



U.S. Department of Transportation

Federal Transit Administration

AL-96-X004-00 Quarterly Narrative Report

Apr. 01, 2010 through Jun. 30, 2010

As Of Jul. 13, 2010

MS/P Report Submitted , FFR Submitted

Part 1: Recipient Information

Project Number:	AL-96-X004-00
Recipient ID:	1075
Recipient Name:	City of Huntsville, Department of Parking & Public Transit
Address:	500 B Church Street , HUNTSVILLE, AL 35801 5548
Telephone:	(256) 427-6831
Facsimile:	(256) 427-6832

Part 2: Project Information

Project No:	AL-96-X004-00
Brief Desc:	ARRA - (8) vehicle purchase; PM; Suppor
FTA Project Mgr:	Chip Butts 404-865-5607
Start/End Date:	Jul. 01, 2009 - Sep. 30, 2015
Gross Project Cost:	\$2,439,917
Adjustment Amt:	\$0
Total Eligible Cost:	\$2,439,917
Total FTA Amt:	\$2,439,917
Total State Amt:	\$0
Total Local Amt:	\$0
Other Federal Amt:	\$0

Part 3: Federal Financial Report

Financial Status

	<u>Previous</u>	<u>This Period</u>	<u>Cumulative</u>
A. Total Expenditures	\$191,918	\$908,257	\$1,100,175
B. Recipient Share of Expenditures	\$0	\$0	\$0
C. Federal Share of Expenditures	\$191,918	\$908,257	\$1,100,175

D. Total Unliquidated Obligations			\$0
E. Recipient Share of Unliq. Obligations			\$0
F. Federal Share of Unliq. Obligations			\$0
G. Total Federal Share (C + F)			\$1,100,175
H. Total Federal Funds Authorized			\$2,439,917
I. Unobl. Bal. of Fed. Funds (H - G)			\$1,339,742

Indirect Expense

Type	N/A
Rate	0.00%
Base	\$0
Amount Charged	\$0
Federal Share	\$0

Recipient Remarks

The City of Huntsville has completed the bid process, received and placed in service three demand response vans, one support services SUV. The City has received all passenger shelters and have the first four installed, a video surv. system for both fixed route and demand response has been ordered and 400 bus stop map holders have been received as well as onboard message holders.

Part 4. Milestone/Progress Report

Project Status Overview

7/13/2010: 3rd Qtr FY10 - The City of Huntsville has completed the bid process, received and placed in service three demand response vans, one support services SUV. The City has received all passenger shelters and have the first four installed, a video surv. system for both fixed route and demand response has been ordered and 400 bus stop map holders have been received as well as onboard message holders.

5/6/2010: 2nd Qtr FY10 FTA Review Complete, cmb - For several of the ALIs the dates are not updated. You state in the milestone progress description that they will be completed by a certain date, but the dates are not updated in the Revised Estimated Completion Date or Actual Completion Date column.

2nd Qtr FY10:

- 11.92.02 -25 of the 50 budgeted passenger shelters have been ordered and received. The request for proposal of assembly and installation for all 50 shelters has been compiled and is in the final stage of administrative approval before being advertised and released.
- 11.12.15 -the three (3) paratransit vehicles have been ordered and received.
- 11.12.04 -the three (3) fixed route buses should be ordered by the end of April 2010 for estimated delivery of 330 days.
- 11.42.09 -the video surveillance system bid was opened and awarded after city council approval. The purchase order will be issued by April 30, 2010.
- 11.92.08 -a bid was opened and contract awarded for bus stop signs, on-board message boards and signs with inserts for bus stops. A purchase order will be issued by May 15, 2010.
- 11.42.11 -the fleet maintenance service vehicle has been ordered. The grant was revised to include an additional support vehicle for administration. The Director and Operations Manager will share use of a Hybrid mini SUV. A purchase order will be issued by April 30, 2010.
- 11.12.09 -the Trolley specifications have not be compiled. The specifications should be complete by May 14, 2010 and the invitation for bid advertised and released by May 30, 2010.
- 11.7A.00 -the audio/video capital maintenance eligible operating costs have been postponed by city administration. Since this is a personnel cost that will adversely affect future years without Stimulus funding any actions taken will most likely be during the next city budget cycle.

•11.42.08 -this scope and ALI is for ADP Software/Hardware and was originally budgeted for replacement of the outdated electronic message board at the transfer station and purchasing electronic real time bus finder equipment for various bus stops. The city will purchase the electronic message board, however after Transit, ITS and the GIS departments looked into the bus finder project it was determined that the City of Huntsville did not have the necessary capabilities or human resources to maintain the equipment so that the full benefit would be earned from it. It required more wireless capabilities than currently available and someone dedicated to ensuring that accurate data was input into the system daily.

Transit and ITS determined another course of action that falls under the category of ADP Software/Hardware by requesting proposals for a replacement of the currently out of date and poorly functioning call recording system on the paratransit scheduling phone system. Several proposals were reviewed and a Replay-TO-PCS call recording system will deliver what public transit was looking for.

Public Transit is submitting revision request no. 2 via email for review and approval to FTA Region IV. The request is also presented below:

Revision Request no. 2 April 2010:

•11.42.11 - The first revision to purchase a 2nd support vehicle from the cost savings of the 1st support vehicle purchase was approved. The final cost of the 2nd vehicle will go over the budget by approximately \$5,140.

•11-12-15 – replacement of paratransit vans had a cost savings of \$7,257. Transit will move the cost savings to 11.41.11 for the purchase of the 2nd support vehicle.

•11.42.08 - The ADP Software/Hardware budgeted items are being revised. The original budget called for replacing an Electronic Message Board in the transfer station and this will be completed. However, Transit also listed a project that we wished to proceed with and that was purchasing approximately 22 Real Time Bus Finder equipment for various well positioned bus stops. The Bus Finder equipment was \$161,000 of the total \$181,617 budget. After Transit, ITS and the GIS departments looked into the project it was determined that the City of Huntsville did not have the necessary capabilities or human resources to maintain the equipment so that the full benefit would be earned from it. It required more wireless capabilities than currently available and someone dedicated to ensuring that accurate data was input into the system daily.

--Transit and ITS determined another course of action that falls under the category of ADP Software/Hardware by requesting proposals for a replacement of the currently out of date and poorly functioning call recording system on the paratransit scheduling phone system. Several proposals were reviewed and the cost of Replay-TO-PCS call recording system and license is \$2,346. In addition it requires a separate server, or hard-drive, and True-Up software for the hard-drive which will total \$1,577.40. The project total will be \$3,923.40. This is a small system with four (4) lines dedicated to dispatch. Three (3) of lines are manned at all times during a scheduled day, the fourth (4th) line is manned part-time.

--Public Transit wishes to move \$98,682 from 11.42.08 ADP Software /Hardware.

--\$98,682 would go to 11.12.04 replacement of > 30' fixed route buses that exceed budget.

Approximately \$56,935 will remain while Transit, with guidance from other departments determines the best course of any future action.

•11.92.02 – Passenger shelters IFB came in under estimate and the city has a cost savings of about \$125,000. Transit needs to move that amount to 11.12.09 replacement of trolleys.

•11.42.09 – Audio/Video surveillance system came in under estimate showing a cost savings of approximately \$79,000. Transit needs to move this amount to 11.12.09 replacement trolleys also.

Revision budget results will be as follows:

SCOPE/ALI	DESCRIPTION	BUDGET
11.12.04	> 30' bus	\$ 773,682
11.12.09	trolleys	\$ 654,000
11.12.15	paratransit vans	\$ 142,743
11.42.08	ADP Software/Hardware	\$ 82,935
11.42.09	Audio/Video Surv. Sys	\$ 100,500
11.42.11	Support vehicles	\$ 57,257
11.7A.00	Capital maint	\$ 153,800 unchanged
11.92.02	Passenger shelters	\$ 225,000
11.92.08	Signage	\$ 250,000 unchanged

2/5/2010: 1st Qtr 10 FTA Review Complete, cmb

1st QTR FY10: Paratransit vehicles are scheduled for delivery in January 2010. Purchase order was issued for

25 passenger shelters and delivery is scheduled for January 2010. Two bids were received for Fixed Route vehicles. Neither bid met specifications. A new request for bid will be released in January 2010. Bids will be received for the vehicle Video Surveillance Equipment on January 21, 2010. Current priorities are to complete specifications for approximately 350 bus stop signs and sign inserts. The bid for sign and sign inserts should be released in February 2010. The Fleet Maintenance Support Vehicle is scheduled to be purchased from the State of Alabama's Small Light Duty Vehicle Contract by the end of January 2010. The Trolley request for bid should be released by the end of March 2010.

10/30/09: 4th Qtr 09 FTA Review Complete, cmb

4th QTR FY09: A purchase order was issued for three (3) paratransit vehicles, the passenger shelter IFB was opened and contract awarded and the IFB for fixed route vehicles is scheduled to open October 15, 2009. Current priorities are to complete specifications and open bids for replacement trolleys and the vehicle video surveillance equipment by the end of calendar year, December 30, 2009.

Quarterly Review:

ROLLING STOCK

---Three (3) Paratransit vehicles-replacements - Purchase order was issued on August 25, 2009. Modified vans being purchased off the State of Alabama contract # 4010861.

---Three (3) Fixed Route vehicles-replacements - IFB #3-2010-8700-5 is scheduled to open on October 15, 2009. Award and purchase request should be made within 30 days of bid opening. Anticipated delivery is within 18 months of purchase order.

---Two (2) Fixed Route Trolleys-replacements - Specifications scheduled to be complete by mid-November 2009. The IFB should be open by November 30, 2009. Award and purchase request should take place within 30 days of bid opening.

SUPPORT FACILITIES AND EQUIPMENT

---ADP-Software and Hardware -

--Electronic Message Board specifications should be complete by January 30, 2010.

--Real Time Bus Stop Finder equipment will not be purchased from the ARRA grant at this time.

---Support Vehicle-replacement - purchase of the maintenance support vehicle will take place by February 1, 2010, after the City of Huntsville's Small Duty Vehicle bid has been opened, reviewed and awarded.

TRANSIT ENHANCEMENTS

---Passenger Shelter IFB was opened on September 15, 2009, award notification letter released on September 29, 2009. Shelter orders to be placed by end of October 2009. Installation of shelters will be contracted out. RFP for installation may go out by December 30, 2009.

---Bus Stop Route Signs-new and replacements - the IFB should be released by January 30, 2010 for purchase of stop signs. Installation will be contracted out through RFP that will be issued in January 2010 also.

3rd Qtr FY09: FTA Review 9/3/09. CMB

3rd Qtr FY09: Grant Execution. No procurements have been initiated at this time. Public Transit will meet next week, July 6, 2009, to review milestones and begin the procurement process for activities.

2nd Qtr FY09: Grant Application pending approved submission.

		<u>Quantity</u>	<u>FTA Amount</u>	<u>Elig. Proj. Cost</u>
11.42.08	ACQUIRE - ADP SOFTWARE	0	\$181,617	\$181,617

	<u>Milestone Description</u>	<u>Orig. Est. Comp. Date</u>	<u>Rev. Est. Comp. Date</u>	<u># Rev</u>	<u>Actual Comp. Date</u>	<u>Cont. Code</u>
1.	RFP/IFB Issued	9/1/2009	1/30/2011	4		

	DETAILED DESCRIPTION: Public Transit will not be purchasing the real time bus stop finder equipment in this grant. Release RFP for acquisition and installation real time bus stop finder equipment and message board.				
	PROGRESS: The Electronic Message Board specifications have been postponed until after the new fiscal year which will begin October 1, 2010. The city is now anticipating January 2011 for release of specifications.				
2.	Contract Award	10/1/2009	2/28/2011	4	
3.	Contract Complete	7/1/2010	2/28/2012	4	

11.42.09	ACQUIRE - MOBILE SURV/SECURITY EQUIP	<u>Quantity</u>	<u>FTA Amount</u>	<u>Elig. Proj. Cost</u>
		0	\$118,080	\$118,080

	<u>Milestone Description</u>	<u>Orig. Est. Comp. Date</u>	<u>Rev. Est. Comp. Date</u>	<u># Rev</u>	<u>Actual Comp. Date</u>	<u>Cont. Code</u>
1.	RFP/IFB Issued	8/1/2009	1/21/2010	3	1/21/2010	
	DETAILED DESCRIPTION: Release RFP for acquisition installation vehicle video surveillance systems.					
	PROGRESS: IFB was opened on January 21, 2010 and City Council approved contract in March 2010.					
2.	Contract Award	9/1/2009	4/30/2010	4	6/24/2010	
	PROGRESS: A purchase order was issued on June 24, 2010.					
3.	Contract Complete	5/30/2010	10/30/2010	3		
	PROGRESS: approximately six months of lead time for delivery, set up, evaluation and acceptance of system.					

11.42.11	ACQUIRE - SUPPORT VEHICLES	<u>Quantity</u>	<u>FTA Amount</u>	<u>Elig. Proj. Cost</u>
		2	\$55,140	\$55,140

	<u>Milestone Description</u>	<u>Orig. Est. Comp. Date</u>	<u>Rev. Est. Comp. Date</u>	<u># Rev</u>	<u>Actual Comp. Date</u>	<u>Cont. Code</u>
1.	RFP/IFB Issued	7/1/2009	10/1/2010	5		
	DETAILED DESCRIPTION: Acquire maintenance service truck from current city bid.					

	PROGRESS: The first vehicle, a support vehicle for the Fleet Maintenance Coordinator, was ordered on March 15, 2010, and received on June 9, 2010. The Admin support vehicle should be ordered by 10/1/2010 and received within six months of purchase order.				
2.	Contract Award	8/1/2009	11/30/2010	4	
3.	Contract Complete	11/30/2009	4/30/2011	3	

11.12.04	BUY REPLACEMENT <30 FT BUS	<u>Quantity</u>	<u>FTA Amount</u>	<u>Elig. Proj. Cost</u>
		3	\$773,682	\$773,682

	<u>Milestone Description</u>	<u>Orig. Est. Comp. Date</u>	<u>Rev. Est. Comp. Date</u>	<u># Rev</u>	<u>Actual Comp. Date</u>	<u>Cont. Code</u>
1.	RFP/IFB OUT FOR BID	7/15/2009	1/30/2010	3	2/4/2010	
	DETAILED DESCRIPTION: Acquire two buses as allowable from current city bid. Third bus to be purchased from future IFB issue or cooperative agreement.					
	PROGRESS: The new IFB was opened and City Council awarded the contract in February 2010. A purchase order will be issued by April 30, 2010.					
2.	CONTRACT AWARDED	8/30/2009	3/15/2010	3	4/14/2010	N/A
	PROGRESS: A purchase order was issued on April 14, 2010.					
3.	FIRST VEHICLE DELIVERED	8/30/2011	12/30/2011	3		
	DETAILED DESCRIPTION: Bus representative estimates two year production time/delivery schedule as massive orders are placed with stimulus funds.					
	PROGRESS: Revised delivery schedule is 330 days after purchase order which may mean July 2011 delivery.					
4.	ALL VEHICLES DELIVERED	8/30/2011	12/30/2011	3		
5.	CONTRACT COMPLETE	9/30/2011	1/30/2012	3		

11.12.09	BUY REPLACEMENT TROLLEY BUS	<u>Quantity</u>	<u>FTA Amount</u>	<u>Elig. Proj. Cost</u>
		2	\$463,544	\$463,544

	<u>Milestone Description</u>	<u>Orig. Est. Comp. Date</u>	<u>Rev. Est. Comp. Date</u>	<u># Rev</u>	<u>Actual Comp. Date</u>	<u>Cont. Code</u>
1.	RFP/IFB OUT FOR BID	8/15/2009	12/30/2010	5		
	DETAILED DESCRIPTION: Release IFB for procurement or use approved cooperative agreement.					

	PROGRESS: This purchase has been postponed until after the start of the new fiscal year beginning October 1, 2010. Specifications may be complete and ready for IFB release by end of calendar year 2010 in December.				
2.	CONTRACT AWARDED	9/15/2009	1/30/2011	4	
3.	FIRST VEHICLE DELIVERED	9/30/2011	1/30/2012	3	
	DETAILED DESCRIPTION: Bus representative anticipates two year delivery schedules due to high volumn of orders to be placed utilizing stimulus funds.				
4.	ALL VEHICLES DELIVERED	9/30/2011	1/30/2012	3	
5.	CONTRACT COMPLETE	10/30/2011	2/28/2012	3	

11.12.15 BUY REPLACEMENT VAN Quantity 3 FTA Amount \$142,743 Elig. Proj. Cost \$142,743

	<u>Milestone Description</u>	<u>Orig. Est. Comp. Date</u>	<u>Rev. Est. Comp. Date</u>	<u># Rev</u>	<u>Actual Comp. Date</u>	<u>Cont. Code</u>
1.	RFP/IFB OUT FOR BID	9/15/2009	10/15/2009	1	6/15/2009	
	DETAILED DESCRIPTION: Acquire vans from current State of AL contract.					
	PROGRESS: The RFP/IFB issue date is date of State of Alabama Contract Award vans are being purchased off of.					
2.	CONTRACT AWARDED	9/30/2009	10/30/2009	1	8/25/2009	N/A
	PROGRESS: Contract Award is date of purchase order. PO # 404434 in the amount of \$142,743.					
3.	FIRST VEHICLE DELIVERED	5/30/2010	6/30/2010	1	1/15/2010	
	DETAILED DESCRIPTION: High volumn of orders placed from stimulus package may double delivery schedule for modified van procurements.					
	PROGRESS: Delivery date is scheduled for January 2010.					
4.	ALL VEHICLES DELIVERED	5/30/2010	6/30/2010	1	1/15/2010	
5.	CONTRACT COMPLETE	6/30/2010	6/30/2010	1	1/30/2010	
	PROGRESS: All vehicles were delivered and accepted into service by the end of January 2010.					

11.7A.00 PREVENTIVE MAINTENANCE Quantity 0 FTA Amount \$153,800 Elig. Proj. Cost \$153,800

	<u>Milestone Description</u>	<u>Orig. Est. Comp. Date</u>	<u>Rev. Est. Comp. Date</u>	<u># Rev</u>	<u>Actual Comp. Date</u>	<u>Cont. Code</u>
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1.	Eligible PM Service Start Peri	10/1/2009	10/1/2012	1		
	DETAILED DESCRIPTION: One Surveillance and security equipment technician will maintain and repair both federally funded and non-federally funded equipment. Salary and fringe for 50% of employee time for consecutive years beginning October 1, 2012 and run through September 30, 2014.					
	PROGRESS: Installation of signage will be done in small batches and may take some time to complete.					
2.	Eligible PM Service End Period	9/30/2014	9/30/2014	1		

11.92.02 PURCHASE BUS SHELTERS Quantity 50 FTA Amount \$250,000 Elig. Proj. Cost \$250,000

	<u>Milestone Description</u>	<u>Orig. Est. Comp. Date</u>	<u>Rev. Est. Comp. Date</u>	<u># Rev</u>	<u>Actual Comp. Date</u>	<u>Cont. Code</u>
1.	RFP/IFB Issued	6/15/2009	8/15/2009	1	9/15/2009	
	DETAILED DESCRIPTION: Acquisition and installation of approximately 50 passenger shelters. Placement of shelters will be determined based on analysis of equitable distribution of amenities and passenger/client requests as recorded.					
	PROGRESS: IFB#88-2009-8700-5 opened on September 15, 2009.					
2.	Contract Award	7/15/2009	9/15/2009	1	9/29/2009	
	PROGRESS: 25 of the 50 shelters were ordered and received. The remaining 25 have been ordered also. The request for proposals on assembly and installation will go out in April 2010. City Council adopted a Resolution to award the contract on September 24, 2009. Award notification letter was issued on September 29, 2009.					
3.	Contract Complete	1/31/2011	4/30/2011	2		
	DETAILED DESCRIPTION: The process of acquiring R.O.W. and permissions for installation of passenger shelters, combined with analysis of equitable distribution of amenities requires placing small distributions of them over a set period of time.					
	PROGRESS: All shelters have been received. The first four shelters have been installed and the next batch of four are scheduled for installation this week int next week- 7/13/10 -- 7/2010.					

Quantity FTA Amount Elig. Proj. Cost

11.92.08 PURCHASE SIGNAGE

350

\$301,311

\$301,311

	<u>Milestone Description</u>	<u>Orig. Est. Comp. Date</u>	<u>Rev. Est. Comp. Date</u>	<u># Rev</u>	<u>Actual Comp. Date</u>	<u>Cont. Code</u>
1.	RFP/IFB Issued	7/30/2009	2/28/2010	3	3/9/2010	
	DETAILED DESCRIPTION: Acquisition and installation of new and replacement bus stop signs. Approximately 100 replacements and 250 new bus stop signs to distributed along current route stops.					
	PROGRESS: The invitation for bid was opened and contract awarded in March 2010.					
2.	Contract Award	8/30/2009	10/30/2010	5		
	PROGRESS: The purchase order for 400 bus stop signs was issued on May 26, 2010, receipt of signs is due by October 26, 2010. The purchase order for the 400 schedule holders and 75 On Board Message Holders was issued 05/10/10. The On Board Message units arrived on June 23, 2010, the Bus Schedule Holders were shipped in two batches with the final set arriving on July 9, 2010.					
3.	Contract Complete	3/1/2011	4/1/2011	1		