Minnesota Regional Transit Board: Records.

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Version 3
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REGIONAL TRANSIT BOARD
270 Metro Square Building
St. Paul, Minnesota 55101
612/292-8789

MEETING OF THE REGIONAL TRANSIT BOARD

Monday, May 20, 1985
Council Chambers
4:30 p.m.

AGENDA

1. Call to Order and Roll Call

2. Approval of Agenda

3. Approval of Minutes of May 6, 1985 Meeting

4. Request for Proposal for Preliminary Engineering for Transit Improvements on the University Avenue Corridor — Todd Lefko/ Ruth Franklin

5. Request for Proposal for Transit Service Needs Assessment — Todd Lefko/ Ruth Franklin

6. REPORT OF THE POLICY COMMITTEE — Todd Lefko, Chair

   a. Implementation of the I-394 Transit Improvements

   b. Criteria for Allocating Funds for Research, Education, and Public Relations Projects

   c. 1987-1989 Federal Aid Urban Program, Metropolitan Transit Commission's Project Submittals

7. REPORT OF ADMINISTRATION AND FINANCE COMMITTEE — Ruth Franklin, Chair

   a. Metropolitan Transit Commission Section 9 Grant Applications

8. OTHER BUSINESS

   a. Chairman's Report
   b. Members' Reports
   c. Staff Reports

Elliott Perovich
Chairman

An Equal Opportunity Employer

REGIONAL TRANSIT BOARD

Record of Attendance and Vote

Date 5/20/85

Board mtg

Sesty 9 Rev.

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

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Metropolitan Council Chambers
May 6, 1985

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

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

The chairman was delayed at the Legislature; Vice Chair Caranicas called the meeting to order and roll was taken.

Fuhr moved approval of the agenda; Joyce seconded the motion. Motion carried unanimously.

Skrebes moved approval of the minutes of the April 15, 1985 meeting; Collins seconded the motion. Motion carried unanimously.

REPORT ON REQUEST FOR PROPOSAL (RFP) FOR PRELIMINARY ENGINEERING FOR TRANSIT IMPROVEMENTS ON THE UNIVERSITY AVENUE CORRIDOR AND REPORT ON REQUEST FOR PROPOSAL FOR TRANSIT SERVICE NEEDS ASSESSMENT

These two agenda items were discussed and acted upon at both the Policy and Administration and Finance Committee meetings; they will be acted upon by the Board at its meeting of May 20, 1985. Members met today, May 6, before the Board meeting to exchange ideas on the service needs assessment.

REPORT OF THE POLICY COMMITTEE

Chairman Lefko said the next meeting of the committee will be May 9. The Implementation of I-394 transit improvements is one of the items on the agenda. Over the next few months the committee will discuss elderly and handicapped transit and report to the Board.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Chair Franklin reviewed the April 29 report of the committee, noting that Bob Pulscher, Springsted, Inc.; and Greg Andrews, Metropolitan Transit Commission (MTC), were present. Franklin moved:

> That the Regional Transit Board approve Resolution 85-4, authorizing the Metropolitan Transit Commission proposed 1985 capital bond issue in the amount of $12,000,000.

Joyce seconded the motion. In response to Fuhr's question, Johnson said this is a ten-year bond. Andrews added that the buses have a useful life of eight years. In addition to bus rehabilitation, the funds will be used for computer-related equipment.

Skrebes asked if the contract with Dickenson has been satisfied. Abdul-Rahman said it has been set aside and MTC is going out for re-bid.

Roll call vote was taken and the resolution was approved (Kranz, Snesrud and Perovich not present).

AUTHORIZATIONS OF PROCEDURES FOR DEPOSITORY TRANSACTIONS

Franklin reviewed the May 6 report of the committee and moved:

> That the Regional Transit Board approve Resolution 85-5, authorizing the Procedure for Depository Transactions.

Skrebes seconded the motion. Doyle asked how the depositories are selected; Johnson said they were selected from the first RFP list prepared last fall. The RFP was mailed to eight banks and three responded. One criteria was the capacity to protect deposits and get them into investments quickly. Roll call vote was taken; motion was approved unanimously (Perovich and Snesrud not present).

RECOMMENDATION OF AUDIT FIRM

Franklin reviewed the report of the committee dated May 6, 1985 and moved:

> That the Regional Transit Board approve the engagement of Deloitte, Haskins and Sells as auditors for the 1984 Regional Transit Board audit and authorize the chairman and executive director to execute the necessary contract for services.

Joyce seconded the motion; Motion carried unanimously.

REVIEW AND APPROVAL OF REPORT TO LEGISLATURE ON BONDING AUTHORITY

Franklin reviewed the committee report dated April 29, 1985 and moved:

> That the Regional Transit Board approve the submittal of the report on changes needed in Regional Transit Board authority to contract indebtedness and to levy property taxes to retire debt to the Legislature as required by state law.

Loeding seconded the motion; Motion carried unanimously.

AUTHORIZATION OF EXPENDITURE FOR OFFICE REMODELING

Franklin reviewed the committee report dated May 6, 1985 and moved:

> That the Regional Transit Board approve the office remodeling expenditure in the amount of $10,798.65 to Metro Interior Craftsmen.

Skrebes seconded the motion. MarksJarvis asked the attorney if it is proper to accept the higher bid; Wertheim said it is. There was discussion about the number of labor hours. The contract is for the stated amount, regardless of how many hours are actually required to complete the tasks. Vote was taken, Motion carried unanimously.

AUTHORIZATION OF CHANGE IN DENTAL BENEFITS, RESOLUTION NO. 85-6

Franklin reviewed the committee report dated April 29, 1985 and noted that this is a housekeeping item needed to align RTB benefits with those of the Metropolitan Council. She read Resolution No. 85-6 and moved:

> That the Regional Transit Board approve adoption of Resolution 85-6 authorizing a $3.25 per month increase in the employer contribution to family dental insurance coverage.

Collins seconded the motion; Motion carried unanimously.

AUTHORIZATION TO HIRE RECEPTIONIST/CLERK

Franklin reviewed the report of the committee dated April 19, 1985 and moved:

> That the Regional Transit Board approve the appointment of Marie Ecker to the position of Receptionist/Office Clerk at a salary of $12,200. The standard employee benefit package would apply.

Joyce seconded the motion; Motion carried unanimously.

AUTHORIZATION TO ADVERTISE PRELIMINARY ENGINEERING PROJECT MANAGER

Franklin reviewed the committee report dated May 6, 1985 and noted that the committee had discussed how this would be handled if the Legislature does not approve light rail transit. The position is contingent upon the approval of funding. She moved:

> That the Regional Transit Board authorize staff to advertise for a Preliminary Engineering Project Manager per the position description.

Acosta seconded the motion. In response to Fuhr's question, Abdul-Rahman said that job description requires prior experience with light rail transit. However, the majority of those people with that kind of experience have a high price tag. We will have to be realistic about how much we will have to pay. The plan is that the person will be retained during the period of the study itself.

MarksJarvis asked if it would be preferable to hire a consultant. Abdul-Rahman said the person should work within the structure of the agency as a project manager, similar to the positions of Turnbull and McCourt, under Hollander's direction. We want to assure that we will not be accused of mixing the work of

Regional Transit Board with light rail. This type individual will not want to remain with an agency like this after his or her project is completed. Other agencies will loan staff to RTB. The position is advertised in Passenger Transport and engineering journals.

Joyce stressed that it is foolish to save money and miss getting the best candidate. Lefko said that if the salary is way out of line it should give us pause. Further, if the candidate's background is in analysis instead of construction, the Board may not get the kinds of answers it wants. Abdul-Rahman said, in response to a question by MarksJarvis, that the salary has not been set. He would like to be careful about the candidates' qualifications. We cannot afford to depart too far from the salary structure. After seeing the candidates, staff will return to the Board with recommendations. Doyle agreed with Joyce that a top notch candidate with national credibility is needed and a salary adjustment may have to be made, taking into account that this is a short-term position. Motion carried unanimously.

REPORT OF THE SPECIAL NOMINATING COMMITTEE

Caranicas reviewed the committee report dated April 16, 1985 and moved:

> That the Regional Transit Board reappoint the following officers to serve until January 1986 or until a new election is held.
>
> Doris Caranicas, Vice-Chair
> Peg Snesrud, Treasurer
> Mary Fitzgerald, Secretary

Lefko seconded the motion. Doyle asked if the incumbents had agreed to serve. Caranicas said they had. Vote was taken; motion carried unanimously.

OTHER BUSINESS

Chairman Perovich arrived, explaining that the RTB bill is now on the floor. The members discussed the Schreiber amendment, social fares and the differences in the Senate and House versions of the bill. The chairman referred the members to Mike Kuehn's written comparison, noting that it was an excellent piece of work. There is no taxicab bill in the House now. It was felt it should stand alone and get a fair hearing. The conference committees either have been picked already or will be within days.

Doyle suggested that a Committee of the Whole meeting be scheduled to review what has happened after the legislative session. Fuhr suggested that would be a good time for the Board to meet with legislative people. Perovich said Rep. Clark had wished to come to meet with the Board to discuss social fares, but was delayed at the Capitol. Kuehn assembled information for her use. Perovich reemphasized that members should lobby their legislators, stressing their preference for the Senate version of our bill. They need to understand our transit philosophy.

Fuhr distributed a newspaper article called "A New Breed of Mayors." The author, Neil Pierce will be speaking at the Citizens League and she suggested the members may wish to hear him.

Perovich said the Minnesota Public Transit Association spring conference is June 6 and 7 in St. Cloud. Members wishing to attend should notify Ghaleb Abdul-Rahman. Elizabeth Dole will speak at the fall conference. The annual American Public Transit Association rails conference is June 2, 3 and 4 in Atlanta, Georgia. Members interested in attending should send a memo to the Chairman. Loeding suggested that staff investigate the New York State Transit Conference, which is usually very well done.

Newland asked Perovich if the Board will send a representative to the MTC's special meeting on May 9, at which the transit management alternatives report will be discussed. Perovich said we are concerned; the Board is mandated to ascertain if there are good reasons to have five people who work for ATE work instead for Metropolitan Transit Commission. The committee's recommendations will come to this Board. Abdul-Rahman said the report does not have any recommendations. Perovich said it is an internal MTC decision; however, whatever decision they make has some policy implications.

COMMITTEE CHAIRS AND MEMBERSHIP

This was discussed at the last Board meeting. There was concensus that the matter should wait until after the session.

MEMBERS' REPORTS

Collins said the conference in North Florida was very well done. There were only two representatives from regional boards, the rest were from agencies similar to MTC. The meetings were very structured. The presenters will evaluate and refine the program and offer the seminars on a regular basis.

Doyle suggested that, in the future, members attending conferences be asked to make a presentation to the Board to share the information.

Franklin moved to adjourn; Joyce seconded the motion. Motion carried unanimously. The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Mary Fitzgerald

Handout 5/20/85

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: May 20, 1985

TO: Regional Transit Board

FROM: Administration and Finance Committee

SUBJECT: METROPOLITAN TRANSIT COMMISSION SECTION 9 GRANT APPLICATIONS

At its meeting of May 16, 1985, the Administration and Finance Committee reviewed and unanimously approved the following recommendation:

RECOMMENDATION:

That the Regional Transit Board approve Resolution 85-__ approving the application of Metropolitan Transit Commission for $19,784,348 in federal transit assistance.

jmo

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: May 14, 1985

TO: Regional Transit Board

FROM: Ruth Franklin, Chair, Administration and Finance Committee

SUBJECT: Metropolitan Transit Commission Section 9 Grant Applications

At its meeting on May 16, 1985, the Administration and Finance Committee will be discussing Metropolitan Transit Commission Section 9 Grant Applications. An oral report will be made to the Board on May 14.

RF:jmo

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

RESOLUTION NO. 85-7

RESOLUTION APPROVING THE FILING OF AN APPLICATION
BY THE METROPOLITAN TRANSIT COMMISSION WITH THE
DEPARTMENT OF TRANSPORTATION, UNITED STATES OF AMERICA,
FOR A GRANT UNDER THE URBAN MASS TRANSPORTATION ACT OF 1964,
AS AMENDED

WHEREAS, the secretary of transportation is authorized to make grants for a mass transportation program of projects; and

WHEREAS, the Metropolitan Transit Commission has prepared and requested approval of an application for operating and capital assistance under Section 9 of the Urban Mass Transportation Act of 1964 as amended; and

WHEREAS, Minnesota Statute 473.375, Subdivision 8, requires that the Regional Transit Board approve the application of political subdivisions within the metropolitan area for federal transit assistance; and

WHEREAS, the Regional Transit Board at its regular meeting of May 20 reviewed the application of Metropolitan Transit Commission for $19,784,348 of federal transit assistance.

NOW, THEREFORE, BE IT RESOLVED:

1. THAT the Regional Transit Board does approve the application of the Metropolitan Transit Commission, dated March 3, 1985, for $19,784,348 federal transit assistance.

Adopted this 20th day of May, 1985.

Elliott Perovich, Chairman

Mary Fitzgerald, Secretary

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: May 10, 1985

TO: Administration and Finance Committee

FROM: Leslie M. Johnson, Director of Administration

SUBJECT: Review and Recommend Approval of Metropolitan Transit Commission (MTC) Section 9 Grant Applications

Background

Minnesota Statute 473.375, Subd. 8, requires that the Regional Transit Board (RTB) approve the application of "political subdivision(s) within the metropolitan area" for "federal transit assistance." Metropolitan Transit Commission (MTC) is applying for an Urban Mass Transportation Administration (UMTA) Section 9 operating and capital grant and requests Regional Transit Board approval.

The grant application materials are attached for your review.

All of the projects, with the exception of the operating assistance and the contingency project "Purchase of 7, 40 foot buses" are and were approved as a part of the 1985 Capital Budget, approved by RTB last fall. The Capital Budget Project Numbers, should you wish to review the Capital Budget, are as follows:

		Federal (80)	Local (20)	Total
Operating Assistance--Reimbursement of Jan. 1 - Dec. 31, 1984, Operating Costs		$8,528,982	-0-	$ 8,528,982
	Capital Budget No. (Pg.)			
Purchase 67-40 foot buses	3590 (B49)	$8,576,000	$2,144,000	$10,720,000
Purchase Central Money Counting Equipment	3550 (B39)	321,640	80,410	402,050
Upgrade Radio Computer System	3322 (B11)	188,000	47,000	235,000
Purchase Mgmt. Info. System Hardware & Software	3320 (B7) & 3575 (B45)	818,491	204,623	1,023,114
Purchase Maintenance Equip.	3523 (B31)	325,180	81,295	406,475
Construct Two Bus Turn-arounds	3560 (B41)	145,310	36,327	181,637
Purchase 7-40 foot buses	Contingency	880,745	220,186	1,100,931
		$19,784,348	$2,813,841	$22,598,189

RECOMMENDATION:

That the Administration and Finance Committee recommend the Regional Transit Board approve Resolution 85-__ approving the application of Metrpolitan Transit Commission for $19,784,348 in federal transit assistance.

METROPOLITAN TRANSIT COMMISSION
560-6th Avenue North, Minneapolis, Minnesota 55411-4398 612/349-7400

March 29, 1985

Mr. Joel P. Ettinger
Regional Administrator
Urban Mass Transportation Administration
300 South Wacker Drive - Suite 1740
Chicago, IL 60606

RE: Grant Application for Operating and Capital Assistance

Dear Mr. Ettinger:

The Metropolitan Transit Commission hereby applies for a grant of $19,784,348 for operating and capital assistance under section 9 of the Urban Mass Transportation Act of 1964 as amended. The capital projects included in the program of projects will total $11,255,366 and the operating assistance totals $8,528,982. The capital projects are all included in the 1985 Annual Element of the Transportation Improvement Program for the Twin Cities Metropolitan area.

The Transit System and Urbanized Area discription information submitted to UMTA on March 30, 1979, as subsequently updated, or as updated by additional material submitted herein, accurately desribes the transit system and urbanized area associated with this project and are here in incorporated by reference and made part of this application.

The applicant self-certification and standard assurances as subsequently updated, or as updated by the additional material submitted herein, are incorporated by reference and made part of this application.

The applicant represents that the data submitted to the U.A. Department of Transportation in support of this application is true and correct.

Sincerely,

Louis B. Olsen
Chief Administrator

ps
Enclosure

OMB Approval No. 29-R0218

FEDERAL ASSISTANCE

1. TYPE OF ACTION (Mark appropriate box)	☐ PREAPPLICATION ☒ APPLICATION ☐ NOTIFICATION OF INTENT (Opt.) ☐ REPORT OF FEDERAL ACTION	2. APPLICANT'S APPLICATION	a. NUMBER b. DATE Year month day 19 85 03 29
	Leave Blank	3. STATE APPLICATION IDENTIFIER	a. NUMBER b. DATE ASSIGNED Year month day 19

SECTION I—APPLICANT/RECIPIENT DATA

4. LEGAL APPLICANT/RECIPIENT

a. Applicant Name: Louis B. Olsen, Chief Administrator
b. Organization Unit: METROPOLITAN TRANSIT COMMISSION
c. Street/P.O. Box: 560 Sixth Avenue North
d. City: Minneapolis
e. County: Hennepin
f. State: Minnesota
g. ZIP Code: 55411-4398
h. Contact Person (Name & telephone No.): Cynthia M. Mayer :612/349-7685

5. FEDERAL EMPLOYER IDENTIFICATION NO.: 41-6080003

6. PROGRAM (From Federal Catalog)
a. NUMBER: 20507
b. TITLE: Formula Grant

7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT

1984 Operating Assistance and 1985 Capital Projects funding for the Metropolitan Transit Commission

8. TYPE OF APPLICANT/RECIPIENT
A-State; B-Interstate; C-Substate District; D-County; E-City; F-School District; G-Special Purpose District; H-Community Action Agency; I-Higher Educational Institution; J-Indian Tribe; K-Other (Specify): Regional
Enter appropriate letter: K

9. TYPE OF ASSISTANCE
A-Basic Grant; B-Supplemental Grant; C-Loan; D-Insurance; E-Other
Enter appropriate letter(s): A

10. AREA OF PROJECT IMPACT (Names of cities, counties, States, etc.): Twin Cities Metropolitan Area

11. ESTIMATED NUMBER OF PERSONS BENEFITING: 2,000,000

12. TYPE OF APPLICATION
A-New; B-Renewal; C-Revision; D-Continuation; E-Augmentation
Enter appropriate letter: A

13. PROPOSED FUNDING

a. FEDERAL	$ 19,784,348.00
b. APPLICANT	2,813,842.00
c. STATE	10,904,137.00
d. LOCAL	40,182,256.00
e. OTHER	32,776,460.00
f. TOTAL	$106,461,043.00

14. CONGRESSIONAL DISTRICTS OF:
a. APPLICANT: 5
b. PROJECT: 1,2,3,4,5,6,8

15. TYPE OF CHANGE (For 12c or 12e)
A-Increase Dollars; B-Decrease Dollars; C-Increase Duration; D-Decrease Duration; E-Cancellation; F-Other (Specify):
Enter appropriate letter(s):

16. PROJECT START DATE Year month day: 19 85 09 01

17. PROJECT DURATION: 24 Months

18. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY ▶ Year month day: 19 85 04 01

19. EXISTING FEDERAL IDENTIFICATION NUMBER: "NA"

20. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code): UMTA 300 South Wacker Drive, Suite 1740, Chicago, Illinois 60606

21. REMARKS ADDED: ☐ Yes ☒ No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT ▶

a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

b. If required by OMB Circular A-95 this application was submitted, pursuant to instructions therein, to appropriate clearinghouses and all responses are attached:

	No response	Response attached
(1) Regional Transit Board	☐	☐
(2) Metropolitan Council	☐	☐
(3) State Planning Agency	☐	☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE: Louis B. Olsen, Chief Administrator
b. SIGNATURE:
c. DATE SIGNED Year month day: 19 85 03 29

SECTION III—FEDERAL AGENCY ACTION

24. AGENCY NAME

25. APPLICATION RECEIVED Year month day: 19

26. ORGANIZATIONAL UNIT

27. ADMINISTRATIVE OFFICE

28. FEDERAL APPLICATION IDENTIFICATION

29. ADDRESS

30. FEDERAL GRANT IDENTIFICATION

31. ACTION TAKEN
☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. DEFERRED
☐ e. WITHDRAWN

32. FUNDING

a. FEDERAL	$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ .00

33. ACTION DATE ▶ Year month day: 19

34. STARTING DATE Year month day: 19

35. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)

36. ENDING DATE Year month day: 19

37. REMARKS ADDED: ☐ Yes ☐ No

38. FEDERAL AGENCY A-95 ACTION

a. In taking above action, any comments received from clearinghouses were considered. If agency response is due under provisions of Part 1, OMB Circular A-95, it has been or is being made.

b. FEDERAL AGENCY A-95 OFFICIAL (Name and telephone no.)

EXHIBIT B

Section 9

Program of Projects

Urbanized Area:	Minneapolis - St. Paul
Apportionment:	$19,784,348
Carryover Funds:	$0
Tranfer Funds:	$0
Total Funds Available:	$19,784,348

RECIPIENTS:

	Subarea Apportionment
(1) Metropolitan Transit Commission (MTC)	$ 19,784,348
Total	$ 19,784,348

PROGRAM OF PROJECTS

	Project Description	Total Amount	Project Type	Designated Recipient
(1)	Purchase 67,40 foot buses to replace 1972 Flxible buses (B-1)	$10,720,000	c	MTC
(2)	Purchase central money counting facility equipment (B-2)	402,050	c	MTC
(3)	Upgrade radio computer systems (B-3)	235,000	c	MTC
(4)	Purchase management information systems hardware & software (B-4)	1,023,114	c	MTC
(5)	Purchase maintenance equipment (B-5)	406,475	c	MTC
(6)	Construct 2 bus turn arounds (B-6)	181,637	c	MTC
(7)	Operating Assistance January 1 - December 31, 1984 (D-1)			
	Sub Total	$12,968,276		

Contingency Project

(1)	Purchase 7,40 foot buses	$ 1,100,931	c	MTC
	Sub Total	1,100,931		
	TOTAL	$14,069,207		

EXHIBIT D

Section 9

PROGRAM BUDGET

Urbanized Area: Minneapolis - St. Paul
Designated Recipient: Metropolitan Transit Commission (MTC)
Granter: Metropolitan Transit Commission (MTC)
Program Number:

B. Bus and Bus Related Facilities

(1)	Purchase 67,40 foot buses to replace 1972 Flxible buses	$10,720,000
(2)	Purchase central money counting facility equipment	402,050
(3)	Upgrade radio computer system	235,000
(4)	Purchase management information systems hardware & software	1,023,114
(5)	Purchase maintenance equipment	406,475
(6)	Construct 2 bus turnarounds	181,637
(7)	Purchase 7,40 foot buses	1,100,931
	Subtotal Bus	$14,069,207

GROSS PROGRAM COST	$ 14,069,207
Revenue Financing	0
NET PROGRAM COST	$ 14,069,207
Federal Share (80%)	$ 11,255,366
Local Share (20%)	$ 2,813,841

D. Operating

(1)	Operating Assistance - January 1, 1984 December 31, 1984.	$ 8,528,982
	Subtotal Operating	$ 8,528,982

E. TOTAL FEDERAL FUNDS REQUESTED $ 19,784,348

PROJECT BUDGET WORKSHEET

For the Period: JANUARY 1 - DECEMBER 31, 1984

Transit Operator(s): Metropolitan Transit Commission

Designated Recipient: (Applicant) Metropolitan Transit Commission

(1) Total Operating Expenses (Itemize)

Wages & Other Benefits	$ 75,504,253
Materials & Supplies	13,232,287
Utilities, leases & purchase svcs	5,662,077
Insurance	2,318,903
Other	797,439
TOTAL OPERATING EXPENSES	$

$ 97,514,959 (1)

(2) Less Eliminations

(a) Less Ineligible Expenses (Itemize)

	$

(b) Less Non-Mass Transportation Expenses (Itemized)

Charter	$ 63,722

(c) Less Contra-Expenses (Itemize)

Interest Income	1,280,500

(d) Less Other Exclusions (Itemize)

Elderly & Handicapped	3,777,902
TOTAL ELIMINATIONS	$

$ 5,122,124 (2)

(3) Eligible Operating Expenses (Line 1-Line 2) $ 92,392,835 (3)

(4) Less Farebox and Other Revenues Not Includable as Local Share (Itemize)

Farebox Revenues	$ 32,443,910	
Contract Fares	332,550	
TOTAL FAREBOX AND OTHER REVENUE APPLIED AGAINST ELIGIBLE EXPENSES NOT INCLUDABLE AS LOCAL SHARE:	$	$ 32,776,460 (4)

(5) Net Project Cost (Line 3-Line 4) $ 59,616,375 (5)

(6) Local Share (Itemize)

Property tax	$ 39,622,820	
State Grants	10,904,137	
Advertising	533,655	
Other	25,781	$ 51,086,393 (6)

(7) Net Expenses Before Applying UMTA Funds (Line 5-Line 6) $ 8,528,982 (7)

(8) UMTA Funds Available $ 8,528,982 (8)

(9) UMTA Funds Requested $ 8,528,982 (9)

METROPOLITAN TRANSIT COMMISSION

RESOLUTION NO 85-30

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE DEPARTMENT OF TRANSPORTATION, UNITED STATES OF AMERICA, FOR A GRANT UNDER THE URBAN MASS TRANSPORTATION ACT OF 1964, AS AMENDED

WHEREAS the secretary of transportation is authorized to make grants for a mass transportation program of projects; and

WHEREAS the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program; and

WHEREAS it is required by the U S Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U S Department of Transportation requirements thereunder; and

WHEREAS it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with these projects, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services;

BE IT THEREFORE RESOLVED by the Metropolitan Transit Commission:

1. That the chief administrator is authorized to execute and file applications on behalf of the Metropolitan Transit Commission with the U S Department of Transportation to aid in the financing of capital and operating assistance projects pursuant to Section 9 of the Urban Mass Transportation Act of 1964, as amended.

2. That the chief administrator is authorized to execute and file with such applications an assurance or any other document required by the U S Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.

3. That the chief administrator is authorized to furnish such additional information as the U S Department of Transportation may require in connection with the application for the program of projects.

4. That the chief administrator is authorized to set forth and execute affirmative minority business policies in connection with the program of projects' procurement needs.

5. That the chief administrator is authorized to execute grant agreements on behalf of the Metropolitan Transit Commission with the U S Department of Transportation for aid in financing the capital and operating assistance program of projects.

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METROPOLITAN TRANSIT COMMISSION

CETTIFICATION

I, the undersigned, Karen K Wolf, secretary of the Metropolitan Transit Commission, do hereby certify that the attached resolution 85-30 is a true and correct copy of a resolution of the Metropolitan Transit Commission adopted at a meeting of the said commission duly convened and held on March 27, 1985, at which a quorum was present and voting; and the action taken has not been in any manner rescinded or modified.

In witness whereof, I have hereunto set my hand this 29th day of March, 1985.

Karen K. Wolf

Karen K Wolf
Secretary

INTERGOVERNMENTAL REVIEW - EXECUTIVE ORDER 12372

Certification is given by the recipient named herein Metropolitan Transit Commission with respect to its application for assistance pursuant to Section 9 of the Urban Mass Transportation Act of 1964, as amended and filed with the Urban Mass Transportation Administration (UMTA) that the recipient has complied with the provision of 49 CFR 17, Intergovernmental Review of Department of Transportation Programs and Activities and Executive Order 12372.

Authorized Official

Chief Administrator
Title of Authorized Official

March 29, 1985
Date

EXHIBIT J - PUBLIC HEARING

This exhibit will be submitted along with appropriate documentation following the public hearing which will be held on Monday, April 29, 1985. A copy of the Notice of Public Hearing is attached.

Submitted 4.1.85

NOTICE OF PUBLIC HEARING

RE: OPERATING AND CAPITAL ASSISTANCE FOR THE METROPOLITAN TRANSIT COMMISSION

I. Notice is hereby given that a public hearing will be held by the Metropolitan Transit Commission (MTC) at 560 N. 6th Avenue, Minneapolis, MN 55411-4398, on Monday, April 29, 1985, at 5:30 PM for the purpose of considering a project for which financial assistance is being sought from the Urban Mass Transportation Administration, pursuant to the Urban Mass Transportation Act of 1964, as amended, generally described as follows:

A. Description of Project:

The purpose of this project is to provide operating and capital financial assistance to the Metropolitan Transit Commission. As the designated recipient of these funds, the Metropolitan Transit Commission provides transit service in the seven county Twin Cities Metropolitan Area. The following list of prioritized projects comprises the program of projects for the operating and capital assistance:

1) Operating Assistance for January 1, 1984, to December 31, 1984, in the amount of $8,528,982.

2) Capital Assistance

Purchase 67, 40 foot buses to replace 1972 Flxible buses in the amount of $8,576,000.

3) Purchase central money counting facility equipment in the amount of $321,640.

4) Upgrade radio computer system in the amount of $188,000.

5) Purchase management information systems hardware and software in the amount of $818,491.

6) Purchase maintenance equipment in the amount of $325,180.

7) Construct two bus turnarounds in the amount of $145,310.

8) Purchase 7, 40 foot buses in the amount of $880,745.

Total Apportionment: $19,784,348

The total estimated net cost of the operating and capital projects is $106,461,043. A federal grant of $19,784,348 is being requested. The estimated state and local contribution will be $51,086,393 from non-farebox operating revenues, state grants-in-aid, and property taxes from the general fund. The farebox revenues will be $32,776,460.

B. Relocations:

No persons, families or businesses will be displayed by this project.

C. Environment:

The proposed project is anticipated to have no net deleterious environmental impact on the urban area.

D. Comprehensive Planning:

This project is in conformance with comprehensive land use and transportation planning for the Twin Cities Metropolitan Area. The project is currently under review by the Metropolitan and State Clearinghouses for federally-funded projects. This project is included in the Twin Cities Metropolitan Area's 1983 and 1984 Annual element of the Transportation Improvement Program.

E. Elderly and Handicapped:

This project is necessary to provide operating assistance for continuation and expansion of bus service. This will permit more efficient service for all citizens including seniors who ride for 10¢ and handicapped persons who ride for 30¢ in the off-peak periods on the regular transit system, in compliance with Section 5(n) of the Urban Mass Transportation Act of 1964, as amended.

II. At the hearing, the MTC will afford an opportunity for interested persons or agencies to be heard with respect to the social, economic and environmental aspects of the project. Interested persons may submit, orally or in writing, evidence and recommendations with respect to this project.

III. A copy of the application for a Federal grant for the proposed project is currently available for public inspection at the MTC offices, 560 N. 6th Avenue, Minneapolis, MN 55411-4398.

Louis B. Olsen
Chief Administrator

njh/1025

3(d) 5(i) Certification

THE APPLICANT HEREBY CERTIFIED THAT, in the development of this application for a Mass Transportation Capital Improvement Grant under the Urban Mass Transportation Act of 1964, as amended, it:

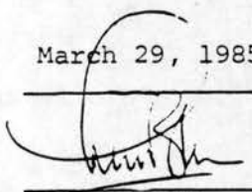
1. Has afforded opportunity for public hearings pursuant to adequate prior notice, and has held such hearing, in accordance with the requirements set forth by the Urban Mass Transportation Administration.

2. Has considered the economic and social effects of this project and its impact on the environment, including requirements under the Clean Air Act, the Federal Water Pollution Control Act and other applicable Federal environmental statutes, and its consistency with goals and objectives of such urban planning as has been promulgated by the community.

3. Has found that this project is consistent with official plans for the comprehensive development of the urban area.

4. Has found the project is made in the best overall public interest taking into consideration the need for fast, safe, and efficient transportation, public services, and conservation of environmental and natural resources and the cost of eliminating or minimizing any adverse effects.

Dated: March 29, 1985

Signed: 

Louis B. Olsen

Title: Chief Administrator

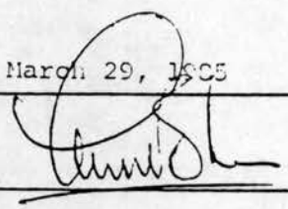
Organization:

Metropolitan Transit Commission
801 American Center Building
St. Paul, Minnesota 55101

CERTIFICATION OF SPECIAL EFFORTS TO PROVIDE TRANSPORTATION
THAT HANDICAPPED PERSONS CAN USE

The Metropolitan Transit Commission hereby certified that special efforts are being made in its service area to provide transportation that handicapped persons, including wheelchair users and semi-ambulatory persons can use. For recipients of funds under sections 3 and 5 of the Urban Mass Transportation Act of 1964, as amended (UMT Act) these special efforts (1) are consistent with the guidance in Appendix A to 49 CFR Part 27, Subpart D and (2) are already made or will be made within six months of the effective date of 49 CFR 27.77.

Dated March 29, 1985

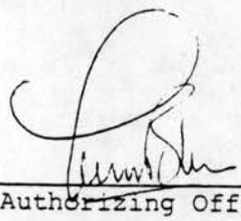
Signature 

Louis B. Olsen
Chief Administrator
Metropolitan Transit Commission
560 Sixth Avenue North
Minneapolis, Minnesota 55411-4398

CERTIFICATION OF MAINTENANCE CAPABILITY

Certification is given by the recipient, the Metropolitan Transit Commission (MTC) with respect to any application for assistance pursuant to Section 3 of the Urban Mass Transportation Act of 1964, as amended, that it has in preparation, a maintenance plan and commensurate facilities, financing, qualified personnel and equipment to implement such a plan.

GRANTEE: Metropolitan Transit Commission
560 Sixth Avenue North
Minneapolis, MN 55411



(Authorizing Official)
Louis B. Olsen

Chief Administrator
(Title of Authorizing Official)

March 29, 1985
(Date)

corrected final copy

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: May 2, 1985

TO: Policy Committee

FROM: Judith Hollander, Director of Planning and Programs

SUBJECT: Implementation of the I-394 Transit Improvements

I. Introduction

The purpose of this memorandum is to outline the specific transit elements of the I-394 Concept Plan and suggest recommendations for consideration by the RTB Board supporting their implementation. The general concepts of the I-394 plan were outlined in my previous memo and discussed at the April 24 Policy Committee. This memorandum was developed by RTB staff with assistance from David Jessup of the MTC.

As noted previously, transit will play a key role in determining the success of the I-394 design concept. As the decison-making body responsible for transit planning and funding, the RTB has a major role to play in ensuring the successful implementation of the transit elements of the I-394 plan.

The overall project management is discussed first, followed by a detailed description of each of the specific transit elements. The implementation schedule, timing, responsibility, cost and funding are discussed for each element. The last section contains a set of recommendations to be considered by the Board for adoption. Staff would like to discuss these with the Policy Committee on May 8 and the Board on May 20.

II. I-394 Project Management

The RTB, as the decision-making body responsible for transit planning and funding, will play a major role in reviewing, recommending and approving the transit elements of the I-394 plan. The RTB will be involved in the implementation of the bus improvements and ridesharing activities in the I-394 corridor over the next five years. The recommendations proposed in this memorandum for Board consideration represent the first RTB action on I-394. Board support of the transit elements and commitment of funds to support the specific activities is critical to the success of I-394.

In addition, the RTB should participate in the recommended I-394 Corridor Management Team which will continue the work started by the I-394 Project Management Team. This group, which is composed of representatives from agencies and jurisdictions involved in the development of I-394, will continue to provide an important linking function and insure all elements of the I-394 Concept Plan are addressed.

The Minnesota Department of Transportation (Mn/DOT) will be responsible for the overall management of all elements of the I-394 process. This will insure the needed coordination and communication between all parties and activities. Given the complexity of development of all aspects of I-394, Mn/DOT's overall management will be an important function.

As discussed in each of the following sections, various transit providers will be involved in different elements. The MTC and Medicine Lake Lines both currently provide service in the area. It is anticipated that both will play major roles in the implementation of the various elements. In addition, other providers may be involved in the corridor in the future. These will be determined once the detailed service plan is completed.

The specific transit elements are reviewed in the next section. Recommendations for consideration by the Board are contained in the last section.

III. Transit Improvements in the I-394 Corridor

The transit improvements recommended in the "I-394 Transportation System Management Plan" and the "I-394 Bus Service and Facilities Plan" have been presented to the Policy Committee over the past few months and were summarized in the April 19 memorandum. As noted in these presentations, funding has not been secured for all the transit elements. These include the bus service planning activities, capital facilities and equipment, bus and rideshare marketing, transit on-street supervision and the rideshare program. Each of these is discussed in this section. Funding secured or programmed is noted, and recommendations for using the State Motor Vehicle Excise Tax (MVET) are suggested for use where other funding is not available. The various elements, estimated cost for the next biennium, and funding sources are summarized below.

I-394 Transit Elements

Activity	Estimated Cost For Next Biennium	Proposed Source of Funding
Service Planning	$ 293,000	MVET
Capital Program	$6,859,000	UMTA, FHWA, Bonding
Marketing	$ 820,000	UMTA, FHWA, MVET
Transit Supervision	$ 120,300	MVET
Rideshare Program	$ 424,000	UMTA, FHWA, MVET

Source: MTC

A. BUS SERVICE PLANNING

Recommended Elements

The "I-394 Transportation System Management (TSM) Plan" and the "I-394 Bus Service and Facilities Plan" outline the specific bus service improvements to be made in the I-394 corridor. Major improvements are recommended in transit services in the corridor through the implementation of a timed-transfer system. This system, in which routes and services are coordinated around transit centers or stations, allows for greater flexibility in cross-community travel, improves service to downtown Minneapolis and reduced passenger waiting time.

Implementation

In order to implement the timed-transfer system, a number of steps must be taken. The first of these is the development of specific bus routes and detailed schedules. Planning and implementation of the timed-transfer system should reflect both the staging of highway construction and the transition from radial routes to the timed-transfer system.

Responsibility

Due to the complex nature of route and schedule planning, it is recommended that the MTC and Medicine Lake Lines be responsible for conducting this element in their respective service areas. A consultant may be utilized to assist the MTC and Medicine Lake Lines with the development of the timed-transfer system. Other providers may be involved in the future in the I-394 corridor, based on the results of the detailed service plan.

Timetable

To insure that improvements in bus service are responsive to construction staging and stimulate greater transit ridership, implementation of this element should begin as soon as possible. A minimum of six months lead time between the decision to proceed and having the service in operation is necessary. Service planning activities will be an ongoing element throughout the construction of I-394, with four major phases. These phases, which are outlined below, coincide with the various highway construction stages.

Phase I The first phase of bus service planning will be done to improve service during the traffic detours caused by the first construction activities and the introduction of the interim high occupancy vehicle lanes. Planning should begin in 1985 for implementation in late 1985 or 1986.

Phase II The second phase will continue to address the highway construction needs and the initial operation of the timed transfer system. The second phase should begin in late 1987 and 1988.

Phase III The third phase will address the local bus reroutings and changes in bus layover locations in downtown Minneapolis resulting from the construction of the Third Avenue Distributor and fringe parking garages. It is anticipated that this phase will occur between 1986 and 1990.

Phase IV The fourth phase of bus service planning will address the completion of the entire highway, the preferential high occupancy vehicle facilities, and all the transit facilities (stations, park-and-ride lots, ramp meters, etc.). Phase IV should occur in late 1989 and 1990.

Estimated Cost

The total cost for transit service planning for the five year period from 1985 through 1990 is estimated at $910,000. This includes an estimated 17,000 person hours of staff time, consultant services and other indirect and direct costs. Of immediate concern is the service planning which must be completed to ensure that bus service can be responsive due to changes caused by the highway construction and the interim high occupancy vehicle lane in late 1985 and 1986. Service planning for these improvements must be completed during the next six to nine months. This first major phase of planning will require approximately 5,380 person hours at an estimated cost of $293,000. Attachment A contains a breakdown of the estimated cost and person hours.

Funding

Funding for the bus service planning activities is not presently secured. No funds were allocated in the 1985 budget due to the transition period. Due to the limited nature of traditional funding sources such as UMTA Section 8 and 9, operating funds and local funds, it is recommended that the State Motor Vehicle Excise Tax (MVET) be used to fund the I-394 bus service planning activities.

B. CAPITAL FACILITIES AND EQUIPMENT

Recommended Elements

The "I-394 Bus Service and Facilities Plan" defined a program of capital facilities and equipment to complement the timed transfer service concept. Recommended facilities include nine transit centers, one park-and-ride facility, 100 shelters, six bus turnarounds, 2,500 transit signs, 26 buses, 100 vans and eleven support vehicles. These capital items cover the major elements of the timed-transfer system and the rideshare program. A complete listing is provided in Attachment B.

Implementation

The first step in implementing the capital facilities and equipment element is the preparation of preliminary and detailed plans and technical specifications. In cases where land will be purchased, land appraisals, legal

facilities and purchase of equipment, including development of bid specifications and documents, will follow.

Responsibility

It is recommended that the MTC take the lead role in development of the capital facilities and equipment in the I-394 corridor, under the guidance of Mn/DOT and the RTB. The MTC is presently the designated recipient of UMTA capital funds and so is the logical agency to assume this role. However, realizing that there will be a mix of service providers operating in the I-394 corridor, it is recommended that the MTC act as the umbrella agency in the purchase of vehicles. As such, it may purchase vehicles for other providers. This activity will involve a good deal of cooperation among providers.

Timetable

The development and purchase of the various capital facilities and equipment must be coordinated with the implementation of the service concepts. Many are critical to the service improvements and must be in place before the transit services can be implemented. Thus action on these elements should begin as soon as possible. It is anticipated that all of the capital facilities should be in place by the end of 1989 with purchase of all vehicles completed by 1990. Attachment C contains a projected schedule for each element of the capital program.

Estimated Cost

The total cost for all elements of the I-394 transit capital program are estimated at approximately $16 million. The breakdown of these costs by element are provided in Appendix B. The design and construction cost of the facilities through June, 1987 is estimated at $4.2 million. An additional $2.6 million will be needed during this period for the purchase of buses, vans and support vehicles. This brings the total estimated transit capital cost to $6.8 million through June, 1987.

Funding

Three funding sources are anticipated to be used for the capital facilities and equipment elements. These are UMTA capital funds, RTB capital bonding and MTC capital bonding. The breakdown of funds for the next biennium are identified in the figure below. Funding sources beyond June of 1987 have not been identified.

CAPITAL PROGRAM SOURCES OF FUNDS
July 1985 - June 1987

	Federal/State	RTB Capital Bonding Authority	MTC Capital Bonding Authority
*Facilities	$1,700,000 (Hwy. funds, UMTA discretionary funds)	$2,531,000	---
*Equipment			
- Support Vehicles	--	96,000	---
- Rideshare Vans	--	660,000	---
*Buses	1,497,600	---	$ 375,000
	$3,197,600	$3,287,000	$ 375,000

Source: MTC

C. MARKETING

Recommended Elements

Both the I-394 TSM Plan and Service and Facilities Plan include major bus and rideshare marketing plans. These marketing activities will be critical to the success of I-394. It will be important to keep commuters in the corridor informed of the service changes and ridesharing opportunities.

Bus marketing will center on the implementation of the timed-transfer system and other service improvements. Information will be provided on bus route detours during construction and permanent route and schedule changes. Additional marketing efforts will focus on promotion of the service improvements and bus use.

A wide range of strategies will be employed to increase carpooling and vanpooling in the corridor. These will include an increased level of effort in existing rideshare programs, increased home-end and work-end marketing programs, improved employer focused programs, improved data base matching capabilities, low cost parking for carpools and vanpools and other financial incentives. These will be aggressively marketed as part of the implementation program.

Implementation

The first step in this element will be the development of an overall marketing program for both the bus and rideshare programs. Market research activities may be undertaken in the development of this program. Once the plan has been developed, various elements will be implemented over time.

Responsibility

It is recommended that the MTC take overall responsibility for the bus operations and rideshare marketing. The MTC will plan, implement, and coordinate the marketing activities for all providers in the corridor. These activities will be coordinated with Mn/DOT, which is responsible for the public information activities associated with construction activities in the I-394 corridor and had the lead role, along with the MTC, in development of the Concept Marketing Plan.

Timetable

Bus service marketing efforts should begin approximately two to four weeks prior to the first route and schedule changes. The first bus marketing is estimated to begin in late 1985. The rideshare marketing activities require a longer lead time and should be initiated in the summer of 1985. Marketing for both programs will continue through the highway construction period, which is estimated to be completed in 1990.

Estimated Cost

The level of bus and rideshare marketing will vary from year to year, depending on construction activities and implementation of the timed-transfer bus service. The estimated cost for bus and rideshare marketing between now and June 1987 is $355,000 and $465,000 respectively. The marketing focus during this period will be on implementation of the timed-transfer system, information on bus service changes and detours during the different stages of construction, rideshare home-based and work-based marketing, improved carpool matching capabilities and informing commuters about the design and schedule of I-394. Attachment D provides a summary of the anticipated marketing expenditures.

Funding

The MTC has received funding for a portion of the rideshare marketing activities through the UMTA 4(i) program and FHWA through the Federal Aid Urban Program. Approximately $345,000 has been secured through these two programs leaving $475,000 for the rideshare and bus service marketing unfunded during the next biennium. It is recommended that this be funded through the State Motor Vehicle Excise Tax (MVET).

D. TRANSIT SUPERVISION

Recommended Elements

This element covers the on-street transit supervision necessary to insure a smoothly operating system. The timed-transfer system, route detours and major facilities will require a higher than normal level of on-street transit supervision. Thus, it is anticipated that additional transit supervisors will be needed in the I-394 corridor.

Implementation

The first on-street supervisor will be added in late 1985 or early 1986. Additional transit supervisor will be needed in 1987 and another in 1990 as the complete timed-transfer system is phased into operation.

Responsibility

It is recommended that the MTC take responsibility for overall on-street transit supervision in the I-394 corridor. They would monitor not only MTC service but also service provided by other operators.

Timetable

As noted above, the first on-street transit supervisor would be needed in late 1985 or early 1986, with additional personnel added in 1987 and 1990.

Estimated Cost

The approximate cost of an additional transit supervisor through June, 1987 is $120,000. The cost for the additional personnel through 1990 is estimated at $694,000, bringing the total to $814,000.

Funding

Funding for the additional on-street supervisors has not been identified.

E. RIDESHARING PROGRAM

Recommended Elements

The Minnesota Rideshare Program, operated by the MTC, which is the carpool and vanpool coordinator in the metro area, will concentrate most of its marketing efforts in the I-394 corridor. The rideshare program will focus on a number of different elements which will be critical to the success of the I-394 design plan.

A major effort will focus on the major employers in the corridor and the promotion of ridesharing among their employees. A major kick-off event will be held to introduce the rideshare program, followed by training workshops for company transportation corrdinators. Improved, on-line rideshare matching capabilities will be used as will a "classified ad" newspaper concept, newsletters and other mechanisms.

Implementation

The rideshare program activities will start during 1985 with the beginning of construction activities and the opening of the temporary HOV lanes, and will continue throughout the construction process. The first activities undertaken will be the employer and home-based promotion and improved on-line matching capabilities.

Responsibilities

It is recommended that the MTC Rideshare staff take the lead role in this effort. The various programs proposed under this element involve a good deal of staff time and the MTC has the expertise to operate the various elements of the program.

Timetable

As noted above, the rideshare activities will begin in 1985 with an initial concentration on employer marketing in high employment areas in the I-394 corridor. This effort will be supplemented with the on-line matching services, home-based promotions and other elements, which will continue through 1990.

Estimated Cost

The estimated cost for the rideshare activities for the next biennium is $424,000. This covers staff time, computer matching costs and other direct costs associated with the activities. The total cost for rideshare activities through 1990 is estimated at $1,291,000. Attachment E provides a complete breakdown of the costs for this element.

Funding

The MTC has received $234,000 from UMTA Section 4(i), FHWA Federal Aid Urban and Energy Agency programs for the rideshare activities. These funds, combined with $78,000 in local match, leave $112,000 of the program unfunded for the biennium. It is recommended that this be funded through MVET funds. In addition, funding for the $867,000 for the remainder of the program will need to be secured.

IV. Summary of Major Findings

- The transit elements of the I-394 Design Concept are critical to the successful operation of the completed I-394.

- Funding for many of the major transit elements, including the timed-transfer bus system, bus and rideshare marketing, capital facilities and equipment and the improved rideshare program has not been secured.

- The State Motor Vehicle Excise Tax (MVET) represents the best funding option for these elements at the present time.

- The Regional Transit Board will play a key role in reviewing, recommending and approving the transit elements and transit funding for the I-394 corridor.

V. Recommendations

The following recommendations have been developed by staff for Board consideration.

1. The Regional Transit Board should endorse the transit elements of the I-394 Transportation System Management Design Concept. The transit elements include the following:

   -Development and implementation of a timed-transfer bus system providing improved cross-community travel and service to downtown Minneapolis.

   -Development of support facilities, including transit centers and stations, park and ride lots and metered ramps and bypass lanes for buses, carpools and vanpools.

   -Agressive rideshare marketing and programs centered on increasing carpooling and vanpooling.

   Endorsement of these transit elements will clearly indicate the RTB's support for the coordinated approach proposed in the design concept.

2. The Regional Transit Board should pursue and coordinate funding for I-394 transit elements not eligible for Interstate funding. Funding for the major highway elements have been secured through the Federal Interstate program. However, funding is not presently available for many of the supporting transit elements. As the regional transit planning and funding agency in the metropolitan area, the RTB should actively seek and support funding for the I-394 transit elements. Funding should be sought from both traditional state, federal and local programs (UMTA, FHWA and Mn/DOT) and from newer programs such as the State Motor Vehicle Excise Tax (MVET) and other innovative funding mechanisms, such as joint development opportunities.

3. The Regional Transit Board should support the successful implementation of the I-394 transit elements through active participation in the I-394 Corridor Management Team. These activities should be coordinated under Mn/DOT's overall management of all elements in the I-394 corridor.

   The RTB is in a unique position to play a major role in coordinating activities, creating a public awareness and providing funding support for various transit elements. RTB staff should continue to play a major role throughout the constrution and start-up process, through the I-394 Corridor Management Team.

   It is recommended that the MTC take the lead role in the implementation of transit elements, as outlined in this memorandum. The RTB requests the MTC to include these activities in their future work programs and budgets, starting with the 1986 budget currently under development.

4. The Regional Transit Board authorizes staff to proceed with carrying out the activities necessary to assure the timely implementation of the I-394 transit elements.

I394TI

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: May 14, 1985

TO: Regional Transit Board

FROM: Todd Lefko, Chair, Policy Committee

SUBJECT: Implementation of the I-394 Transit Improvements

At its meeting of May 8, 1985, the Policy Committee reviewed the May 2, 1985, memorandum regarding Implementation of the I-394 Transit Improvements and unanimously approved the following recommendations.

RECOMMENDATION

1. That the Regional Transit Board endorse the transit elements of the I-394 Transportation System Management Design Concept. The transit elements include the following:
   - -Development and implementation of a timed-transfer bus system providing improved cross-community travel and service to downtown Minneapolis.
   - -Development of support facilities, including transit centers and stations, park and ride lots and metered ramps and bypass lanes for buses, carpools and vanpools.
   - -Aggressive rideshare marketing and programs centered on increasing carpooling and vanpooling.

   Endorsement of these transit elements will clearly indicate the RTB's support for the coordinated approach proposed in the design concept.

2. That the Regional Transit Board pursue and coordinate funding for I-394 transit elements not eligible for Interstate funding. Funding for the major highway elements have been secured through the Federal Interstate program. However, funding is not presently available for many of the supporting transit elements. As the regional transit planning and funding agency in the metropolitan area, the RTB should actively seek and support funding for the I-394 transit elements. Funding should be sought from both traditional state, federal and local programs (UMTA, FHWA and Mn/DOT) and from newer programs such as the State Motor Vehicle Excise Tax (MVET) and other innovative funding mechanisms, such as joint development opportunities.

3. That the Regional Transit Board support the successful implementation of the I-394 transit elements through active participation in the I-394 Corridor Management Team. These activities should be coordinated under Mn/DOT's overall management of all elements in the I-394 corridor.

The RTB is in a unique position to play a major role in coordinating activities, creating a public awareness and providing funding support for various transit elements. RTB staff should continue to play a major role throughout the construction and start-up process, through the I-394 Corridor Management Team.

It is recommended that the RTB take the lead role in the implementation of transit elements with assistance from the MTC, as outlined in this memorandum. The RTB requests the MTC to include these activities in their future work programs and budgets, starting with the 1986 budget currently under development.

4. That the Regional Transit Board authorize staff to proceed with carrying out the activities necessary to assure the timely implementation of the I-394 transit elements.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: May 14, 1985

TO: Regional Transit Board

FROM: Todd Lefko, Chair, Policy Committee
Ruth Franklin, Chair, Administration and Finance Committee

SUBJECT: Recommendation for Request for Proposal for Transit Service Needs Assessment

The Request for Proposal (RFP) for consulting services on the Service Needs Assessment is attached. The RFP has been reviewed and recommended by the Policy and Administration and Finance Committees, after review by Regional Transit Board (RTB) and Metropolitan Council staff. In addition, a special session was held for Board members to obtain detailed input on issues to be addressed in the study.

A few minor changes have been made in the Service Needs Assessment RFP based on these reviews. The short to mid-range focus of the study and its coordination with the long-range planning activities of the Metropolitan Council have been stressed. Parking, development and highway issues and their impact on transit have been added to the work program. The dates have been changed to reflect the revised timeline.

The consultant mailing list, which includes both transportation planning firms and market research firms, is also attached. It is anticipated that the Service Needs Assessment RFP will be issued on May 22. Proposals will be due June 24. Completion with the consultant selection and contract process should be completed by July 15.

RECOMMENDATION:

That the Regional Transit Board authorize staff to issue the Request for Proposal for Consultant Services on the Transit Service Needs Assessment.

KT:jmo
Attachment

May 22, 1985

RE: Request for Proposals--Transit Service Needs Assessment for the Twin Cities Metropolitan Area

In recognition of your firm's capabilities in the area of transit planning and analysis, the Regional Transit Board (RTB) would like to invite you to submit a proposal on the Twin Cities Metropolitan Area Transit Service Needs Assessment. The RTB will be engaging a professional consultant or consultants to perform specific tasks of the Service Needs Assessment.

The purpose of the Service Needs Assessment is to conduct an overall evaluation of travel needs and transit services in the Twin Cities metropolitan area. This will be accomplished through examination of existing and future travel needs of metropolitan area residents, evaluation of the effectiveness of existing services in meeting these needs, development and evaluation of alternatives to address unmet needs, development of recommendations on service changes and an ongoing service needs assessment program.

The attached Request for Proposal (RFP) outlines the services required for the Service Needs Assessment and the format and requirements for proposals. Consultants are encouraged to provide innovative approaches to the issues raised in the RFP, especially in the market research section of the needs assessment. Given the diverse nature of certain elements of the study, such as the market research tasks, consultants should feel free to propose a team capable of addressing all the requirements.

A pre-proposal conference is scheduled for Monday, June 10, 1985, at 10:00 a.m. in Metro Council Conference Room B and C, 3rd floor Metro Square Building, St. Paul, Minnesota. Questions concerning the study will be addressed and all pertinent available information will be available for review and discussion.

Ten copies of your proposal must be received by 2:00 p.m., June 24, 1985. Late proposals will not be accepted. Proposals should be submitted to:

Katherine F. Turnbull
Planning Manager
Regional Transit Board
270 Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101

Consultants selected as finalists will be invited to make an oral presentation of materials and answer questions. These interviews will be scheduled on July 1 and 2, 1985, at the RTB offices. Firms will be notified by noon on June 26, 1985 if they have been selected as a finalist for an oral presentation. A Consultant Selection Committee composed of representatives from the Regional Transit Board, Minnesota Department of Transportation, Metropolitan Council, Transportation Advisory Board and State Planning Agency will be used to review the proposals and select a consultant. It is anticipated that the selection process will be completed by July 15, 1985.

The consultant is expected to begin work on the Service Needs Assessment by July 28, 1985. Final award of this contract is contingent upon the concurrence of all participating agencies.

The anticipated budget for the work elements to be completed by the consultants is $450,000. The final contract amount may vary depending upon negotiated work elements.

This Request for Proposal does not obligate the Regional Transit Board to complete the project. The RTB reserves the right to cancel the solicitation if it is considered to be in its best interests and may reject any and all proposals.

All questions concerning this proposal should be directed to Katherine F. Turnbull at the above address.

Sincerely,

Ghaleb Abdul-Rahman
Executive Director

GA:jmo

REQUEST FOR PROPOSAL

for Consultant Services
on the
TRANSIT SERVICE NEEDS ASSESSMENT

I. INTRODUCTION

Background

In 1984 the Minnesota Legislature, responding to the findings and recommendations of its Legislative Study Commission on Metropolitan Transit, created the Regional Transit Board (RTB). The RTB is responsible for mid-range transit planning, policy making and administration in the seven county Twin Cities Metropolitan Area.

The RTB enabling legislation identifies a number of responsibilities and duties that the RTB shall perform. These include conducting assessments of transit needs in the metropolitan area, facilitation of new and alternative transit services, providing for community participation in the transit service planning process and identifying priorities for transit services.

To address these issues in a coordinated and comprehensive fashion, the RTB has developed a Service Needs Assessment Work Program and Request for Proposal for consultant services. The Service Needs Assessment will provide a detailed examination and analysis of transit needs throughout the metropolitan area. It will also establish an ongoing community participation program to insure adequate opportunity for input from the public throughout this process and on a continuing basis. The service recommendations resulting from the Service Needs Assessment will be incorporated into the RTB's Implementation Plan.

Purpose and Approach

The purpose of the Service Needs Assessment is to conduct an overall evaluation of transit needs and services in the metropolitan area. This will be accomplished through examination of existing and future transit needs of metropolitan area residents, evaluation of the effectiveness of existing services in meeting these needs, development of alternatives to address any unmet needs, evaluation of these alternatives, development of specific recommendations on service changes and improvements, and an ongoing service needs assessment program. The Service Needs Assessment will provide for the comprehensive evaluation of existing and future transit needs and the development of the most appropriate services to meet these needs. The focus of the Service Needs Assessment will be on short to mid-range planning. This will be coordinated with the longer range activities of the Metropolitan Council.

A sub-area approach will be utilized in the Service Needs Assessment. The examination and analysis of transit needs will be conducted for both the metropolitan area as a whole and for sub-areas within the metropolitan area. This approach recognizes that many corridor and sub-area studies have already been completed or are in the process of being completed. These include the T.H. 55/Hiawatha Avenue Corridor, the University Avenue Corridor, the Southwest

Corridor, the Chaska/Chanhassen area, six communities in Dakota County, the I-394 corridor, the Subregion 3 Study and areas of Minneapolis and St. Paul.

The intent of the Service Needs Assessment is not to duplicate the work done to date in these studies but rather to build and expand upon those studies which have been completed, coordinate and support those in progress and focus major efforts in those areas which have not been examined.

Issues will be examined from a metropolitan wide perspective first to establish the overall agenda for the study. In addition, major emphasis will be placed on the sub-area approach, especially those areas not included in previous studies. The specific configuration of the Service Needs Assessment sub-areas will be developed in the first task of the Work Program. The existing Metropolitan Council Subregions will be used as the starting point for development of the sub-areas.

The sub-area approach assumes that different portions of Metropolitan area and different people within those areas have different transit needs. Different issues and needs will lead to different solutions. Thus, it is assumed that the analysis, development of alternatives and recommendations will vary between sub-areas. The Work Program is tailored to meet these individual needs of the different sub-areas.

Study Organization and Responsibility

The Regional Transit Board (RTB) will be responsible for the overall management of the Service Needs Assessment and will conduct specific elements of the study. A private consulting firm or firms will be employed by the RTB to conduct major elements of the work program. The consultant will have primary responsibility for the needs assessment and marketing research, evaluation of existing services, development and evaluation of alternative services, development of the recommended service alternatives, funding and implementation plan. It is anticipated that the consultant will perform in a coordinated team approach and will develop a strong working relationship with the RTB.

The RTB proposes to use a Project Management Team to assist with the overall review of the Service Needs Assessment. This team will be composed of key people from the various jurisdictions and organizations involved in transit in the metropolitan area. This group will function in an advisory capacity and will provide a valuable link between the RTB, the Service Needs Assessment and the jurisdictions and organizations they represent. With a project of this magnitude and scope, this linking function will be very important to insure continued communication and coordination between all groups.

In addition, the approach outlined in the Work Program allows for the use of sub-area project groups. These groups will be formed in each of the sub-areas identified for detailed study and will operate through the existing community government structures. They will assist with the community participation programs within the sub-areas and will ensure coordination and communication between the RTB and communities and organizations within the sub-areas.

Regional Transit Board members will also play a key role in the Service Needs Assessment, especially the ongoing community participation program. It is

anticipated that Board members will take a lead role in the initial public meetings in sub-areas within their Districts and will be involved in additional meetings throughout the study.

The Service Needs Assessment will also be coordinated with the long-range planning activities of the Metropolitan Council. As noted previously, the Service Needs Assessment will focus on short to mid-range transit needs and solutions. Longer-range needs and opportunities identified during the study will be coordinated with the Metropolitan Council.

II. Work Program and Products

This section details the specific tasks of the Work Program including those to be conducted by the consultant also identified are areas of involvement and coordination with the Metropolitan Council and the Unified Planning Work Program. The elements to be completed under each task are identified, as are the products, responsibilities and timing.

Task 1: Project Initiation

The following activities will be completed as part of Task 1. The Regional Transit Board (RTB) will be the lead organization, with assistance from the selected consultants

a. Complete the Consultant Selection Process. This step will include finalizing the Request for Proposal (RFP) for consultant services, obtaining approval from the RTB Board to issue the RFP's, conducting the Consultant Selection Process, finalizing a contract with the selected consultant and obtaining Board approval of the selected consultant and consultant contract.

b. RTB Board Input on Issues. Input on issues to be addressed in the Service Needs Assessment will be solicited from the RTB Board to insure inclusion in the final work program. This will be done before a Board meeting and all Board members will be invited.

c. Finalize Work Program. The RTB and the selected consultant will finalize the Service Needs Assessment Work Program based upon the consultant's proposal and the negotiated final contract.

d. Finalize Project Management Team. The membership of the Project Management Team will be finalized and the first meeting will be held. The Project Management Team, which will include representatives from jurisdictions and organizations in the metropolitan area, will assist the RTB and consultant with the overall guidance of the Service Needs Assessment. A meeting schedule will be established.

e. Finalize Sub-areas. The specific sub-areas to be analyzed in the Service Needs Assessment will be defined and finalized. The majority of work tasks will focus on these sub-areas.

f. Identify Data Needs. The RTB and consultant will identify data needs for the successful completion of the Service Needs Assessment. This will include both existing information and any additional data collection activities which may be necessary. A timeline and responsibilities for

g. Initiate Project Coordination. Coordination between the RTB, consultant, and others will be established. This will include scheduling of regular meetings between the RTB and consultant to insure the timely completion of all work elements.

PRODUCTS:

-Draft Work Program
-Request for Proposal (RFP)
-Documentation of RTB Board Service Needs Assessment issues
-Documentation of Consultant Selection Process
-Executed Contract with selected consultant
-Final Work Program
-Project Management Team selected, first meeting and establishment of meeting schedule
-Finalize study sub-areas
-Identification of data needs and data collection activities

RESPONSIBILITIES:

RTB: -Complete Draft Work Program
-Complete and issue Request for Proposals
-Obtain Board input on service need issues
-Conduct consultant selection process
-Negotiate and execute contract with selected consultant
-Work with consultant to finalize work program
-Finalize Project Management Team, hold first meeting and establish meeting schedule
-Work with consultant to finalize study sub-areas
-Work with consultant to finalize data needs and data collection activities

CONSULTANT:
-Negotiate contract
-Finalize Work Program with RTB assistance
-Attend first meeting of Project Management Team and assist RTB in establishing meeting schedule
-Finalize study sub-areas with RTB assistance
-Finalize data collection needs and data collection activities with RTB assistance

TIMING:
-Task 1 will be completed by August 16, 1985.

Task 2: On-going Community Participation Program

The purpose of this task is to establish an on-going program to ensure community participation in the Service Needs Assessment and on other long-term transportation issues. The focus of this effort will be on the study sub-areas defined in Task 1. It is anticipated that a number of different methods will be used to provide for this, including the formation of project groups, public meetings, and meetings with agencies and officials in the area. The RTB will take the lead in this task, with participation by the consultant as appropriate.

a. Establish approach to be used in each sub-area.

b. Establish study sub-area project groups. These may include representatives from government, technical staff, agencies, other special interest or advisory groups, and the general public. It is anticipated that these will be established in each of the major sub-areas and will participate in the various tasks throughout the study.

c. Establish schedule for sub-area project group meetings. The schedule will match expected completion dates of the major work elements.

d. Hold first meeting of each project group.

e. Hold public meetings to assist in the identification of issues to be addressed in the Service Needs Assessment. RTB Board members will take a lead role in this effort in their districts.

f. Meetings with local elected officials, technical staff, agencies and organizations. These meetings will be held to assist in the identification of issues and to explain the study process.

g. Establish on-going mechanism for community participation. This will include specific elements for the Service Needs Assessment and an ongoing program which will continue to provide for community input after the completion of the study.

PRODUCTS:

-Documentation of community participation program
-Sub-area project groups membership established, meeting schedules, meeting agendas and minutes
-Documentation of all meetings
-Documentation of issues raised in each sub-area
-Documentation of on-going community participation program

RESPONSIBILITY:

RTB -Documentation of community participation program with assistance of consultant
-Establish and staff sub-area project groups, including development of membership, schedules, agendas and minutes with assistance from consultant
-Hold and document public meetings in each sub-area
-Meet with elected officials, technical staff, and organizations in each sub-area
-Provide for and document on-going community participation program

CONSULTANT:

-Assist RTB in developing community participation program
-Assist RTB in establishing sub-area project groups and meeting schedules
-Attend sub-area project meetings as appropriate
-Assist RTB with and attend public meetings in each sub-area as appropriate
-Atend other meetings with RTB staff in sub-areas as appropriate
-Assist RTB in establishing and documenting on-going community participation program

TIMING:
-The initial elements of Task 2 will be completed by September 30, 1985. Elements of the community participation program will continue throughout the study.

Task 3: Data Collection

This activity will focus on obtaining the necessary data to complete the Service Needs Assessment. The exact data needs will be identified in Task 1. It is anticipated that this will be a shared work activity between the RTB and the consultant, with the RTB taking the lead role. These activities will also be coordinated with the Metropolitan Council.

a. Collect existing data identified in Task 1.

b. Conduct additional data collection activities as identified in Task 1.

PRODUCTS:
-Data necessary to complete the Service Needs Assessment
-Documentation of additional data collection activities
-Development of base maps for the study

RESPONSIBILITIES:
RTB: -Conduct and document data collection activities as agreed on in Task 1
-Review consultant generated data

CONSULTANT:
-Conduct and document data collection activities as agreed on in Task 2
-Review RTB generated data
-Produce base maps for the study

TIMING:
-Major elements under Task 3 will be completed by September 30, 1985, with additional data needs completed in a timely fashion thereafter.

Task 4: Document Existing Services and Issues

This task will document the existing services currently provided in the metropolitan area focusing on the project sub-areas. It is anticipated that the RTB will take the lead role in this task, with assistance from the consultant. The Metropolitan Council and providers in the area will also be involved in this effort.

a. Document Existing Services, including:
-Regular Route--MTC and Private Providers
-Metro Mobility
-Paratransit Services
-Rideshare and Vanpool Services
-Social Service Agencies and Private Non-Profit Organizations
-Volunteer Services
-Community and County Systems

b. Document related services including parking, development and highways.

c. -Review existing services with sub-area project groups and Project Management Team

PRODUCTS:
-Documentation of existing services
-Project groups and Project Management Team minutes

RESPONSIBILITIES:
RTB: -Document existing services
-Hold sub-area project group and Project Management Team meetings

CONSULTANT:
-Review RTB documentation of existing services
-Attend project sub-area and Project Management Team meetings as appropriate

TIMING:
-Task 4 will be completed by September 30, 1985.

Task 5: Documentation and Analysis of Existing Travel Patterns, Socio-Economic and Demographic Characteristics

The purpose of this task is to establish the existing or base characteristics for the metropolitan area, with special emphasis on the study sub-areas. Existing information from the Metropolitan Council will be used in this effort and activities will be coordinated with the Council.

This will be used to estimate the future travel planning assumptions in Task 5 and to evaluate the effectiveness of existing service in Task 8. The RTB will take the lead role in this task, with assistance from the consultant.

a. Document the existing metropolitan and sub-area travel patterns, socio-economic and demographic characteristics

b. Analyze these and identify significant trends.

c. Discuss and review the results with the sub-area project groups and Project Management Team.

PRODUCTS:
-Documentation of existing travel patterns, socio-economic and demographic characteristics
-Minutes from project groups and Project Management Team meetings

RESPONSIBILITIES:

RTB: -Document existing conditions, with assistance from consultants
-Minutes from meetings

CONSULTANT:
-Assist RTB with documentation of existing conditions
-Attend meetings

TIMING:
-Task 5 will be completed by September 30, 1985.

Task 6: Future Travel Patterns, Socio-Economic and Demograhic Characteristics

The purpose of this element will be to develop the future planning assumptions to be used in the Service Needs Assessment. Existing projections, developed by the Metropolitan Council, will be used in this effort. The consultant will take the lead role in this task, with input and review from the RTB. The Metro Council will also be involved in the development and review of the products of this Task.

a. Develop estimated future travel patterns, socio-economic and demographic characteristics for the metropolitan area and for the sub-areas.

b. Review projections with project groups and Project Management Team.

c. Revise and finalize projections based on input from these groups.

PRODUCTS:
-Documentation of future travel patterns, socio-economic and demographic characteristics
-Project groups and Project Management Team minutes

RESPONSIBILITIES:

RTB: -Assist and review consultant generated forecasts
-Hold project sub-area and Project Management Team meetings

CONSULTANT:
-Develop future travel patterns, socio-economic and demographic forecasts
-Attend project area and Project Management Team meetings as appropriate

TIMING:
-Task 6 will be completed by October 31, 1985.

Task 7: Development of Goals, Objectives and Evaluation Criteria

The purpose of this element is to develop the Service Needs Assessment goals, objectives and evaluation criteria to be used in the analysis and evaluation of existing service and future alternatives. These will be coordinated with existing RTB goals and policies and will be adopted by the RTB. These adopted goals, objectives and evaluation criteria will provide an ongoing basis for the evaluation of new and existing service. This task will also include defining the term needs for purposes of the Service Needs Assessment. This will be a shared work task between the RTB and the consultant, with the consultant taking the lead role. This activity will be coordinated with the Unified Planning Work Program work element on Regional Standards and Evaluation Criteria.

a. Review existing goals and objectives, and discuss with the project groups, Project Management Team and RTB Board.

b. Develop evaluation criteria and any revisions to goals and policies.

c. Adoption of goals, policies and evaluation criteria by RTB Board

PRODUCTS:
-Adopted goals, objectives and evaluation criteria
-Project groups, Project Management Team and RTB Committee and Board minutes

RESPONSIBILITIES:
RTB: -Compile and review with groups the existing goals and policies
-Develop evaluation criteria with assistance from the consultant and present to groups
-Minutes from meetings

CONSULTANT:
-Assist RTB review existing goals and policies
-Assist RTB develop evaluation criteria
-Attend meetings as appropriate

TIMING:
-Task 7 will be completed by December 20, 1985.

Task 8: Transportation Needs Assessment

The purpose of this element will be to determine the existing and future transportation needs, especially those not currently being met, in the metropolitan area and in the sub-areas. A number of activities will be conducted under this element including innovative market research techniques to determine travel needs. Activities conducted under this element will be a major work task of the consultant. It is expected that the consultants will suggest additional innovative approaches to the ones identified below in their proposals. These will be finalized during negotiation of the consultant contract.

a. Market Research. The consultant will develop approaches to determine service needs through the use of innovative marketing research techniques. These may include the use of focus groups, marketing surveys, etc.

b. Community Input. Input from policy, technical and citizen groups will be examined and included in the needs assessment. This input will be received through the ongoing Community Participation Program outlined in task 2.

c. Evaluate and analyze market research results and public input.

d. Determine and document unmet travel needs

e. Discuss marketing procedures, results and unmet travel needs, with project groups, Project Management Team and RTB Board.

PRODUCTS:
-Documentation of market research procedures and results
-Meeting minutes

RESPONSIBILITIES:

RTB: -Review consultant recommended marketing research procedure and results, and assist in process where appropriate
-Document community participation from task 2
-Assist consultant in determining unmet travel needs
-Review consultant documentation of unmet needs
-Hold meetings and prepare minutes

CONSULTANT:
-Conduct marketing research activities
-Evaluate and document marketing research results
-Review community participation input
-Determine and document unmet travel needs, with assistance from RTB
-Attend meetings

TIMING:
-Task 8 will be completed by January 31, 1986.

Task 9: Evaluate the Effectiveness of Existing Service

This task will evaluate the effectiveness of existing services in meeting the needs identified in tasks 2 and 7 based on the evaluation criteria developed and adopted in task 6. The evaluation will include the identification of areas where needs are not currently being met. The consultant will take the lead in this task, with assistance from the RTB.

a. Evaluate existing service based on the evaluation criteria, marketing research results and community participation input.

b. Review and discuss results with project groups, Project Management Team and RTB Board.

PRODUCTS:

-Documentation of evaluation of effectiveness of existing services
-Meeting minutes

RESPONSIBILITIES:

RTB: -Assist consultant with evaluation of existing service
-Review consultant evaluation
-Hold meetings and prepare minutes

CONSULTANTS:
-Conduct evaluation of existing service
-Prepare documentation of evaluation of existing service
-Review and discuss with groups

TIMING:
-Task 9 will be completed by March 14, 1986.

Task 10: Develop Alternatives to Address Unmet Needs

The purpose of this task will be to develop potential service alternatives to address the unmet needs. The consultant will take the lead on this task, with assistance from the RTB.

a. Develop service alternatives to address unmet needs. Different approaches may be developed to address the unmet needs in the different sub-areas. Alternatives considered may include regular route transit, time-transfer service, dial-a-ride, ridesharing, other paratransit options, specialized services, light rail transit and other innovative approaches. Alternatives will focus on short to mid-range solutions. Areas which may be candidates for longer range alternatives, such as light rail, will be identified and tied into the Metropolitan Council's long-range planning activities.

b. Discuss and review alternatives with project groups, Project Management Team and RTB Board.

PRODUCTS:

-Documentation of potential service alternatives
-Meeting minutes

RESPONSIBILITIES:

RTB: -Assist consultant develop potential service alternatives
-Review consultant documentation of alternatives
-Hold meetings and prepare minutes

CONSULTANT:
-Develop and document potential service alternatives
-Review and discuss alternatives with groups

TIMING:
-Task 10 will be completed by April 30, 1986.

Task 11: Evaluation of the Service Alternatives

This task will focus on evaluating the potential service alternatives. This will be done based on the goals, objectives and evaluation criteria adopted in task 6. The consultant will have the lead role in this task, with assistance from the RTB.

a. Evaluate the service alternatives based on the adopted goals, objectives and evaluation criteria.

b. Discuss and review with project groups, Project Management Team and RTB Board. Public meetings may also be held to gather input from the general public and other agencies and organizations.

c. Conduct additional analysis based on response from groups if necessary.

PRODUCTS:

-Documentation of evaluation of service alternatives
-Meeting minutes

RESPONSIBILITIES:

RTB: -Assist consultant in evaluation of alternatives
-Review consultant documentation of evaluation
-Meeting minutes

CONSULTANT:
-Evaluate service alternatives
-Document alternatives evaluation process
-Review and discuss with groups

TIMING:
-Task 11 will be completd by June 13, 1986.

Task 12: Selection of Preferred Service Alternatives

This task will involve the selection of the preferred service alternatives. This will be accomplished with input from the project groups, Project Management Team and RTB based on which alternatives best meet the service needs and adopted goals and objectives and available funding. The consultant will develop a recommendation based on the results of the evaluation which will be reviewed by the various groups. Different alternatives may be recommended for different areas. The consultant will take the lead on this task, with assistance from the RTB.

a. Develop consultant recommendation on most appropriate service alternatives.

b. Review and discuss consultant recommendation with project groups, Project Management Team and RTB Board. Additional public meetings may be held if desired.

c. Revise and finalize selection of service alternatives based on input from groups.

d. Coordinate with the development of the RTB's Implementation Plan.

PRODUCTS:

-Consultant recommended service alternatives
-Finalized recommended service alternatives
-Meeting minutes

RESPONSIBILITIES:

RTB: -Assist consultant in developing recommended service alternatives
-Hold meetings
-Review consultant documentation of recommended alternatives

CONSULTANT:
-Develop consultant recommended service alternatives
-Document finalized recommended service alternatives
-Attend meetings

TIMING:
-Task 12 will be completed by July 18, 1986.

Task 13: Develop Recommendations, Funding and Implementation Plan

The purpose of this task is to develop the final recommendations, funding and implementation plan for the selected alternatives. These will be packaged together into an Action Plan which will include the specific steps necessary for implementation, funding sources, timelines and necessary approvals. The consultant will take the lead in this task, with assistance from the RTB.

a. Development of recommendations, funding and implementation plan.

b. Review and discuss with project area groups, Project Management Team and RTB Board.

c. Revise and finalize based on input from above groups.

d. Include the recommendations in the RTB's Implementation Plan to be completed by August 31, 1986.

PRODUCTS:

-Recommendations, Funding and Implementation Plan
-Meeting minutes

RESPONSIBILITIES:

RTB: -Assist consultant in development of recommendations, funding and implementation plan
-Review final plan
-Hold meetings

CONSULTANTS:
-Develop recommendations, funding and implementation plan
-Review and discuss with groups

TIMING:
-Task 13 will be completed by September 30, 1986, with a draft completed by August 15, 1986.

Task 14: Review by Sub-area Groups and Project Management Team

a. The recommendations, funding and implementation plan will be reviewed with the sub-area groups and the Project Management Team. They will also be discussed with municipalities within the sub-areas and appropriate special interest groups.

PRODUCTS:

-Meeting minutes

RESPONSIBILITIES:

RTB: -Hold and document meetings
-Document the endorsement process

CONSULTANT:
-Attend meetings

TIMING:
-Task 14 will be completed by October 31, 1986.

Task 15: Establish Ongoing Service Needs Assessment Program

The purpose of this task will be to formalize the RTB's ongoing Service Needs Assessment Program. It is realized that the analysis conducted in this study will not be able to provide the level of detail necessary in all portions of the metropolitan area. Further analysis, re-evaluation and examination of new

or changing conditions will be necessary. The ongoing Service Needs Assessment Program, which will be developed and incorporated into the Final Report, will establish the framework and procedures for this. The RTB will take the lead in this task, with assistance from the consultant.

a. Develop Ongoing Service Needs Assessment Program. This will include at least the following elements:
-procedure and timeline for analyzing areas not covered in the initial Service Needs Assessment
-procedure for re-evaluating, monitoring and updating the Service Needs Assessment
-procedure for responding to requests for conducting Service Needs Assessments, including funding

b. Review with Project Management Team and RTB Board

c. Revise and finalize based on input from Project Management Team and RTB Board.

d. Incorporate Ongoing Service Needs Assessment Program into the Final Report and as a separate document.

c. RTB Adoption of ongoing Service Needs Assessment Program

PRODUCTS:

-Ongoing Service Needs Assessment Program
-Meeting minutes

RESPONSIBILITIES:
RTB: -Develop Ongoing Service Needs Assessment Program, with assistance from the consultant
-Hold meetings

CONSULTANT:
-Assist RTB in developing Ongoing Service Needs Assessment and review RTB work
-Attend meetings as appropriate

TIMING:
-Task 15 will be completed by October 31, 1986.

Task 16: RTB Adoption and Establishment of Priorities

a. Finalize sub-area Action Plans and overall Metropolitan Action Plan

b. Discuss and review with RTB Board

c. Establish priorities for implementaton of the Action Plan

d. RTB Board adoption of the Action Plan and priorities for implementation

PRODUCTS:

-Adopted Metropolitan Action Plan and established priorities
-Meeting minutes

RESPONSIBILITIES:

RTB: -Assist consultant develop metropolitan Action Plan
-Review consultant-developed plan
-Assist RTB Board develop priorities
-Hold meetings

CONSULTANT:
-Develop Metropolitan Action Plan
-Assist RTB Board develop priorities
-Attend meetings

TIMING:
-Task 16 will be completed by November 30, 1986.

Task 17: Final Reports

The purpose of this task will be to prepare and publish the Sub-area Reports, the overall Final Report and Executive Summary. The consultant will be responsible for preparation and printing of these documents with assistance from the RTB.

a. Develop Service Needs Assessment Final Report. This document will include the various reports prepared for each of the work tasks outlined in the work program.

b. Develop Service Needs Assessment Executive Summary. This document will highlight the major elements of the study.

c. Develop sub-area Final Reports. These will document the study process

PRODUCTS:

-Service Needs Assessment Final Report
-Service Needs Assessment Executive Summary
-Sub-area Final Reports

RESPONSIBILITIES:

RTB: -Assist consultant in developing reports and review draft documents

CONSULTANT:
-Prepare and print Final Report
-Prepare and print Executive Summary
-Prepare and print Sub-area Reports

TIMING:
-Task 17 will be completed by December 31, 1986. Draft reports will be completed by November 31, 1986.

Task 18: Approval By Metropolitan Council

a. Presentation of Service Needs Assessment, Action Plan and Priorities to the Metropolitan Council for their approval.

b. Metropolitan Council Approval.

PRODUCTS:

-Formal Metropolitan Council approval

RESPONSIBILITIES:

RTB: -Present Service Needs Assessment Action Plan and Priorities to Metropolitan Council

CONSULTANT:

-Attend meetings as appropriate

TIMING:
-Task 18 will be completed by December 31, 1986.

III. PROPOSAL GUIDELINES AND SCHEDULE

A. Time Schedule

The anticipated starting date for consultant work on the Service Needs Assessment is July 28, 1985. The timeline for completion of the various work elements is outlined in the RFP, with completion of the Final Reports to be completed by December 31, 1986.

B. Maintenance of Records and Reports

The selected consultant will be required to maintain records necessary to complete monthly reports on the contract activity which shall include the kind of service delivered, the period of time involved and the products provided.

C. Requested Proposal Content and Format

The consultant proposal should include the following:

1. Cover letter. This should include the name and address of the lead consultant and the names of other firms or individuals participating in the proposal.

2. Introduction. The consultant should indicate their understanding of the project, its goals and key elements.

3. Project Organization. This should include the proposed approach, the identification and roles of the lead consultant and any subconsultants and anticipated interaction with the RTB and proposed committees.

4. Work Plan. This should include a detailed outline of the tasks, target dates, responsibilities, hours, hourly rates, professional classifications, expenses, and a description of the products for each task. Consultants are encouraged to suggest innovative or alternative approaches to the work elements outlined in the RFP.

5. Project Staffing. This should include identification of the individuals directly responsible for executing the project. A brief summary of their experience and education should be provided. Of key importance will be the qualifications of the Project Manager.

6. Experience and Qualifications. This section should include a brief description of each firm, area of expertise, work on similar projects and location.

7. Project Budget. This section should include the proposed budget for the project. Included should be person-hours per task, hourly rates, classifications, equipment and expenses.

8. Client References. Five client references, from projects of similar scope, should be provided for each of the major firms.

9. Project Timeline. The consultant should provide a timeline for completion of each of the work tasks and the total project.

10. The proposer must demonstrate utilization of affirmative action employment policies by supplying the current composition of employees by race, ethnic group and gender.

    Proposers should also include a plan to utilize disadvantaged and women-owned business enterprises (DBE/WBE). No goal is established for the value of work to be subcontracted to disadvantaged and/or women business enterprises, but the lead consultant shall make every reasonable effort to subcontract work through good faith negotiations in advance of contract award.

D. Proposal Submission and Consultant Selection Process

1. Schedule

Requests for Proposals on the Service Needs Assessment will be issued by the RTB on May 22, 1984. A pre-proposal conference is scheduled for Monday, June 10, 1985 at 10:00 a.m. in Metropolitan Council Conference Rooms B and C, 3rd floor Metro Square Building, St. Paul. Proposals must be received by 2:00 p.m. on Monday, June 24, 1985. Interviews with the finalist will be scheduled on Monday, July 1, 1985. The selection process will be completed by July 15, 1985.

2. Pre-proposal Conference

The pre-proposal conference will be held on June 10, 1985. Questions concerning the RFP will be answered at that time. Questions may be submitted in writing or orally. No explanations will be provided after the pre-proposal conference other than those previously addressed.

Consultants planning to attend the pre-proposal conference should notify the RTB contact person by June 3, 1985. Firms are asked to limit the number of representatives to three.

3. Submission of Proposals

All proposals must be sent to:

Katherine F. Turnbull
Planning Manager
Regional Transit Board
270 Metro Square Building
Seventh and Robert Streets
St. Paul, Minnesota 55101

Proposals must be received by no later than 2:00 p.m. Monday, June 24, 1985. Late proposals will not be accepted. Please provide ten copies of the proposal. All must contain an original signature of an authorized member of the lead firm.

4. Selection Process

The RTB will utilize a Consultant Selection Committee to review the proposals, interview the finalists and select the consultant. The Committee will be composed of representatives from the Regional Transit Board, Minnesota Department of Transportation, Metropolitan Council, Transportation Advisory Board and State Planning.

5. Evaluation

The consultant will be selected based on the following evaluation criteria.

a. Project cost detail, including person-hour commitment, billing rates, and commitment to complete the project within the proposed budget and timeline.

b. Expressed understanding of project objectives, including issues, problems, approach and team concept.

c. Qualifications of firm and personnel, including relevant firm experience, project team composition, management structure, qualifications and experience of key personnel and commitment of time to project.

d. Project work plan, including comprehensive approach to proposed elements, innovative approaches, understanding of the key components and overall structure.

F. Cancellation of Solicitation

This Request for Proposal does not obligate the RTB to complete this project. The RTB reserves the right to cancel the solicitation if it is considered to be in its best interest and may reject any and all proposals.

SERVICE NEEDS ASSESSMENT - REQUEST FOR PROPOSAL MAILING LIST

Transportation Planning Firms

Barton-Aschman and Associates
Attention: John Mullan
10 Cedar Square West/Cedar Riverside
1610 South Sixth Street
Minneapolis, MN 55404

BRW, Inc.
Attention: Richard Wolsfeld
Thresher Square
700 Third Street South
Minneapolis, MN 55415

Edwards and Kelcey, Inc.
Attention: Robert Sands
4930 West 77th Street
Minneapolis, MN 55435

Howard Needles Tammen & Bergendorf
Attention: Richard Beckman
6700 France Avenue South
Minneapolis, MN 55435

Strgar-Roscoe-Fausch, Inc.
Attention: Peter Fausch
630 Twelve Oaks Center
15500 Wayzata Boulevard
Wayzata, MN 55391

Short, Elliot & Hendrickson
Attention: Bob Byers
222 East Little Canada Road
St. Paul, MN 55117

Charles River Associates, Inc.
200 Clarendon Street
John Hancock Tower
Boston, MA 02116

Wilber Smith and Associates
Bankers Trust Tower
P.O. Box 92
Columbia, SC 29202

Comsis Corporation
11501 Georgia Avenue
Wheaton, MD 20902

Ecosometrics, Inc.
Attention: Patric Mayworm
4715 Cordell Avenue
Bethesda, MD 20815

Crain & Associates, Inc.
Attention: Bill Welch
343 Second Street
Los Altos, CA 94022

Marketing Research Firms

Anderson, Berdie & Associates
Attention: Jack Anderson
1885 University AVenue
St. Paul, Mn 55104

Anderson Marketing Research
Attention: Alfred Anderson
Edina Executive Plaza
5200 Wilson Road
Minneapolis, MN 55424

Consumer Research Corp.
Attention: Howard Kushmar
811 LaSalle
Minneapolis, MN 55402

Custom Research, Inc.
Attention: Diane Kokal
10301 Wayzata Blvd.
Minneapolis, MN 55426

Maracom Research Corp.
Attention: Dean Danielson
7625 Bush Lake Road
Edina, MN 55435

Mid-Continent Surveys, Inc.
Attention: Jim Frazee
830 Midwest Plaza
Minneapolis, MN 55402

Quatra Marketing Research, Inc.
Attention: Robert Johnson
7200 France Avenue South
Minneapolis, MN 55435

IMPAC Marketing Consulting/Research
Attention: Fancher Wolfe
11800 Live Oak Drive
Minnetonka, MN 55343

Mr. Richard McCullough, President
Winona, Inc.
8200 Humboldt Avenue South
Minneapolis, MN 55341

Mr. Dale Longfellow, Director
Miller Research
P.O. Box 32073
Minneapolis, MN 55432

Mr. Stephen K. Plasman
Stephen K. Plasman & Associates, Inc.
3101 West 69th Street
Minneapolis, MN 55435

Ms. Carol Morgan
Morgan Public Relations/Marketing
2217 Nicollet Avenue South
Minneapolis, MN 55404

Ms. Marge Rossman
Split Infinitive
46 East 4th Street
Suite 812
St. Paul, MN 55101

Mr. Mike Felix
Professional Planning and Design Services
15260 Eagle Creek Drive
Prior Lake, MN 55372

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 14, 1985

TO: Regional Transit Board

FROM: Todd Lefko, Chair, Policy Committee
Ruth Franklin, Chair, Administration and Finance Committee

SUBJECT: Request for Proposal for Preliminary Engineering for Transit Improvements on the University Avenue Corridor

The Request for Proposal (RFP) for consulting services on the Preliminary Engineering for Transit Improvements on the University Avenue Corridor has been reviewed by a Technical Review Committee, composed of representatives from Mn/DOT, Ramsey County, Minneapolis, St. Paul, MTC and Metropolitan Council. Hennepin County staff also reviewed the document independently. In addition, Tom Larwin, General Manager of the Metropolitan Transit Board in San Diego read the RFP.

The RFP has been reviewed and recommended by the Policy and Administration and Finance committees at their May 1 and May 2 meetings respectively.

The RFP, consultant mailing list and the City Development Work Program are attached. The dates in the RFP have been changed to reflect the revised schedule. The work elements in Task 2 have been restructured and further defined to provide improved clarity. The firm experience and qualifications and the evaluation criteria have also been defined in greater detail. Other minor changes have been made to strengthen wording or to clarify certain elements.

It is anticipated that the RFP will be issued on May 21 with proposals due on June 21, 1985. The RFP will be sent to the attached list of consultants and will be advertised in Passenger Transport, engineering journals and other appropriate sources.

RECOMMENDATION:

That the Regional Transit Board authorize staff to issue the Request for Proposal for Consultant Services on the Preliminary Engineering for Transit Improvements on the University Avenue Corridor.

O. K. as rec.

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

REQUEST FOR PROPOSAL
LIGHT RAIL TRANSIT PRELIMINARY DESIGN
TWIN CITIES METROPOLITAN AREA

The Regional Transit Board (RTB) of the Twin Cities Metropolitan Area wishes to engage a professional consultant to provide preliminary design services for a light rail transit system in the University Avenue Corridor and connections to the Hiawatha Avenue and Southwest Corridors in the Twin Cities. This Request for Proposal (RFP) describes the proposed consultant scope of services and time frame for completing the work.

A pre-proposal conference is scheduled for Tuesday, June 4, 1985 at 1:00 PM in the Metropolitan Council Chambers, 3rd Floor, Metro Square Building, St. Paul, Minnesota. The status of the project will be discussed and all pertinent available information will be provided for review and discussion. Copies of resource materials listed in the RFP will be available at that time.

Consultant proposals for this project must be submitted to:

Judith Hollander
Director of Planning and Programs
REGIONAL TRANSIT BOARD
270 Metro Square Building
St. Paul, Minnesota 55101

Proposals will be accepted until 2:00 PM, Friday, June 21, 1985. Ten copies are required from all proposers. Late proposals will not be accepted.

The consultants selected as finalists will be invited to make an oral presentation of materials and to answer questions about proposal specifics on June 27, 1985 at the RTB offices. Final selection of the consultant will be completed on June 28, 1985 by the RTB.

The consultant is expected to begin work by approximately July 15, 1985. All preliminary engineering and design consultant work activities must be completed by October 31, 1986.

An Equal Opportunity Employer

The anticipated budget for work to be accomplished by the consultant is eligible for funding from the motor vehicle excise tax in Minnesota and is estimated to be approximately $2.5 million, the equivalent of 50,000 person hours. Final award of this contract is contingent upon the concurrence of all participating agencies.

All questions concerning submittal of a proposal must be directed to Judith Hollander. Amendments to this RFP will be prepared should questions of concern to all prospective consultants arise.

Sincerely,

Judith Hollander
Director of Planning and Programs

REQUEST FOR PROPOSAL

LIGHT RAIL TRANSIT PRELIMINARY DESIGN

TWIN CITIES METROPOLITAN AREA

REGIONAL TRANSIT BOARD OF THE TWIN CITIES METROPOLITAN AREA

MAY 21, 1985

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I. INTRODUCTION

A. REQUEST FOR PROPOSAL INVITATION

Based on the authority created by the Minnesota State Legislature as described in the 1984 Minnesota Laws Chapter 654, Article 3, the Regional Transit Board (RTB) of the Twin Cities invites qualified professional consulting firms with experience in the design of light rail transit systems to submit proposals for preliminary design of a Light Rail Transit System in the University Avenue and connecting corridors of the Twin Cities. This request for Proposal (RFP) describes the proposed preliminary effort that has been initiated as a result of the decisions of the Metropolitan Council in the Southwest/University Avenue Corridor Study: Transit Alternatives Analysis/Draft Environmental Impact Statement. This introductory section of the RFP describes the role of the RTB and status of transit planning in the Twin Cities, and defines the scope and limits of the effort and the project management structure.

B. ROLE OF THE RTB

In 1984, the Minnesota Legislature created the RTB and reorganized the transit decision making structure in the Twin Cities. The RTB was created to perform mid-range transit planning, make policy, handle administrative functions and facilitate the establishment of new and alternative transit services in the Twin Cities area. The Regional Transit Board consists of 14 members appointed by the Metropolitan Council and a chair appointed by the Governor.

The major functions and activities of the RTB as specified in the enabling legislation include:

- Preparation of transit implementation plans (an Interim Implementation Plan was adopted December 1, 1984 and a final plan must be completed by August 1, 1986)
- Appointment of members to the restructured Metropolitan Transit Commission (MTC), the regional public bus operator
- Preparation of transit budgets, financial plans and staffing plans
- Review and approval of the MTC budget
- Administration of paratransit and rideshare program responsibilities
- Research on transportation issues.

It is based on this authority and responsibility that the RTB is initiating the LRT preliminary design effort. Figure 1 illustrates the context for this effort within the overall RTB transit decision making process.

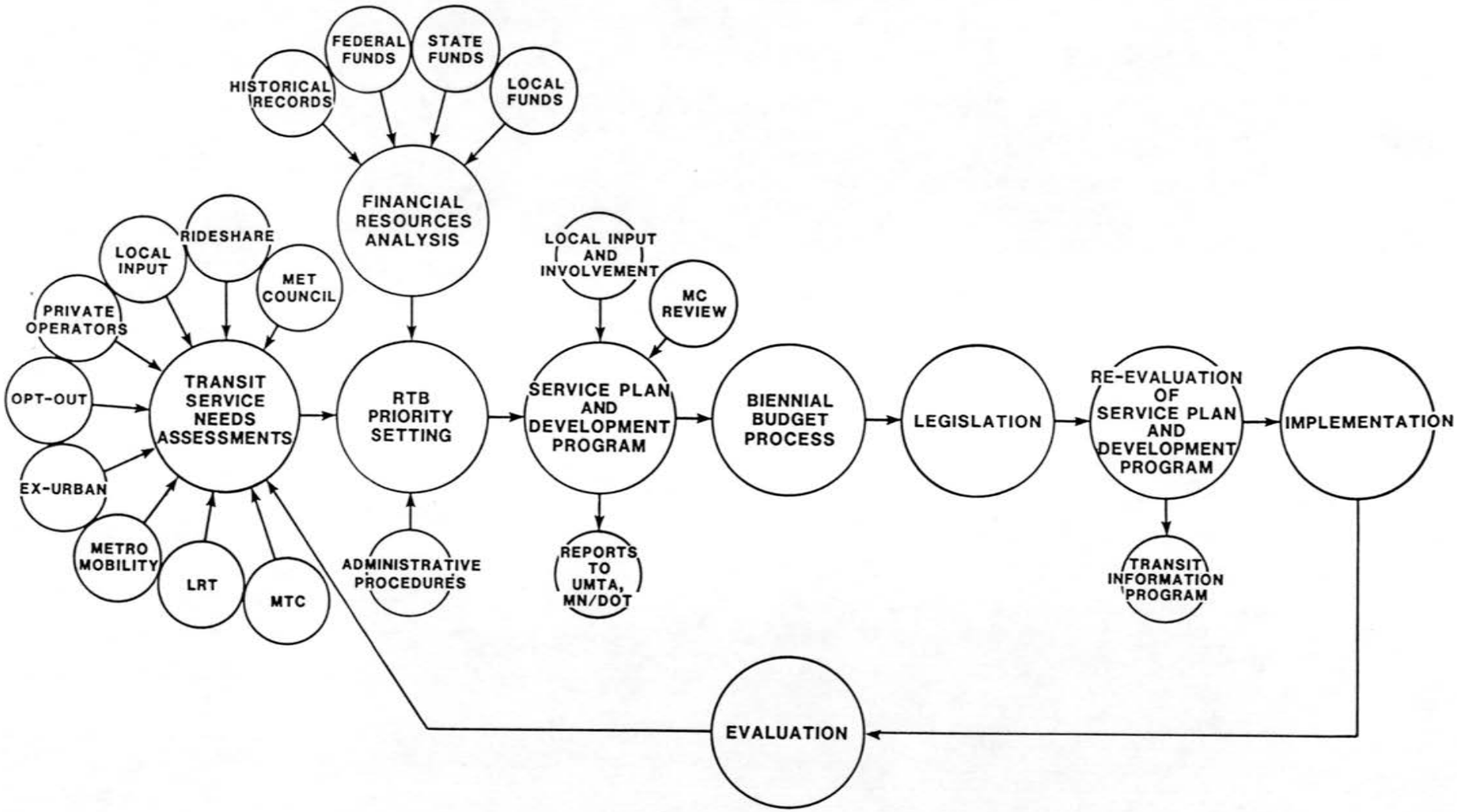
C. STATUS OF TRANSIT PLANNING IN THE TWIN CITIES

The current LRT decision making process has been ongoing since 1979 when the LRT Feasibility Study was initiated. The Feasibility Study determined that more detailed analysis of LRT in the University Corridor was justified. At the same time, the Hennepin County Board of Commissioners took several actions to create a regional rail authority that subsequently purchased right of way from the Chigago Northwestern Railroad in the Southwest Corridor for potential use as a light rail corridor in the Twin Cities.

In 1982 the Metropolitan Council received a grant from the Urban Mass Transportation Administration (UMTA) to conduct a transit alternatives analysis for the University Avenue and Southwest Corridors. This effort was guided by a Steering Committee and has produced the Southwest/University Avenue Corridor Study: Transit Alternatives Analysis and Draft EIS, a summary of which is attached to this RFP. The DEIS will be circulated to inform the public of the proposed transit improvements and their consequences. Public meetings and hearings will be held to further inform the affected public and to receive comments from public and private agencies, organizations, and citizens.

The purpose of the Southwest/University Avenue Corridor Study was to identify problems and analyze solutions regarding transit services in the University Avenue and Southwest Corridors. The University Avenue Corridor runs between downtown Minneapolis and downtown St. Paul, generally following University Avenue. University Avenue serves the University of Minnesota and other traffic generators along that route in addition to the downtown areas. The Southwest Corridor extends generally in a southwesterly direction from downtown Minneapolis and traverses southwest Minneapolis, St. Louis Park, Hopkins, Minnetonka, and several Lake Minnetonka suburbs before ending in Excelsior.

The study in these corridors included the definition of a range of alternative transit improvements; the selection, through a scoping process, of a small number of alternatives which were found to be most reasonable; a detailed definition of the characteristics of those alternatives; analyses of the effects of each on the transportation system, the community and the environment; and an evaluation of the alternatives to determine which is considered best.



RTB DECISION MAKING PROCESS

FIGURE 1

Concurrently with University Avenue and the Southwest Corridor activities, the City of Minneapolis conducted a study of alternative transportation improvements and completed a final Environmental Impact Statement (EIS) in the Hiawatha Avenue Corridor. The Hiawatha Avenue Corridor runs southeasterly from downtown Minneapolis to the International Airport and into the City of Bloomington. The Hiawatha study has concluded that the preferred alternative for the corridor is light rail transit and a four-lane, at-grade arterial roadway. The Minneapolis City Council and the Minnesota Commissioner of Transportation have endorsed this recommendation. The Federal Highway Administration has approved the final EIS. Final engineering activities for the roadway component of the Hiawatha Avenue Corridor are expected to begin in the Spring of 1985. A summary of the Hiawatha Avenue Corridor Study is attached to this RFP.

Another related planning activity has been the LRT Implementation Study, conducted by local and regional governmental bodies and the business community. Alternative management and financing strategies for the Southwest, University and Hiawatha Corridors have been analyzed and recommendations have been developed. An analysis of Minneapolis downtown penetration has also been completed.

All of these activities set the stage for Regional Transit Board and Metropolitan Council transit decisions on Light Rail. Ten joint meetings were held to review the technical work conducted for all three corridors and to expedite the decision-making process. In addition, a significant amount of public input was received at the public meeting held in January, 1985 when individuals, agencies and organizations presented testimony.

Based on this decision making process, the Regional Transit Board on February 25 and the Metropolitan Council on March 14 developed recommendations for proceeding with LRT planning. These recommendations have resulted in the following decisions:

1. University Avenue through the two downtowns was selected as the priority corridor for transit improvements in the three corridors.

2. Light rail transit was selected as the preferred guideway alternative in the University Avenue Corridor.

3. The final decision on implementation of light rail transit will be made after preliminary engineering, additional development planning, regional service needs assessments, and financial resource analyses are completed.

4. A work program was adopted that includes the following:

   a. Preliminary engineering for light rail transit in the University Avenue Corridor, including logical connections to other corridors through the two downtowns, connections to maintenance yards and shops, and site specific development planning for corridor stations in the University Avenue Corridor (see Figure 2).

   b. Preliminary engineering activities in the Southwest Corridor to Wooddale Avenue and in downtown Hopkins to facilitate completion of the final EIS. Preliminary engineering activities in the Hiawatha Avenue Corridor to facilitate maximum coordination with the final roadway engineering activities.

   c. Service needs assessments in all other major regional transit corridors in the region, including a comprehensive financial resource analysis that includes assessment of the potential for federal/state/regional funds (completed by March, 1986).

   d. Establishment of an intergovernmental advisory committee to guide these activities within the context of the regional planning process.

5. A final decision on implementation of light rail transit, selection of priority corridors for final design, and transit decisions in other regional corridors will be made by December, 1986.

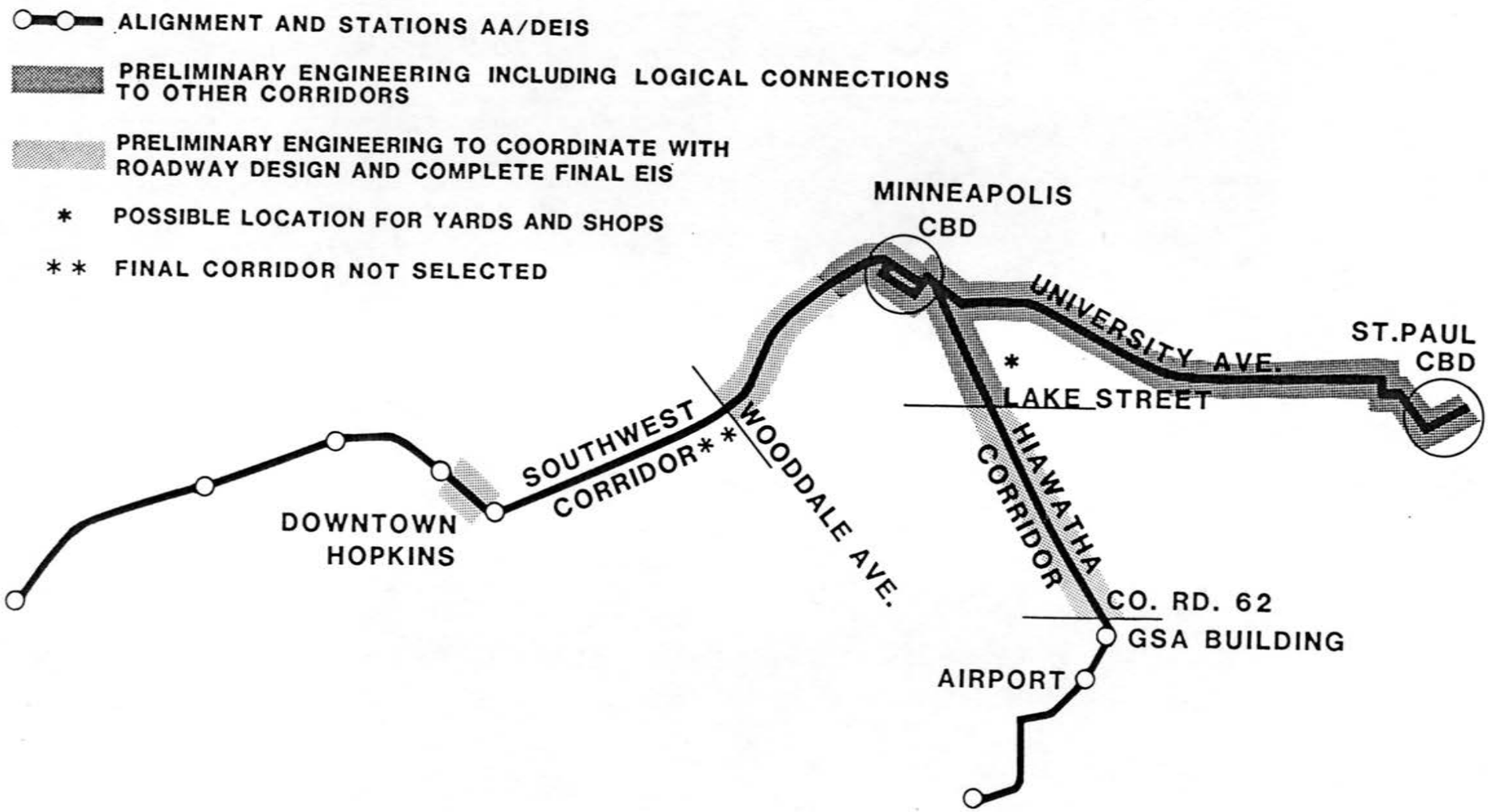
6. A specific proposal to the 1987 legislative session will be prepared, describing the priority transit improvements recommended by the Regional Transit Board and recommending the financial mechanisms and organizational structure to carry out the final decision.

7. The preliminary engineering work will be used as a basis for completion of the Final EIS for the Southwest/University Avenue Corridors.

The relationship of the preliminary engineering effort, service needs assessments and the completion of the draft AA/DEIS is presented in Figure 3.

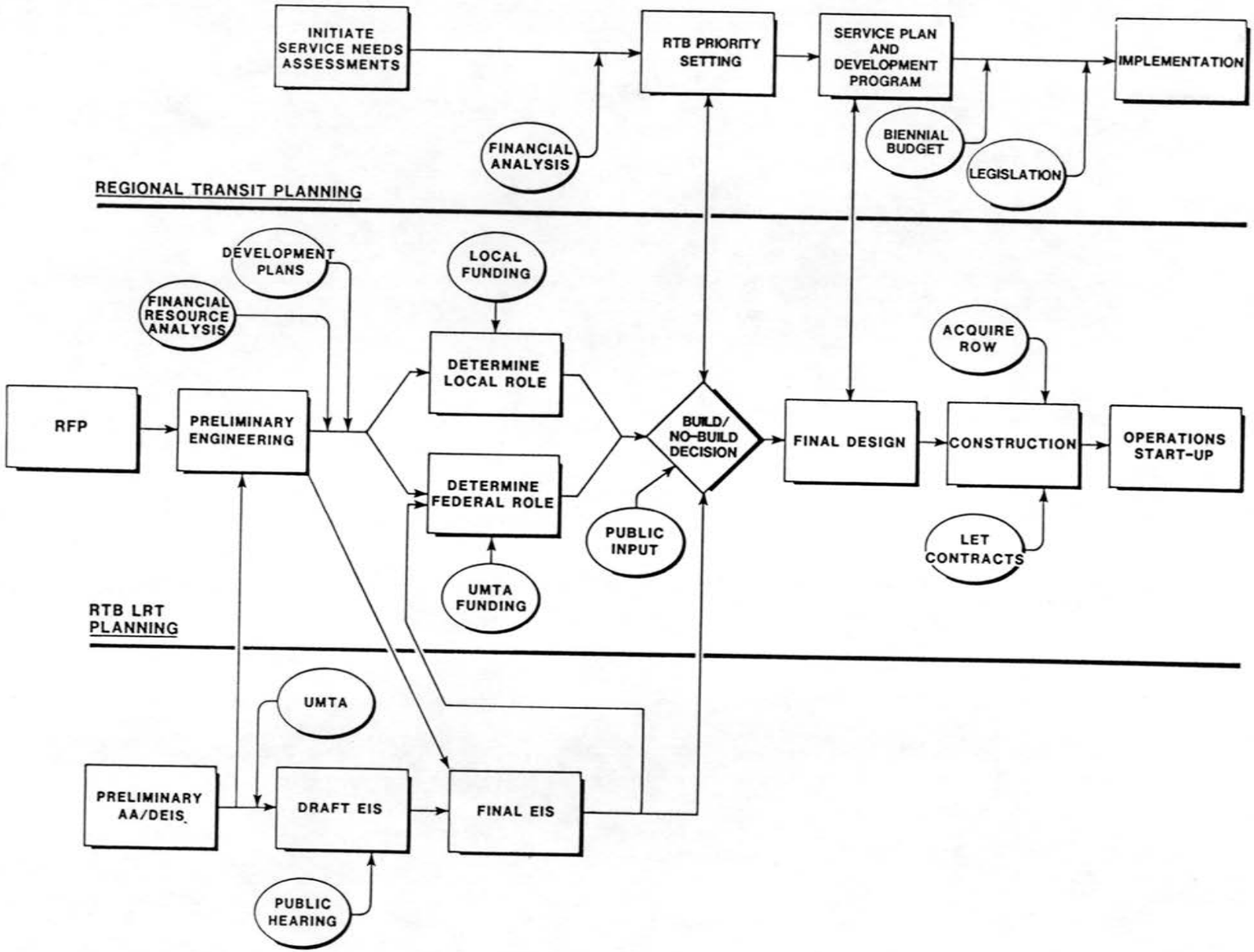
D. DEFINITION OF PRELIMINARY ENGINEERING

The goal of this preliminary engineering effort is to provide the RTB with information at a level of detail sufficient to make a final decision on LRT. This work will include a project cost estimate, determination of right-of-way requirements, precise definition and mitigation of environmental concerns, identification of major construction requirements including utilities,



LRT PRELIMINARY ENGINEERING LIMITS

FIGURE 2



RTB REGIONAL TRANSIT PLANNING DECISION MAKING PROCESS

FIGURE 3

structures and earthwork, as well as layout, typical station designs, and a work program and schedule for development of final plans, specifications and implementation details.

The role of the consultant in this project is to provide technical expertise, take major responsibility for the preliminary engineering and support other related planning activities. The basic work areas to be completed for the project are identified in Figure 4. The consultant will be responsible for completing all of the Engineering work tasks which includes at a minimum determining final route alignments and grades, developing station locations, developing operations, control, communication and security plans, determining vehicle and fare collection system characteristics, maintenance and storage requirements, track work and electrification requirements, right-of-way, utility and structural requirements, and preparation of project cost estimates. Preliminary design criteria and budgets will be developed early in the project to guide subsequent activites. These criteria will be amended during the term of the project for reasons such as safety and cost-effectiveness concerns.

The consultant will also be responsible for completing all of the Corridor Transportation Planning and Traffic Engineering work tasks. These include at a minimum the preparation of a feeder bus system plan, patronage forecasts, determination of parking requirements, urban design elements, and preparation of traffic movement analysis and traffic management plans.

The consultant will also be responsible for providing the support for and technical resources necessary for the RTB to complete the Finance, Ownership and Managment Plan activities. The RTB will require assistance with the financial resource analysis, cash flow and financial plan preparation. Also, the ownership and management structure for operation of the system will need to be identified with the consultant providing direct input in terms of options on which the RTB can base their decision. The role of the consultant in this work area is to provide technical resources and options to the RTB. The RTB will take the major responsibility for this effort and the consultant will only provide staff resources. Full time staff of the RTB and participating agencies will form the guidance and control for this activity.

The project also includes work activities in Development Planning and Public Information. All Development Planning activities will be conducted by the cities involved in the project. Full time staff of the cities will provide major responsibility for guiding and carrying out this task. Public Information activities will be handled by the RTB Project Manager. The consultant will be expected to provide a level of technical support for the development plans and public information activities to be defined in the final work plan and the initial phase of the project.

ENGINEERING ①	CORRIDOR TRANSPORTATION PLANNING AND TRAFFIC ENGINEERING ①	DEVELOPMENT PLANNING ②	ORGANIZATION FINANCE MANAGEMENT PLAN & DEVELOPMENT ②	PUBLIC INFORMATION ②
Route Alignments	Traffic Management Plans	Station Areas	Financial Resources	Public Relations
Operations Plans	Traffic Movement Analysis	Downtowns	Cash Flow	Marketing
Control Plans	Feeder Bus	Joint Development	Financial Plan	Interagency
Communication Plans	Urban Design		Ownership	
Security Plans	Patronage Forecasts		Management	
Vehicle Characteristics	Parking			
Fare Collection	Freight Railroad Interface			
Track				
Electrification				
Maintenance/Storage				
Stations				
ROW				
Utilities				
Structural				
Cost Estimates				

① CONSULTANT TEAM HAS MAJOR RESPONSIBILITY FOR THESE TASKS

② CONSULTANT TEAM SUPPORTS RTB, LOCAL GOVERNMENTS AND OTHER AGENCIES IN THESE TASKS

PRELIMINARY ENGINEERING BASIC WORK AREAS

FIGURE 4

The consultant Scope of Work for the three corridors included in this study is summarized in Figure 5. The University Avenue Corridor will be the primary focus of the study. Major consultant task areas for this corridor include Mobilization, Systems Planning and Engineering, Route Engineering and Design, Station Design, Support Facilities Design, Preparation of Cost Estimates, Finance and Management Analysis, and Implementation Planning.

The consultant Scope of Work for the Hiawatha Avenue Corridor will determine downtown Minneapolis route alignments and connections to other corridors under the Systems Planning and Engineering task area. All Route Engineering and Design tasks will be completed for the corridor segment running from downtown Minneapolis to Lake Street. On the remainder of the corridor, Route Engineering and Design treatment will be coordinated with the final design of the Hiawatha Avenue roadway improvements.

On the Southwest Corridor, Systems Planning and Engineering activities will establish downtown Minneapolis route alignment and connections to other travel corridors. Route Engineering and Design activities will include identification of station locations and other technical work necessary to complete the final EIS for this corridor.

There are a number of major issues that have arisen as part of the Alternatives Analysis that will need to be addressed in the early preliminary engineering tasks. These major issues include the following:

1. LRT corridor alignment within downtown Minneapolis including tunnel alternatives and future connections to other lines.

2. LRT corridor alignment in the State Capitol Area, downtown St. Paul and future connections to other lines.

3. LRT corridor alignment for the Southwest Corridor.

4. LRT corridor alignment in the University of Minnesota area.

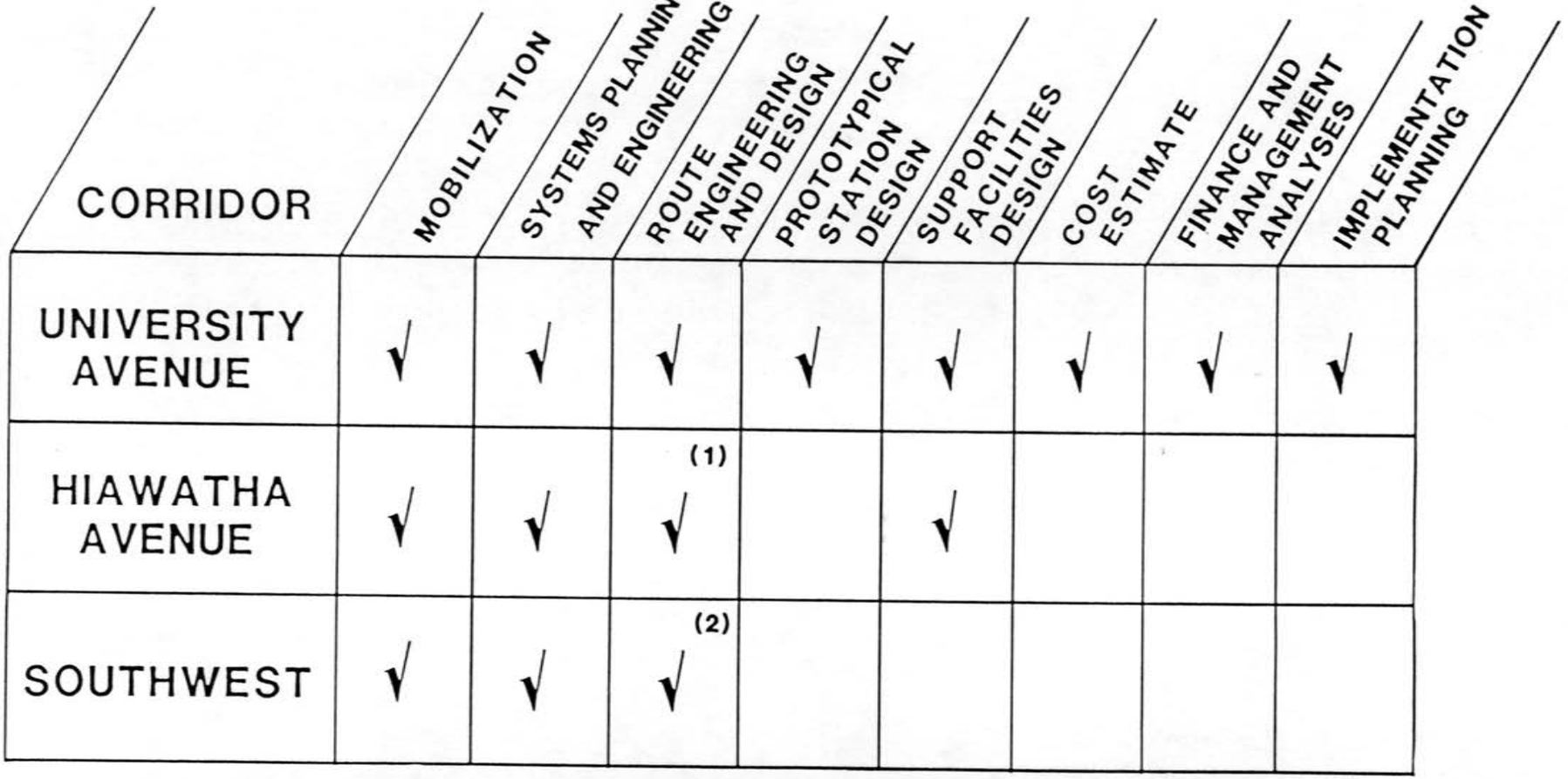
5. University Avenue Corridor approach to downtown Minneapolis (Washington Avenue or Hennepin Avenue Bridge).

6. Corridor cross sections on University Avenue and the impacts on neighborhoods, businesses, traffic operations and parking.

7. Snelling Avenue and University Avenue intersection traffic operations.

8. Condition of Washington Avenue Bridge as potential major river crossing.

9. Minnehaha Creek crossing on Hiawatha Avenue.



(1) THE ROUTE ENGINEERING TASK WILL INCLUDE WORK NECESSARY TO COORDINATE LRT PLANNING WITH FINAL ROADWAY DESIGN.

(2) THE ROUTE ENGINEERING TASK WILL INCLUDE STATION LOCATION, COST ESTIMATES AND OTHER WORK NECESSARY TO COMPLETE THE FINAL EIS.

CORRIDOR SCOPE OF WORK

FIGURE 5

10. Lake Street intersection with Hiawatha Avenue traffic operations.

11. Location of maintenance yards and shops.

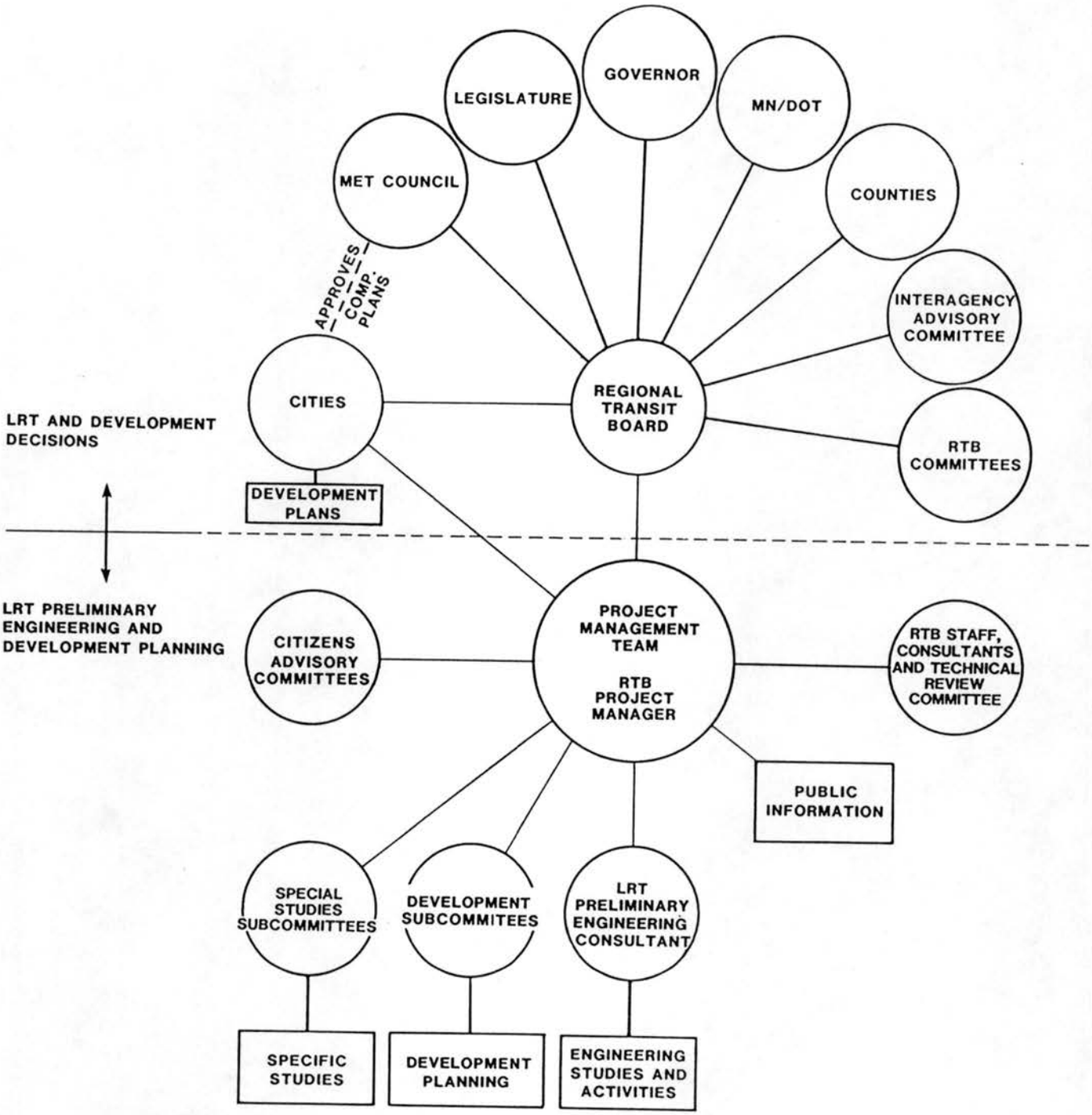
12. Freight railroad interface.

These issues will be resolved as part of the Systems Planning and Engineering, and Route Engineering work tasks as appropriate. Systems Planning will include sufficient analysis to focus route engineering tasks primarily on a single alignment.

The University Avenue/Southwest Alternatives Analysis/Draft EIS and the LRT Implementation Study developed a considerable amount of information on ridership, capital and operating costs, financing sources, station area development, and traffic management. The consultant will take advantage of this information wherever appropriate.

E. PROJECT MANAGEMENT

The Twin Cities LRT Preliminary Engineering studies will be guided by a comprehensive decision-making structure including all appropriate agencies, organizations and affected individuals (see Figure 6). The activities of the consultant will be guided by a Project Management Team and a full time RTB Project Manager. The project manager will be the principal contact between the RTB and the LRT consultant team. In addition to RTB staff, the Project Management Team will include a staff person from the Metropolitan Council, Mn/DOT, the MTC, City of St. Paul, City of Minneapolis, Hennepin County and Ramsey County. The Project Management Team will meet bi-weekly to provide policy and planning guidance to the RTB project manager and the consultant team. The Project Management Team member will be responsible for communication with policy makers in their respective agencies and for citizen participation. Subcommittees of the Project Management Team will be set up to guide specific activities within the study especially for development studies and finance, ownership, and management studies. The Cities of Minneapolis and St. Paul will be responsible for directing and managing development studies in their respective cities. The RTB will direct and manage the finance, ownership and management studies and all public relations. The consultant will provide support for these activities as described in the work program of this proposal.



ORGANIZATION OF PROJECT MANAGEMENT

FIGURE 6

II. SERVICES AND PRODUCTS TO BE PROVIDED BY THE CONSULTANT

A. SCOPE OF WORK FRAMEWORK

The preliminary engineering Scope of Work has been divided into three phases as follows: (see Figure 7).

Phase I, Mobilization, includes two work tasks, Mobilization, and Systems Planning and Engineering. Both tasks involve work which must be completed before more specific route engineering can begin. Phase I will also require a great deal of interaction and coordination with the RTB and PMT to identify unresolved issues, develop a final overall work plan to guide all subsequent work tasks, and to select alignments for Phase II.

Phase II, Engineering, is the actual preliminary design of the system elements including the Route Design, Station Design, Support Facilities Design and preparation of Cost Estimates. This stage incorporates the majority of the preliminary engineering work tasks.

Phase III, Implementation Planning, will involve Finance and Management Analyses, development of support material and an Implementation Plan. Phase III will incorporate risk analysis, schedule and implementation plan information to form the basis for a final RTB go/no-go decision on start-up of the Light Rail Transit System.

B. SCOPE OF WORK AND DELIVERABLES

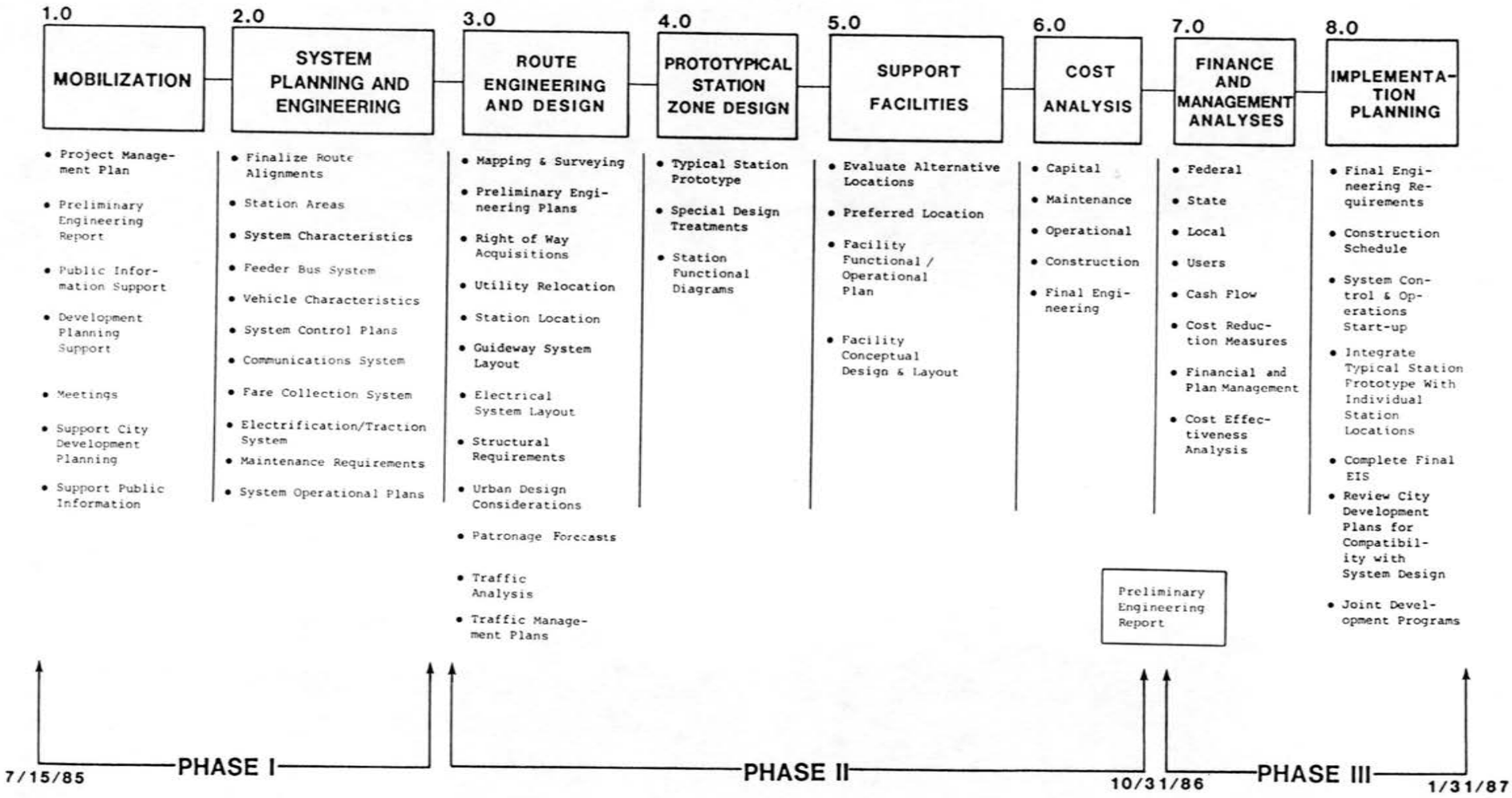
The work tasks and deliverable products are outlined below. In preparation of proposals, the consultants should not limit themselves to these tasks when completing their work plan if experience suggests that elements have been overlooked, could be better defined or are inappropriately placed in the work program.

TASK 1: MOBILIZATION

The purpose of the mobilization task is to establish all administrative, technical, organizational and managerial functions necessary for the successful completion of the project. The consultant will have the major responsibility for this work task including establishing internal project management, study design, progress reports and cost report procedures.

1.1 Project Management

A project management plan will be developed and will include a detailed description of the project scope of work; project goals, objectives, policies and standards; project organization, staffing, participants and responsibilities; a master project schedule; project milestones; and a budget allocation. A major element of this project management plan



PRELIMINARY ENGINEERING WORK TASKS

FIGURE 7

will be decision points and decision documents required at key go/no-go points in the study. These decision points have not been identified in this RFP but will be required in the plan. As part of preparation of the project management plan, the consultant will also prepare a summary document outlining the status of major LRT issues.

The consultant will be expected to utilize the significant amount of information already available as the basis for subsequent activities. This information includes estimates of ridership, capital and operating costs, financing sources, station location and development, and traffic management as found in the University Avenue/Southwest Alternatives Analysis/Draft EIS and the LRT Implementation Study.

In addition to developing the project management plan, the project management tasks will include direction of daily work activities, and control and review of technical products.

Products: Project Management Plan
Status Report - Major LRT Issues

1.2 Meetings

Provide resource materials, expertise and attend meetings as negotiated by the RTB Project Manager. Such meetings will be with the Project Management Team, Project Management Team Subcommittees and Citizen Advisory Committees.

Products: Plan for Participation in PMT
RTB and Advisory Committee Meetings

1.3 Design Criteria

The end product of the preliminary engineering will be a go/no-go decision by the RTB and appropriate decision making bodies. To facilitate this decision making, the consultant, PMT and RTB will develop draft design criteria for the LRT system and a preliminary LRT budget to assist in the development of design detail throughout the effort. These design criteria will be reviewed and modified by the PMT and RTB as appropriate throughout the study. These criteria will ultimately become the basis for the definition of feasibility at the end of this effort.

Products: Design Criteria and Preliminary Budget

1.4 Preliminary Engineering Report

A preliminary engineering report will be developed describing all engineering work task methodologies and work task products. The report will represent a compilation of all project deliverables including design criteria, civil engineering

design standards, equipment characteristics, schematic plans, design layout plans and all technical memoranda.

Products: Preliminary Engineering Report

1.5 Progress/Cost Reports

The consultant will prepare monthly progress and cost reports. The reports will include a description of the completed work, current project and budget status, and future plans which set objectives to be met within the next month. The project and cost reports will be presented at monthly meetings with the Project Management Team.

Products: Monthly Project Report
Monthly Budget Report

1.6 Support City Development Planning

The consultant team will provide the professional resources to support the development work plan activities of the cities. These work plan activities will be controlled and managed by the Cities as a subcommittee to the Project Management Team. The City Development Work Plans are attached to this RFP.

1.7 Support RTB Public Information Activities

The RTB Project Manager and the Cities will be primarily responsible for disseminating project information, attending citizens advisory meetings and public relations in general. The consultant will provide a support role through technical presentations, developing project newsletters and preparing other project informational materials.

Products: Project Newsletters
Technical Presentations

TASK 2: SYSTEMS PLANNING AND ENGINEERING

The Systems Planning and Engineering task contains three primary elements. First, alternative alignments identified under Task 1.1 will be evaluated. Then system service and performance criteria will be defined so that system operational and functional plans can be developed. The final step will involve analyzing all critical system parameters which significantly affect the route engineering and design, establishing design criteria for them and recommending a system type for the following elements: vehicles, fare collection, control system, communication system and electrification/traction system. Selection of system types will emphasize low-cost, equipment reliability and minimal maintenance requirements.

2.1 Alternative Route Alignments

The evaluation of route alternatives will involve reviewing all previously documented material, developing possible solutions to alignment problems, and developing information for screening the alignment options so that selection of a design alignment is possible. Some of the potential alternatives may be resolved in the interim before this task begins. The work program developed in Task 1.1 will determine the level of route analysis required in this task.

The major sub-tasks within this task include:

a. Downtown Minneapolis corridor alignment and possible future connections to other corridors (up to 5)
b. Downtown Minneapolis tunnel
c. Corridor in State Capital Area
d. Corridor in Downtown St. Paul and possible future connections to other corridors (up to 3)
e. Corridor in Southwest Corridor
f. University Avenue Corridor approach to downtown Minneapolis

Products: Technical Memorandum - Evaluation of Alternative Alignments

2.2 Define System Characteristics

Previously documented material, including the Preliminary Design Criteria, defining system service and performance criteria will be reviewed, evaluated, and updated. Parameters to be evaluated include vehicle and system capacity requirements, vehicle speeds, headway, travel times, through routing and turnbacks, fleet requirements, operation in local climatic conditions and handicapped accessibility requirements including a high platform/low platform analysis. Emphasis will be placed on developing a simple, functional and cost-effective system.

Products: Technical Memorandum - General System Operating Parameters

2.3 Station Locations

The consultant will recommend appropriate station locations based on system operational parameters and patronage forecasts from the EIS. Intermodal access and demand will also be analyzed to determine the need for station area parking and waiting areas. These stations will be further defined in the Route Engineering Task 3.5.

Products: Technical Memorandum - Recommendation for Station Locations
Technical Memorandum - Corridor Parking Supply and Demand Analysis
Technical Memorandum - Intermodal Access

2.4 Feeder Bus System

Based on station location decisions in Task 2.3, the consultant will develop a feeder bus system utilizing design concepts such as radial route, timed transfer, or demand responsive service. The feeder bus system must be integrated with the existing bus service. System characteristics will also be defined for the feeder bus system including patronage forecasts, feeder bus capacity, headway, travel times, capital and operations costs, revenue estimates, and fleet requirements. Feeder bus system routes and schedules will be developed which are compatible with the operation of the light rail transit system.

Products: Technical Memorandum - Feeder Bus System Operations

2.5 Vehicle Characteristics

The consultant will reveiw characteristics of currently available vehicles focusing on the following items: vehicle size and capacity, single and double-ended vehicles, clearance, acceleration/deceleration, axle loading, propulsion system, minimum horizontal/vertical radii of curvature, door operation, handicapped accessibility, maintenance records and energy requirements.

Using the results of the design evaluation, the consultant will recommend a general vehicle design to be procurred and will provide a portfolio of transit vehicles in operation.

Products: Technical Memorandum - Vehicle Characteristics
Technical Memorandum - Recommendation of a Vehicle Design
Portfolio of Recommended Vehicle Design in Operation

2.6 System Control Plans

The consultant will develop a functional plan for overall system control, describing the philosophy of control between the vehicle, station, intersections and control center. Performance and hardware requirements for train protection/detection, freight railroad interface, traffic signal pre-emption and intersection control will be specified including such items as signals, switchgear, vehicle detectors, signing, power input requirements and emergency control operations in the event of component failure.

Products: Design Criteria - Control System
Technical Memorandum - Functional Operation of the Control System and Recommendation of a Control System Type
Schematic Plans - Control System

2.7 Communications System

The consultant will develop a functional plan for the operation of a communication system between the vehicle, station and control center. Requirements for vehicle, station and control center equipment, and power input requirements will also be developed. Installment of a public information and address system will also be considered.

Products: Design Criteria - Communication System
Technical Memorandum - Functional Operation of the Communication System and Recommendation of a Communication System Type
Schematic Plans - Communication System

2.8 Fare Collection System

The consultant will study and evaluate alternative fare collection systems. A comparison of self-serve versus manual and on or off-vehicle collection methods will be made. Methods of ticket dispensing and change making, and fare revenue security measures will be analyzed. Compatibility and integration with the bus service fare collection system will also be analyzed. Design criteria and hardware requirements for the fare collection system will be developed, and the consultant will recommend a type of fare collection system to be used.

Products: Design Criteria - Fare Collection System
Technical Memorandum - Recommendation of Fare Collection System
Schematic Plan - Fare Collection System

2.9 Electrification/Traction System

The electrification/traction study will determine the size and type of all electrification/traction system elements including hardware components such as poles, cables, overhead, power substations, and track structures. The consultant will determine power input requirements and analyze the ability of existing power utilities to supply the needed power.

Products: Design Criteria - Electrification/Traction System
Technical Memorandum - Recommendation of an Electrification/Traction System
Schematic Plans - Electrification/Traction System
Power Line Diagrams

2.10 System Maintenance

Maintenance requirements for all system components including vehicles, track, structures, stations, electrification, communication and control systems will be developed. Maintenance strategies and scheduling of component inspection, repair and overhaul will be identified. Maintenance materials, facilities and staffing requirements will also be identified.

Products: Technical Memorandum - Maintenance Requirements

2.11 System Operational Plans

The consultant will develop a system operational plan based on the performance criteria previously defined in Task 2.2. The operational plan will be continually updated during the development of the system design, and will include the following items: system schedules, vehicle headways, performance measures, downtown penetration plans, fare policies, traffic signal interface and preemption requirements, safety and security procedures, failure/recovery strategies, operation and maintenance staffing, freight railroad interface and feeder bus system compatability plans.

Products: Technical Memorandum - System Operating Strategies

TASK 3: ROUTE ENGINEERING AND DESIGN

This task involves designing the system layout plan in conformance with the system characteristics and operating parameters defined in Work Task 2. Right of way and utility requirements will be identified, station locations selected, structural elements designed and all system components will be incorporated into the design layout. System aesthetics will be considered at all points during the design process. Emphasis will be placed on designing a system with minimal impact on the urban environment. In addition to the preliminary route design activities, the consultant will develop patronage forecasts for the system, conduct an area traffic analysis, and develop traffic management plans for routes which will be affected by the implementation of a light rail transit system.

3.1 Mapping and Base Data

The consultant will prepare base maps (1" = 50') from aerial photographs, field survey data, ground profiles and area topographic maps already available in the Twin Cities. The consultant will be responsible for collecting necessary hydrologic and geotechnical data; conducting inventory of existing signs, signals and road equipment; identifying current traffic flow data; locating existing utilities; and collecting other pertinent project data.

Products: Base Maps, Contour Maps, Ground Profiles
Composite Utility Maps (water, sewer, gas, electric, cable TV, telephone)
Traffic Inventory Maps, Traffic Flow Maps
Technical Memorandum - Geotechnical and Hydrologic Considerations

3.2 Preliminary Engineering Plans

The consultant will develop preliminary plans showing the route alignment for the length of the corridor. Typical cross section for the alignment as well as cross sections at problem locations will also be developed. Updated preliminary cost estimates will also be prepared.

Products: Preliminary Layout Plan - Route Alignment (1" = 50')
Representative Cross Sections
Updated Preliminary Cost Estimates

3.3 Right of Way Acquisitions

This task involves identifying existing right-of-way (ROW) boundaries, parcel owners, current assessed value, property tax status and ROW acquisition requirements, and recommending methods of acquisition including obtaining permanent or construction easements, or purchasing parcels. Necessary demolition of any existing structures and possible relocation of residences and businesses will also be identified.

Products: Right-of-Way Plans
Technical Memorandum - Required ROW Acquisitions

3.4 Utility Relocation

Utility locations conflicting with the preliminary route alignment plan will be identified and design solutions to the conflicts will be developed. Locations with potential for cost sharing for relocation/upgrading with utility companies will be identified. The consultant will also assist in preparing necessary contract documents for implementing the design solutions.

Products: Utility Relocation Plans
Technical Memorandum - Utility Relocation Requirements

3.5 Station Location

Site specific stations will be selected based on the recommended station location analysis conducted under Task 2.3, existing roadway characteristics and physical constraints.

Products: Layout Plan - Station Locations

3.6 Guideway System Layout

The consultant will identify roadway realignments as necessary, determine track location, and prepare track and roadway layout plans.

Products: Design Criteria - Track
Layout Plan - Roadway Alignment and Track Locations (1" = 50')

3.7 Patronage Forecasting

This task will involve preparing final transit patronage forecasts to support the system design. The consultant will take advantage of the extensive work carried out by the Metropolitan Council in the EIS forecasts. The impacts of alternative fare structures will be considered. Patronage estimates for the LRT and feeder bus system will be developed and daily, peak, off-peak and design hour passenger forecasts will be established for key milestone dates of first year operation, Year 2000 and Year 2010.

Products: Technical Memorandum - Patronage Forecasts

3.8 Traffic Analysis

The consultant will conduct a thorough traffic analysis of impacts of the light rail system at locations where it interfaces with the roadway and rail networks. The study will analyze items such as vehicle and pedestrian volumes, vehicle speeds, vehicle turning movements and pedestrian movements through crosswalks and loading areas. Vehicle, pedestrian and bus circulation patterns will be established and any resulting conflicts will be resolved.

Products: Traffic Circulation Plans
Intersection Diagrams - Traffic Movements
Technical Memorandum - Traffic Analysis

3.9 Traffic Management Plans

The consultant will develop traffic management plans to resolve any conflicts identified by the traffic analysis. Solutions may include developing intersection signal phasing, traffic signal preemption for light rail vehicles, possible railroad interface, relocation of parking spaces, street closures and access restrictions.

Transportation System Management (TSM) plans will also be developed for specific areas affected by implementation of the light rail system. TSM improvements for downtown penetration and traffic flow will be analyzed at a minimum.

Products: Technical Memorandum - Traffic Management Plans

3.10 Electrical System Layout

The consultant will develop layout plans showing the location of all electrical system components including underground cables, overhead catenary and catenary support system, power substations, and connections with existing power systems.

Products: Layout Plan - Electrical System

3.11 Structural Requirements

The consultant will develop conceptual designs for structural elements required in the selected route alignment. Work task 2.1 of Systems Planning and Engineering will determine if there will be a subway or surface system through downtown Minneapolis, and will identify the location of the Mississippi River crossing. Conceptual design elements may include items such as tunnel and subway station cross sections, tunnel ventilation and lighting requirements, river bridge width and lane requirements and maintenance operations for the bridge and tunnel.

Products: Design Criteria - Structures
Large Scale Structural Drawings

3.12 Urban Design Considerations

The consultant will investigate the urban design requirements of a light rail transit system and develop a design package which emphasizes integration of the system with the existing urban environment. Particular attention will be given to sound and safety barrier treatments, crossing protection devices, overhead wire and support, and power substations. Aesthetic considerations should also include street furniture, lighting fixtures and any other highly visible appurtenances.

The consultant will also conduct a thorough assessment of all significant environmental impacts and develop procedures to minimize their effects. Items to be analyzed will include noise, vibration and exhaust control.

Products: Large Scale Drawings - Amenities
Technical Memorandum - Urban Design Considerations
Technical Memorandum - Environmental Impact Control Measures

TASK 4: PROTOTYPICAL STATION ZONE DESIGN

The function of this work task is to develop a prototypical station design that can be easily modified to accommodate specific station locations. This work will be coordinated with development planning by the Cities.

4.1 Station Functional Diagrams

The consultant will develop diagrams showing the function and interrelationships of various station areas including parking, walking, waiting, LRT and bus loading areas and pedestrian movement capacity requirements. Diagrams showing the vehicular and pedestrian flows in and around these areas will also be developed.

Products: Diagram - Station Functional Areas
Diagram - Pedestrian Flow in Station Zones

4.2 Station Prototypes

The consultant will establish design criteria for the station platform, shelter/waiting area, pedestrian walkways, loading areas, park-and-ride lots, kiss-and-ride areas and bus waiting areas for three prototypical stations. Three dimensional large scale drawings showing neighborhood integration of the station zones will be prepared.

Additional design considerations include provision of elderly and handicapped access, bicycle access and storage, location of ticket and change making operations, inclusion of passenger amenities (restrooms, drinking fountains, storage areas, etc.), and electric/mechanical equipment requirements.

Products: Design Criteria - Stations
Large Scale Drawings - Station Zones
Layout Plans - Station and Platform Loading Area
Cross Sections - Station
Technical Memorandum - Station Design Considerations

4.3 Specific Station Design

Some stations (identified in Work Task 3.5) may require special design treatments due to physical/environmental constraints, varying passenger demand or current community development plans. Conceptual design solutions will be developed for up to six special stations.

Products: Technical Memorandum - Special Station Design Treatments

TASK 5: SUPPORT FACILITIES DESIGN

This work task has three major objectives: (1) the location of the support facility will be identified, (2) the functional and operational requirements the facility must fulfill will be specified and (3) a conceptual design of the facility will be developed.

5.1 Functional and Operational Requirements of the Support Facility

Support facilities are meant to fulfill a number of functional and operational objectives including the location of storage yards, vehicle test facilities, shop and maintenance facilities, system control center, communication center, power substation and the location of administrative offices. The consultant will define which operational function the support facility will fulfill and will specify design criteria for each facility function. The development of facility design criteria must account for the future expansion needs of the light rail system.

Products: Technical Memorandum - Support Facility Operational Function
Diagram - Support Facilities Functional Areas
Design Criteria - Support Facilities

5.2 Evaluation of Alternative Facility Locations

Alternative locations of the support facilities will be evaluated based on the following criteria, maintenance area requirements (identified in Work Task 2.10), land availability, distance and accessibility to the light rail system, compatability with future LRT routes, environmental impacts, municipal zoning and cost. The consultant will identify alternative facilities locations, analyze each location based on the defined evaluation criteria, and justify the selection of a particular location.

Products: Technical Memorandum - Support Facility Alternative Location Evaluation
Technical Memorandum - Recommendation of a Support Facility Location

5.3 Support Facility Conceptual Design

The consultant will develop conceptual structural, electrical, mechanical and architectural design requirements for each functional area of the support facility. Large scale structural drawings and rough site plans will also be developed. Facility equipment requirements will be delineated and costed, and rough construction costs will be estimated. The scope of work for the final engineering phase will be outlined as input to Work Task 8.4.

Products: Large Scale Drawings of Maintenance Facilities, Storage Yards, Office, Control Center and Communication Center Facilities
Layout Plan - Support Facility
Technical Memorandum - Equipment Requirements for Support Facilities
Technical Memorandum - Scope of Work for Final Engineering of Maintenance Facility

TASK 6: COST ESTIMATES

The consultant will prepare detailed cost estimates for the various components of the project. Cost estimates are needed to prepare short and long range financing plans and will be a critical input to the build/no-build decision to be made by the RTB. Cost estimates should be prepared using actual transit construction bids and the current experience of rail transit operations. Adjustments to these rates should be made to account for local wage and material cost differentials. Unit costs and quantities will need to be prepared. Operations and maintenance cost estimates should be prepared for the start-up year, Year 2000, and Year 2010.

6.1 Capital Costs

Capital costs estimates must include at a minimum the following items:

1. Line structures - construction cost for all line structures.
2. System wide elements - all track work, communications and control. Vehicles, electrification and fare system elements.
3. Right-of-way acquisition cost.
4. Structural elements - stations, support facilities, tunnel(s) and bridge(s)
5. Construction management - construction management costs.
6. Escalation - current costs escalated to construction timing.
7. Contingencies - contingency allowance.

Products: Technical Memorandum - Capital Cost Estimates

6.2 Operations and Maintenance Costs

Operations costs will be estimated for:

1. General administration - labor, facilities and equipment.
2. Operations - labor and mileage costs for operations, and identification of the labor source, public operations or contract labor and feeder bus.
3. Net operating cost - account for fare and advertising revenues.
4. Start-up costs - testing, administrative and marketing.

Maintenance costs will be estimated for:

1. Maintenance of guideway and structures - labor, material and equipment.
2. Maintenance of equipment - labor, material and equipment.

Products: Technical Memorandum - Operations and Maintenance Cost Estimates

6.3 Final Engineering and Design Costs

The cost of completing final engineering and design must be estimated for the preferred transit system. In addition, the cost of project management and administration during final design must be included.

Products: Technical Memorandum - Final Engineering and Design Cost Estimate

TASK 7: FINANCE AND MANAGEMENT ANALYSES

The decision to continue with the project development upon completion of the preliminary engineering and design work will be based in part on the availability of financing for capital, operations and maintenance and final design elements. The RTB will investigate existing and potential funding sources for applicability and stability. Sources of funding to be investigated are Federal, State, Local, Private and Users. The consultant will provide support for these investigations as appropriate. This task also requires the identification of cost reduction measures for the proposed system, cost-effectiveness analysis, and preparation of a Finance, Ownership and Management Plan for completing final engineering and design work, and construction and implementation of the system. The consultant will be expected to provide the technical resources necessary to evaluate alternative funding sources and financing plans. Recommendations for Finance, Ownership and Management Plan elements will be the responsibility of the RTB.

7.1 Federal, State, Local and Private Funding Sources

The funding of capital and operations costs from all Federal sources including the programs of the Urban Mass Transportation Administration will be evaluated. Also, State and Local sources such as the Motor Vehicle Excise Tax (Transit Trust Fund), Regional Sales Tax and Property Tax will be evaluated. Private sector participation in the funding will also need to be evaluated and farebox revenues will be determined utilizing distance-based and flat rate fares.

Product: Technical Memorandum - Existing and Potential Funding Sources

7.2 Cost Reduction Measures

The capital and operating costs identified through an earlier project task will be scrutinized for possible system cost reductions. Elements to be considered could include downgrading the scope of the project to its minimum feasible service level, shared-cost elements, alternative investment strategies and other changes. In addition, the cost-effectiveness of the system must be determined by completing a benefit/cost analysis. Value engineering may also be undertaken.

Products: Technical Memorandum - System Cost Reduction Measures
Technical Memorandum - Cost-Effectiveness of Operations and Design

7.3 Finance, Ownership and Management Plan

The logical next steps of project development must be identified in a Finance, Ownership and Management Plan. Elements to be considered include final engineering and design activities, construction and operation of the system. Information provided from Tasks 7.1 and 7.2 will be utilized to prepare financing options for the RTB to consider. The preparation of Finance, Ownership and Management Plan recommendations will be the responsibility of the RTB. The consultant will be required to provide the technical resources such as financial modeling and researching alternatives for this activity, and will be required to prepare the actual Finance, Ownership and Management Plan document.

Products: Finance, Ownership and Management Plan for LRT Development

TASK 8: IMPLEMENTATION PLANNING

This task requires the consultant to prepare a detailed action plan to support a decision to go ahead with final engineering and design, construction and implementation. Activities include coordinating station area master planning, preparing a construction schedule estimate, developing procedures for operations start-up and preparing a plan for the acquisition of equipment and materials. In addition, the Final EIS for the Southwest/University Avenue Corridor will be prepared.

The cities involved in this project will be responsible for completing all Development Plans associated with station areas in the corridors. The work program for this activity is attached to this RFP. The consultant will be responsible for coordinating the station area preliminary engineering activities with the city development planning activities. As the city development plans are prepared, the consultant will review the plans for compatibility with the LRT system design. Areas of concern will most likely include major structure and utility impacts, communications, control and safety impacts, joint-development opportunities and impacts on the system operations. Also, the staging of the development plans will be checked to establish the overall project schedule. Revisions to the Typical Station Design may be necessary at some locations to integrate specific station area development plans.

8.1 Review City Development Plans

The cities involved in the project will prepare land use and development plans for the areas surrounding the LRT stations. The consultant will be responsible for reviewing these plans throughout the project to ensure compatibility with the preliminary design work for the LRT system. Meetings will be held with the city development planning staff.

Products: Meetings with City Development Planners
Technical Memorandum - Station Design Compatibility with Development Plans

8.2 Joint Development Opportunities

Station areas with potential for joint development between the system owner and the cities or private enterprise will be identified. The lease or sale of air rights for development of stations will be considered at stations within the context of the City Development Plans.

Products: Technical Memorandum - Joint Development Opportunities

8.3 Integrate Development Plans with Station Designs

The typical station area designs produced in an earlier project task may need to be revised to incorporate development plans identified by the cities. Joint development opportunities may also necessitate station design revisions.

Products: Station Area Detail Plans (each location)
Drawings of Joint Development Stations

8.4 Final Engineering Scope of Work

The level of detail required for final engineering and design work must be identified. In addition, a schedule of proposed work and a checklist of unresolved preliminary engineering issues, work tasks and products to be delivered through final engineering and design will be required.

Products: Technical Memorandum - Scope of Work for Final Engineering and Design

8.5 Construction Schedule

A schedule for the actual construction of the LRT system must be prepared. The project will be split into logical segments and estimates of construction phasing will be prepared. Approximate timelines for neighborhood/segment construction impacts will be identified. This schedule must consider the availability of financial resources.

Products: Construction Phase/Schedule Estimates

8.6 Operation Start-Up Procedures

The procedures necessary to complete implementation of the project and begin operations will be identified. Included will be staffing plans, training, equipment acquisition and testing and other start-up activities.

Products: Technical Memorandum - System Implementation Procedures

8.7 Final EIS for Southwest/University Avenue Corridor

The Final Environmental Impact Statement will be prepared for the Southwest/University Avenue Corridor upon completion of the engineering and design activities.

Products: Final Environmental Impact Statement for the Southwest/University Avenue Corridor

C. SCHEDULE FOR COMPLETING PRELIMINARY ENGINEERING

The anticipated start date for consultant services under this project is July 15, 1985. The schedule for completing individual work program activities is not fixed and should be addressed in a preliminary way by the proposal. All project activities through Phase II, Engineering, must be completed by October 31, 1986. At this time, the consultant will have completed and submitted to the RTB the project Preliminary Engineering Report. Phase III project activities, Implementation Planning, must be completed by January 31, 1987.

D. PROFESSIONAL STAFF AND COMPANY EXPERIENCE REQUIREMENTS

The RTB will place significant emphasis during the evaluation of proposals on the experience of the consultant team (and specifically the lead consultant and the resident project manager) in light rail transit preliminary engineering. The consultant proposal must identify the light rail projects completed by the lead firm and consultant team in the last five years. Applicable light rail experience of any project subconsultants must also be presented.

E. SPECIAL REQUIREMENTS OF THE PROJECT

The scope of the project will require constant attention to detail by the consultant in the local area. Therefore, the RTB requires that the project consultant establish a local office for the duration of the project. In addition, the consultant project manager must establish residence in the Minneapolis/St. Paul area for the duration of the Project and be available 90 percent of the time for this project.

III. PROPOSAL INSTRUCTIONS

A. GENERAL INFORMATION

1. SCHEDULE

The proposal submission, and consultant selection process will be governed by the following schedule:

		Date
1.	Issue Request for Proposal	May 21, 1985
2.	Pre-Proposal Conference	June 4, 1985
3.	Proposal Due-Date	June 21, 1985
4.	Consultant Finalists Notified	June 24, 1985
5.	Oral Presentations	June 27, 1985
6.	Firm Selected	June 28, 1985
7.	Contract Execution	July 15, 1985
8.	Project Initiation	July 15, 1985
9.	Phase II Completion	October 31, 1986
10.	Phase III Completion	January 31, 1987

2. PRE-PROPOSAL CONFERENCE

Questions concerning this RFP will be answered at a pre-proposal conference on June 4, 1985 at 1:00 PM at:

Metropolitan Council Chambers
3rd Floor Metro Square Building
St. Paul, Minnesota 55101

Questions arising before the pre-proposal conference may be addressed to Judith Hollander (612-292-8789) at the above address. Questions at the pre-proposal conference may be submitted orally or in writing. No explanations will be provided after the conference other than for those questions which have been previously posed. Any questions requiring a reply or RFP amendment will be furnished to all proposers receiving a copy of this RFP in writing or as an addendum.

Please send the names of representatives who will be attending the conference to the Regional Transit Board. Each firm should limit attendance to no more than three representatives.

3. PROPOSAL SUBMITTAL

Firms interested in performing the work described in this RFP should submit proposals to:

Judith Hollander
Director of Planning and Programs
Regional Transit Board
270 Metro Square Building
St. Paul, Minnesota 55101

Ten copies of the proposal must be received at the above address no later than 2:00 PM, June 21, 1985. Proposals received after this date will not be considered in the selection process. Proposals will be considered valid for a period of 90 days. Proposals may be mailed or delivered in person, and must be in a sealed envelope addressed as indicated above, with the proposers name and address clearly identified on the exterior of the package.

4. SELECTION COMMITTEE

All proposals will be evaluated by a Selection Committee. The Selection Committee will be composed of representatives from the following agencies: Regional Transit Board, Metropolitan Council, MTC, Mn/DOT, City of Minneapolis, City of St. Paul, Hennepin County and Ramsey County.

Approval and award of the contract will be made by the RTB subsequent to a recommendation from the Selection Committee. Contact with members of the Selection Committee during the selection process is strongly discouraged.

5. ORAL PRESENTATIONS

Those firms chosen to give oral presentations to the Selection Committee will be notified of their selection, interview location and presentation time on June 24. Presentations will take place on June 27 and should be limited to 30 minutes. The Selection Committee may use up to 30 additional minutes for questions. The presentation format will be left to the discretion of the proposing firm. If special equipment needs are required, please notify the Regional Transit Board prior to the presentation.

6. CONTRACT AWARD AND LIMITATION

This RFP does not commit the RTB to award a contract. The RTB reserves the right to accept or reject any or all proposals. In the event a firm is selected and accepted, a cost plus fixed fee contract will be negotiated. The RTB reserves the opportunity to suggest changes to subconsultants after a prime consultant is selected.

B. PROPOSAL FORMAT

Each proposal shall include the following information in a clear and concise manner. The appendix material may be bound separately.

1. TRANSMITTAL LETTER

The letter of transmittal should be addressed to Judith Hollander, Director of Planning and Programs, and should contain a summary of the proposals key points. If a team approach is being proposed, the firm serving as the prime consultant must be identified and the full name of each participating firm must be displayed. The transmittal letter should also acknowledge receipt of all RFP addenda if any, and contain a statement that the proposal will remain in effect for 90 days.

2. INTRODUCTION

This section should clearly demonstrate the proposers comprehension and understanding of the project and its intended goals.

3. PROJECT ORGANIZATION

This section of the proposal should contain a description of how the participating firm(s) intend to approach the work tasks. The role of the lead consultant and all subconsultants should be clearly explained. An organizational chart showing firm relationships, interface points, and organizational structure of the project is highly recommended.

4. PROJECT WORK PLAN

This section should include an outline of the methodological approach to the scope of work, a short description of the work to be performed, identification of the consultant who will be performing the work task, and a plan for implementing the work tasks. Emphasis should be placed on proposed changes to the suggested work plan and specialized or innovative procedures to be used by the consultant. Inclusion of a work flow chart and graphic schedule of the project is recommended.

5. PROJECT STAFFING

This section shall identify key personnel to be assigned to the project including the project manager assigned by the prime consultant. A short experience summary for each individual may be included, but detailed resumes should be placed in the Appendix.

A project staff table indicating the total person days effort required for each work task should be contained in the project staffing plan. The proposer should also indicate the time commitment of key personnel and which individual work tasks they will be supervising.

Residence of the project manager in Minneapolis/St. Paul is required. Establishment of local offices for the duration of the project is also required. Proposers should also indicate the portion of work which will be performed in the Twin Cities area.

6. FIRM EXPERIENCE AND QUALIFICATIONS

This section should contain a brief history of each participating firm, area of expertise, current staff size and firm location. A short description of related experience, particularly recent LRT planning and preliminary engineering projects, should be included. Please identify the level and area of involvement on each LRT project and demonstrate the applicability of this experience to this particular project. Detailed project descriptions should be placed in the Appendix.

The consultant team should clearly demonstrate experience in project management of light rail transit projects and multi-consultant projects. It is highly desirable for the consultant project manager to have extensive LRT experience.

7. FIVE CLIENT REFERENCES

Provide five references of former clients for whom similar LRT preliminary engineering projects were performed. Identify the project, date work was conducted, firm address and phone number, and contact person.

8. PROJECT BUDGET/COST

Include a schedule of person days, equipment, and services cost for each work task. Costs should be consistent with the project staff table and identified scope of work.

9. DISADVANTAGED BUSINESS ENTERPRISES/AFFIRMATIVE ACTION CRITERIA

The proposer must demonstrate utilization of affirmative action employment policies by supplying the current composition of employees by race, ethnic group and gender.

Proposers should also include a plan to utilize disadvantaged and women-owned business enterprises (DBE/WBE). No goal is established for the value of work to be subcontracted to disadvantaged and/or women business enterprises, but the lead consultant shall make every reasonable effort to subcontract work through good faith negotiations in advance of contract award.

10. APPENDIX

The appendix may be bound separately and may include any or all of the following items:

a. Related project descriptions
b. Qualifications of key personnel
c. Staff resumes
d. Staff complement by race and sex
e. Utilization of Disadvantaged Business Enterprises (DBE)
f. Affirmation Action Efforts (EEO)
g. Contracting authority
h. Financial statement

C. PROPOSAL EVALUATION

Proposals will be evaluated by the Selection Committee utilizing the criteria listed below:

1. Project Manager
   a. LRT experience
   b. Residency in Twin Cities
   c. Time commitment

2. Organization
   a. Consultant team management structure
   b. Comprehensiveness of required experience among team members

3. Staffing
   a. Qualifications of key personnel
   b. Time commitment of other key staff

4. Firm Experience
   a. Relevant LRT project experience of each firm
   b. Client references

5. Work Plan
   a. Demonstrated understanding of project objectives and tasks
   b. Person hour commitment by key staff by task
   c. Innovative approach or methodology

6. Budget
   a. Person-hour commitment
   b. Billing rates and direct costs
   c. Ability to ensure completion of work within the budget and on time

7. General
   a. Adherence to proposal instructions
   b. Readability of proposal

IV. ATTACHMENTS

A. Alternatives Analysis/Draft Environmental Impact Statement, Southwest/University Avenue Corridors, (Preliminary) January 3, 1985 (Summary).

B. Final Environmental Impact Statement, Hiawatha Avenue Corridor (Summary).

C. Scope of Work for City Development Planning.

D. List of consultants receiving RFP.

(TO BE PROVIDED)

City Development Planning
Work Program Outline

Introduction

This Work Program outlines the major tasks to be conducted by the cities of St. Paul and Minneapolis on development planning associated with the Preliminary Engineering for Transit Improvements on the University Avenue Corridor. As noted in the Request for Proposal (RFP), these activities form an important part of the overall study and will be coordinated with other elements throughout the process.

The Planning Departments of the two cities, acting as a subcommittee to the RTB Project Manager and Project Management Team, will take the lead role in this effort. The consultant team selected to perform the preliminary engineering will be expected to provide the professional resources to support the development work plan activities of the cities.

The tasks outlined in this work program provide a generalized approach to the activities anticipated by the cities as part of their City Development Planning Process. Each city will be developing a more detailed work program, including the specific approach to be taken and the elements unique to their situations. It is anticipated that these will be reviewed and finalized with the selected consultant and specific work activities of the consultant determined at that time.

The outline presented here summarizes the key elements of this process to provide the consultant with an indication of the major tasks, scope of this effort and interaction with the preliminary engineering work activities. Consultants should identify their ability to provide these services, prior experience in this area and innovative approaches in their proposal.

Major Work Tasks

1. Project Mobilization

   This activity will include a number of elements including the following:

   a. Finalize Work Program.
   b. Inventory existing land use conditions in the corridor.
   c. Identify sensitive areas within the corridor, including areas for preservation, rehabilitation, stabilization and redevelopment.
   d. Analyze regulatory and financial controls and incentives for transit related development in the corridor, including techniques used in other areas and the adequacy of existing city policies.
   e. Establish ongoing coordination with city staff, the RTB Project Manager and the Project Management Team.
   f. Establish ongoing coordination with the citizen participation program of the preliminary engineering study.

2. Corridor Level Land Use and Development Sketch Planning

The purpose of this task is to develop the land use and urban development sketch plan for the corridor. Data generated in Task 1 will be used in this effort. Elements included in this task will be the development of an urban design framework for the corridor, identification of the station influence areas and identification of the priority stations for development. This task will be coordinated with the station locations (3.5) in the preliminary engineering work.

3. Alternative Scenarios for Station Area Development

This task will involve the generation of alternative scenarios for development at stations. It is anticipated that this activity will focus on the major station locations. These will include alternative general station plans and alternatives for land use development surrounding stations.

4. Evaluate Alternative Scenarios for Station Area Development

This task will evaluate and test the alternative scenarios developed in Task 3. This evaluation will include input from citizen groups, the Project Management Team, the consultant and the cities.

5. Implementation Plan for Selected Alternative

This task will outline the implementation strategy for the selected development plans. Included in this will be preparation of the selected development plans, identification of any land use control changes, identification of financial resources and innovative funding mechanisms and identification of needed public infrastructure investments. These activities will be coordinated with the corresponding elements of the preliminary engineering work program.

6. Reports

This task will include periodic briefings to the PMT and RTB and the development of the final reports on the City Development Planning Process. These will be included as an integral part of the study documentation and will be reviewed by the cities, Project Management Team and the RTB.

5/14/85

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REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 17, 1985

TO: Policy Committee

FROM: Judith Hollander, Director of Planning and Programs

SUBJECT: Criteria for Allocating Funds for Projects

As part of the discussion regarding the recent proposal to work with the Minnesota Science Museum on a transportation exhibit, board members asked staff to suggest some criteria to be used in making decisions on funding and participation in projects outside of the realm of normal RTB activities. Proposed for board consideration are the following criteria.

Any request for RTB funds or participation would have to meet these minimum requirements:

(1) The project is consistent with and helps to promote RTB goals, objectives and policies;

(2) The project enhances the RTB's public relations efforts.

(3) The RTB would be actively involved in the project;

(4) Staff has time available to work on the project without deterring from their regular duties;

(5) Funding for the project can be allocated such that other RTB work program activities are not adversely affected;

(6) Long-term benefits to transportation in the metropolitan area can be derived through participation in the project.

It is not intended that these criteria would apply to transit service projects, but rather to those projects that are typically done jointly with other institutions or agencies, and focus on research, education, or public relations.

RECOMMENDATION

That the Policy Committee recommend approval of the above criteria for allocating RTB funds to and participation in non-transit service projects.

JH:mk

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: May 14, 1985

TO: Regional Transit Board

FROM: Todd Lefko, Chair, Policy Committee

SUBJECT: Criteria for Allocating Funds for Research, Education and Public Relations Projects

As part of the discussion regarding the recent proposal to work with the Minnesota Science Museum on a transportation exhibit, board members asked staff to suggest some criteria to be used in making decisions on funding and participation in projects outside of the realm of normal Regional Transit Board (RTB) activities. At the Policy Committee meeting of May 8, 1985, the following criteria were approved for consideration by the full Board.

Any request for RTB funds or participation would have to meet these minimum requirements:

1. The project is consistent with and helps to promote RTB goals, objectives and policies.

2. The project enhances the RTB's public image.

3. The RTB would be actively involved in the project.

4. Staff has time available to work on the project without significantly deterring from their regular duties.

5. Funding for the project can be allocated such that other RTB work program activities are not adversely affected.

6. Long-term benefits to transit in the metropolitan area can be derived through participation in the project.

It is not intended that these criteria would apply to transit service projects, but rather to those projects that are typically done jointly with other institutions or agencies, and focus on research, education or public relations.

RECOMMENDATION

That the Regional Transit Board (RTB) approve the above criteria for allocating RTB funds to and participation in research, education or public relations projects.

TL:JH:jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: May 14, 1985

TO: Regional Transit Board

FROM: Todd Lefko, Chair, Policy Committee

SUBJECT: 1987-1989 Federal Aid Urban Program, Metropolitan Transit Commission's Project Submittals

At its meeting of May 8, 1985, the Policy Committee unanimously approved Metropolitan Transit Commission's 1987-1989 FAU program project submittals.

RECOMMENDATION:

That the Regional Transit Board approve the Metropolitan Transit Commission's submittal of the following projects to the Transportation Advisory Board for inclusion in the 1987-1989 Federal Aid Urban Program:

Purchase of Buses:	1987	-	$2,500,000
	1988	-	$2,500,000
Minnesota Rideshare	1987	-	$ 440,000
	1988	-	$ 470,000

TL:jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: May 2, 1985

TO: Policy Committee

FROM: Judith McCourt, Programs Manager

SUBJECT: 1987-1989 FAU Program--Metropolitan Transit Commission's Project Submittals

Background

The Metropolitan Transit Commission has submitted its 1987-1989 FAU Program to the Regional Transit Board (RTB) for review and approval. In accordance with Minnesota Statute, Section 473.375, Subdivision 8, the RTB is required to review and approve all applications for federal assistance from political subdivisions prior to submittal.

Annually, the Twin Cities Metropolitan Area receives approximately $8.2 million dollars in Federal Aid Urban funds to finance, in whole or in part, projects that fall into one of five categories: Roadway Construction, Capacity, Safety, Transit and Walkways. The funds are available on a 75 percent federal/25 percent local matching basis. The maximum expenditure of federal funds on any one project is currently limited to $5.5 million per year. Projects are reviewed, prioritized and funded by the TAB.

Discussion

In future years, staff anticipates greater involvement in the review of FAU submittal by political subdivisions such as the MTC. Prior to the completion of the Service Needs Assessment, and the assumption of legislative mandated programs, such as Minnesota Rideshare, the reviews will be limited in scope.

The MTC is proposing to submit for funding consideration to the TAB two program elements: purchase of buses and Minnesota Rideshare. Shown below is the program element, FAU funding request and the total project cost.

Project	FAU funds	Total Project Cost
Purchase of Buses-1987	$2,500,000	$22,200,000
Purchase of Buses-1988	$2,500,000	$23,300,000
Minnesota Rideshare-1987	$ 440,000	$ 1,229,000
Minnesota Rideshare-1988	$ 470,000	$ 1,290,000

The projects that are proposed for submittal by the MTC were selected from a field of projects identified below:

- Purchase of buses in 1987, 1988 and 1989.
- Purchase of vans in 1987, 1988 and 1989.
- I-394 bus related facilities.
- Minnesota Rideshare in 1987, 1988 and 1989.

The MTC evaluated and prioritized the projects based on merits of each project, potential alternate funding sources, past experience, likelihood of meeting qualifying criteria and the possibility of receiving a high rating by the TAB in its individual category.

Two projects were eliminated by the MTC in its prioritizing process. The projects eliminated were purchase of vans and I-394 bus related facilities. The MTC cites the following reasons for eliminating the van submittal:

- The uncertainty of who will have primary responsibility for the Minnesota Rideshare Program after July, 1985, how the program will be implemented and what the lead agency's position will be regarding the purchase of vans.

- The concern that the purchase of vans will compete for funding needed for the purchase of buses. The purchase of buses is the MTC highest priority use for capital funds.

- The feeling that the concept of subsidizing the purchase of vans, the effect it will have in lowering vanpool riders' cost should be further analyzed in regard to the potential competition with and impact on bus ridership and passenger revenues.

The I-394 facilities were dropped from consideration because certain elements were ineligible for FAU funding.

Staff wishes to note the elimination of the purchase of vans for Minnesota Rideshare as an FAU submittal. The MTC cites a concern that van purchases will compete for funding with the purchase of buses and might have potential for impacting bus ridership and passenger revenues. It should be noted that Transportation Development Guide/Policy Plan states that:

> Policy 20: Transit services should be provided that achieve the most efficient, productive and effective use of public resources and investments; and
>
> Policy 31: Multi-passenger strategies should be generally promoted at the regional level and specifically encouraged at the subregional/local level by:
> A) Establishing ongoing ridesharing programs that are cost effective.
> B) Fostering a close partnership betwen public and private sectors in the provision of ridesharing services.
> C) Targeting selected problem areas, congested corridors or subregions.

The importance of bus purchase to the MTC is recognized by staff; however, in future submittals additional consideration should be given to other modes of transit

Findings and Conclusions

- The projects proposed by the MTC should be forwarded to the TAB for inclusion in the 1987-1989 Federal Aid Urban Program.

- Future FAU submittals should give consideration to other modes of transit.

RECOMMENDATION:

That the Policy Committee approve the Metropolitan Transit Commission's submittal of the following projects to the Transportation Advisory Board for inclusion in the 1987-1989 Federal Aid Urban Program:

- Purchase of Buses

1987	-	$2,500,000
1988	-	$2,500,000

- Minnesota Rideshare

1987	-	$ 440,000
1988	-	$ 470,000

METROPOLITAN TRANSIT COMMISSION
560-6th Avenue North, Minneapolis, Minnesota 55411-4398 612/349-7400

April 24, 1985

Mr. Ghaleb Abdul-Rahman
Executive Director
Regional Transit Board
Room 210 Metro Square Building
St. Paul, MN 55101

RE: 1987-1989 FAU Program
Project Submittals

Dear Mr. Abdul-Rahman:

At its meeting of April 23, the Commission adopted the attached resolution approving the submittal of the following projects to the Transportation Advisory Board for inclusion in the 1987-1989 Federal Aid Urban Program:

*	Purchase of Buses	1987 - $2,500,000 (FAU Funds)
		1988 - $2,500,000
*	Ride Share Program	1987 - $ 440,000
		1988 - $ 470,000

In accordance with Minnesota Statute, Section 473.375, Subdivision 8, these projects are being transmitted to the RTB for review and approval.

Attached is background information regarding the 1987-1989 FAU Program and the projects being recommended for submittal. The anticipated deadline for the detailed project sumittals to the TAB is June 3, 1985. Therefore we request your timely review and approval of these projects.

Please contact David Jessup if you have questions regarding this matter.

Sincerely,

Louis B. Olsen
Chief Administrator

METROPOLITAN TRANSIT COMMISSION

RESOLUTION NO 85-40

RESOLUTION AUTHORIZING APPLICATION FOR
FEDERAL AID URBAN FUNDS

WHEREAS the Transportation Advisory Board of the Metropolitan Council has requested the submission of projects for inclusion in the 1987-1989 Federal Aid Urban Program being prepared for the metropolitan area; and

WHEREAS under the provisions of the Federal Aid Highway Act of 1973, certain non-highway public mass transit projects are eligible for consideration as federal aid urban system projects; and

WHEREAS the Metropolitan Transit Commission wishes to continue to demonstrate various types of transit and paratransit service and to implement the development of bus related road improvements; and

WHEREAS programs have been developed by the MTC to help carry on these activities during the calendar years 1987-1989, all of which are eligible for federal aid urban funding; and

WHEREAS as set forth in Minnesota Statutes, Section 473.375, subdivision 8, the Regional Transit Board must approve all applications for federal transit assistance;

BE IT THEREFORE RESOLVED by the Metropolitan Transit Commission:

1. That the chief administrator is authorized to submit to the Transportation Advisory Board of the Metropolitan Council, subject to the Regional Transit Board approval, a request for inclusion of the following projects in the 1987-1989 Federal Aid Urban Program now being prepared:

Project	FAU Funds	Total Project Cost
Purchase of Buses - 1987	$2,500,000	$22,200,000
Purchase of Buses - 1988	$2,500,000	$23,300,000
Minnesota Rideshare - 1987	$ 440,000	$ 1,229,000
Minnesota Rideshare - 1988	$ 470,000	$ 1,290,000

2. That the chief administrator is authorized to furnish such additional information as the U S Department of Transportation, Metropolitan Council, Regional Transit Board, and Transportation Advisory Board may require in connection with these applications.

****

MOVED BY Commissioner Cochrane; SECONDED BY Commissioner Nawrocki

ROLL CALL VOTE: Yea: Commissioners Cochrane, Nawrocki, and Chairman Snowden
Nay: none
Absent at the time: none

ADOPTED: April 23, 1985

1987 - 1989 FEDERAL AID URBAN PROGRAM
BACKGROUND INFORMATION

SUMMARY

It is anticipated that on May 1, 1985, the Transportation Advisory Board (TAB) of the Metropolitan Council will solicit project applications for the 1987-1989 Federal Aid Urban (FAU) Program. The deadline for receipt of funding applications by the TAB will be approximately June 3, 1985.

In preparation for this solicitation, MTC staff has prepared the following background information regarding the FAU program and has inventoried the potential MTC capital needs through 1989 to identify projects which should be considered as candidates for FAU funding applications. Based upon this process, the following projects are being recommended for submittal to the TAB:

- Purchase of Buses
- Minnesota Rideshare

It should be noted that under Minnesota Statutes, Section 473.375, Subdivision 8, the Regional Transit Board must approve the submittal of these applications to the TAB. Therefore, upon authorization by the Commission, these project funding applications will be transmitted to the RTB for approval.

RECOMMENDATION

Subject to the approval of the Regional Transit Board, the transmittal of the following projects to the Transportation Advisory Board for their consideration and inclusion in the 1987-1989 Federal Aid Urban Program:

PROJECT	FAU FUNDS ($ MILLIONS) 1987	1988	1989
Purchase of Buses	2.5	2.5	-0-
Minnesota Rideshare	.44	.47	-0-

BACKGROUND

The Federal Aid Urban System (FAU System) is a system of streets and roads within the Twin Cities Metropolitan area which are considered to be important in terms of carrying traffic and serving urban activities. The FAU system includes only roadways within the central part of the seven-county area, within a line identified as the FAU boundary which is compatible with the boundary of the Metropolitan Urban Service Area (MUSA line).

Each year the Twin Cities metropolitan area has received approximately $8,200,000 in Federal Aid Urban Funds. The funds are available on a 75% federal/25% local matching basis.

Projects to be considered for FAU funding are classified in one of five categories: Roadway Construction, Capacity, Safety, Transit, and Bikeway/Walkway. Projects are submitted by transportation agencies (including Mn/DOT, MTC, counties, and cities) to be considered for funding as part of the next three-year program. Projects submitted are reviewed using qualifiying and prioritizing criteria for each of five funding categories. Currently, the program limits the expenditures of FAU funds on any project to a maximum of $5.5 million per year (approximately $7.33 million in total project cost).

Attachment A is a listing of the "transit category" projects which have been approved in the past for FAU funding. This provides an overview of the type of projects which have ranked high enough in the evaluation process to be selected for funding.

1987-1989 FAU PROGRAM

In May 1985, it is anticipated that agencies will have an opportunity to prepare and submit project applications for Federal Aid Urban Funds for projects to be implemented during 1987, 1988 and 1989.

It is estimated that approximately $8 million of FAU funds, which represents approximately $10.7 million in total project costs, will be appropriated for this program for the metropolitan area in 1989. Previous FAU programs have allocated the 1987 and 1988 FAU appropriations. In fact, these earlier allocations have exceeded the annual appropriations. Therefore, a portion of the 1989 apportionment has also already been allocated. However, it has been the TAB policy to overprogram the use of FAU funds as some projects are delayed or completely deleted during the project development process. Therefore, the exact amount of funding available for programming is not known at this time.

It should be noted that only the construction/purchase phase of each project is eligible for FAU funding (Rideshare has been interpreted as meeting this policy in the past). All other phases of the project must be funded by a non-FAU source.

Attachment B is the draft TAB definition and qualifying criteria for a "transit project." Projects submitted in the "transit category" must meet this definition and qualifying criteria to be further evaluated by the TAB. Staff feels that those projects being recommended for submittal will meet these requirements.

POTENTIAL PROJECT APPLICATIONS

The following potential projects have been identified for the 1987-1989 FAU Program:

- Purchase of Buses in 1987, 1988 and 1989.
- Purchase of Vans in 1987, 1988 and 1989.
- I-394 Bus Related Facilities
  Construction of Park-Ride Facilities in 1988 and 1989.
  Construction of Transit Stations in 1987, 1988 and 1989.
  Signs in 1988.
- Minnesota Rideshare in 1987, 1988 and 1989.

These projects have been evaluated based upon the importance of the individual items, potential alternate sources of funding, and based upon past experience, the likelihood of meeting the qualifying criteria for FAU funding and receiving a high rating in the priority criteria. Attachment C is a description of each of the projects.

Based upon this review and the limited FAU funds anticipated to be available, staff is recommending that only portions of the projects be submitted for FAU funding. It is recognized that by only funding a portion of the annual project elements, or by not submitting some project elements at all, it will be necessary that alternative funding sources be identified if the full scope of the projects are to be accomplished.

In determining which projects and what dollar amounts should be recommended, MTC staff gave priority to 1987 and 1988 elements of the projects. It was felt that there would be other opportunities to solicit funding for the 1989 element of the projects.

The purchase of vans is not recommended for submittal for the FAU program at this time. This decision is based upon several factors:

- The uncertainty of who will have primary responsibility for the Minnesota Rideshare Program after July, 1985, how the program will be implemented and what the lead agency's position will be regarding the purchase of vans.

- The concern that the purchase of vans will compete for funding needed for the purchase of buses. The purchase of buses is the MTC highest priority use for capital funds.

- The feeling that the concept of subsidizing the purchase of vans, the effect it will have in lowering vanpool riders' cost should be further analyzed in regard to the potential competition with and impact on bus ridership and passenger revenues.

The I-394 bus related facilities were also dropped from consideration because major elements, particularly real estate acquisition and design, are not eligible for FAU funding. Consequently, major alternative funding sources would have to be identified even if the FAU funds were approved.

RTB APPROVAL

Minnesota Statutes, Section 473.375, Subdivision 8, states "No political subdivision within the metropolitan area may apply for federal transit assistance unless its application has been submitted to and approved by the board."

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FEDERAL AID URBAN FUNDING
TRANSIT-RELATED PROJECTS

Locally approved Transit-Related Projects: 1/

	Project - Submitting Agency	Total Project Cost	FAU Share	FAU %
FY 1974:	Subscription Bus Service - MTC	$ 24,400	$ 21,960	90% 2/
	Promotion of Car Pooling - MHD	113,090	101,781	90% 2/
FY 1975:	Exclusive Bus Lanes - Mpls.	360,000	252,000	70%
	Shelter - St. Louis Park	8,000	5,600	70%
CY 1975:	Car Pool Program - MHD	85,500	76,950	90% 2/
	Revised Bus Lanes - Mpls. 3/	501,000	361,021	72.06
	Nicollet Mall Extension - Mpls.	700,000	504,420	72.06
	29 Regular Buses plus 2-4 small buses - MTC 4/	2,097,750	1,511,638	72.06
	Bus Station in Chaska - MTC	10,000	7,206	72.06
CY 1976:	Revises Bus Lanes - Mpls. 3/	580,000	417,948	72.06
	Revised Nicollet Mall Extension - Mpls. 3/	900,000	548,540	72.06
	Transit Pulse Center in Golden Valley - MTC	46,000	33,148	72.06
	29 Regular Buses plus 2-4 small buses - MTC	2,550,000	1,837,530	72.06
1977-1979 5/	Total Commuter Service	925,000	833,000	90%
	Highland Park Pulse Center, St. Paul	100,000	72,000	72%
	Four Park-Ride Facilities	317,500	229,000	72%
	Bus Prior Signal System, Mpls.	168,000	121,000	72%
	Car Pool, Van Pool Program, Mn/DOT	293,000	264,000	90%
	Van Pool,, Abort Program, Mn/DOT	125,000	113,000	90%
	Community Centered Transit	350,000	252,000	72%

	Project - Submitting Agency	Total Project Cost	FAU Share	FAU %
1978-1980 FAU Program:	Five Park-Ride Facilities, MTC 6/	$ 392,000	$ 282,000	72%
	Car and Van Pool Program, (1980), Mn/DOT	100,000	90,000	90%
	Share-A-Ride - MTC	360,000	324,000	90%
1979-1981 FAU Program:	None	-	-	-
1980-1982 7/ FAU Program:	18 Replacement Buses	2,500,000	1,875,000	75%
	Five Park-Ride Facilities 8/	943,000	707,000	75%
1981-1983 FAU Program:	Hennepin Ave. Transit Way 8/	2,335,000	1,751,000	75%
	Minnesota Rideshare Program 9/	333,000	250,000	75%
1982-1984 FAU Program:	No New Projects Solicited	-	-	-
1983-1985 7/ FAU Program:	No New Projects Solicited	-	-	-
1984-1986 7/ FAU Program:	Minnesota Rideshare Program 10/	195,000	150,000	77%
----------	Rehabilitation of Buses 10/	1,489,000	1,143,000	77%
1985-1987 7/ FAU Program:	No New Projects Solicited	1,000,000	760,000	75%
1986-1988 FAU Program:	Minnesota Rideshare Program	6,660,000	5,000,000	75%
	Rehabilitation of Buses			
	Cumulative Total excluding original submittals of projects which were revised and resubmitted 3/	$25,000,240	$18,778,301	

1/ Although locally approved for funding, these projects are not necessarily completed or under contract.
2/ 90% funding under provisions of "Emergency Highway Energy Conservation Act."
3/ Because of delays in initiating construction and revision of the projects, both the Exclusive Bus Lanes and Nicollet Mall Extension were submitted more than once. Funding of these projects is based on the most recent approvals.
4/ FAU funds provided to MTC via UMTA Grant Project MN-23-001.
5/ After CY 1976, FAU funds have been allocated on the basis of a three year program rather than a one-year program.
6/ Approved by TAB for inclusion in 1978-1980 FAU program, not approved by Metropolitan Council.
7/ Project Submittals not requested due to funding commitments to previously authorized projects.
8/ Also approved for I-335 Interstate Substitution Funding.
9/ Due to funding limitations, this is the only project approved for funding.
10/ Originally submitted as part of the 1982-1984 FAU Program, approved in October 1983 by the Metropolitan Council.

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FEDERAL AID URBAN PROJECT CRITERIA

TRANSIT PROJECTS

DEFINITION - Transit projects must meet the following definition to qualify for further evaluation:

A capital or non-capital project whose primary purpose is to promote or facilitate the use of multi-occupancy vehicles, including construction or acquisition of facilities and equipment, and implementation of programs to increase use of transit and paratransit vehicles. Specifically excluded are any projects which meet the definition of the roadway construction, capacity, safety and bikeway/walkway groups.

The project must be a permanent improvement. Temporary construction is defined as work which must be essentially replaced in the immediate future. Staged construction is considered permanent rather than temporary so long as future stages build on rather than replace previous work.

The right-of-way acquisition costs, costs required to complete studies, engineering, design, etc., will not be eligible for FAU funding. Noise barriers, lighting projects, drainage projects, signal interconnects, fences, landscaping, etc., are ineligible for funding unless included as part of a larger project which is otherwise eligible.

The construction, rehabilitation or reconstruction of major roadway elements must be such that the completed segment is upgraded to current design standards and also that the reconstructed facility has an anticipated service life approximately equal to that of a new facility. The project must be structurally capable of handling all anticipated vehicles.

The adopted policy is not to provide more than $5,500,000 in FAU funds to a specific project.

FEDERAL AID URBAN PROJECT CRITERIA

TRANSIT PROJECTS

QUALIFYING CRITERIA:

Transit projects must meet all of the following criteria to qualify for priority evaluation.

1. The project must be consistent with policies of the Metropolitan Council's officially adopted Metropolitan Development Guide.

2. The total cost of the project must exceed $50,000, although it may include separate but clearly related elements which are not at the same location.

3. Projects must be coordinated with all affected communities, the Regional Transit Board and other levels of government (list level of coordination with affected communities).

4. Projects such as exclusive or preferential lanes for multi-occupancy vehicles, traffic control devices, bus passenger loading areas and facilities, fringe and urban corridor parking facilities to serve bus and other public transportation passengers must be on or near FAU routes. (Non-highway transit projects, relating to the development or improvement of a transit facility such as purchase or construction of buses, shelters, garages, people-movers, fixed guideway systems, and other support facilities and equipment as part of a planned transit development program do not need to be located on a Federal Aid Highway).

1987-1989 FAU PROGRAM
PROJECT DESCRIPTIONS

PURCHASE OF BUSES

The Bus Fleet Modernization Plan calls for the purchase of 125 transit coaches in 1987, 1988 and 1989 at an estimated cost of $22.2 million, $23.3 million and $24.5 million, respectively. Because of the annual limitation on the expenditure of FAU funds toward a single project, it is recommended that $2.5 million in FAU funds ($3.33 million total funds) be requested for 1987 and 1988. These funds will be applied toward the purchase of these buses.

FAU funding is not being requested to purchase buses in 1989 in an effort to place some limitation on the total amount of funding requested. Supplemental funding will have to be solicited for the balance of the bus purchases.

PURCHASE OF VANS FOR VANPOOLING

This program would phase in the purchased vans replacing the current third party fleet and add new vans to the fleet as more vanpool groups are formed. Vans would be purchased for use in vanpooling and not be part of the fare structure, thereby reducing the current fares by approximately 60%. This would expand the market for vanpooling by making the mid-length trips more attractive for vanpooling. The I-394 Transportation System Management Plan (TSMP) proposes the purchase of twenty vans per year for vanpooling, to reduce vanpool fares and make it a more attractive transit choice. The following chart shows the number of passengers and trips that could be provided by vans in the three year period.

				FAU FUNDED	
Year	# Purchased	# Daily Round Trip Passengers	# Annual Passenger Trips	# Vans	# Annual Passenger Trips
1987	165	1650	825,000	130	650,000
1988	100	1000	500,000	50	250,000
1989	50	500	250,000	0	0

Year	Number of Vans		Total Cost (Millions)	FAU Share (Millions)
	Total	FAU		
1987	165	130	$2.500	$1.9
1988	100	100	$1.700	$1.3
1989	50	0	$ .900	0

FAU funding is not being requested for the puchase of vans as it is felt that the concept needs further evaluation. It is also not clear how the program will be administered after July 1, 1985. This project is felt to be of lower priority than the purchase of buses and therefore should not be submitted to the TAB to compete for the limited FAU funding anticipated to be available for allocation.

MINNESOTA RIDESHARE

Minnesota Rideshare (Mn/RS) is a comprehensive regional rideshare program which has provided services since 1977 to area commuters and employers. Mn/RS provides bus information and schedules, computerized matching for carpools and vanpools and personalized assistance to attain a higher percentage of pool formation. The services are promoted and advertised on a target basis to the highest potential residential, employment, and corridor locations.

In 1987 through 1989, the top priority for marketing will be in the I-394 corridor due to the construction of the new freeway that will be constructed with both interim and permanent high occupancy vehicle lanes. The 1987 and 1988 FAU request would fund most of the I-394 rideshare activities. Other funding sources will be identified for the rest of the rideshare program.

Promotion of use of Park & Ride lots by poolers, bus pass programs, financial incentives by employers, parking discounts for poolers and adoption of flextime programs will be emphasized. Efforts will be increased with cities and developers to adopt parking discounts and zoning ordinances that will incorporate rideshare and transportation management provisions.

It is recommended that the following amounts be requested for the Minnesota Rideshare program for FAU funding.

Year	FAU Cost	Total Cost (Millions)
1987	$440,000	$1.229
1988	470,000	$1.290
1989	-0-	$1.355

I-394 BUS RELATED FACILITIES

The I-394 Bus Service and Facilities Plan, approved by the MTC on January 14, 1985, identified the need for approximately $6.5 million of bus related capital facilities to complement the timed-transfer service concept. The construction of many of these facilities could be funded by FAU funds. All other phases of the project must be funded from other sources.

The following paragraphs summarize the stations,, park-ride facilities and signs identified in the I-394 Bus Service and Facilities Plan. None of these facilities are being recommended for FAU funding after considering the other MTC needs for FAU funding, the limited FAU funding available and the large dollar amounts not eligible for FAU funding because of the limitation that FAU funds can only be used for the construction phase of the projects.

o PARK-RIDE FACILITIES

A system of paved, lighted and landscaped parking lots will be developed for use by bus patrons and poolers.

Year	Location	FAU Share	Total Cost
1988	Co Rd 60 & Minnetonka Blvd, Minnetonka	$ 45,000	$ 178,000
1989	Co Rd 15 & TH 55, Plymouth	$ 48,000	$ 91,000
1989	3rd Street and Water St., Excelsior	$ 27,000	$ 53,000

o TRANSIT STATIONS

At each of the timed transfer locations there is a need to develop bus and pedestrian facilities. The type and extent to which these facilities are required are dependent upon the location,, number of buses and people anticipated to use the site. In all cases, the transit stations will include a place for buses to stop, pedestrian walkways and a shelter or station. At some locations, a park-ride facilities will also be provided.

Year	Transit Station/Location	FAU Share	Total Cost
1987	I-394 & Plymouth Rd., Minnetonka*	$462,000	$1,811,000
1987	I-394 & Louisiana Ave., Golden Valley*	$439,000	$1,432,000
1988	TH 55 & Douglas Drive, Golden Valley*	$291,000	$ 540,000
1988	Co Rd 3 & 8th Ave., Hopkins	$210,000	$ 384,000
1989	Co Rd 9 and Douglas Dr., Crystal	$ 88,000	$ 243,000
1989	3rd St. and Water St., Excelsior	$ 42,000	$ 76,000
1989	Co Rd 15 & Co Rd 19, Navarre	$ 42,000	$ 76,000

* Includes park-ride facility.

o SIGNS

In some parts of the I-394 study area, bus stops do not currently have transit signs. In addition, many bus routes will be rerouted as part of the timed transfer service concept. Therefore, it is proposed that a major sign installation program be instituted in the I-394 study area as part of the overall service enhancements.

Year	Item	FAU Share	Total Cost
1988	Transit "T" Signs	$154,000	$ 243,000

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FINANCIAL COMPARISON

		Senate	House
1. ADMINISTRATION:	FY 1986	$ 1,099,500	$ 1,054,500
	FY 1987	1,099,500	1,069,500
	Total	$ 2,199,000	$ 2,124,000

Plus House caps travel for RTB Board and staff at $25,000 in FY 1986 and $27,000 in FY 1987.

2. TOTAL FUNDING:

	$37,315,800	$40,940,800 *
(MVET Carryover)	10,000,000 **	
	$47,315,800	$40,940,800

*Includes 1985 MVET ($10,000,000) rolled forward.

General Fund	$15,955,800	$ 9,655,800
MVET	21,360,000	31,285,000 *
Total	$37,315,800	$40,940,800

*Includes 1985 MVET ($10,000,000) rolled over.

**$6 million for planning; $4 million for operating assistance.

3. COMPARISON:

General Fund Appropriation

Governor	$13,655,800	
Senate	$15,955,800	($2.3 million more than Governor)
House	$9,655,800	($4 million less than Governor)

Plus Governor recommended carry forward of all 1985 MVET money.