

Task Order NO. 008

Date: 01/22/2024

To: **TRANSPO GROUP USA, INC.**

You are hereby requested to comply with the following Task Order. This document will become a supplement to the contract and all provisions of the contract will apply hereto.

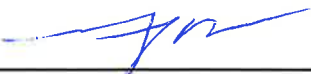
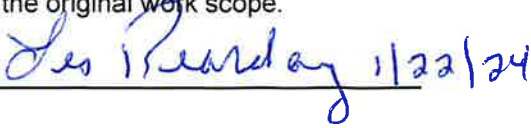

WTA Contract Number: 2021-260 RFP	Task Start: February 1, 2024
Vendor Quote Number: 1.21322.00	Estimated Project End: October 1, 2024
Scope of Work: Transpo Group will <ul style="list-style-type: none">Review and evaluate WTA service to/from and within the Western Washington University (WWU) campus and evaluate potential service changes including summer needs versus school in-session needs.Provide general support to WTA in evaluating potential service changes for 2025.	

Item Description	Quantity	Unit Price	GL Account Number	Department Number	Project Code	Total With Tax	Notes
PROF & TECH SERVICES	1.00	60,000.00	50303	13	00	75,500.00	
-	-	-	-	-	-	75,000.00	-

Contract Authority:	\$ 1,100,000.00
Committed to on Other Task Orders	\$ 675,911.32
Amount Invoiced Through 1/8/2024:	\$ 539,979.98
This Task Order:	<u>\$75,000.00</u>

STATEMENT OF NEED AND CERTIFICATION:

I certify that this task order is part of the originally contracted scope of work.

 Jan 22, 24	
Printed Name: Tim Wilder	Department: Planning
First Endorsement: DEPARTMENT DIRECTOR	Second Endorsement: FINANCE DIRECTOR
I endorse this task order as necessary for WTA business and is part of the original work scope.  Des Kearney 1/22/24	I endorse this purchase. The budget has been reviewed and verified.  Z. Kunder for SS 1-22-24
Third Endorsement: ACCOUNTING MANAGER	Fourth Endorsement: PROCUREMENT

I endorse this task order. The GL assigned is correct for the work being performed.

E. Hudson 1-22-24

I endorse this purchase. Procurement policies and procedures have been followed. All supporting documentation is included in the request.

M. Hunt Jan 22, 24

Task Order Approval:
GENERAL MANAGER

I approve this task order.

Don Reardon 1/22/24

Task Order Approval:
CONTRACTOR

I agree to the terms of this task order.

On-Call Transportation Planning Services

Task Order 8

Client Name:	Whatcom Transportation Authority (WTA)		
Task Order Name:	WTA Service Planning Support		
Exhibit Dated:	January 8, 2024	TG:	1.21322.00

STUDY GOAL

- Review and evaluate WTA service to/from and within the Western Washington University (WWU) campus and evaluate potential service changes including summer needs versus school in-session needs
- Provide general support to WTA in evaluating potential service changes for 2025

BACKGROUND

WTA currently operates seven (7) routes on the WWU campus. Service to campus presents unique challenges including surges in ridership based on class schedules and seasonal variation in service needs based on when school is in and out of session. On-time performance can also be impacted based on the surge in ridership.

WTA desires to have a flexible scope of work so that the consultant team can support in service planning and work can be tailored as the service planning needs evolve. The following description of work tasks provides a framework for the general scope of services that will be provided to support WTA in service planning. The consultant team (Transpo and TMD) will use check-in meetings with WTA to confirm and direct the efforts including analyses and work products. At this time, no final report is anticipated for this planning support. The deliverables are anticipated to be presentations and summary sheets to feed into the overall recommendations that WTA will have for service changes in 2025.

WORK TASKS

Task 1: Project Management

The objective of this task is to ensure the project is completed on budget, on schedule, and to conduct meaningful and productive interactions with the project team. The project manager will work collaboratively with the client. Along with the typical management duties of budget, schedule and meetings, Transpo will ensure that the knowledge and experience of the consultant team is passed along to the client in order for WTA to continue to build support for the project after our role is complete.

After notice to proceed, the project manager will schedule a kickoff meeting to discuss:

- Proposed project schedule
- Goals and objectives
- Initial work tasks and deliverables
- Project meeting schedule

Detailed progress reports and invoices will be prepared on a monthly basis and provided to WTA. Up to eight (8) team meetings will be conducted as part of this task order. The meetings will be via conference call using Teams or other video conferencing software and will allow for work sessions to discuss findings and recommendations and exchange ideas.

Deliverables:

- *Meeting Agendas and Notes*
- *Monthly Invoice w/ Progress Report*

Task 2: Existing Service Analysis

The purpose of this task is to gain an understanding of the performance and operations of the fixed route transit for the WWU campus. Findings from this task will be used to inform the recommended service changes.

Our team recognizes that comprehensive and reliable data is the foundation of the project. Our team will summarize the following data for the WWU serving routes based on existing information provided by WTA:

- Ridership by stop and trip
- On-time performance
- Running time between timepoints
- Schedule statistics (i.e. revenue hours, revenue miles, deadhead time, recovery time, peak vehicles)
- Schedules/timetable with vehicle blocking
- Marginal and fully allocated cost per hour and cost per mile for service
- Average fare for fixed-route

A profile for each of the 10 routes (7 fixed routes and 3 shuttle routes) serving WWU will be created. The profiles will provide a complete overview of the individual routes and provide a visual guide to help develop service recommendations. Each profile will include a summary of hours of operation, headways by time period, daily boardings by day type, productivity (passengers per revenue hour) by day type, subsidy per passenger boarding, geographic coverage and key destinations served, and system summary charts. Identifying geographic coverage (populations served, employers served), passenger origins and destinations, connections with other services, key destinations will be important in understanding the role the individual line plays in the overall network. Replica data, employee zip code, Fare system information and other available resources will be used to identify travel patterns or origins/destinations in the WTA WWU service area to understand how WTA service aligns with overall travel. At this time, we are not anticipating conducting any surveys to understand origin/destination and transfers. Based on the review of data, an evaluation will be conducted for the routes to determine if it is meeting WTA's performance standards. The profile summaries will reference the route performance relative to the standards.

WTA Responsibilities

- *Provide available data for WWU routes*

Deliverables

- *Performance profiles for existing WWU routes*



Task 3: Develop Recommendations

Based on the existing service review (Task 2), the team will determine potential changes to service that could be made to increase productivity, maintain efficiency and simplify the structure of the WTA routes serving WWU. The team will work collaboratively to develop recommendations for the 7 fixed-routes. Consideration will be given to the potential for bus rapid transit (BRT) service in the future and making changes now in support of a high-quality transit corridor through the campus.

The consultant team will develop up to four scenarios for changes to the seven routes. The scenarios will be developed by the consultant team in Remix and then workshopped with key WTA staff. In addition to data available in Remix, the consultant will develop more refined resource estimates using a spreadsheet tool.

The scenarios will be developed based on the goals and objectives determined at the outset of the project and will include:

- Optimal Routing and Service Levels
 - Proposed route alignments
 - Proposed service frequencies and spans
 - Estimated revenue hours and miles of service
 - Estimated vehicle requirements
 - Estimated costs
- Route map(s) for routes with alignments changes
- Impacts on transit riders

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The preferred scenario will be further refined including developing efficient blocking for the remaining WWU routes.

WTA Responsibilities

- Review and input on recommendations

Deliverables

- Summary of scenarios in meeting presentation
- Refined preferred scenario with blocking

Task 4: Meeting Support

WTA may desire assistance in preparing materials or presenting information at meetings such as to the service review committee. The consultant team has allocated up to 88 hours of time to support WTA with meetings. The team may prepare presentations, graphics or other materials for the meeting and/or attend meetings to present material related to our work.

As noted in the background section of this task order, the work task description provides a general framework for the services the consultant may provide. WTA and the consultant team will refine these services during the project team meetings. The services will not exceed the level of effort that fits within the budget allocated to this task order.

SCHEDULE



A project specific schedule will be presented and confirmed at the kick-off meeting. The consultant team anticipates kicking off the work in February and completing efforts in the summer of 2024.



Cost Estimate Worksheet

Number / Project Name
1.21322 WTA Transportation On-Call
Task Order # 8 2024 Service Plan
Support

	Transpo					TMD		
	On-Call/ Task PM / Quality Control	Transit Advisor	Data Analyst / Graphic Designer	Admin	Principal	Project Manager	Associate Planner (GIS)	Associate Planner
Project Role cost rate	\$265.00	\$365.00	\$155.00	\$150.00	\$185.62	\$173.74	\$112.86	\$112.86
								Administration/ Controller
								\$130.68

Labor:

Work Task		Hours							Cost	
1	Project Management	16			6	4	8	10	44	\$8,579
2	Existing Service	2	2	16		16	32	48	64	\$24,910
3	Develop Recommendations	6	14			16	48	24	64	\$27,941
4	Meeting Support	10	2	24			16	16	84	\$13,491
Total Hours		34	18	40	6	36	104	88	144	480
Labor Costs		\$9,010	\$6,570	\$6,200	\$900	\$6,682	\$18,069	\$9,932	\$16,252	\$1,307
										\$74,922

TOTAL ESTIMATE	\$74,922
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MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Michael Harpool, Transit Planner
Tim Wilder, Planning Director

DATE: January 18, 2024

SUBJECT: Consideration of Approval of a Task Order for Transpo Group for Phase 2 of the Rapid Transit Study and Increase the Authority on the Transpo Group Contract

RECOMMENDATION

Staff recommends that the Board of Directors authorize the General Manager to sign a task order for Transpo Group for Phase 2 of the Rapid Transit Study (RTS) for \$350,062 and to increase the contract amount to a maximum of \$1,100,000.

BACKGROUND

WTA's Go Lines are becoming significantly impacted by congestion in some key areas at peak travel times, increasing travel times and decreasing reliability. In addition, the growth of Urban Villages and fixed street capacity highlight the need for more efficient transportation options. In response to these challenges, WTA has embarked on a two-phase study on the feasibility of bus rapid transit (BRT) style improvements along two high frequency corridors in Bellingham (Green/Blue Go Line and the Gold Go Line).

In 2023, WTA completed Phase 1 of the RTS and found that both study corridors could support BRT improvements. The study assessed roadway configurations, local land use conditions, multimodal connectivity and accessibility, demographic and equity information, and potential ridership along the corridors. Each corridor was ranked utilizing these factors, with the Green/Blue Go Line ranking higher than the Gold Go Line. This phase of the study has set WTA to enter Phase 2 of the where staff will ultimately recommend a Locally Preferred Alternative (LPA) to the Board of Directors.

The overall purpose of Phase 2 is to seek alignment of the community around a potential rapid transit project through an extensive community and stakeholder engagement process, conceptual design, and approval of an LPA.

Phase 2 will be completed in two stages. The first stage of the Phase 2 study will include intensive stakeholder and community engagement. The stakeholder

engagement will help ensure that WTA has the support of the partners required to make these improvements happen, including the City of Bellingham, Western Washington University, and other community organizations. The public engagement process will help WTA staff understand the community's priorities and goals for rapid transit improvements. This stage of the study will include travel modeling and more detailed ridership estimates to help select the LPA. After an initial round of evaluation and engagement, Transpo and WTA staff will recommend a preliminary LPA for Board approval. This will then allow the project team to prioritize civil design and modeling efforts towards the best suited corridor as part of stage 2.

Approval of a final LPA by the Board and Bellingham City Council with 15% level corridor design and preliminary environmental assessments will enable WTA to begin requesting, with Board approval, federal grants through the Capital Investments Grants (CIG) Program - Small Starts. The Small Starts Program funds BRT projects costing up to a maximum of \$400 million with CIG contributions accounting for up to 80% of the total cost. This funding would be integral to the improvements suggested within the LPA and would greatly improve conditions for multimodal travel conditions along the corridor.

On September 15, 2022, the Board of Directors approved increasing the contract with the Transpo Group from \$460,000 to \$600,000 to accommodate additional projects during 2022 and 2023. To date, approximately \$585,000 of that amount has been spent.

With the approval of the above requested task order and other anticipated task orders through 2024, including the renewable fuel study, the approved contract amount will be exceeded. Increasing the contract amount to \$1,100,000 will accommodate existing and future task orders this year in 2024.

FISCAL IMPACT

A portion of the budget required for this rapid transit Phase 2 task order has been included in the Planning Division expense budget for 2024 (\$160,000 of \$350,062). The remaining funds (\$190,062) will come from reallocated WTA cash flow. Any new task orders are either budgeted or will be brought forward to the Board for budgetary approval during the year.

Miranda Laratta

From: Shonda Shipman
Sent: Monday, January 15, 2024 1:36 PM
To: Executive Staff
Cc: Accounting
Subject: Shonda's schedule and Finance RIC

Hi all,

I am out of the office from Jan. 17-29th for a combination of WSTIP meetings, a conference and vacation. I'll have my computer and will check/respond to emails as I can. Erin is Finance RIC from Jan. 17-26th and Audra on Jan. 29th.

I'll be back at MOAB on Jan. 30th.

Thanks,

Shonda