



ValleyMetro.org | 302 N. First Avenue | Suite 700 | Phoenix, AZ 85003  
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MEETING OF THE  
**Transit Management  
Committee**

**Conference Call**

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MEETING DATE March 3, 2010

TIME 11:00 a.m.

LOCATION **MAG Saguaro Room**  
302 N. 1<sup>st</sup> Avenue  
Suite 200  
Phoenix





February 24, 2010

TO: Members of the Valley Metro RPTA Transit Management  
Committee

FROM: David A. Boggs  
Executive Director

RE: March 3, 2010 TMC Packet Notes

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Attached is the March 3, 2010 TMC Meeting agenda and supporting information. The meeting is scheduled to begin at 11:00 a.m. and will be held via conference call due to the limited agenda. The call in information is:

602-261-7510  
Meeting ID – 7782

The MAG Saguaro Room at 302 N. 1<sup>st</sup> Avenue, Suite 200 will also be available if you choose to attend the meeting in person.

If you have any questions regarding the information in this packet, please let me know.



February 24, 2010

**Transit Management Committee  
MAG Saguaro Room  
302 N. 1<sup>st</sup> Avenue, Suite 200  
Wednesday, March 3, 2010  
11:00 a.m.**

**Conference Call**

**Action  
Recommended**

1. Consent Agenda

1. For action

The TMC will consider items A through E on consent.

A. Summary Meeting Minutes from February 3, 2010

A. For action

Summary minutes from the February 3, 2010 meeting of the TMC are presented for approval.

B. Request for Proposals (RFP) for Vehicle Inspection Services

B. For action

Staff requests the TMC forward to the Board for consideration, authorization to issue a RFP for vehicle inspection services.

C. Invitation for Bids (IFB) for Valley Metro Specialized Printing Projects

C. For action

Staff requests the TMC forward to the Board for consideration, authorization to issue an IFB to provide specialized printing services for RPTA.

D. Contract Change Order with HDR/SR Beard & Associates for Operations Planning Support

D. For action

Staff requests the TMC forward to the Board for consideration, a change order to the Public Transportation Planning Services Master Contract with HDR/SR Beard & Associates in an amount not to exceed \$105,000.

To attend this meeting via teleconference, contact Rosalia Lopez at 602-262-7433 for the dial-in-information.

The supporting information for this agenda can now be found on our website at: [www.ValleyMetro.org](http://www.ValleyMetro.org).

- E. Reallocation of Federal Transit Administration (FTA) Pass-Through Grant Reimbursement Funds from Grant AZ-90-X080 E. For action

Staff requests the TMC forward to the Board for consideration, the authorization for the Executive Director to submit a formal request to the City of Phoenix to reallocate \$669,171 in remaining FTA pass-through grant reimbursement funds from grant AZ-90-X080 (activity line item 11.14.01), originally assigned to RPTA, to the city of Tempe.

2. Legislative Update 2. For information

David Boggs, Executive Director, will introduce Bryan Jungwirth, Chief of Staff, who will provide an update on current legislative issues.

3. Executive Director's Report 3. For information

David Boggs, Executive Director, will brief the TMC on current issues.

4. Future TMC Agenda Items Request and Report on Current Events 4. For information

Chairwoman Cotton will request future TMC agenda items from the TMC members and TMC members may provide a report on current events.

5. Public Comment 5. For information

An opportunity for general public comment on issues related to Valley Metro RPTA. Up to three (3) minutes will be provided for each speaker.

6. Next TMC Meeting 6. For information

The next meeting of the TMC is scheduled for **April 7, 2010 at 11:00 a.m.** at MAG in the Saguaro Room.

Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print, audiocassette, or computer diskette) are available upon request. For further information, please call Nichole Myers, Valley Metro at 602-262-7433 or TDD at 602-495-0936.

To attend this meeting via teleconference, contact Rosalia Lopez at 602-262-7433 for the dial-in-information.

The supporting information for this agenda can now be found on our website at: [www.ValleyMetro.org](http://www.ValleyMetro.org).







# Transit Management Committee

## Information Summary

Agenda Item #1

**Date**

February 24, 2010

**Subject**

Consent Agenda

**Summary**

The Transit Management Committee (TMC) will consider items A and E on consent.

**Fiscal Impact**

Please refer to individual items for this information.

**Considerations**

Please refer to individual items for this information.

**Prior Committee Action**

Please refer to individual items for this information.

**Recommendation**

It is recommended that the TMC approve the items listed on the consent agenda.

**Contact Person**

David Boggs  
Executive Director

**Attachments**

Consent Agenda Items





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# Transit Management Committee

## Information Summary

Agenda Item #A

**Date**

February 24, 2010

**Subject**

Summary Minutes from the February 3, 2010 Transit Management Committee Meeting

**Summary**

Summary Minutes from the February 3, 2010 Transit Management Committee meeting are presented for review and approval.

**Fiscal Impact**

None

**Considerations**

None

**Prior Committee Action**

None

**Recommendation**

Approval of the Summary Minutes from the February 3, 2010 TMC meeting.

**Contact Person**

David Boggs  
Executive Director

**Attachments**

Summary Minutes from February 3, 2010



Summary Minutes  
Valley Metro RPTA Transit Management Committee  
Wednesday, February 3, 2010  
MAG Saguaro Room  
302 N. 1<sup>st</sup> Avenue, Suite 200  
Phoenix, AZ

**Members Present**

Debbie Cotton, City of Phoenix, Chair  
Carlos De Leon, City of Tempe, Vice Chair  
David Meinhart, City of Scottsdale  
Jamsheed Mehta, City of Glendale  
George Pettit, Town of Gilbert  
Maher Hazine, City of Peoria  
Rogene Hill, City of Avondale  
Jeff Martin for Mike James, City of Mesa  
John Farry for Steve Banta, METRO  
Robert Zeder, City of Chandler  
Cato Esquivel, City of Goodyear  
Clem Ligocki, Maricopa County  
Pat Dennis, City of El Mirage - via telephone  
Chris Hagen, City of Tolleson - via telephone  
Mike Normand, ADOT

**Members Not Present**

Wendy Kaserman, Town of Queen Creek  
Sean Banda, Town of Buckeye  
Jim Swanson, City of Surprise

Chair Debbie Cotton called the meeting to order at 11:05 a.m.

1. **Consent Agenda**

The following items were presented on the consent agenda:

- A. Summary Minutes from the January 13, 2010 TMC meeting
- B. FY 2008/2009 Comprehensive Annual Financial Report and Single Audit Act Report

**IT WAS MOVED BY JAMSHEED MEHTA, SECONDED BY DAVE MEINHART AND UNANIMOUSLY CARRIED TO APPROVE THE CONSENT AGENDA.**

2. Capital Development Policy

David Boggs said staff has made the correction that was suggested at the last TMC meeting regarding joint development projects. Mr. Boggs said this policy needs to be in place prior to the performance audit that will be taking place. The policy trigger on Public Transportation Funds will be set at \$200,000 in the policy.

**IT WAS MOVED BY DAVE MEINHART, SECONDED BY JEFF MARTIN AND UNANIMOUSLY CARRIED TO APPROVE THE CAPITAL DEVELOPMENT POLICY, INCLUDING THE \$200,000 POLICY TRIGGER CLAUSE AND TO FORWARD THIS ITEM FOR THE BOARD FOR APPROVAL.**

3. Office Space Update and Requirements

Mr. Boggs said Valley Metro is looking for new office space to accommodate its current and future space needs. The current lease expires in December 2010. RPTA is also looking for additional dedicated meeting room space for Board, TMC, and other committee meetings and trainings which is not available in the current space. Mr. Boggs said given the commercial real estate market, it is prudent for Valley Metro to explore options on office space.

Staff was presented with 18 different office space locations based on the criteria approved by the Board in September 2009. The list was narrowed to seven (7) including the existing office space and the METRO sub-lease space. He said Request for Proposals will be issued to the short list and evaluated.

Don Rodie of Cushman & Wakefield provided an update which included the following:

- ✓ Transaction Management Process
- ✓ Initial Building Survey – 18 Buildings
- ✓ Short Listed - 7 Buildings
- ✓ Final Short List – Request For Proposals

The short-listed buildings are:

- ✓ 2800 Tower – 2800 N. Central Avenue
- ✓ Viad Corporate Center – 1850 N. Central Avenue
- ✓ Collier Center – 201 E. Washington Street
- ✓ Renaissance Square I & II
- ✓ One 11 Tower – 111 W. Monroe
- ✓ Public Transit Building – 302 N. 1<sup>st</sup> Avenue (current location)
- ✓ U. S. Bank Center – 101 N. 1<sup>st</sup> Avenue (METRO Sub-lease and other available space)

Mr. Rodie said the next steps are to issue the RFP and evaluate the responses. He said the current market is very aggressive and will benefit Valley Metro.

Robert Zeder asked why Valley Metro would be considering new office space given the economy and member agencies cutting staff and programs. He said he would like to hear from the current landlord, the city of Phoenix, regarding space availability in the current location.

Laurie Wingenroth with the city of Phoenix said the City is open to extending the lease.

Mr. Zeder also asked what it would cost to build out new space.

Mr. Rodie said build out expenses will be covered by the landlord along with other relocation expenses including cabling, moving, furniture and other accommodations. He said a comprehensive analysis will be completed during the evaluation process.

Mr. Martin said there is more to consider than just the financial issue. He said the current trend is towards an integrated approach to government and moving two-to-three miles away could impact the members of RPTA.

It was suggested that RPTA include other considerations besides costs.

Mr. Boggs said this item will be taken to the Board for information and a full evaluation of the responses to the RFPs will be conducted.

This item was presented for information.

#### 4. ADA In-Person Assessment Center Space Update

Mr. Boggs said work has also begun to choose a location for the ADA in-person assessment center. Cushman & Wakefield was asked to find locations that could accommodate approximately 15,000 square feet and had good transit and parking access.

Mr. Rodie provided an update which included the following:

- ✓ Transaction Management Process
- ✓ Initial Building Survey – 8 Buildings
- ✓ Short Listed – 6 Buildings
- ✓ Final Short List – Request for Proposals

The short list included the following locations:

- ✓ Park Central , 3110 N. Central Avenue
- ✓ 4600 E. Washington Street
- ✓ Cotton Center IV, 4310-4340 E. Cotton Center Blvd.
- ✓ Colonial Center at Southbank, Building 4, 3439 – 3501 E. University

Mr. Rodie said the next steps are to issue the RFP and evaluate the responses. He said the current market is very aggressive and will benefit Valley Metro.

It was suggested the exact location of the light rail station be included in the information and conveniences for staff and users of the center be identified. It is important for the dial-a-ride vehicles to have direct access to the entrance of the building. TMC members also felt it was important for the location to be welcoming and not have a warehouse feel to it.

Mr. Mehta asked for clarification regarding the funding for this project.

Carol Ketcherside said the funds would come from the ADA allocations that were just approved in the Transit Life Cycle Program and that information would be made clear in the memo going to the Board.

Mr. Martin requested transportation costs also be included in the evaluation criteria since cities will be paying the cost to transport passengers to the assessment centers.

Ms. Cotton said it is important to elevate transportation and the location should have bus and light rail access. She suggested that the stakeholders be included in the process.

Ms. Ketcherside said the suggestions brought forward today will be included and she also noted that the process is underway to hire the contractor that will be using the facility and if feasible they will be included in the site selection.

This item was presented for information.

## 5. Regional Transit Planning Roles and Responsibilities

Mr. Boggs said this issue has been ongoing for some time and staff has been working with MAG, METRO and the City of Phoenix regarding regional planning roles.

Mr. Jungwirth said the TMC has been briefed on this issue a few times and TMC asked for representatives from MAG to attend this meeting to provide additional information. Mr. Jungwirth said Eric Anderson and Kevin Wallace were in attendance to answer questions.

Mr. Jungwirth presented the following update:

**System Level Planning** - *Includes planning projects that have the potential to significantly impact the Regional Transportation Plan*

- Recommendation: Consolidate system level planning at MAG, including
  - Transit Element of the Regional Transportation Plan
  - Corridor Studies (for unfunded projects)
  - System plans and sub-regional studies
- MAG may sometimes choose to have RPTA or METRO conduct a specific sub-regional or corridor study.
- Such studies would be performed on behalf of MAG and would be reviewed through the MAG committee process in-lieu of the RPTA and METRO committee process.

## **Project Planning**

*Includes transit projects for evaluation that have regional and local funding in place and are identified in the Regional Transportation Plan. Includes Alternatives Analyses (AA) required for FTA funding, Design Concept Reports (DCR), and project assessments.*

- **Recommendation:** Project planning remains with RPTA or METRO, with process modifications.

## **Project Planning- Process Modifications**

- Projects that require a federal AA process will be reviewed and approved through the MAG committee process, in lieu of the METRO and RPTA committee processes. This includes recommendations concerning transit alignment, technology, and project budgets.
- Draft DCR's and other major project scoping documents will be reviewed and approved for concurrence through the MAG committee process in addition to any other agency approvals.
- MAG will join the operating agency and affected jurisdictions as a member of the Project Management Team for transit project planning studies.
- MAG will provide oversight and quality control over the use of the MAG Travel Demand Model.

Mr. Jungwirth discussed the pros/cons of each recommendation above.

## **Project Development**

- **MAG Staff Recommendation:** RPTA and METRO should consider opportunities to consolidate project development functions between the two agencies. MAG understands that implementing this recommendation would be at the discretion of the RPTA and METRO boards.
- **Response:** There is potential that either METRO or RPTA could become the lead agency for Project Development. Staff recommends additional time to explore the pros and cons of each alternative with METRO. If the Board desires, this analysis can be developed.

## **Recommended Revision to MOU- Requested by RPTA (Page 6, Second Paragraph)**

- *The Working Group reached consensus on several issues. Pursuant to A.R.S. § 41-5121 and 5122, RPTA is charged with developing the regional public transportation system plan in Maricopa County, and with determining the exclusive public transportation systems. Pursuant to 49 US Code Section 5303(i) MAG is responsible for preparing a regional transportation plan to include major roadways, transit, multimodal and intermodal facilities and intermodal connectors. By way of this agreement, RPTA assigns its role in regional public transportation system planning to MAG, as described in the following four Working Group recommendations which further clarify the coordination of ongoing transit planning:*
- **Rationale:** Needed to document the potential improvement in the planning process for the region and for audit purposes to document that RPTA has

consented to MAG's assumption of this responsibility. Legal counsel concurs that the clause above should be included in the MOU.

### **Recommendation**

- It is recommended that:
  - the TMC forward to the Board of Directors authorization for the Executive Director to execute the Interagency Transit Planning Roles Memorandum of Understanding with the RPTA Recommended Changes; and
  - that if MAG pursues any legislative changes to RPTA's enabling legislation that the RPTA Board of Directors be part of the process and that any recommendations for legislative changes be joint recommendations of the two agencies.

Mr. Boggs said RPTA just received Senate Bill 1416 which changes the statute. He said staff has not had a chance to fully review the bill. He said he hoped that we could move forward with the MOU regardless of the legislation. He said he would also be requesting Board direction regarding SB 1416.

Jeff Martin asked if RPTA, Phoenix, METRO and MAG are close to a MOU with the exact language.

Eric Anderson said there is an impasse with the language. He said MAG thinks it's better to clean that up in state statute as opposed to having an assignment. He said it's clear in the federal law that MAG, as a metropolitan planning organization, has the responsibility to do the regional transportation plan for the region. We are responsible for all elements of that plan. It's been made clear that we cannot delegate that according to our Federal Transit Administration (FTA) representative.

Under Arizona state law there's actually conflicting provisions because MAG is charged with integrated multimodal performance based regional transportation planning for this region. That was part of House Bill 2292 which passed the 2003 Legislative Session. So there already is a conflict in state law. You can't do an integrated multimodal performance based regional transportation plan without addressing the public transportation element, number one.

Number two, I think separate and apart from either federal regulations or laws as well as state law it is clear in professional transportation planning that you have to really have an integrated approach to all the modes contained in the plan and that includes obviously streets, freeways, transit, in terms of the all modes, pedestrian and bicycle components too. We think it's very important to bring these elements back in under one umbrella so we can really do a true integrated transportation plan for the region.

Mr. Martin asked if one possible option would be to go ahead and move the MOU along, but not take action on the proposed change in terms of the paragraph change because he is not sure where the elected officials are coming from. He said a lot of things have happened in the last 24 hours and he is not comfortable with taking action on this paragraph given the disagreements that exist between the two agencies today.

Jamsheed Mehta asked if the Transit Life Cycle Program (TLCP) stay at RPTA. Mr. Anderson said yes.

Mr. Anderson noted how the life cycle program is handled with ADOT. He said if material or significant changes are needed for the freeway program, those come to MAG because those affect the regional priorities as reflected in Prop. 400 as the regional transportation plan.

Mr. Anderson also provided an overview on how we got where we are today.

Mr. Meinhart asked how these changes effect local planning. Mr. Anderson said there is no intent to dictate how local transit services are conducted. MAG will ensure integration.

Mr. Anderson was asked what MAG's recommendation is regarding the additional language and if the language is included could it then be used for the state statute.

Mr. Anderson said MAG's recommendation would be not to include the statutory references, but rather work on changes to state statute to align the roles and responsibilities.

Mr. Meinhart said it may take two to three years to get something approved through the legislature. He said some of the discussion is related to the audit that will be done later this year. He asked if the clause helps with the audit issue in the short-term. Mr. Meinhart said and in the memo RPTA legal counsel suggests that this information be included.

Mr. Sims said staff is recommending that the MOU proceed, to allow MAG to continue to do what it wants to do in terms of regional planning. He said the reason it's so important is because there's an audit eminent. When the voters approved Prop. 400 they were assured of certain protections one in which was an audit that will be occurring. One element of that audit requires the auditor general to determine whether the objectives established by the legislature or other authorizes bodies are being met. He said all staff is asking for is language to be included so that we can tell the auditor that yes, we have looked at it and we've appropriately delegated it and it should be done in the MOU.

Mr. Martin suggested that the MOU be forwarded with the consideration being given to this paragraph that's been proposed by RPTA as it moves through the process.

**IT WAS MOVED BY RJ ZEDER, SECONDED BY JEFF MARTIN TO APPROVE THE MOU AS WRITTEN AND TO INCLUDE THE ADDITIONAL PARAGRAPH, FOR CONTINUED CONSIDERATION, TO THE BOARD OF DIRECTORS FOR APPROVAL.**

Chairwoman Cotton requested a roll call vote:

Gilbert: abstain

Glendale: yes

Goodyear: yes  
Phoenix: yes  
Maricopa County: no  
Mesa: yes  
Peoria: yes  
Scottsdale: yes  
Tempe: no  
Tolleson: yes

**Motion passed.**

6. Legislative Update

Mr. Jungwirth provided an update on State and Federal legislative issues.

7. Executive Director's Report

Mr. Boggs thanked Dave Meinhart for his leadership of the TMC over the past year.

8. Future TMC Agenda Items Request and Report on Current Events

None.

9. Public Comment

None.

With no further discussion the meeting adjourned at 12:55 p.m.





# Transit Management Committee Information Summary

Agenda Item #1B

## **Date**

February 24, 2010

## **Subject**

Request for Proposals (RFP) for Vehicle Inspection Services

## **Summary**

Valley Metro presently contracts its vehicle inspection services with Vehicle Technical Consultants (VTC) for ongoing bus inspections to meet Federal Transit Administration (FTA) oversight guidelines for new bus purchase inspection requirements. The current five-year agreement with VTC will expire on June 30, 2010. In order to continue with its vehicle inspection program beyond June 30, 2010, Valley Metro needs to issue a RFP for a new agreement with a firm to perform the vehicle inspections.

## **Fiscal Impact**

It is estimated that the cost during FY11 will be \$157,000. The expense is budgeted in the following projects: 2015 (RPTA Fixed Route Service, Veolia); 2017 (RPTA Fixed Route Service, ValuTrans); and 2030 (East Valley Dial-a-Ride).

For new bus purchases, the FTA allows factory inspection expenses to be reimbursed to RPTA as a component of the capitalized cost of the particular bus purchase. Typically 80 percent of these expenses are reimbursed by FTA. The expense for vehicle inspection services are budgeted on an annual basis as a component of the vehicle purchase cost.

## **Considerations**

Valley Metro's contractor performs vehicle inspections on a regular basis on buses and Dial-a-Ride vehicles. The following are examples of vehicle inspection services performed;

- Post preventive maintenance inspections (PMI) – After the contractor does a PMI inspection, a sample of vehicles are inspected to ensure all defects are noted.
- Re-inspection of the contractor's repairs (sample basis) to ensure that all defects are repaired.
- Vehicle inspections to investigate complaints from customers
- Return to service vehicle inspections to ensure all accident repairs are completed and the vehicle is safe to return to service.

- New vehicle production inspections during assembly to ensure the vehicle build meets required specifications – FTA and Federal Motor Vehicle Safety Standard (FMVSS) requirements.

Continuation of this services contract will allow RPTA to comply with federal requirements and assure maintenance is performed by contractors.

**Committee Action Process**

VMOCC – February 16, 2010, approved

TMC – March 3, 2010 for action

Board – March 18, 2010 for action

**Recommendation**

It is recommended that the TMC forward to the Board of Directors for consideration, authorization to issue a RFP for vehicle inspection services.

**Contact Person**

Jim Wright

Acting Deputy Executive Director of Operations

480-287-5980

**Attachments**

None



# Transit Management Committee

## Information Summary

Agenda Item #1C

### **Date**

February 24, 2010

### **Subject**

Invitation for Bids (IFB) for Valley Metro Specialized Printing Projects

### **Summary**

Valley Metro RPTA plans to implement a number of printing projects which include collateral and communications pieces designed to inform and educate transit users. These materials include the Rider's Guide, Destinations Guide, car cards, passenger notices, signage, and numerous other collateral pieces. The goal is to streamline this process by implementing "master printing agreements" with a number of vendors. This will ensure timely delivery of printing projects and reduce the need to quote each smaller job individually. Having a multiple award will allow the region to benefit from specific expertise and specialties of the printing community and at the same time ensure that no one vendor is taking on too much work, and that deadlines are consistently met.

The Invitation for Bids (IFB) would be structured in a manner whereby bidders would quote specific print jobs based upon a pre-determined quantity and color/paper/binding and specification requirement. Bidders would be ranked with the lowest priced bidder receiving the number one ranking to print that particular job when needed by RPTA. Multiple contract awards will likely be recommended to allow RPTA flexibility to award to the bidder that is least expensive and can meet the deadline imposed by RPTA for the work. Examples of the printed materials produced under the IFB are available upon request and will be shared with all bidders as a component of the IFB.

As with any federally funded project solicited by the RPTA, the RPTA will seek a Disadvantaged Business Enterprise (DBE) goal from the City of Phoenix and will also request a listing of all certified DBE firms of these types of services. As budget allows, RPTA will utilize environmentally-friendly printing. The contract will include Federal required clauses so Federal funds can be utilized for printing projects where appropriate.

### **Fiscal Impact**

The estimated value of the contracts is up to \$250,000 per year and represents region wide usage consisting of RPTA and member agency printing jobs. This contract will be funded by local Public Transportation Funds (PTF), federal grant funds and at times,

member agency funding. No funds for projects will be expended that haven't been approved by the Board in the annual budget. It is anticipated that the resulting contract will be for a fixed base period of five years without any options.

### **Considerations**

An IFB for specialized printing services would likely generate 5-10 proposals from local printers. Materials utilized under this contract would consist of a variety of items, such as notices, brochures, posters, signage, newsletters and fliers. These materials assist the public with information on transit routes and schedules, fare policies, tips for riding, local destinations, and transit related programs and services. On an annual basis, Valley Metro produces approximately 100 customized printed documents geared towards educating and informing transit and alternative mode users. A contract of this nature will benefit the region by helping this transit information to consistently reach the public in a timely fashion.

### **Estimated Project Timeline**

- |   |                                |
|---|--------------------------------|
| • Valley Metro Operations & Capitol Committee (VMOCC) | February 16, 2010 – for action |
| • Transit Management Committee (TMC)                  | March 3, 2010 – for action     |
| • Valley Metro Board                                  | March 18, 2010 – for action    |
| • Issue Invitation for Bids                           | March 22, 2010                 |
| • Pre-bid Conference                                  | April 5, 2010                  |
| • Bids Due 1:30 p.m.                                  | April 23, 2010                 |
| • Select Recommended Proposers                        | April 30, 2010                 |
| • Contract Award Recommendations to VMOCC             | May 18, 2010 – for approval    |
| • Contract Award Recommendations to TMC               | June 2, 2010 – for approval    |
| • Contract Award Recommendations to Board             | June 17, 2010 – for approval   |

### **Prior Committee Action**

VMOCC – February 16, 2010 – approved

TMC – March 3, 2010 – for action

Board – March 18, 2010 – for action

### **Recommendation**

It is recommended that the TMC forward to the Board of Directors for consideration, authorization to issue an IFB to provide specialized printing services for RPTA as described in this memo.

### **Contact Person**

Mario Diaz or Erin Rauch

Marketing Department

602-262-7433

### **Attachments**

None



# Transit Management Committee Information Summary

Agenda Item #1D

## Date

February 24, 2010

## Subject

Contract Change Order with HDR/SR Beard & Associates for Operations Planning Support

## Summary

Since July 2008, RPTA has utilized operations planning services provided under contract by HDR/SR Beard & Associates. HDR provides these services as an extension of our in-house staff to assist with responses to requests for service modification as well as other member agency requests. Some of the tasks that have been provided, which are proposed to continue are:

- Analyze service options within the context of other system characteristics and performance within the study area, looking at issues such as:
  - Connectivity to other transit services that cross or travel within the study area.
  - Connectivity to planned regional transit investments.
  - Road system constraints.
  - Location of activity centers.
  - Hours of operation and frequency of service.
  - Stop types and spacing.
  - Vehicle recommendations for specific services.
- Work with members to determine a preferred option or recommendation based on:
  - cost-benefit analysis of the options utilizing evaluation criteria
  - the impact on Title VI populations
- Define operating and capital characteristics including service frequencies and vehicles needs.
- Develop a schedule and fleet needs for the new service.
- Identify an implementation timeline.
- Assist with addressing Valley Metro member operational needs as they arise.
- Assist with preparation of the Transit Book and with the coordination of operations planning among transit operators in the region.

A change order to the competitively procured “on-call” Public Transportation Planning Services Master Contract with HDR in an amount not to exceed \$120,000 will allow these services to continue through June 2010, the end of the current budget year.

**Fiscal Impact**

This change order is funded by Regional Area Road Fund (RARF) funds, which are included in the FY 2010 budget. The \$120,000 expense is budgeted in the following projects: \$60,000 is included under Project 3315 Short Range Planning and \$60,000 is included under Project 3353 Operations Planning.

**Considerations**

RPTA has a significant need for a firm with very specialized expertise to analyze planned service changes and requests for service changes from member jurisdictions. Related to this we need operations planning help in the implementation of service adjustments dictated by the Transit Life Cycle Improvement Program. This expertise is a benefit to all Valley Metro members and to the regional transit system.

**Committee Action Process**

VMOCC – February 16, 2010 approved

TMC – March 3, 2010 for action

Board – March 18, 2010 for action

**Recommendation**

It is recommended that the TMC forward to the Board of Directors for consideration, a change order to the Public Transportation Planning Services Master Contract with HDR/SR Beard & Associates in an amount not to exceed \$120,000.

**Contact Person**

Carol Ketcherside

Deputy Executive Director of Planning

602-534-0733

**Attachments**

None



# Transit Management Committee Information Summary

Agenda Item #1E

## **Date**

February 24, 2010

## **Subject**

Reallocation of Federal Transit Administration (FTA) Pass-Through Grant Reimbursement funds from Grant AZ-90-X080

## **Summary**

RPTA, as the lead agency, was awarded a total of \$1,111,435 of FTA Formula (FFY2006 - Section 5307) funds in Grant AZ-90-X080 for reimbursement of Rolling Stock Rehabilitation/Rebuild of Tempe and Scottsdale owned buses operated by RPTA out of the Mesa operating facility. The funds in the grant were specifically awarded for rebuild of engines on these particular sub-fleets.

In December of 2008, a restructuring of services resulted in the relocation of the Tempe and Scottsdale titled buses from the Mesa facility to Tempe's new operating facility where they are presently being managed and used by Tempe to provide bus service. The rebuilds of the power trains were only completed on some of the fleet prior to the transfer of vehicles.

Since no Tempe or Scottsdale owned buses remain at the Mesa facility, the balance of funds remaining in this line item in the grant needs to be reallocated to the city of Tempe for their use.

The city of Phoenix, as designated grant recipient for FTA funds on behalf of the region, is requiring that RPTA submit a formal request to reallocate the funds in this line item since they are in RPTA's current Intergovernmental Agreement (IGA) with Phoenix.

At this time, the Executive Director needs authorization to request Phoenix to reallocate the funds from RPTA to Tempe, which now operates and manages the fleet that these funds were originally designated to support.

## **Fiscal Impact**

These funds are not included in the current fiscal year budget, since staff was aware that these funds were intended to support buses that RPTA no longer operates, manages or controls. There is no effect on RPTA fund balances in approving this fund transfer.

**Considerations**

Phoenix requires a formal request from RPTA to reallocate these funds from RPTA to Tempe. The funds, which were awarded to support these sub-fleets now being operated by Tempe, need to be reallocated so Tempe can be reimbursed for work they perform on these sub-fleets.

**Prior Committee Action**

VMOCC – February 16, 2010 approved  
TMC – March 3, 2010 for action  
Board – March 18, 2010 for action

**Recommendation**

It is recommended that the TMC forward to the Board for consideration, the authorization for the Executive Director to submit a formal request to reallocate funds in FTA Pass-Through Grant AZ-90-X080 (Activity Line Item 11.14.01) originally assigned to RPTA, to the city of Tempe.

**Contact Person**

Bob Antila  
Senior Management Analyst  
602-262-7889

**Attachments**

None





# Transit Management Committee

## Information Summary

Agenda Item #2

**Date**

February 24, 2010

**Subject**

Legislative Update

**Summary**

David Boggs, Executive Director, will introduce Bryan Jungwirth, Chief of Staff, who will provide an update on legislative issues.

**Fiscal Impact**

None

**Considerations**

None

**Committee Action Process**

None

**Recommendation**

No formal action is required.

**Contact Person**

David Boggs  
Executive Director  
602-262-7433

**Attachments**

None







# Transit Management Committee

## Information Summary

Agenda Item #3

**Date**

February 24, 2010

**Subject**

Executive Director's Report

**Summary**

David Boggs, Executive Director, will provide an update on agency issues.

**Fiscal Impact**

None

**Considerations**

None

**Committee Action Process**

None

**Recommendation**

No formal action is required

**Contact Person**

David Boggs  
Executive Director  
602-262-7433

**Attachments**

None







# Transit Management Committee

## Information Summary

Agenda Item #4

**Date**

February 24, 2010

**Subject**

Future TMC Agenda Items Request and Report on Current Events

**Summary**

Chairwoman Cotton will request future TMC agenda items from TMC members and TMC members may provide a report on current events.

**Fiscal Impact**

None

**Considerations**

None

**Prior Committee Action**

None

**Recommendation**

None

**Contact Person**

David Boggs  
602-262-7433

**Attachments**

None







# Transit Management Committee Information Summary

Agenda Item #5

**Date**

February 24, 2010

**Subject**

Public Comment

**Summary**

An opportunity for general public comment on issues related to Valley Metro RPTA. Up to three (3) minutes will be provided for each speaker.

**Fiscal Impact**

None

**Considerations**

None

**Prior Committee Action**

None

**Recommendation**

None

**Contact Person**

None

**Attachments**

None

