the low bid deviated from the specifications bidding Panel Concepts, Inc., panel systems versus Trendway; National rather than Boling arm chairs; Haskell rather than Meridian system pedestals; and Watson open office systems versus LUI.

Staff specified the furniture brand name specific to assure moderately priced items, and in the case of the panel system, one with integral electrical circuits. Secondly, they were brand name specific to avoid the time and research necessary to establish equivalence. The items requested are not exclusive as two of the three bidders bid the specified items, excepting the Meridian pedestals wherein the high bidder thought they were no longer manufactured. Because we feel the low bidder's deviation is material with respect to the quality of Meridian versus Haskell pedestals and the vinyl edge of the Watson system versus the specified self-edge of LUI, staff recommends S & T Office Products' bid. Our attorney's opinion regarding the specifications and bid process is enclosed.

RECOMMENDATION:

That the Regional Transit Board accept the S & T Office Products' bid of \$59,817 for office furniture.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 18, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration
SUBJECT: Office Furniture

Per previous advisories to the Administration and Finance Committee and Board, we opened bids for the office furniture March 14, 1985. We received the three following bids:

- | | | |
|---|---|-------------|
| 1. Frederick-Sherry Office Supply Company | - | \$57,677.53 |
| 2. S & T Office Products, Inc. | - | \$59,817.00 |
| 3. Interior Specifiers, Inc. | - | \$61,609.28 |

Copies of the two low bids are attached for you to see the preface conditions of the bid and to note deviations from the specifications in the low bid. (A per item pricing has been requested from Frederick-Sherry). The two lowest bids fully bid the specifications; whereas the high bid was incomplete. However, the low bid deviated from the specifications in three primary respects bidding Panel Concepts, Inc., panel systems versus Trendway, National rather than Boling arm chairs, and Haskell rather than Meridian system pedestals. We feel the latter two deviations constitute the bid difference and consider these two deviations to be material and those items bid not equivalent. We would not want to accept Haskell pedestals.

Our specifications were brand name specific to assure moderate priced items, and in the case of panel systems, one with integral electrical circuits. Secondly, they were brand name specific in order to avoid the "equivalence" game and the time and research necessary to establish equivalence. Consequently, we recommend the S & T Office Products Bid of \$59,817.

RECOMMENDATION:

That the Administration and Finance Committee recommend to the full Board, acceptance of the S & T Office Products bid for Office Furniture of \$59,817.

LMJ:jmo

HOLMES & GRAVEN

CHARTERED

Attorneys at Law

JAMES S. HOLMES
DAVID L. GRAVEN
JOHN R. LARSON
CHARLES R. WEAVER
ROBERT L. DAVIDSON
ROBERT J. LINDALL
JOHN M. LEFEVRE, JR.
LARRY M. WERTHEIM
JOHN C. UTLEY
STANLEY E. KEHL
JONATHAN P. SCOLL
JEFFREY R. BRAUCHLE

470 Pillsbury Center Minneapolis, MN 55402

(612) 338-1177

2200 Northwestern Financial Center, Bloomington, MN 55431

(612) 893-9400

1260 Amhoist Tower, St. Paul, MN 55102

(612) 228-0889

TIMOTHY P. FLAHERTY
STEFANIE N. GALEY
DANIEL R. NELSON
BARBARA L. PORTWOOD
ROBERT J. DEIKE
MARK A. LINDGREN
LAURA K. MOLLET
CHRISTINE M. CHALE
MARY G. DOBBINS
MARY J. BRENDEN
STEVEN T. HETLAND
PATRICIA A. BLOODGOOD
TIMOTHY E. MARX

March 26, 1985

Regional Transit Board
270 Metro Square
St. Paul, MN 55101

RE: Award of furniture contract
Legal Opinion #4
Our File No. RE165-1

You have asked our office to render a legal opinion as to the legality of the Board's award of a contract for furniture.

The RTB received bids, pursuant to invitations, for office furnishings. The following three (3) bids were received.

1. Frederick-Sherry Office Supply Company -\$57,677.53
2. S & T Office Products, Inc. -\$59,817.00
3. Interior Specifiers, Inc. -\$61,609.28

We note that the apparent low bidder, Frederick-Sherry, deviated from the RTB's specification in four (4) respects:

1. Bid Panel Concept, Inc. panel systems rather than the specified Trendway;
2. Bid National arm chairs rather than the specified Boling;
3. Bid Haskell system pedestals rather than the specified Meridian; and
4. Bid Watson office units rather than the specified L.U.I.

We also note that the bid of the second low bidder, S & T, met the specifications completely and that the bid of the third low bidder, Interior Specifiers, met the specifications, including

Regional Transit Board
March 26, 1985
Page 2

the ones where Frederick-Sherry deviated, except for the armchairs.

Staff has proposed and the Administration and Finance Committee has recommended that the contract be awarded to S & T Office Products, Inc.

Under the Uniform Municipal Contracting Law, Minn. Stat. §471.345 (1984), the RTB, as a "municipal corporation or political subdivision", must solicit sealed bids on contracts for over \$10,000. When seeking competitive bids, the public body must award the contract to the lowest responsive, responsible bidder. Bids must comply with the requirements contained in the advertisements. Bud Johnson Const. Co., Inc. v Metropolitan Transit Commission, 272 N.W.2d 31 (Minn. 1978); Telephone Associates, Inc. v St. Louis County Board, ___ N.W.2d ___ (Minn. 1985), affirming 350 N.W.2d 398, (Minn. App. 1984). In the instant case, the apparent low bid varied from the specifications in four instances. While a public body does have the authority to waive non-material variances, it may only do so where such deviations do not give a bidder a competitive advantage over other bidders. Duffy v Village of Princeton, 240 Minn. 9, 12, 60 N.W.2d 27, 29 (1953). However, a public body is under no obligation to waive such non-material variances. Therefore, the Board has the authority to disqualify the apparent low bidder and award the contract to the second low bidder, S & T.

A question has been raised as to the legality of specifying brand names in the bid advertisement without allowing "or equal", as was done in the instant case. Generally, while specifications must be framed so as to secure fair competition and cannot be drawn so that only the successful bidder can compete, the public body can require specific materials even though the effect is to limit the number of bidders. Hendricks v City of Minneapolis, 207 Minn. 151, 290 N.W. 428 (1940). Minn. Stat. §471.35 (1984) requires that with respect to supplies and equipment, "specifications shall not be so prepared as to exclude all but one type or kind but shall include competitive supplies and equipment." However, that statute applies only to "any county, city, town or school district", not to a political subdivision or municipal corporation such as the RTB. Because both the third low bidder, in addition to the second low bidder, was able to provide most of the name-brand specified equipment and because of the difficulty of specifying generic furniture, we conclude that the specifications were not drawn so narrow as to violate the public bidding law.

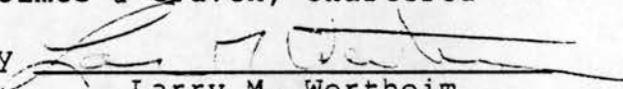
Regional Transit Board
March 26, 1985
Page 3

Finally, we note that an employee of the second low bidder was previously retained by the RTB, under separate contract, to assist in the preparation of the advertisement for the office furniture. The mere fact that a public body incorporated into the specifications proposals advanced by a potential bidder does not invalidate a contract where the specifications, as adopted, do not unreasonably restrict competition. Davies v. Village of Madelia, 205 Minn. 526, 287 N.W.1, 4 (1939). Therefore, we do not believe that such input in the preparation of the advertisement impaired the award.

Sincerely,

Holmes & Graven, Chartered

By


Larry M. Wertheim

S&T Office Products

777-0224

Al Pletsch

INVITATION FOR FURNITURE SEALED BIDS FOR REGIONAL TRANSIT BOARD

The Regional Transit Board, 270 Metro Square Building, St. Paul, Minnesota 55101, is requesting sealed bids for purchase of Office Furnishings.

Specifications for the furniture can be obtained by contacting Leslie M. Johnson, Regional Transit Board at the above address (telephone 292-8789).

Sealed bids will be accepted by the Regional Transit Board until 4:00 p.m. March 13, 1985. The Board's purchasing officer will open the sealed bids publicly in the Board offices at 10:00 a.m. March 14, 1985.

All sealed bids shall be marked "Bids for Regional Transit Board Furnishings-- to be opened on March 14, 1985." Bids shall be mailed to Leslie M. Johnson, Director of Administration/Purchasing Officer, Regional Transit Board, 270 Metro Square Building, St. Paul, Minnesota 55101.

The Regional Transit Board reserves the right to reject any or all bids, and to waive any minor irregularity or deviation from the specifications.

Elliott Perovich, Chairman

Regional Transit Board

Furnishings Specifications

Per Office Layout Dated February 19, 1985 (Attached)

Open Office System: Trendway System

All panels fabric covered fully acoustical unless noted otherwise. Color shall be compatible with Office Suite. Bidders should visit office suite.

System must be capable of full three circuit electrification possibilities.

Wood grain laminate furnisher finish color to be English Oak compatible. Chair and other fabrics shall be available in colors compatible to office suite. Bidders should visit office suite.

Bids shall be accompanied by brochures and pictures of items bid with adequate labeling and explanation for easy reference. Bidders should expect showroom visits and request for demonstration unit setups.

Quoted prices shall include freight, delivery and installation and be guaranteed for 30 days from date of proposal.

The Regional Transit Board is sales tax exempt.

The Regional Transit Board reserves the right to reject any or all bids, and to waive any minor irregularity or deviation from the specifications.

Quantity

Description

<u>Quantity</u>	<u>Description</u>	
	<u>Reception Area:</u> 42" high panels around desk area, 66" high by chairs	
1	AP4866 panel, 66Hx48W	313.00
1	HGPF4866 panel, 66Hx48W, smoked plexiglass top/fabric lower portion	541.00
1	FP2442 panel, 42Hx24W, fabric covered	149.00
1	FP3042 panel, 42Hx24W, fabric covered	169.00
1	FP4842 panel, 42Hx48W, fabric covered	207.00
1	FP RF 6042 panel, 42Hx60W, fabric covered	235.00
1	CFP42 curved panel, 42Hx24" radius, fabric covered	293.00

1	WS2460 work top, 24x60		157.00
1	WS2448 work top, 24x48		137.00
1	WSC24 curved work top, 24" radius		130.00
1	SR66 wall channel to attach panel to wall		24.00
1	Meridian 17-1524 BBF 240x15W pedestal, full to the floor storage box/box/file, desk height		240.00
1	Meridian 17-1524 PBF, full to the floor storage, pencil/box/file, machine height		236.00
2	5201 Hon steno chairs, adjustable back, Supreme nylon fabric cover.	226.00	452.00
1	684L Hon four drawer lateral file, 36"Wx190x53-1/8H, with lock		439.00
6	12115 ⁵³ Boling arm chairs, wood frame with sled base, Grade 5 fabric, 100% nylon	150.00	900.00
2	corner tables, 24x24, Taylor No. 324242	175.00	350.00
2	WS 3048 work top, 30x48	153.00	306.00
1	682 Hon Lateral File Cabinet, 29Hx36Wx18D		232.00
10	8080 Lee storage cabinets 42Hx36Wx18D	115.00	1150.00
1	plastic laminate top, 72x18 self edge		75.00
1	AP 6066 panel, 66Hx60W		353.00
1	AP 3666 panel, 66Hx36W		277.00
2	SR 66 wall channel	24.00	48.00
1	WS 3060 work top 30x60		175.00
1	WS 2048 work top 20x48		128.00
1 pr.	WM5 wall mounts		31.00
1	Meridian 17-1524 BBF pedestal box/box/file, desk height		240.00
1	Meridian 17-1520 PBF pedestal pencil/box/file, machine height		236.00
		Total	7308.00

Four Private Office Areas Created By Panels: 66" high

(Fully acoustical panels)

1	HSPR 66 support panel, Videne surface 66Hx21W		127.00
2	AP2466 panels, 66Hx24W	226.00	452.00
1	AP3066 panel 66Hx30W		250.00
6	AP3666 panels 66Hx36W	277.00	1662.00
1	AP4866 panel 66Hx48W		310.00
11	AP6066 panels, 66Hx36W	353.00	3885.00
1	SR 66 wall channels		24.00
2	WS2436 work surfaces, 24x36	114.00	238.00
1	CHF 36" round conference table, pedestal base, plastic top with shelf edge, Base: 984-26 mirror chrome		178.00
3	4802 Hon desk chairs	204.00	617.00
10	1211-SB Boling guest arm chairs	150.00	1500.00
3	WS3060 work surfaces, 30x60	175.00	525.00
3	WS2448 work surfaces, 24x48	137.00	411.00
3	WS3666 work surface, 36x66, (special size)	227.00	681.00
1 pr.	984 1/2-26 table base, CHF, mirror chrome		221.00
6	Meridian 17-1524 BBF pedestal	240.00	1440.00
3	<i>what are they?</i> RS60 regular open shelves, 60Wx13 1/2Dx16H	76.00	228.00
3 ea.	984 1/2-26 table base, CHF, mirror chrome	110.00	330.00
		Total	13,087.00

Conference Room

1	conference table, wood grain laminate, 14' long x 42" wide, racetrack shaped ends, wood grain plastic laminate 1-1/4" thick self-edged, panel end style base with stretcher support and center to the floor panel (3 panels required)	743.00
15	4802 Hon conference arm chairs, swivel/tilt action, shell seat and back, four prong metal base with dual casters, covered in Excel nylon	209.00 3135.00
7	1400 Matrix pull-up chairs, polypropylene seat and back, stackable, mirror chrome frame	51.00 357.00
1	Weber Costello visual aid board, 36x36x3-3/4"D (opens to 72"), with doors, porcelain writing surface, cork boards on inside of doors.	162.00
1	7500 Hon work table, 60x30	163.00
	Total	4500.00

Chairman/Executive Director/Director of Planning/Director of Administration

Layout per office as shown on plan: LUI free standing units, wood grain laminate finish with self edge finish, word/data environments system components

4	596 corner unit, 34x34 with angled corner edge, (available desk height or CRT height: No. 599)	276.00	1104.00
4	60L9 back work unit, 60Wx24D	235.00	940.00
4	M60-08 overstorage shelf unit for the above, 60Wx30Hx15D, closed top without doors	302.00	1208.00
4	60L9 side work unit, 60Wx24D	240.00	960.00
4	72x32 table desk, D-shaped top to attach to side unit	151.00	604.00
12	9K22-88F/L free standing full to the floor drawer pedestals, box/box/file (two under back unit, one under table desk), with locks	224.00	2688.00
4	4802 Hon desk chair	209.00	836.00
12	1211SB Boling guest arm chairs	150.00	1800.00
			<hr/>
		Total	10,140.00

Executive Secretary

1	5201 Hon steno chair		226.00
2	1211SB Boling guest arm chairs	150.00	300.00
1	LUI No. 190-72 desk unit 72x30		275.00
1	LUI No. R448-R return 48x24		200.00
1	LUI No. 9K22-8BF/L pedestal, with lock, box-box-file		224.00
1	LUI No. 9K18-TBF pedestal, tray-box-file		185.00

Kneespace Credenza Consisting of:

2	LUI No. 9K18-TBF pedestals, tray-box-file	185.00	370.00
1	Plastic Laminate top, self edged, 72x18		75.00
		Total	1855.00

Additional Furnishings in Chairman's Office

3	1148-17 Hale bookcase units, oak veneer, 36Wx16-3/4Dx48H, (depth to accommodate T.V.)	205.00	615.00
1	8054 Taylor two seat sofa, 54Wx33Dx31H, loose cushion seat and back, covered in Grade 600 fabric		484.00
1	330302 Taylor corner table 30x30x22H		208.00
1	330006 Taylor coffee table, 30" diameter round x 16H		260.00
		Total	1567.00

Open Office Area: 66 high panel, (full acoustical panels)

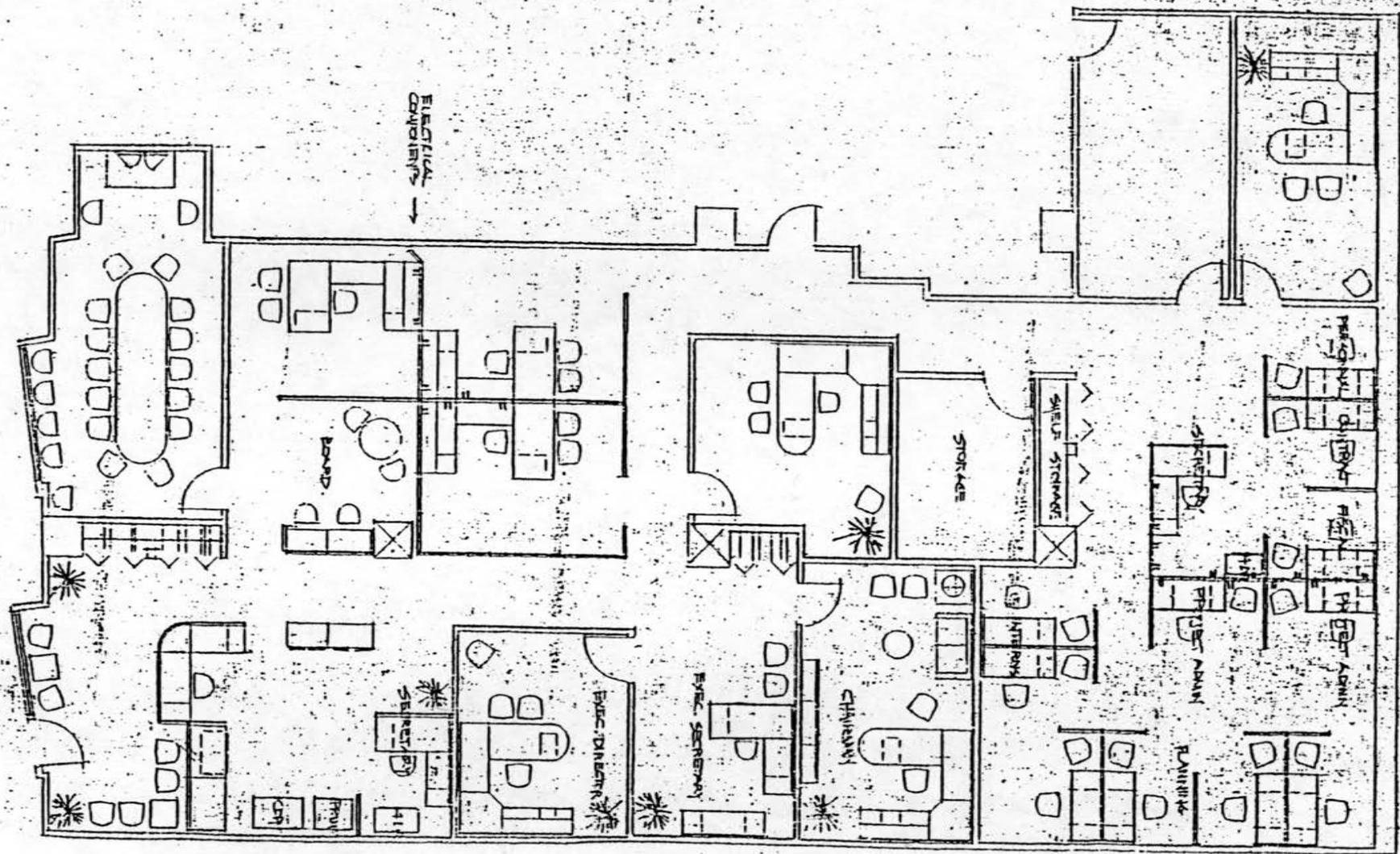
1	FP6042 panel, 60Wx42H, fabric covered		236.00
1	AP3066 panel, 30Wx66H		250.00
16	AP3666 panels, 36Wx66H	277.00	4432.00
1	AP4866 panel, 48Wx66H		310.00
10	AP6066 panels, 60Wx66H	353.00	3530.00
7	SR66 wall channels to attach panel to walls	24.00	168.00
12	WS3060 work surface, 60x30	175.00	2100.00
1	WS2048 typing surface, 20x48		128.00
21	17-1524 BBF Meridian pedestals, full to the floor storage, 24Dx15W, box/box/file drawers, desk height	240.00	5040.00
1	17-1520 ^P XBF Meridian pedestal, tray/box/file, machine height		236.00
1	4810 Hon steno chairs		147.00
11	4802 Hon desk chairs	209.00	2299.00
11	1211-SB Boling guest chairs	150.00	1650.00
		Total	20,526.00

Electrical Components Required Throughout:

2	FC6 feed cables	45.00	90.00
22	RB receptable blocks (circuit 1, 2 or 3 available)	17.00	374.00
4	IH60 harness 60"	16.00	64.00
2	IH48 harness, 48"	16.00	32.00
3	IH36 harness, 36"	16.00	48.00
1	IH30 harness, 30"		16.00
5	CH-1 connector harness	14.00	70.00
5	CH-2 connector harness	16.00	80.00
		Total	774.00

Quoted price includes freight, delivery, and installation.

Grand Total \$59,817.00



ELECTRICAL COMPARTMENTS →

← ELECTRICAL COMPARTMENTS



FREDERICK-SHERRY
OFFICE SUPPLY CO.

7600 WAYZATA BLVD. • GOLDEN VALLEY, MN 55426
PHONE: 612-593-7600

March 13, 1985

Leslie M. Johnson, Director of Administration
Purchasing Officer
Regional Transit Board
St. Paul, Minnesota 55101

Frederick-Sherry Office Supply is pleased to offer for your consideration the following products:

Open Office System: Panel Concepts, Inc.

All panels fabric covered fully acoustical. Color to be selected by regional transit board from a complete color range. This system is capable of full three circuit electrication.

Reception Area: 42" high panels around desk area, 66" high by chairs

- 1 66H x 48W Panel, Fabric covered
- 1 66H x 48W Panel, Smoked Plexiglass Top/Fabric Lower Portion
- 1 42H x 24W Panel, Fabric covered
- 1 42H x 30W Panel, Fabric covered
- 1 42H x 48W Panel, Fabric covered
- 1 42H x 60W Panel, Fabric covered
- 1 42H x 24 Radius Curved Panel, Fabric covered
- 1 24 x 60 Work Top
- 1 24 x 48 Work Top
- 1 24" Radius Work Top, Curved
- 1 Wall Channel to attach panel to wall
- 1 Haskell Full to the floor storage, pencil/box/file, machine height, CUB 25112 S
- 2 HON Steno chairs, adjustable back, supreme nylon fabric cover, #5201
- 1 HON Four drawer lateral file 36"W x 19"D x 53 1/8"H, with lock, #684L
- 6 National Arm chairs, wood frame with sled base, 100% nylon fabric, grade 4, #518
- 2 Custom Corner tables, 24 x 24, #EPI
- 2 30 x 48 Work Top
- 1 HON Two drawer lateral file 36"W x 19"D x 29"H, No lock, #682
- 2 LEE Storage cabinets #8080, 42"H x 36"W x 18"D
- 1 Haskell 24D x 15W Pedestal, Full to the floor storage/box/box/file, desk height, CUB 24112N

- 1 Custom Plastic laminated top, 72 x 18 Self edge
- 1 66H x 60W Panel, Fabric covered
- 1 66H x 36W Panel, Fabric covered
- 2 Wall Channels
- 1 30 x 60 Work Top
- 1 20 x 48 Work Top
- lpr Wall Mounts
- 1 Haskell Pedestal, CUB 24112 N
- 1 Haskell Pedestal, CUB 25112 S

Four Private Office Areas Created by Panels: 66" high, fully acoustical panels

- 1 66H x 20W Support Panel
- 2 66H x 24W Panels, Fabric covered
- 1 66H x 30W Panels, Fabric covered
- 6 66H x 36W Panels, Fabric covered
- 1 66H x 48W Panels, Fabric covered
- 11 66H x 60W Panels, Fabric covered
- 1 Wall Channel
- 2 24 x 36 Work Surfaces
- 1 CHF 36" Round conference table, pedestal base, plastic top with self edge, base: 984-26 mirror chrome
- 3 HON Desk chairs #4802, grade 4
- 10 National Arm chairs, wood frame, straight leg, 100% nylon fabric, grade 4, #511
- 3 30 x 60 Work Surfaces
- 3 24 x 48 Work Surfaces
- 3 36 x 66 Work Surfaces, special size, self edge
- lpr CHF Table base, mirror chrome, 984½-26
- 6 Haskell Pedestals, CUB 24112N
- 3 60W x 13½D x 16H Open shelves
- 3 CHF Table base, mirror chrome, 984½-26

Conference Room:

- 1 Conference Table Wood grain laminate, 14' long x 42" wide, racetrack shaped ends, woodgrain plastic laminate 1½" thick, self edged, panel end style base with stretcher support and center to the floor panel (3 panels), table to be custom made in 2 sections.
- 15 HON Conference arm chairs #4802, swivel/tilt, shell seat and back, four prong metal base with dual casters, covered in excel nylon, grade 4.
- 7 Samsonite Polypropelene seat and back, stackable, mirror chrome frame #6300
- 1 Weber Costello Visual aid board 36 x 36 x 3 3/4 (opens to 72) with doors, porcelain writing surface, cork boards on inside of doors #T5-744-037
- 1 HON Work table, 30 x 60, #7500, Steel table

Chairman/Executive Director/Director of Planning/Director of Administration:

Watson Office Plan as shown on plan, free standing units, wood grain laminate finish with self edge finish.

- 4 Corner units with keyboard, angled
- 4 Back work units 24 x 60
- 4 Overstorage shelf units 60 x 30 x 15, closed top, no door
- 4 Side work units 60 x 24
- 4 Table desk 72 x 32, D shape top to attach to side unit
- 12 Free standing pedestals, with locks
- 4 HON Arm chairs #4802, grade 4
- 12 National Arm chairs, wood frame, straight leg, 100% nylon fabric, grade 4, #511

Executive Secretary:

- 1 HON Steno chair #5201, grade 4
- 2 National Arm chairs, #511, as before
- 1 Watson Desk and return unit with two pedestals, as specified
- 1 Kneespace Credenza, consisting of 2 watson pedestals and 1 72 x 18 plastic laminate top, self edged

Additional Furnishings in Chairman's Office:

- 3 Hale Bookcases #1148-17, Oak veneer, 36 x 16 3/4 x 48 (Depth to accommodate T.V.)
- 1 High Point Love seat, wood trim, loose cushion and back, 59 x 33 x 26H
- 1 Custom Corner table 30 x 30 x 22
- 1 Custom Coffee table 30" diameter x 16H to match above

Open Office Area: 66" high panel

Full Acoustical Panels

- 1 60W x 42H Fabric covered panel
- 1 30W x 66H Fabric covered panel
- 16 36W x 66H Fabric covered panels
- 1 48W x 66H Fabric covered panel
- 10 60W x 66H Fabric covered panels
- 7 Wall Channels to attach panel to walls
- 12 60 x 30 Work surfaces
- 1 20 x 48 Typing surface
- 21 Haskell Pedestals #CUB 24112N
- 1 Haskell Pedestal #CUB 25112S
- 1 HON #4810 Steno chair, grade 4
- 11 HON #4802 Desk chairs, grade 4
- 11 National Arm chairs #511, as before

Electrical Components Required

- 2 Feed Cables
- 22 Receptacle blocks (Duplex receptacles)
- 4 60" Harness
- 2 48" Harness
- 3 36" Harness
- 1 30" Harness
- 5 Connector Harness (1)
- 5 Connector Harness (2)

Total, Guaranteed for 30 days,
Delivered and Installed,

\$57,677.53

*Respectfully submitted,
Jean P. Freeman*

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March ²⁶ 18, 1985
 TO: *Regional Transit Board*
 Administration and Finance Committee
 FROM: *←* ~~Leslie M. Johnson, Director of Administration~~
 SUBJECT: Office Furniture

which staff
 The ~~Administration & Finance Committee~~ *involved in the office furniture*
 Per previous advisories to the Administration and Finance Committee and Board,
 we opened ~~bids for the office furniture~~ March 14, 1985. We received the three
 following bids:

- | | | |
|---|---|-------------|
| 1. Frederick-Sherry Office Supply Company | - | \$57,677.53 |
| 2. S & T Office Products, Inc. | - | \$59,817.00 |
| 3. Interior Specifiers, Inc. | - | \$61,609.28 |

Copies of the two low bids are attached for you to see the preface conditions of the bid and to note deviations from the specifications in the low bid. (A per item pricing has been requested from Frederick-Sherry). The two lowest bids fully bid the specifications; whereas the high bid was incomplete. However, the low bid deviated from the specifications in ~~three~~ *two* primary respects bidding Panel Concepts, Inc., panel systems versus Trendway, National rather than Boling arm chairs, and Haskell rather than Meridian system pedestals. ~~we feel the latter two deviations constitute the bid difference and consider these two deviations to be material and those items bid not equivalent. We would not want to accept Haskell pedestals.~~ *feel the latter two deviations constitute the bid difference and consider these two deviations to be material and those items bid not equivalent. We would not want to accept Haskell pedestals.*

still agreed to the specifications
 Our ~~specifications~~ were brand name specific to assure moderate priced items, and in the case of panel systems, one with integral electrical circuits. Secondly, they were brand name specific ~~in order to avoid the "equivalence" game and the time and research necessary to establish equivalence.~~ *in order to avoid the "equivalence" game and the time and research necessary to establish equivalence.* Consequently, we recommend the S & T Office Products Bid of \$59,817. *was not a deviation on the bid as these criteria bid the same items*

RECOMMENDATION: *That the R-TB accept*

~~That The Administration and Finance Committee recommend to the full Board, acceptance of the S & T Office Products bid for Office Furniture of \$59,817.~~ *accepting the*

LMJ:jmo

\$59,817

*Ruth Frank
Chair*

*Meridian pedestal
whereas the high
bid thought
they were no
longer made
because we had*

*the low bidder's deviation is material in the respect to the quality of Haskell
pedestal and the vinyl edges, which were specified in the
specifications and bid prices is enclosed. Our attorney's opinions regarding the*

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 25, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Recommendation for Appointment of Planning Manager

At its meeting of March 14, 1984, the Administration and Finance Committee unanimously recommended approval of Katherine Turnbull to the position of planning manager.

RECOMMENDATION

That the Regional Transit Board approve the appointment of Katherine Turnbull to the position of planning manager at an annual salary of \$38,000. Effective starting date will be April 8, 1985, upon Board approval. The standard employee benefit package will apply.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 15, 1985
TO: Administration and Finance Committee
FROM: Elliott Perovich, Chairman 
Ghaleb Abdul-Rahman, Executive Director 
SUBJECT: Recommendation for Appointment of Planning Manager

It is recommended that Katherine Turnbull be appointed as planning manager.

Turnbull was one of five interviewees selected from 22 applications. Interviews for this position were conducted by a panel consisting of Peggy Reichert, Deputy Director of Planning; Tom Baerwald, Director of Geography of the Minnesota Science Museum; and Judith Hollander. All interviewees completed a written exercise in addition to the oral interview.

Turnbull is presently the Director of the Transportation Planning Division of the Arrowhead Regional Development Commission and has been involved in planning and implementing many transit and transportation improvements, including the Duluth Historic Trolley, Duluth Transit Corridor Analysis, Superior Street Transit Study, Specialized Transportation and Rideshare.

She has a Master of Science in Urban Affairs from the University of Wisconsin and has also been taking prerequisite courses for a Master of Business Administration at the University of Minnesota, Duluth.

Turnbull comes to the Regional Transit Board highly recommended by those who have worked with her. She has a reputation for being intelligent, being well organized, and getting things done.

RECOMMENDATION

That the Administration and Finance Committee recommend to the Board the appointment of Katherine Turnbull to the position of planning manager at an annual salary of \$38,000. Effective starting date will be set upon Board approval. The standard employee benefit package will apply.

JGH:jmo



KATHERINE F. TURNBULL

Arrowhead Regional Development Commission
200 Arrowhead Place
Duluth, MN 55802
(218) 722-5545

Education:

Master of Business Administration Prerequisite Courses, University of Minnesota, Duluth, In Progress.

Master of Science in Urban Affairs, University of Wisconsin, Milwaukee, 1976.

Bachelor of Arts in Political Science and History, University of Minnesota, Duluth, 1975.

Alexander Ramsey Senior High School, St. Paul, MN, 1971.

Other Training:

Essentials of Traffic Engineering for Transit Managers, University of Michigan
Quick Response Travel Demand Estimation on Microcomputers, FHWA
Management Development Seminar, Ramon Stave & Associates
Alternatives Analysis Conference, UMTA
Quick Response Travel Demand Estimation, FHWA
Introduction to Transportation Planning, UMTA/FHWA

Work Experience:

June 1984 to Present

Director, Transportation Planning Division
Director, Metropolitan Interstate Committee (MIC)
Arrowhead Regional Development Commission

Responsible for the Transportation Planning Division at ARDC, including supervision of five staff and an annual budget of approximately \$400,000. Program responsibilities include Urban Mass Transportation Administration's Section 8 and Section 9, Federal Highway Administration PL112, Economic Development Administration's Title IX, Minnesota Department of Transportation's Regional Transportation Program and Special Projects Program. Responsible for work program development and monitoring, proposals for special projects, and staff supervision. Director of the Metropolitan Interstate Committee, the Metropolitan Planning Organization for the Duluth-Superior area. Report to ARDC Executive Director. Member of ARDC Management Team.

Project management responsibilities include Duluth Historic Trolley, Superior Street Implementation, Regional Goods Movement Study and Long Range Element Update.

July 1983 - May 1984

Transportation Planning Manager
Arrowhead Regional Development Commission

Responsible for the Transportation Planning Program at ARDC, including supervision of a staff of four and an annual budget of approximately \$350,000. Program responsibilities include UMTA Section 8 and 9, FHWA PL112, EDA Title IX, and Mn/DOT Regional and Special Projects Program. Responsible for work program development and monitoring, proposals for special projects and staff supervision. Reported to Community and Resource Development Division Director. Member of ARDC Management Team.

Project responsibilities included program manager of the Duluth Transit Corridor Alternatives Analysis, Duluth Historic Trolley, Regional Goods Movement Study, Superior Street Transit Study and Highway 61 Commodity Movement Study.

January 1982 - June 1983

Senior Planner
Arrowhead Regional Development Commission

Responsible for Metropolitan Transit Planning Program, including development and monitoring the annual work program and annual budget of approximately \$75,000. Lead planner on the Superior Street Transit Study, DTA Route Performance Criteria, Transit Comprehensive Operational Analysis, Port Pass and Flex-time Demonstration Program data collection, STRIDE Six Month and One Year Analysis, DTA Marketing Concept Plan, development of microcomputerized transit passenger counts and the Duluth Transportation Systems Management Demonstration.

July 1978 - December 1981

Associate Planner
Arrowhead Regional Development Commission.

Lead planner for the Metropolitan Transit Planning Program. Major projects included Five Year Transit Development Program, transit route and ridership studies, administration and analysis of passenger surveys, transit energy contingency plan, park and ride analysis, bike and bus feasibility study, development and implementation of the DTA's specialized transportation system, and Town of Lakewood Comprehensive Land Use Plan.

January 1977 - June 1978

Planner
Arrowhead Regional Development Commission

Responsible for general land use planning and transit survey work in the Duluth-Superior Metropolitan Area as part of the Metropolitan Interstate Committee. Major planner on Town of Rice Lake Comprehensive Land Use Plan, HUD 701 Housing and Land Use Plan, Woodland Transit Corridor Analysis and the Duluth Regional Shopping Center Impact Evaluation.

Katherine F. Turnbull:

Experience Directly Related to Regional Transit Board:

Management Experience

- Direct supervision of staff of five including hiring, merit evaluations, establishing and monitoring work assignments, team building and personnel issues. Responsible for hiring and developing a strong staff of transportation planners.
- Responsible for preparation and administration of annual Unified Planning Work Program, quarterly reports, invoices and other documentation. This includes both UMTA Section 8 and 9 funding, FHWA PL112, Mn/DOT Special Metropolitan and Regional programs, Interstate Substitution, EDA Title IX, and local contracts. Preparation of proposals and administration of contracts.
- Member of ARDC Management Team. Participate in Agency decision making process, including agency budget process, hiring, strategic planning and program development.

Transit Program Experience

- Duluth Historic Trolley. Responsible for the development of proposal for the fixed rail Historic Trolley and project manager of the Mn/DOT funded feasibility study. Development of the funding package includes the use of the State Motor Vehicle Excise Tax and linking into the 1985 Legislative Appropriation process.
- Duluth Transit Corridor Analysis. Project manager of alternatives analysis conducted for the Duluth Transit Authority. Alternatives examined included the existing system, express bus, LRT, PRT and cable supported transit. A set of five recommendations was adopted by the DTA Board and are being pursued.
- Superior Street Transit Study. Project manager for major study of the future of Superior Street after completion of I-35 around the downtown. Evaluation of a set of five alternatives, including pedestrian and bus malls, and reverse bus lanes. Fifteen recommendations were adopted by the DTA Board and are currently being implemented by the DTA and the City of Duluth in its Streetscape program.
- Specialized Transportation. Responsible for development, implementation, and ongoing monitoring and evaluation of STRIDE, the DTA's specialized transportation system for the mobility handicapped. Service is provided using DTA vehicles and contract drivers to minimize the cost.
- Rideshare. Assisted in development of the ridesharing program for the Duluth-Superior Metropolitan Area, including use of microcomputer mail list program for matching riders and drivers. Coordinated the transfer of the rideshare function from Mn/DOT and WisDOT to the DTA in 1983.

- **Multi-Modal Information System.** Project manager for development of automated multi-modal transportation information system. This project, which was funded through a Federal TSM Grant, evaluated the types of systems available and recommended the development of a touch screen interactive unit. The DTA will be implementing this recommendation through the development of a test unit this winter.
- **Service and Ridership Studies.** Responsible for managing a wide variety of route analyses, on-board surveys, passenger counts and other service evaluations.

Other Experience and Qualifications

- **Committee and Board Relationships.** Report to ARDC Board of Directors, the Metropolitan Interstate Committee, and the DTA Board of Directors. I have established and maintained an excellent working relationship with these groups. In addition I have staffed numerous project advisory committees and maintain strong communication with the City Councils and Planning Commissions of all the jurisdictions.
- **Agency Coordination and Cooperation.** Played major role in establishing and maintaining coordination and cooperation between transportation related agencies and units of governments in the metropolitan area. The success of numerous projects in the area reflects this coordination and cooperation on both a staff level and on a policy level.
- **Interpersonal Skills.** I interact well with the people I work with and agency and elected officials. I set high standards for myself and those I supervise, but I am fair and deal with interpersonal issues in an honest and straightforward manner. I have participated in team building sessions and am comfortable dealing with issues in a group setting and on an individual basis.
- **Personal Skills.** Dedicated, committed, motivated and self-starter. I work well both in a group setting and independently. I accept responsibility and follow through on assignments. I am a good process person with a logical and organized thought pattern. I possess good technical skills and have a strong commitment to quality and timeliness.
- **Writing and Speaking Skills.** I possess both strong writing and speaking skills. I have been responsible for writing many proposals and major reports. I am comfortable speaking before small or large groups.
- **Microcomputer Skills.** I have experience on a number of different microcomputers and use them daily for all types of applications.

J O B . B U L L E T I N

PLANNING MANAGER

Manage the planning, research and evaluation activities of newly created Regional Transit Board for improvement and development of variety of transit services in metro area. Will establish goals, policy direction and work plans requiring highly technical subject matter and highly sensitive coordination with RTB committees and external agencies. Requires thorough knowledge of transit planning, operational and funding issues, state and federal transit regulations, local, state and federal transit legislation and policies; trends in transit use and how they relate to land use development, demographic and economic factors. Excellent writing, verbal, public relations and analytical skills. Degree in planning, public administration or related field plus minimum of 5 years progressively responsible experience. Send cover letter and resume to Judith Hollander by January 25, 1985.

REGIONAL TRANSIT BOARD
270 Metro Square
St. Paul, MN- 55101

EQUAL OPPORTUNITY EMPLOYER

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 25, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Recommendation for Appointment of Programs Manager

At its meeting of March 14, 1985, the Administration and Finance Committee unanimously recommended approval of Judith McCourt to the position of programs manager.

RECOMMENDATION

That the Regional Transit Board approve the appointment of Judith McCourt to the position of programs manager at an annual salary of \$38,000. Effective starting date will be April 15, 1985, upon Board approval. The standard employee benefit package will apply.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 15, 1985
TO: Administration and Finance Committee
FROM: Elliott Perovich, Chairman 
Ghaleb Abdul-Rahman, Executive Director 
SUBJECT: Recommendations for Appointment of Programs Manager

It is recommended that Judith McCourt be appointed as programs manager.

McCourt was one of seven interviewees selected from 22 applications. Interviews for this position were conducted by a panel consisting of Emil Brandt, Coordinator, Transportation Advisory Board; Fred Tanzer, Minnesota Department of Transportation; and Judith Hollander. All interviewees completed a written exercise in addition to the oral interview.

McCourt is presently a planner for the Metropolitan Transit Commission where she has established an excellent reputation for herself, particularly in the areas of providing community technical assistance and developing innovative projects.

As programs manager, McCourt would have the responsibility of starting up and maintaining the project contracting responsibilities assigned to the RTB. The programs manager will recommend policy direction and funding allocation for transit grants to the Board.

RECOMMENDATION

That the Administration and Finance Committee recommend to the Board the appointment of Judith McCourt to the position of programs manager at an annual salary of \$38,000. Effective starting date will be set upon Board approval. The standard employee benefit package will apply.

JGH:jmo



JUDITH FAIRWEATHER McCOURT

Objective:

To obtain a position in management that has a strong emphasis on planning, marketing and financial analysis and that offers an opportunity for long-term career advancement.

Qualifications:

Ten years of increasing responsibility in planning, marketing and project management.

Employment History:

1979 - Present

METROPOLITAN TRANSIT COMMISSION, 560 6th Avenue North, Minneapolis, Minnesota 55411. (612) 349-7532

Paratransit Planner: Responsible for project planning, development and evaluation including:

- o Preparing annual and biennial operating budgets (\$9.0 million).
- o Writing and presenting department operating plans.
- o Developing, recommending and implementing new projects.
- o Performing financial and variance analysis of financial data.
- o Analyzing performance data and recommending corrective strategies to improve operations.
- o Developing budget forecasting models.
- o Preparing project reports and evaluations.
- o Developing project evaluation criteria.
- o Negotiating and monitoring contracts.

1976 - 1979

AMERICAN RED CROSS, Tacoma-Pierce County Chapter, 306 South Seventh Street, Tacoma, Washington, 98402. (206) 572-4830

1977 - 1979

Director - Nutrition and Transportation: Responsible for program planning, administration and fiscal control including:

- o Developing and implementing annual operating plans.
- o Preparing and monitoring budgets in excess of \$500,000.
- o Developing and monitoring service contracts.

1977

Assistant Director - Nutrition and Transportation: Responsible for developing and supervising support services.

1976

Program Coordinator: Responsible for building and maintaining minority participation in projects.

Judith Fairweather McCourt
Page Two

1975

HOMEMAKERS UPJOHN, 380 Union Street, West Springfield,
Massachusetts, 01809. (413) 759-9654

Health Services Coordinator: Responsible for applicant
screening and interviewing, coordination of personnel and
in-service training program.

Education:

University of Minnesota, Minneapolis, Minnesota
Concentration: Business Administration

College of New Rochelle, New Rochelle, New York
Degree: B.A. Biology

University of Fribourg, Fribourg, Switzerland

Honors:

Biological Honor Society
Dean's List
Who's Who Among Students in American Universities and
Colleges

Professional
Associations:

Women's Transportation Seminar

References:

Available upon request.

JOB BULLETIN

PROGRAMS MANAGER

Manage project contracting activities, establish goals, policy direction and work plans and develop strategic programming policies and guidelines for administering transit grants for newly created Regional Transit Board. Deals with highly technical subject matter and requires sensitive coordination with Board committees and external agencies. Will supervise technical, management and operational assistance to transit recipients, local communities and policy-making bodies, negotiation of transit assistance contracts with eligible recipients, development of project objectives and monitoring of transit projects' performance. Requires thorough knowledge of transit operations, operational and funding issues, and state and federal transit regulations; local, state and federal transit legislation and policies. Excellent writing, verbal, public relations and analytical skills. Degree in planning, public administration or related field plus a minimum of 5 years progressively responsible experience. Send cover letter and resume to Judith Hollander by January 25, 1985.

REGIONAL TRANSIT BOARD
270 Metro Square
St. Paul, MN 55101

EQUAL OPPORTUNITY EMPLOYER