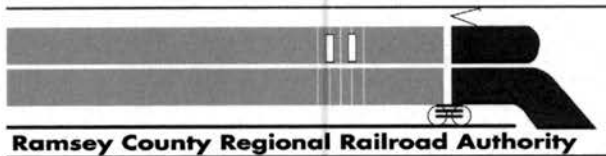




Ramsey County Regional Railroad Authority.
Records.

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Union Depot, Suite 200
214 4th Street East
St. Paul, Minnesota 55101
(651) 266-2760

REGIONAL RAILROAD AUTHORITY

July 23, 2013

Immediately following the Ramsey County Board Meeting
Council Chambers – Third Floor Court House

.....
ROLL CALL and Call to Order

AGENDA of the July 23, 2013 Regional Railroad Authority Meeting is presented for approval.

MINUTES of the June 25, 2013 Regional Railroad Authority Meeting is presented for approval.

POLICY AGENDA

1. Presentation of the 2014-2015 Ramsey County Regional Railroad Authority Budget

Board Action Requested:

None. For information only.

CORRIDOR UPDATES

ADJOURNMENT

RAMSEY COUNTY REGIONAL RAILROAD AUTHORITY

June 25, 2013

The Ramsey County Regional Railroad Authority met with the following members present: Carter, Huffman, McGuire, Ortega, Reinhardt, Rettman, McDonough – 7. Absent: 0. Also present were Julie Kleinschmidt, Ramsey County Manager and Paul Zisla, Assistant County Attorney, Ramsey County Attorney's Office.

Chair McDonough called the meeting to order at 9:35 A.M.

AGENDA

Commissioner McGuire moved approval of the Agenda of the June 25, 2013 Regional Railroad Authority Meeting, seconded by Commissioner Rettman. Roll Call: Ayes – McGuire, Ortega, Reinhardt, Rettman, Carter, Huffman, McDonough – 7. Nays – 0.

MINUTES

Commissioner Carter moved approval of the Minutes of the June 18, 2013 Regional Railroad Authority Meeting, seconded by Commissioner Huffman. Roll Call: Ayes – McGuire, Ortega, Reinhardt, Rettman, Carter, Huffman, McDonough – 7. Nays – 0.

1. Approval of the June 5, 2013 Revisions to the Union Depot Renovation Project Revised and Restated Term Sheet with Union Pacific Railroad

Commissioner Ortega moved approval of the following resolution, seconded by Commissioner Reinhardt. Roll Call: Ayes – McGuire, Ortega, Reinhardt, Rettman, Carter, Huffman, McDonough – 7. Nays – 0.
R13-23

WHEREAS, The Ramsey County Regional Railroad Authority has identified the completion of The Union Depot Multi-Modal Transportation and Transit Hub ("the Union Depot") as a high priority and has expressed an interest in maximizing its development and economic output potential; and

WHEREAS, In order to accomplish this interest, the Ramsey County Regional Railroad Authority has identified the need to accommodate Amtrak's Empire Builder passenger rail service; and

WHEREAS, The Empire Builder will utilize Burlington Northern Santa Fe Railway (BNSF), Canadian Pacific Railway (CP), and Union Pacific Railroad (UP) track to access the Depot; and

WHEREAS, Accessing the BNSF, CP, and UP track will require capacity improvements so that the Empire Builder can maintain on-time performance without negatively impact existing freight operations; and

WHEREAS, The Union Depot Project Revised and Restated Term Sheets, Engineering Agreements and Construction Agreements have executed between the Ramsey County Regional Railroad Authority and BNSF, the Ramsey County Regional Railroad Authority and CP, and the Ramsey County Regional Railroad Authority and UP to formalize the necessary capacity improvements and to allow for the completion of design, procurement of materials, and construction of the improvements; and

WHEREAS, Since the December 18, 2012 execution the Revised and Restated Term Sheet with UP, work has progressed on the design of improvements to the State Street Industrial Lead (SSIL) south of Plato Boulevard resulting in the need to make technical changes to the Revised and Restated Term Sheet; and

WHEREAS, These changes general clean up of text and material changes including the change of the SSIL switch from a dispatched switch to a Dual Tone Multi-Frequency Switch controlled by a locomotive and clarification on Ramsey County Regional Railroad Authority maintenance responsibilities resulting from the project for the signal system and East Terminal Lead Switch, Now, Therefore, Be It

RESOLVED, The Ramsey County Regional Railroad Authority approves the June 5, 2013 Union Depot Renovation Project Revised and Restated Term Sheet with the Union Pacific Railroad; And Be It Further

RESOLVED, The Ramsey County Regional Railroad Authority authorizes the Chair to execute the June 5, 2013 Union Depot Revised and Restated Term Sheet on behalf of the Ramsey County Regional Railroad Authority.

2. Award of a contract for Signalization of Union Depot

Commissioner Carter moved approval of the following resolution, seconded by Commissioner Ortega. Roll Call: Ayes – McGuire, Ortega, Reinhardt, Rettman, Carter, Huffman, McDonough – 7. Nays – 0.
R13-24

WHEREAS, The Ramsey County Regional Railroad Authority has identified the completion of The Union Depot Multi-Modal Transportation and Transit Hub ("The Union Depot") as a high priority and has expressed an interest in maximizing its development and economic output potential; and

WHEREAS, In order to accomplish this interest, the Ramsey County Regional Railroad Authority has identified the need to accommodate Amtrak's Empire Builder passenger rail service; and

WHEREAS, The Empire Builder will utilize Burlington Northern Santa Fe Railway (BNSF), Canadian Pacific Railway (CP), and Union Pacific Railroad (UP) track to access the Union Depot; and

WHEREAS, Accessing the BNSF, CP, and UP track will require capacity improvements so that the Empire Builder can maintain on-time performance without negatively impacting existing freight operations; and

WHEREAS, The Union Depot Project Revised and Restated Term Sheets, Engineering Agreements and Construction Agreements have been executed between the Ramsey County Regional Railroad Authority and BNSF, the Ramsey County Regional Railroad Authority and CP, and the Ramsey County Regional Railroad Authority and UP to formalize the necessary capacity improvements and to allow for the completion of design, procurement of materials, and construction of the improvements; and

WHEREAS, The Preliminary Engineering Agreement with BNSF Railway included the completion of final design for the signal system that BNSF will dispatch for Union Depot on Ramsey County Regional Railroad Authority property; and

WHEREAS, The Construction Agreement with BNSF Railway did not include the procurement, building, or construction of signalization improvements for the Union Depot on Ramsey County Regional Railroad Authority property; and

WHEREAS, The Ramsey County Regional Railroad Authority is responsible for the procurement, building, and construction of the Union Depot signal system and its integration with the BNSF signal system so that BNSF can seamlessly dispatch the Union Depot; and

WHEREAS, The Federal Highway Administration and the Minnesota Department of Transportation recognize the unique authority that has been granted to railroads by congress over the past one hundred plus years, by allowing the railroads to accomplish work on their property by either utilizing their own forces or by specifying those firms that they consider qualified to work on their system; and

WHEREAS, Because the Union Depot signal system must function seamlessly with the BNSF signal system allowing for BNSF to dispatch the Union Depot, Ramsey County Regional Railroad Authority requested a list of qualified firms that it could solicit for bids and was provided with Railroad Controls Limited, United Signal, and Balfour Beatty Rail Inc. by BNSF; and

WHEREAS, On June 10, 2013, the Ramsey County Regional Railroad Authority released The Union Depot Bid Package 2G: Railroad Signalization. The bid package covers procurement, building, and installing the signal system for Union Depot with a completion date of November 1, 2013; and

WHEREAS, Due to material corrections needed to the bid package, bids were reissued on June 20, 2013 and are due on July 1, 2013; and

WHEREAS, To ensure that the RCRRA signal system is ready to receive Amtrak trains in the fourth quarter of 2013, time is of the essence with this bid and its prompt award will maximize the time available for procuring materials, testing, building, installing, and assisting BNSF with the connection of the two systems; and

WHEREAS, To delay award of the contract with the low responsive bid by responsible bidder until the July 16, 2013 RCRRA board meeting will delay the project by two weeks; and

WHEREAS, In order to maximize the time available to the low responsive bid by responsible bidder the contract needs to be awarded a close to the July 1, 2013 due date as possible, Now therefore Be It

RESOLVED, The Ramsey County Regional Railroad Authority authorizes the Chair to negotiate, award, and execute a contract on behalf of the Ramsey County Regional Railroad Authority with the low responsive bid by responsible bidder for the completion of The Union Depot Bid Package 2G: Railroad Signalization, in a form approved by the County Attorney's Office, in an amount not to exceed \$1,500,000; And Be It Further

RESOLVED, The Ramsey County Regional Railroad Authority authorizes the County Manager to make all necessary budget adjustments including increasing estimated revenues and appropriations.

3. Amendment Number 1 to the Preliminary Engineering Agreement with BNSF Railway

Commissioner Reinhardt moved approval of the following resolution, seconded by Commissioner Carter. Roll Call: Ayes – McGuire, Ortega, Reinhardt, Rettman, Carter, Huffman, McDonough – 7. Nays – 0.
R13-25

WHEREAS, The Ramsey County Regional Railroad Authority has identified the completion of The Union Depot Multi-Modal Transportation and Transit Hub ("Depot") as a high priority and has expressed an interest in maximizing its development and economic output potential; and

WHEREAS, In order to accomplish this interest, the Ramsey County Regional Railroad Authority has identified the need to accommodate Amtrak's Empire Builder passenger rail service; and

WHEREAS, The Empire Builder will utilize Burlington Northern Santa Fe Railway (BNSF), Canadian Pacific Railway (CP), and Union Pacific Railroad (UP) track to access the Depot; and

WHEREAS, Accessing the BNSF, CP, and UP track will require capacity improvements so that the Empire Builder can maintain on-time performance without negatively impacting existing freight operations; and

WHEREAS, The Union Depot Project Revised and Restated Term Sheets were executed between the RCRRA and BNSF, the Ramsey County Regional Railroad Authority and CP, and the Ramsey County Regional Railroad Authority and UP in December of 2012 to formalize the improvements and to allow final track design and signal design to begin; and

WHEREAS, The Ramsey County Regional Railroad Authority executed individual Design/Public Project Reimbursement Agreements with BNSF, CP, and UP to bind the parties for the completion of final track design and signal design to begin; and

WHEREAS, The Preliminary Engineering Agreement with BNSF Railway did not include the addition of a second control point and its associated design and testing at the Union Depot; and

WHEREAS, The addition of a second control point is needed for track access and requires an amendment to the BNSF Preliminary Engineering Agreement that will increase the cost of the existing

agreement by a not to exceed amount of \$25,000, bringing the total Preliminary Engineering Agreement cost to \$165,901, which is within the existing project budget; Now, Therefore, Be It

RESOLVED, The Ramsey County Regional Railroad Authority approves Amendment #1 to the Preliminary Engineering Agreement with BNSF Railway for the completion of track and signal design for the west leg of the Division Street Wye and the signalization of Union Depot, Saint Paul Union Depot Track, and the conversion of the Gillette Spur Track switch to electric lock to be completed by November 30, 2013, in an amount not to exceed \$165,901; and Be It Further

RESOLVED, The Ramsey County Regional Railroad Authority authorizes the Chair to execute Amendment #1 on behalf of the Ramsey County Regional Railroad Authority.

Chair McDonough commented that the items we approved today are the final capital contracts to facilitate Amtrak's arrival at the Union Depot. A tremendous amount of complex work went into this effort by all participants.

CORRIDOR UPDATES

- Gateway Corridor

Commissioner Ortega reported that he attended the Gateway Corridor Development Forum on June 24, 2012 with Chair McDonough and Commissioner Reinhardt. The Forum was sponsored by the St. Paul and Woodbury Chambers of Commerce. It was extremely well attended with a good mix attendees consisting of developers, business owners and community members. The guest speaker, Joseph Calabrese, Chief Executive Officer and General Manager of the Regional Transit Authority in Cleveland, OH, discussed the HealthLine, a Bus Rapid Transit (BRT) corridor in Cleveland. It was a successful collaboration with many questions and valuable information. He added that planning and community involvement are key to developing corridors, which has been a process that we keep improving.

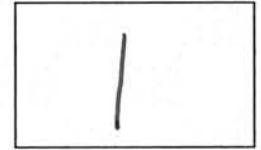
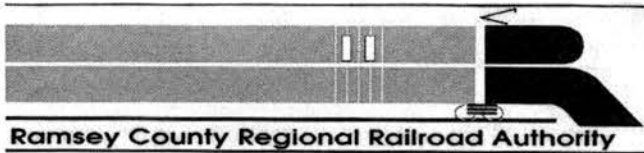
Commissioner Reinhardt commented that the Forum opened up the imagination of the vision and planning of corridor projects. A focus of the meeting was economic development and creating jobs in areas where transit is in place, as well as community involvement and building the project to fit the needs of the community.

Chair McDonough reiterated how important the economic development component is in the development of corridors. Bringing in the most successful BRT line in the country to discuss their experience at this stage of Gateway Corridor's development was critical to Gateway's next step of deciding the mode of transit. He also agreed that we are ahead of the curve with community outreach.

- Union Depot

Commissioner McGuire reported that the Council of State Governments is taking place the weekend of July 14, which consists of legislators from all over the Midwest who will tour downtown St. Paul as well as the Union Depot.

There being no further business, Chair McDonough declared the meeting adjourned at 9:44 A.M.



REQUEST FOR ACTION

Type of Agenda: ☒ Policy ☐ Discussion
☐ Administrative ☒ Information

Regional Railroad Authority Meeting Date:

Regional Railroad Authority Meeting Date: 07/23/13

SUBJECT: Presentation of the 2014-2015 Ramsey County Regional Railroad Authority Budget

EXECUTIVE SUMMARY:

The County Manager will present the 2014-2015 Ramsey County Regional Railroad Authority Budget at this meeting.

ACTION REQUESTED:

None. For information only.

SUBJECT: Presentation of the 2014-2015 Ramsey County Regional Railroad Authority Budget

ATTACHMENTS:

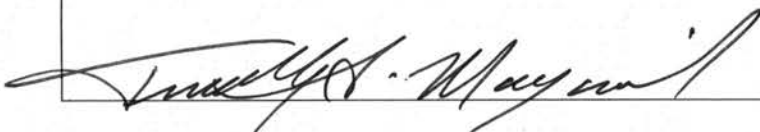
None

PREVIOUS ACTION:

N/A

COUNTY MANAGER'S COMMENTS:

SUBJECT: Presentation of the 2014-2015 Ramsey County Regional Railroad Authority Budget

Regional Railroad Authority – Authorized Signature	Date
	7/11/13

Finance – Authorized Signature	Date
	7/11/13

County Attorney – Authorized Signature	Date
	7/15/13

Other– Authorized Signature	Date

Other– Authorized Signature	Date

Other – Authorized Signature	Date

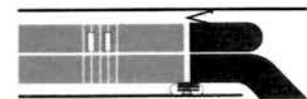
Ramsey County Regional Railroad Authority

2014-2015 Proposed Budget

Julie Kleinschmidt, Ramsey County Manager



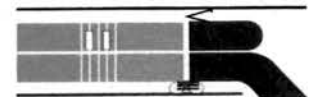
July 23, 2013



RCRRA Mission

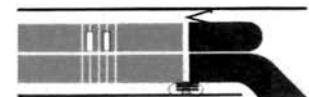


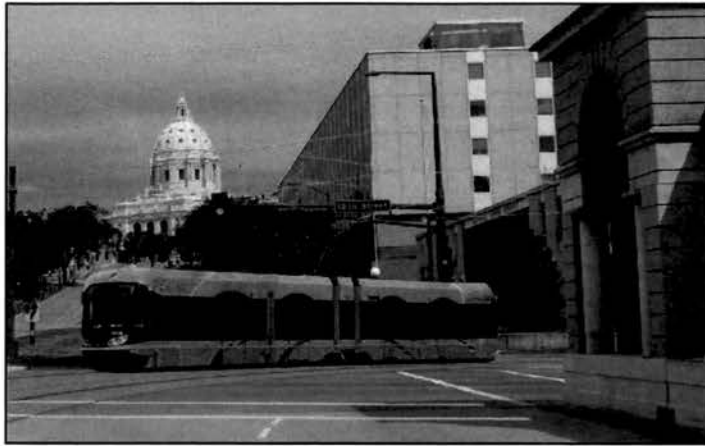
Providing effective and
efficient transit alternatives
for Ramsey County and
surrounding regions



RCRRA Vision

- Develop Union Depot into a multi-modal transit and transportation hub as a sustainable facility that offers a vast array of modal choices as well as a vibrant meeting place for the public that will include commercial activity, programmed events, and a showcase for artists and other vendors
- Continue to pursue advancement of its various corridor studies currently underway in order to continue expanding transit options for residents of Ramsey County.
Realization of these corridors will bring the Union Depot vision to fruition by bringing in more people to utilize the facility





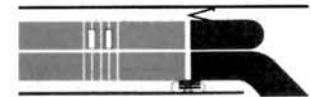
Central Corridor LRT

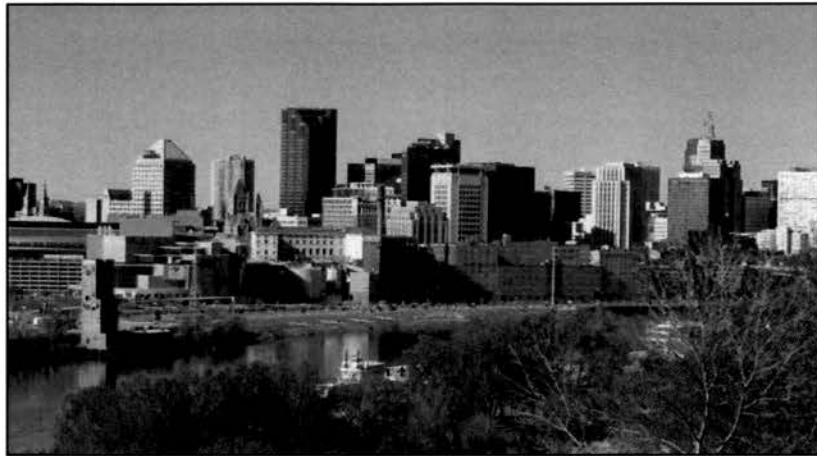
Who We Are



The Union Depot

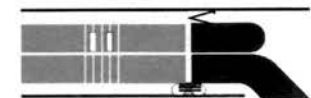
- The Regional Railroad Authority advocates for, coordinates, funds, plans and implements transit for county residents and businesses
- The seamless, multimodal transit network that the Authority is working on is designed to ease congestion, make it easier to get to and from work, sports and entertainment venues, and improve the economic competitiveness and vitality of St. Paul, Ramsey County and the State of Minnesota





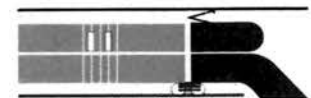
What We Do

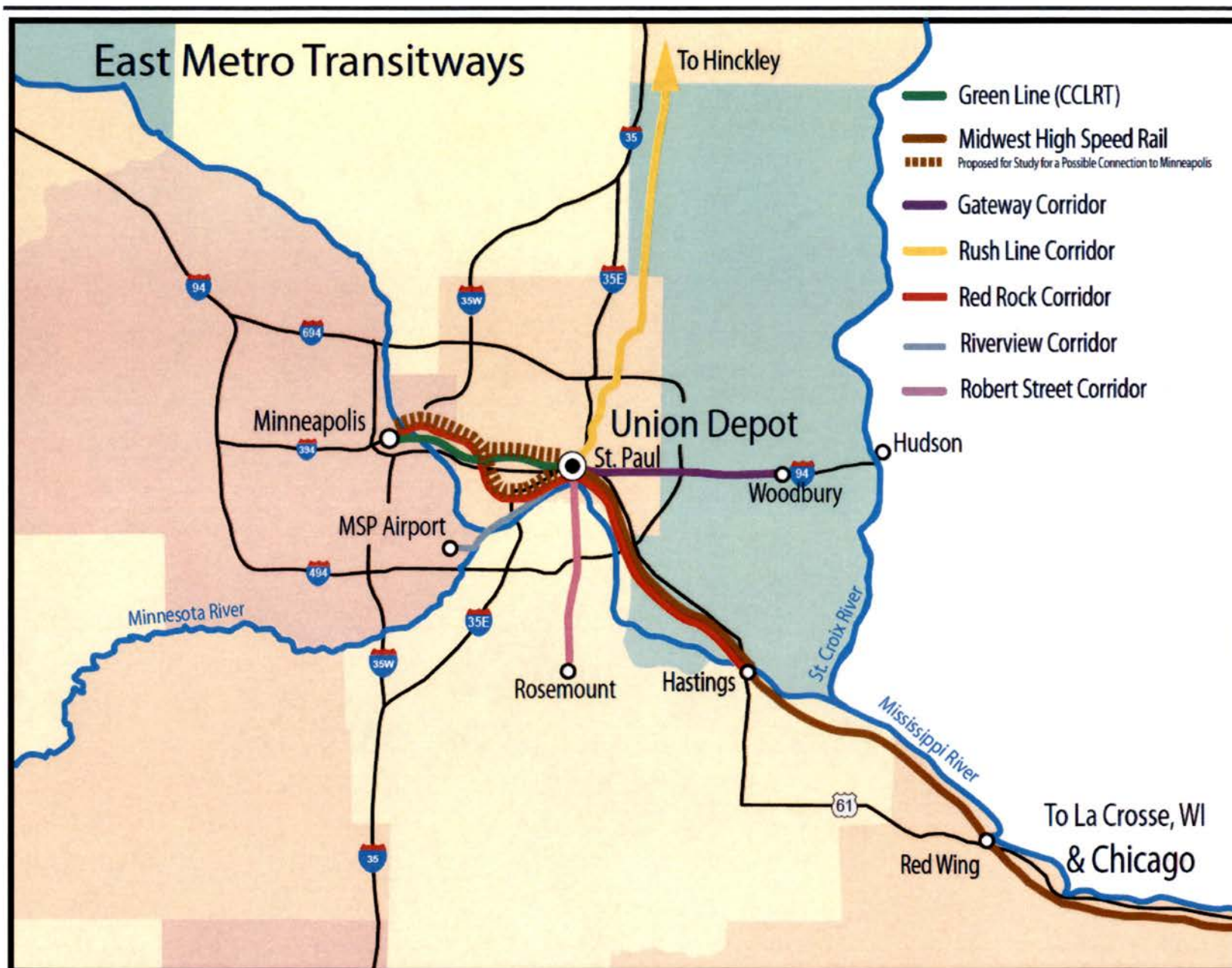
- Develop a long-range vision of transit services to meet changing needs for today and for succeeding generations
- Help to shape the future of Ramsey County and the region by preserving rail corridors, providing rail transit services, and continuing to develop Union Depot in an effort to recognize the vision as a state/regional transportation hub and the living room of St. Paul
- Work in a manner that is sensitive to the financial impact on county taxpayers



Today's Opportunities

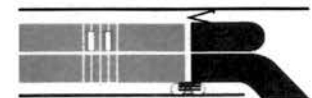
- Cementing the government, business and community relationships that will advocate for and lead the build out of a comprehensive County multi-modal transportation system that ultimately strengthens the entire Region
- Leveraging a fully developed multi-modal transportation system to generate widespread and sustainable economic prosperity
- Establishing Union Depot as a regional economic, transportation and cultural anchor within our broader community





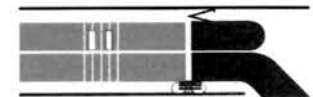
Long-Term Financing Strategy

- In 2005, the RCRRA set the following financing strategy goals:
 - Adopt long-term 2006-2014 capital plan for funding RCRRA share of transit projects
 - Keep the RCRRA property tax levy stable
 - Keep borrowing costs low
 - Stay within County debt benchmark goals
 - Provide flexibility to take advantage of state and federal funding
 - Stimulate economic growth in entire East Metro region
 - Receive broad community support for the financing strategy
- The financing strategy will allow the RCRRA to pay its financial obligations for the Central Corridor project, develop and activate Union Depot, continue to advance various corridor projects, begin building a capital reserve, and make debt service payments



Proposed Property Tax Levy

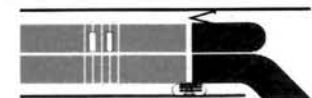
- The Regional Railroad Authority's property tax levy is reduced for 2014 and 2015
- Approved Tax Levy 2013: \$19,938,811
- Proposed Tax Levy 2014: \$19,053,307
- Proposed Tax Levy 2015: \$19,189,707
- The 2014-2015 proposed levies are at their statutorily authorized maximum levy amounts



2014-2015 Proposed Budget

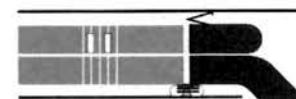
	<u>2014</u>	<u>2015</u>
Operating Budget*	\$11,777,624	\$12,170,735
Capital Project Budget	\$14,465,617	\$ 3,300,000
Debt Service Budget	\$ 3,625,000	\$ 6,980,000
Property Tax Levy	\$19,053,307	\$ 19,189,707
Tax Levy Decrease/Increase	-\$885,504	+\$136,400
Tax Levy Decrease/Increase	-4.4%	+0.7%

* 2014 and 2015 proposed operating budgets include Union Depot operating cost estimates



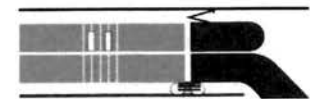
Union Depot

- The renovation and reconstruction of Union Depot is more than 95% complete
- The Union Depot project was fully budgeted at an estimated cost of \$243.4 million, which includes over \$138 million in state and federal funding
- In July 2012, Jones Lang LaSalle was hired to manage and activate Union Depot
- Regional, inter-city, and para-transit buses, taxis, automobiles, bicycles, and pedestrians are currently being served at Union Depot
- In late 2013, it is anticipated that Amtrak will begin service at Union Depot and the Green Line (Central Corridor LRT) will begin service in summer 2014



Central Corridor

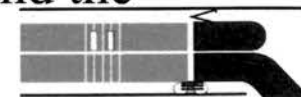
- The Central Corridor connects downtown St. Paul's Union Depot to downtown Minneapolis and the Hiawatha Light Rail Line
- The project is currently under construction and scheduled to open 2014. A federal full funding grant agreement from the Federal Transit Administration was approved in 2011
- The RCRRA obligation for the Central Corridor light rail project is \$66.4 million
- The proposed budget includes sufficient funding to fulfill the remaining Central Corridor obligations. Our last contribution will be provided to the Metropolitan Council in December 2014



Other Corridor Projects

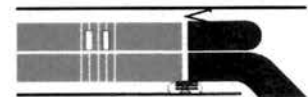
Funding is provided in the 2014-2015 proposed budget to study the following corridors:

- **Rush Line Corridor** – Continue project development for a long-term rail transit option through the completion of a Pre-Project Development Study
- **Red Rock Corridor** – Continue project development through implementation of the recommendations of the Alternatives Analysis Update Study, Station Area Planning Study and East Metro Railroad Capacity Study
- **High Speed Rail** – Continue advocacy through MN High Speed Rail Commission and the Minnesota Passenger Rail Forum. Continue coordination with Mn/DOT, WisDOT, Amtrak, and other partners on the completion of passenger rail studies including the Twin Cities to Chicago high speed rail route analysis, environmental work and the Twin Cities to Chicago second daily train study



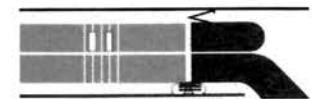
Other Corridor Projects (Cont.)

- **Gateway Corridor** – The Alternatives Analysis was completed and two alternatives are being advanced into the Draft Environmental Impact Statement which will result in the selection of a locally preferred alternative
- **Robert Street Corridor** – Continue project development through initiation and completion of an Alternatives Analysis
- **Northeast Corridor and Northeast Diagonal Corridor** – Preserve right of way for future transit use
- **Riverview Corridor** – Continue project development through a Pre-Project Development Study.



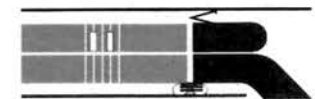
Debt Service

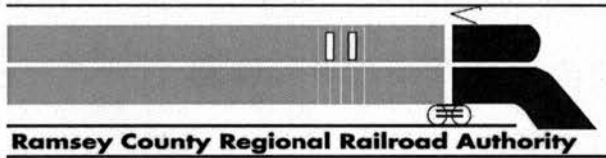
- In 2012, \$20 million in bank loan proceeds were received by Regional Railroad Authority to provide for cash flow purposes
- The bank loans will be paid back over the course of five years through the RCRRA levy, with the last payment being made in 2017



Next Steps

- August 6, 2013 – RCRRA 2014-2015 budget hearing
- August 20, 2013 – Public Hearing #1 - Public Testimony on budget
- September 10, 2013 – RCRRA certifies the 2014 maximum levy
- November 25, 2013 – Public Hearing #2 – Public Testimony on budget
- December 17, 2013 – RCRRA approves 2014-2015 budget and 2014 property tax levy





Union Depot, Suite 200
214 4th Street East
St. Paul, Minnesota 55101
(651) 266-2760

REGIONAL RAILROAD AUTHORITY

August 6, 2013

Immediately following the Ramsey County Board Meeting
Council Chambers – Third Floor Court House

.....
ROLL CALL and Call to Order

AGENDA of the August 6, 2013 Regional Railroad Authority Meeting is presented for approval.

MINUTES of the July 23, 2013 Regional Railroad Authority Meeting is presented for approval.

ADMINISTRATIVE AGENDA

1. **Approval of Commissioner participation in a Counties Transit Improvement Board projects tour and a joint Metropolitan County Regional Railroad Authority Meeting on September 13, 2013**

Board Action Requested:

Approve Ramsey County Regional Railroad Authority Commissioner participation in a joint Metropolitan County Regional Railroad Authority meeting and a Counties Transit Improvement Board projects tour to be held on Friday, September 13, 2013.

POLICY AGENDA

2. **2014-2015 Ramsey County Regional Railroad Authority Proposed Budgets**

Board Action Requested:

Discussion will occur on the 2014-2015 RCRRA proposed budgets.

CORRIDOR UPDATES

ADJOURNMENT

RAMSEY COUNTY REGIONAL RAILROAD AUTHORITY

July 23, 2013

The Ramsey County Regional Railroad Authority met with the following members present: Carter, Huffman, McGuire, Ortega, Reinhardt, Rettman, McDonough – 7. Absent: 0. Also present were Julie Kleinschmidt, Ramsey County Manager and Paul Zisla, Assistant County Attorney, Ramsey County Attorney's Office.

Chair McDonough called the meeting to order at 1:40 P.M.

AGENDA

Commissioner McGuire moved approval of the Agenda of the ~~June 25~~ ^{July 23} 2013 Regional Railroad Authority Meeting, seconded by Commissioner Rettman. Roll Call: Ayes – Ortega, Reinhardt, Rettman, Carter, Huffman, McGuire, McDonough – 7. Nays – 0.

MINUTES

Commissioner Reinhardt moved approval of the Minutes of the ~~June 18~~ ^{July 23} 2013 Regional Railroad Authority Meeting, seconded by Commissioner Ortega. Roll Call: Ayes – Ortega, Reinhardt, Rettman, Carter, Huffman, McGuire, McDonough – 7. Nays – 0.

1. Presentation of the 2014-2015 Ramsey County Regional Railroad Authority Budget

Julie Kleinschmidt, Ramsey County Manager, presented an overview of the 2014-2015 Ramsey County Regional Railroad Authority Budget; the presentation is on file with the office of the Ramsey County Regional Railroad Authority.

The Ramsey County Regional Railroad Authority (RCRRA) mission is providing effective and efficient transit alternatives for Ramsey County and surrounding regions. A large part of the RCRRA vision has been realized with the completion of the Union Depot. The next part of the vision is to continue to expand transit options for residents of Ramsey County. The RCRRA is about planning for the future. It's about 100 year investments; it's about economic vitality and competitiveness; it's about meeting the changing needs for today and building for future generations. RCRRA leadership and today's opportunities are about cementing the government, business and community relationships that will advocate for and lead the build out of a comprehensive County multi-modal transportation system that ultimately strengthens the entire Region; leveraging a fully developed multi-modal transportation system to generate widespread and sustainable economic prosperity; establishing Union Depot as a regional economic, transportation and cultural anchor within our broader community.

We had a long-term vision for a financing strategy that was enacted in 2005 and we had goals around that vision. She said all of your goals has been realized. You received broad community support for the financing strategy, which was to keep the property tax levy stable, keep borrowing costs low, stay within the County debt benchmark goals, provide flexibility to leverage state and federal funding, stimulate economic growth and a capital plan that would fund RCRRA transit projects. This financing strategy has worked as planned.

What does this mean for the property tax levy for RCRRA? There is a net reduction over the biennium in the RCRRA's levy. The net reduction is \$749,104.00, which is 3.7% over the biennium.

The Union Depot project, which restored this historic landmark to no less than a world-class regional transit hub, has received so much national and state recognition that we are very proud. We have regional, inter-city, and para-transit buses, taxis, automobiles, bicycles, and pedestrians currently being served at the Union Depot. In late 2013, it is anticipated that Amtrak will begin service at Union Depot.

The proposed 2014-2015 RCRRA budget provides sufficient funding to fulfill our final financial obligation to the Central Corridor Light Rail Transit Project in December 2014, but, more importantly, in mid 2014, the Central Corridor will be operating and serving Union Depot. Other corridor projects we are working on are Rush Line, Red Rock, High Speed Rail, Gateway, Robert Street, Northeast and Northeast Diagonal, and Riverview.

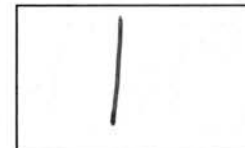
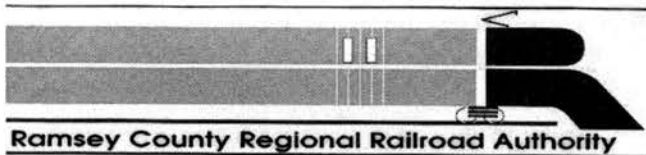
In 2012, \$20 million in bank loan proceeds were received by RCRRA for cash flow purposes. The bank loans will be paid back over the course of five years through the RCRRA levy, with the last payment being made in 2017.

On August 6, 2013, there will be a RCRRA 2014-2015 budget hearing, which will provide further details of the RCRRA budget. Additional information will be available online through Ramsey County's website, as well as the RCRRA's homepage. People may contact Tim Mayasich, Director, RCRRA, or Julie Kleinschmidt, Ramsey County Manager. She thanked Tim Mayasich and Kris Longhenry for their work on this budget.

CORRIDOR UPDATES

No updates were reported.

There being no further business, Chair McDonough declared the meeting adjourned at 1:50 P.M.



REQUEST FOR ACTION

Type of Agenda: ☐ Policy ☐ Discussion
☒ Administrative ☐ Information

Regional Railroad Authority Meeting Date: 08/06/2013

Regional Railroad Authority Meeting Date:

SUBJECT: Approval of Commissioner participation in a Counties Transit Improvement Board projects tour and a joint Metropolitan County Regional Railroad Authority Meeting on September 13, 2013.

EXECUTIVE SUMMARY

Counties Transit Improvement Board (CTIB) Chair and Hennepin County Commissioner Peter McLaughlin, has invited the Ramsey County Regional Railroad Authority to participate in a metropolitan counties regional railroad authority meeting. The meeting is being organized by CTIB and will be held on Friday, September 13, 2013. The meeting will be held at Union Depot and follow a day of CTIB project tours that place emphasis on economic development.

ACTION REQUESTED

Approve Ramsey County Regional Railroad Authority Commissioner participation in a joint Metropolitan County Regional Railroad Authority meeting and a Counties Transit Improvement Board projects tour to be held on Friday, September 13, 2013.

1

SUBJECT: Approval of Commissioner participation in a Counties Transit Improvement Board projects tour and a joint Metropolitan County Regional Railroad Authority Meeting on September 13, 2013.

ATTACHMENTS:

June 27, 2013 Counties Transit Improvement Board Invitation letter.

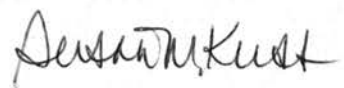
PREVIOUS ACTION:

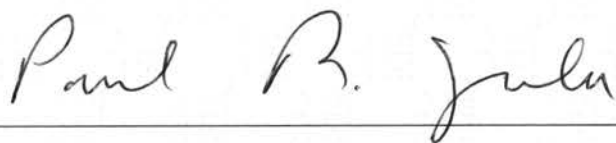
COUNTY MANAGER'S COMMENTS:

Approval of the Ramsey County Regional Railroad Authorities participation in the joint Metropolitan County Regional Railroad Authority Meeting ensures continued coordination amongst the metropolitan regional railroad authorities as they seek to implement transitway investments.

SUBJECT: Approval of Commissioner participation in a Counties Transit Improvement Board projects tour and a joint Metropolitan County Regional Railroad Authority Meeting on September 13, 2013.

Regional Railroad Authority – Authorized Signature	Date
	7/30/13

Finance – Authorized Signature	Date
	7/29/13

County Attorney – Authorized Signature	Date
	7/29/13

Property Management – Authorized Signature	Date

Information Services – Authorized Signature	Date

Other – Authorized Signature	Date

SUBJECT: Approval of Commissioner participation in a Counties Transit Improvement Board projects tour and a joint Metropolitan County Regional Railroad Authority Meeting on September 13, 2013

Draft Resolution

WHEREAS, The Ramsey County Regional Railroad Authority is a member of the Counties Transit Improvement Board; and

WHEREAS, The Counties Transit Improvement Board is planning a tour of its projects followed by a joint Metropolitan County Regional Railroad Authority Meeting on Friday, September 13, 2013; and

WHEREAS, The emphasis of the day will be the economic development that is occurring as a direct result of Counties Transit Improvement Board investments; and

WHEREAS, The Counties Transit Improvement Board has invited Ramsey County Regional Railroad Authority commissioners to participate in the tour and the meeting, Now, Therefore, Be It

RESOLVED, The Ramsey County Regional Railroad Authority approves its Commissioners' participation in a joint Metropolitan County Regional Railroad Authority Meeting and a Counties Transit Improvement Board projects tour to be held on Friday, September 13, 2013.

Attachment

COUNTIES **Transit Improvement**
BOARD

Anoka County | Ramsey County
Dakota County | Washington County
Hennepin County | Metropolitan Council

477 Selby Avenue | Saint Paul, Minnesota 55102 | p: 651-222-7227 | f: 651-223-5229

June 27, 2013

VIA EMAIL: jim.mcdonough@co.ramsey.mn.us

Commissioner Jim McDonough
Chair, Ramsey County Regional Railroad Authority
220 Court House
15 West Kellogg Boulevard
St. Paul, MN 55102

Dear Commissioner McDonough:

On behalf of the Counties Transit Improvement Board (CTIB), I am inviting the participation of your Regional Railroad Authority in a Joint Metropolitan County Regional Railroad Authority Meeting to discuss transitway development in the region, on Friday, September 13, 2013. We recognize that a 7-county regional railroad authority meeting is a unique step, but CTIB believes that it is important that we collectively review the impacts of transitway development to date and discuss a joint vision for the future.

We have made a lot of progress since the inception of CTIB in 2008. The region finished construction on the Northstar Commuter Rail and the Cedar Avenue BRT, and the Central Corridor Light Rail will open in one year. There are transitway corridors under development across the region, including Southwest, Bottineau, Gateway, Robert Street, I35W South BRT, Rush Line, Red Rock and others. While we were not successful at the Legislature last session in securing the authorization for additional sales tax needed for the full build-out of the system, we are committed to complete a system of transitways. It will require our collective efforts and ingenuity, as well as a common vision for the future.

Our plan for the joint meeting is to start the day with a tour of transitway corridors with an emphasis on the economic development that is occurring as a direct result of our investment. We will conclude by a joint meeting at the Union Depot. An agenda will be forwarded to you

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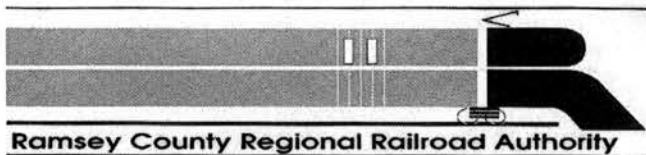
prior to the meeting date, but in the meantime, if you have any questions, please do not hesitate to call me at 612-348-3085, or contact Mary Richardson, CTIB Administrator, at 651.222.7227. Peggy Aho, Clerk to the Board, will contact the Regional Railroad Authority Clerk during the next week with further information.

Sincerely,



Peter McLaughlin, Chair
Counties Transit Improvement Board
Hennepin County Regional Railroad Authority

Cc: CTIB Member, Ramsey County Commissioner Rafael Ortega
CTIB Member Alternate, Ramsey County Commissioner Mary Jo McGuire
CTIB Member Alternate, Ramsey County Commissioner Victoria Reinhardt
Ramsey County Manager, Julie Kleinschmidt
Ramsey County Regional Railroad Authority Director, Tim Mayasich
Ramsey County Regional Railroad Authority Clerk, Bonnie Jackelen



2

REQUEST FOR ACTION

Type of Agenda: ☒ Policy ☐ Administrative ☒ Discussion ☐ Information

Regional Railroad Authority Meeting Date: **08/06/2013**

Regional Railroad Authority Meeting Date: _____

SUBJECT: 2014-2015 Ramsey County Regional Railroad Authority Proposed Budgets

EXECUTIVE SUMMARY

The Ramsey County Regional Railroad Authority Director will present the proposed 2014-2015 RCRRA budgets for discussion. The 2014 proposed budget is \$29,868,241. The 2015 proposed budget is \$22,450,735.

On September 10, 2013, the Ramsey County Regional Railroad Authority will certify the 2014 maximum tax levy.

On December 17, 2013 the Ramsey County Regional Railroad Authority (RCRRA) will approve the two-year 2014-2015 RCRRA budgets and the 2014 RCRRA tax levy.

ACTION REQUESTED

Discussion will occur on the 2014-2015 RCRRA proposed budgets.

1

SUBJECT: 2014-2015 RCRRRA Proposed Budgets

ATTACHMENTS:

● 2014-2015 RCRRRA Proposed Budgets

PREVIOUS ACTION:

COUNTY MANAGER'S COMMENTS:

SUBJECT: 2014-2015 RCRRA Proposed Budgets

Regional Railroad Authority – Authorized Signature

Date

Timothy W. Maynard

7/30/13

Finance – Authorized Signature

Date

Susan M. Kuss

7/29/13

County Attorney – Authorized Signature

Date

Paul B. Juler

7/29/13

Property Management – Authorized Signature

Date

Information Services – Authorized Signature

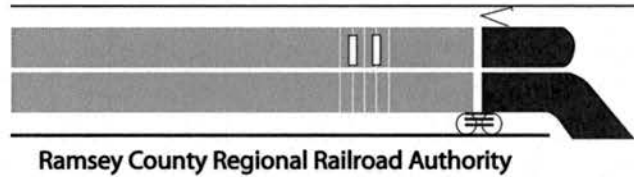
Date

Other – Authorized Signature

Date

Department Summary

Attachment



DEPARTMENT MISSION

REGIONAL RAILROAD AUTHORITY

Providing effective and efficient transit alternatives for Ramsey County and surrounding regions.

DEPARTMENT VISION AND DIRECTION

The RCRRA will develop the Union Depot into a multi-modal transit and transportation hub as a sustainable facility that offers a vast array of modal choices as well as a vibrant meeting place for the public that will include commercial activity, programmed events, and a showcase for artists and other vendors. The RCRRA will also continue to pursue advancement of its various corridor studies currently underway in order to continue expanding transit options for residents of Ramsey County. Realization of these corridors will bring the Union Depot vision to fruition by bringing in more people to utilize the facility.

PROGRAMS / SERVICES

Ramsey County Regional Railroad Authority is comprised of the seven elected Ramsey County Commissioners.

The Ramsey County Regional Railroad Authority recognizes the importance of transit to the mobility of people in the county and its importance in maintaining a strong economy in the county. For those reasons, the Railroad Authority plans, advocates, designs, communicates, educates, coordinates, implements, operates, preserves and funds transit options in Ramsey County.

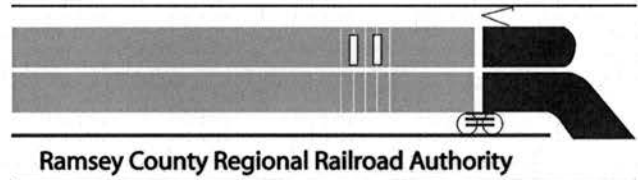
The Ramsey County Regional Railroad Authority performs its activities to address the needs for mobility, improved transportation affordability, mitigation of traffic congestion, enhanced environmental quality and recognizes the economic health of the county depends on accessibility to jobs, services and recreation.

CRITICAL SUCCESS INDICATORS

A variety of safe and effective transportation options are accessible and safe for users of all abilities and incomes.

Transit and transportation investments support economic growth and stability and minimize resource impacts and pollution.

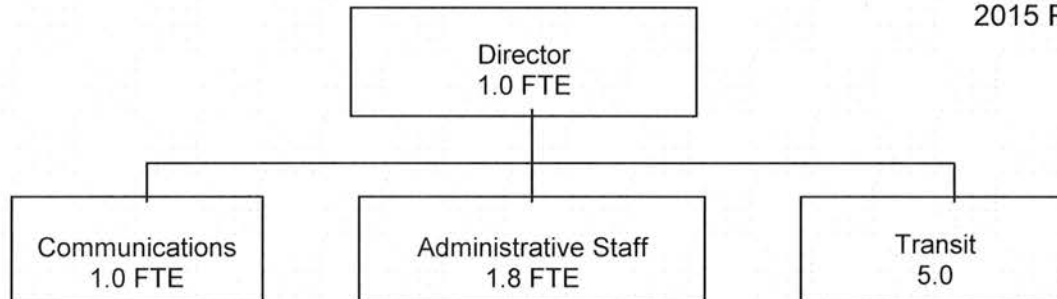
Department Summary



2013 ORGANIZATION CHART

Personnel - FTE

2012 Budget	-	8.8
2013 Budget	-	8.8
2014 Proposed	-	8.0
2015 Proposed	-	8.0



PERSONNEL SUMMARY BY DIVISION

RAMSEY COUNTY REGIONAL RAILROAD AUTHORITY

	2012	2013	2014	2015
Permanent FTE	Budget	Approved	Proposed	Proposed
Director	1.00	1.00	1.00	1.00
Administrative Secretary II	1.00	1.00	1.00	1.00
Senior Transportation Planner	1.00	1.00	1.00	1.00
Transit Project Manager	1.00	1.00	1.00	1.00
Administrative Assistant III	0.80	0.80	1.00	1.00
Public Information Associate	1.00	1.00	0.00	0.00
Engineer IV	1.00	1.00	0.00	0.00
Planning Specialist II	1.00	1.00	1.00	1.00
*Project Manager	1.00	1.00	0.00	0.00
Public Communications Manager	0.00	0.00	1.00	1.00
Real Estate Asset Manager	0.00	0.00	1.00	1.00
Total FTE	8.80	8.80	8.00	8.00

Inc/(Dec) from Previous Year

(0.80)

-

Inc/(Dec) for 2 Years

(0.80)

(0.80)

Notes:

* - Starred position.

RAMSEY COUNTY REGIONAL RAILROAD AUTHORITY

BUDGET SUMMARY

	2012 Actual	2013 Approved	2014 Proposed	2015 Proposed
Expenditure/Appropriation	63,395,561	20,500,289	29,868,241	22,450,735
Revenue/Estimated Revenue	52,197,988	1,062,456	1,427,584	1,882,638
Fund Balance	8,311,791	24,159	(9,867,562)	(1,959,953)
RCRRA Tax Levy	19,460,831	19,461,992	18,573,095	18,608,144
Allowance for Uncollectible Taxes	477,980	476,819	480,212	581,563
Total RCRRA Tax Levy	19,938,811	19,938,811	19,053,307	19,189,707

Inc/(Dec) from Previous Year
% Inc/-Dec from Previous Year

Inc/(Dec) for 2 Years
% Inc/-Dec for 2 Years

TAX LEVY SUMMARY BY BUDGET

	2012 Actual	2013 Approved	2014 Proposed	2015 Proposed
OPERATING BUDGET				
Total Expenditure/Appropriation	2,861,863	8,632,289	11,777,624	12,170,735
Total Revenue/Estimated Revenue	108,152	1,062,456	1,427,584	1,732,638
Fund Balance	-	-	-	-
Operating Tax Levy	2,753,711	7,569,833	10,350,040	10,438,097
Allowance for Uncollectible Taxes	67,466	185,461	207,001	208,762
Total Operating Tax Levy	2,821,177	7,755,294	10,557,041	10,646,859

Inc/(Dec) from Previous Year 2,801,747 89,818
% Inc/-Dec from Previous Year 36.1% 0.9%

Inc/(Dec) for 2 Years 2,891,565
% Inc/-Dec for 2 Years 37.3%

	2012 Actual	2013 Approved	2014 Proposed	2015 Proposed
CAPITAL PROJECTS				
Total Capital Projects Appropriation	60,485,165	11,700,000	14,465,617	3,300,000
Total Revenue/Estimated Revenue	52,089,836	-	-	150,000
Fund Balance	8,311,791	24,159	(9,867,562)	(1,959,953)
Capital Tax Levy	16,707,120	11,724,159	4,598,055	1,190,047
Allowance for Uncollectible Taxes	409,324	287,242	91,961	23,801
Total Capital Tax Levy	17,116,444	12,011,401	4,690,016	1,213,848

Inc/(Dec) from Previous Year (7,321,385) (3,476,168)
% Inc/-Dec from Previous Year -61.0% -74.1%

Inc/(Dec) for 2 Years (10,797,553)
% Inc/-Dec for 2 Years -89.9%

	2012 Actual	2013 Approved	2014 Proposed	2015 Proposed
DEBT SERVICE				
Total Debt Service payments	48,533	168,000	3,625,000	6,980,000
Total Revenue/Estimated Revenue	-	-	-	-
Fund Balance	-	-	-	-
Debt Service Tax Levy	48,533	168,000	3,625,000	6,980,000
Allowance for Uncollectible Taxes	1,189	4,116	181,250	349,000
Total Debt Service Tax Levy	49,722	172,116	3,806,250	7,329,000

Inc/(Dec) from Previous Year - 3,634,134 3,522,750
% Inc/-Dec from Previous Year - N/A N/A

Inc/(Dec) for 2 Years - -
% Inc/-Dec for 2 Years N/A N/A

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RAMSEY COUNTY REGIONAL RAILROAD AUTHORITY

EXPENDITURE/APPROPRIATION SUMMARY BY DIVISION

Code	Title	2012 Actual	2013 Approved	2014 Approved	2015 Proposed
OPERATING BUDGET					
150101	Regional Railroad Administration	1,705,637	1,516,964	1,609,516	1,752,455
150201	Central Corridor	159,321	67,000	48,500	-
150301	Union Depot	726,778	5,279,240	7,781,071	7,682,888
150401	Diagonal Property - Roseville	428	5,000	2,500	2,500
150402	NE Corridor Maintenance Kellogg to Beam	55,465	72,485	76,237	77,992
150501	Rush Line Corridor	8,504	298,200	145,800	45,300
150601	Red Rock Corridor	21,594	38,800	88,200	87,600
150701	Robert Street Corridor	2,847	225,800	274,200	322,600
150801	Gateway Corridor	154,296	798,200	147,050	95,900
150901	Passenger Rail	26,993	298,200	1,555,150	1,554,100
151001	Riverview Corridor	-	32,400	49,400	549,400

Total Expenditure/Appropriation RCRA	2,861,863	8,632,289	11,777,624	12,170,735
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REVENUE/ESTIMATED REVENUE & FUND BALANCE SUMMARY BY DIVISION

Code	Title	2012 Actual	2013 Approved	2014 Approved	2015 Proposed
OPERATING BUDGET					
150101	Regional Railroad Administration	12,282	30,000	6,000	7,000
150301	Union Depot	70,122	1,018,056	1,406,184	1,709,238
150402	NE Corridor Maintenance Kellogg to Beam	24,726	14,000	15,000	16,000
150501	Rush Line Corridor	1,022	400	400	400
Total Revenue/Estimated Revenue		108,152	1,062,456	1,427,584	1,732,638

Fund Balance	-	-	-	-
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RCRA OPERATING TAX LEVY SUMMARY

Tax Levy	2,753,711	7,569,833	10,350,040	10,438,097
Allowance for Uncollectible Tax	67,465	185,460	207,001	208,762
Net Tax Levy	2,821,176	7,755,293	10,557,041	10,646,859

Inc/(Dec) from Previous Year	2,801,748	89,818
% Inc/-Dec from Previous Year	36.1%	0.9%

Inc/(Dec) for 2 Years	2,891,566
% Inc/-Dec for 2 Years	37.3%

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RAMSEY COUNTY REGIONAL RAILROAD AUTHORITY
17801 - CAPITAL PROJECTS

EXPENDITURE/APPROPRIATION SUMMARY BY DIVISION

Code	Title	2012 Actual	2013 Approved	2014 Approved	2015 Proposed
CAPITAL PROJECTS					
150280	Central Corridor PE	11,200,217	11,200,000	13,665,617	-
150380	Union Depot	49,284,948	-	-	-
150480	Property Acquisition	-	500,000	500,000	500,000
150580	Rush Line DEIS	-	-	-	1,500,000
150880	Gateway Corridor PE	-	-	-	1,000,000
15XXX	Capital Reserves	-	-	300,000	300,000
	Total Capital Projects	60,485,165	11,700,000	14,465,617	3,300,000
Inc/(Dec) from Previous Year				2,765,617	(11,165,617)
% Inc/-Dec from Previous Year				23.6%	(1)
Inc/(Dec) for 2 Years					(8,400,000)
% Inc/-Dec for 2 Years					-71.8%

REVENUE/ESTIMATED REVENUE & FUND BALANCE SUMMARY BY DIVISION

Code	Title	2012 Actual	2013 Approved	2014 Approved	2015 Proposed
CAPITAL PROJECTS					
150380	Participation - Construction	19,946	-	-	-
150380	Participation - Other	53,668	-	-	-
150380	Special Projects - Federal	32,008,486	-	-	-
150380	Rocover - Current Years Expense	7,736	-	-	-
150380	Proceeds from Commercial Loan	20,000,000	-	-	-
150580	Participation - Other	-	-	-	150,000
	Total Capital Projects	52,089,836	-	-	150,000
Inc/(Dec) from Previous Year				-	150,000
% Inc/-Dec from Previous Year				#DIV/0!	#DIV/0!
Inc/(Dec) for 2 Years					150,000
% Inc/-Dec for 2 Years					#DIV/0!

RCRRA CAPITAL TAX LEVY SUMMARY

Subtotal Capital Budget Levy	8,395,329	11,700,000	14,465,617	3,150,000
Fund Balance	8,311,791	24,159	(9,867,562)	(1,959,953)
Tax Levy	16,707,120	11,724,159	4,598,055	1,190,047
Allowance for Uncollectible Tax	409,324	287,242	91,961	23,801
Net Tax Levy	17,116,444	12,011,401	4,690,016	1,213,848

Inc/(Dec) from Previous Year		(7,321,385)	(3,476,168)
% Inc/-Dec from Previous Year		-61.0%	-74.1%
Inc/(Dec) for 2 Years			(10,797,553)
% Inc/-Dec for 2 Years			-89.9%

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RAMSEY COUNTY REGIONAL RAILROAD AUTHORITY
16801-840401 - RCRRA DEBT SERVICE

EXPENDITURE/APPROPRIATION SUMMARY

Code	Title	2012 Actual	2013 Approved	2014 Proposed	2015 Proposed
424605	Interest	48,533	168,000	365,000	280,000
491701	Principal	-	-	3,260,000	6,700,000
	Total Expenditures/Appropriations	48,533	168,000	3,625,000	6,980,000
	Inc/(Dec) from Previous Year			-	3,355,000
	% Inc/(Dec) from Previous Year			N/A	N/A
	Inc/(Dec) for 2 Years			-	
	% Inc/Dec for 2 Years			N/A	N/A

REVENUES/ESTIMATED REVENUE/FUND BALANCE SUMMARY

Code	Title	2012 Actual	2013 Approved	2014 Proposed	2015 Proposed
	Fund Balance	-	-	-	-
	Total Revenues/Estimated Revenues	-	-	-	-
	Inc/(Dec) from Previous Year			-	-
	% Inc/(Dec) from Previous Year			N/A	N/A
	Inc/(Dec) for 2 Years			-	-
	% Inc/Dec for 2 Years			N/A	N/A

RCRRA DEBT SERVICE TAX LEVY

Tax Levy	48,533	168,000	3,625,000	6,980,000
Allowance for Uncollectible Taxes	1,189	4,116	181,250	349,000
Total Tax Levy	49,722	172,116	3,806,250	7,329,000
Inc/(Dec) from Previous Year			-	3,522,750
% Inc/(Dec) from Previous Year			N/A	N/A
Inc/(Dec) for 2 Years			-	7,156,884
% Inc/Dec for 2 Years			N/A	N/A

PROGRAM / SERVICE ALLOCATION (2014 PROPOSED)

REGIONAL RAILROAD AUTHORITY

Program / Service	Mand./ Discr.	2014 Proposed			
		FTE's	Budget	Financing	Levy
Administration (RCRRA)	D	3.60	1,609,516	6,000	1,603,516
Central Corridor	D	0.05	48,500	-	48,500
Union Depot	D/M	2.00	7,781,071	1,406,184	6,374,887
Other Corridor Projects	D	2.25	2,338,537	15,400	2,323,137
Capital Projects					
Union Depot	D/M	0.00	-	-	-
Central Corridor	LO	0.10	13,665,617	9,867,562	3,798,055
Property Acquisition	D	0.00	500,000	-	500,000
Rush Line DEIS	D	0.00	-	-	-
Gateway Corridor PE	D	0.00	-	-	-
Capital Reserves	D	0.00	300,000	-	300,000
Debt Service	LO	0.00	3,625,000	-	-
		8.00	29,868,241	11,295,146	18,573,095

SUMMARY

		Levy %	FTE's	Budget	Financing	Levy
Total Mandated	M	0.0%	0.00	-	-	-
Total Mandated/Discretionary	M/D	0.0%	0.00	-	-	-
Total Discretionary/Mandated	D/M	34.3%	2.00	7,781,071	1,406,184	6,374,887
Total Discretionary	D	25.7%	5.90	4,796,553	21,400	4,775,153
Total Legal Obligations	LO	40.0%	0.10	17,290,617	9,867,562	7,423,055
			8.00	29,868,241	11,295,146	18,573,095
2013 Approved Budget			8.80	20,500,289	1,038,297	19,461,992
Inc/(Dec) from 2013 Year			(0.8)	9,367,952	10,256,849	(888,897)
% Inc/(Dec) from 2013 Year			-9.1%	45.7%	987.9%	-4.6%

KEY: M = Program and Service Level is Mandated; M/D = Program is Mandated, Service Level is Discretionary;
D/M = Program is Discretionary, Service Level is Mandated; D = Program and Service Level is Discretionary

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PROGRAM / SERVICE ALLOCATION (2014 PROPOSED)
CHANGE FROM 2013 BUDGET

REGIONAL RAILROAD AUTHORITY

Program / Service	Change from 2013 Budget			
	FTE's	Budget	Financing	Levy
Administration (RCRRA)	(1.52)	92,552	(24,000)	116,552
Central Corridor	(0.03)	(18,500)	-	(18,500)
Union Depot	1.41	2,501,831	388,128	2,113,703
Other Corridor Projects	0.83	569,452	1,000	568,452
Capital Projects				
Union Depot	0.00	-	-	-
Central Corridor	(1.49)	2,465,617	9,891,721	(7,426,104)
Property Acquisition	0.00	-	-	-
Rush Line DEIS		-	-	-
Gateway Corridor PE		-	-	-
Capital Reserves		300,000		300,000
Debt Service	0.00	3,457,000	-	3,457,000
Inc(Dec) from 2013 Year	(0.80)	9,367,952	10,256,849	(888,897)
% Inc(Dec) from 2013 Year	-9.1%	45.7%	987.9%	-4.6%

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PROGRAM / SERVICE ALLOCATION (2015 PROPOSED)

REGIONAL RAILROAD AUTHORITY

Program / Service	Mand./ Discr.	2015 Proposed			
		FTE's	Budget	Financing	Levy
Administration	D	3.65	1,752,455	7,000	1,745,455
Central Corridor	D	0.00	-	-	-
Union Depot	D/M	2.00	7,682,888	1,709,238	5,973,650
Other Corridor Projects	D	2.15	2,735,392	16,400	2,718,992
Capital Projects					
Union Depot	D/M	0.00	-	-	-
Central Corridor	LO	0.00	-	-	-
Property Acquisition	D	0.00	500,000	-	500,000
Rush Line DEIS	D	0.10	1,500,000	1,109,953	390,047
Gateway Corridor PE	D	0.10	1,000,000	1,000,000	-
Capital Reserves	D	0.00	300,000	-	300,000
Debt Service	LO	0.00	6,980,000	-	6,980,000
		8.00	22,450,735	3,842,591	18,608,144

SUMMARY

		Levy %	FTE's	Budget	Financing	Levy
Total Mandated	M	0.0%	0.00	-	-	-
Total Mandated/Discretionary	M/D	0.0%	0.00	-	-	-
Total Discretionary/Mandated	D/M	32.1%	2.00	7,682,888	1,709,238	5,973,650
Total Discretionary	D	30.4%	6.00	7,787,847	2,133,353	5,654,494
Total Legal Obligations	LO	37.5%	0.00	6,980,000	-	6,980,000
			8.00	22,450,735	3,842,591	18,608,144
2014 Proposed Budget			8.00	29,868,241	11,295,146	18,573,095
Inc/(Dec) from 2014 Year			-	(7,417,506)	(7,452,555)	35,049
% Inc/(Dec) from 2014 Year			0.0%	-24.8%	-66.0%	0.2%

13

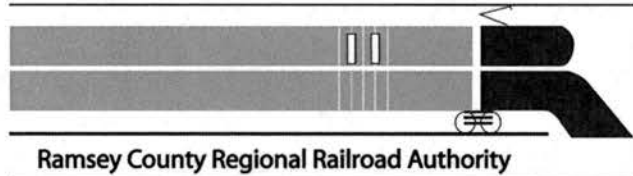
KEY: M = Program and Service Level is Mandated; M/D = Program is Mandated, Service Level is Discretionary;
D/M = Program is Discretionary, Service Level is Mandated; D = Program and Service Level is Discretionary

PROGRAM / SERVICE ALLOCATION (2015 PROPOSED)
CHANGE FROM 2014 PROPOSED BUDGET

REGIONAL RAILROAD AUTHORITY

Program / Service	Change from 2014 Proposed Budget			
	FTE's	Budget	Financing	Levy
Administration (RCRRA)	0.05	142,939	1,000	141,939
Central Corridor	(0.05)	(48,500)	-	(48,500)
Union Depot	-	(98,183)	303,054	(401,237)
Other Corridor Projects	(0.10)	396,855	1,000	395,855
Capital Projects				
Union Depot	-	-	-	-
Central Corridor	(0.10)	(13,665,617)	-	(13,665,617)
Property Acquisition	-	-	-	-
Rush Line DEIS	0.10	1,500,000	150,000	1,350,000
Gateway Corridor PE	0.10	1,000,000	-	1,000,000
Capital Reserves	-	-	-	-
Debt Service	-	3,355,000	-	3,355,000
Fund Balance	-	-	(7,907,609)	7,907,609
Inc(Dec) from 2014 Year	(0.00)	(7,417,506)	7,452,555	35,049
% Inc(Dec) from 2014 Year	0.0%	-24.8%	66.0%	0.2%

Department Summary



CRITICAL SUCCESS INDICATOR & PERFORMANCE MEASURES

A VARIETY OF TRANSIT AND TRANSPORTATION OPTIONS ARE ACCESSIBLE AND SAFE FOR USERS OF ALL ABILITIES AND INCOMES

PERFORMANCE MEASURES – HIGHLIGHTS

The Regional Railroad Authority is developing a multi-modal transit hub at the historic Union Depot. Construction began January 2011 and the project was substantially completed in December 2012.

The Union Depot will accommodate Amtrak, regional, inter-city, and para-transit buses, taxis, automobiles, bicycles, pedestrians, and the Central Corridor light rail line operations.

As other RCRRA corridor projects advance to construction, these lines will connect at the Union Depot, bringing in other modes of transit and transportation, such as commuter rail and high speed rail.

PERFORMANCE MEASURES

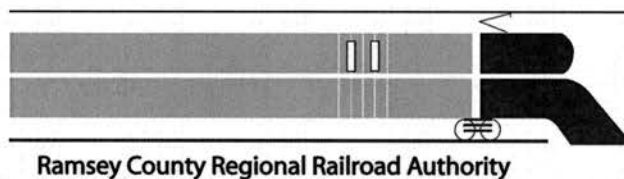
#	Performance Measures	2011	2012	2013	2014	2015
		Actual	Actual	Actual	Estimate	Estimate
1	Number of modes available at the Union Depot	N/A	6	8	9	9

PERFORMANCE MEASURES - DISCUSSION

1. The Union Depot Multi-modal transit hub will become the heart of future transportation in the east metro. In 2012, the Depot began serving inter-city, and para-transit buses, taxis, automobiles, bicycles and pedestrians. In 2013, the Depot began serving regional buses and will house and serve Amtrak later in the year. In 2014, the Central Corridor LRT line will open.

15

Department Summary



CRITICAL SUCCESS INDICATOR & PERFORMANCE MEASURES

TRANSIT AND TRANSPORTATION INVESTMENTS SUPPORT ECONOMIC GROWTH AND STABILITY AND
MINIMIZE RESOURCE IMPACTS AND POLLUTION

PERFORMANCE MEASURES – HIGHLIGHTS

The Regional Railroad Authority is developing a multi-modal transit hub at the historic Union Depot. Construction began January 2011 and the project was substantially completed in December 2012.

Union Depot will be a hub for multiple modes of transit and transportation options, as well as a hub for programmed events including community activities, private gatherings, and a showcase for artists.

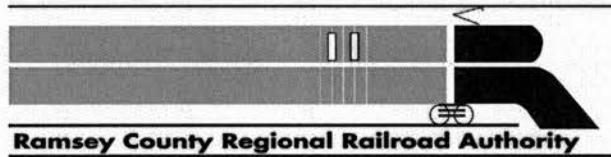
By developing Union Depot, other businesses in the region are allowed to compete with others globally by providing transit and transportation options.

PERFORMANCE MEASURES

#	Performance Measures	2011	2012	2013	2014	2015
		Actual	Actual	Actual	Estimate	Estimate
1	Number of programmed events at the Union Depot	N/A	7	100	300	450

PERFORMANCE MEASURES - DISCUSSION

1. Union Depot will become the living room of St. Paul and be a catalyst for development of downtown St. Paul. Bringing people to Union Depot also brings them to other businesses downtown.



Union Depot, Suite 200
214 4th Street East
St. Paul, Minnesota 55101
(651) 266-2760

REGIONAL RAILROAD AUTHORITY

August 20, 2013

Immediately following the Housing and Redevelopment Authority Meeting
Council Chambers – Third Floor Court House

.....
ROLL CALL and Call to Order

AGENDA of the August 20, 2013 Regional Railroad Authority Meeting is presented for approval.

MINUTES of the August 6, 2013 Regional Railroad Authority Meeting is presented for approval.

ADMINISTRATIVE AGENDA

1. Agreement with the St. Paul Area Chamber of Commerce

Board Action Requested:

Approve an agreement with the St. Paul Area Chamber of Commerce, 401 N. Robert St, St. Paul, MN 55101, for its continued recruitment of supporters, development of public relations materials, and undertaking of public relations activities, for the period of 09/01/13 through 08/31/14, in the amount of \$25,000 to be paid within 30 days of the execution of the agreement.

2. Saint Paul Citywide Streetcar Feasibility Study - Presentation

Board Action Requested:

None. For information and discussion only.

CORRIDOR UPDATES

ADJOURNMENT

RAMSEY COUNTY REGIONAL RAILROAD AUTHORITY

August 6, 2013

The Ramsey County Regional Railroad Authority met with the following members present: Carter, Huffman, McGuire, Ortega, Reinhardt, Rettman, McDonough – 7. Absent: 0. Also present were Julie Kleinschmidt, Ramsey County Manager and Paul Zisla, Assistant County Attorney, Ramsey County Attorney's Office.

Chair McDonough called the meeting to order at 9:50 A.M.

AGENDA

Commissioner McGuire moved approval of the Agenda of the August 6, 2013 Regional Railroad Authority Meeting, seconded by Commissioner Rettman. Roll Call: Ayes – Reinhardt, Rettman, Carter, Huffman, McGuire, Ortega, McDonough – 7. Nays – 0.

MINUTES

Commissioner Reinhardt moved approval of the Minutes of the July 23, 2013 Regional Railroad Authority Meeting, seconded by Commissioner Carter. Roll Call: Ayes – Reinhardt, Rettman, Carter, Huffman, McGuire, Ortega, McDonough – 7. Nays – 0.

1. Approval of Commissioner participation in a Counties Transit Improvement Board projects tour and a joint Metropolitan County Regional Railroad Authority Meeting on September 13, 2013

Commissioner Carter moved approval of following resolution, seconded by Commissioner Ortega.

Chair McDonough said this a good opportunity for the five counties that have been funding transit since 2008 to get a sense of where the investments have gone over the last several years and to make that connection to the economic development that has occurred here. He is looking forward to this upcoming event and hopes all of the commissioners can attend. He distributed a draft agenda for the event.

Commissioner Rettman said this will be a worthwhile all-day event.

Roll Call: Ayes – Reinhardt, Rettman, Carter, Huffman, McGuire, Ortega, McDonough – 7. Nays – 0.

2. 2014-2015 Ramsey County Regional Railroad Authority Proposed Budget

Julie Kleinschmidt, Ramsey County Manager, introduced Tim Mayasich, Director, Ramsey County Regional Railroad Authority, who would be presenting the 2014-2015 Ramsey County Regional Railroad Authority (RCRRA) Proposed Budget.

Mr. Mayasich introduced himself, along with Kris Longhenry, Administrative Assistant with the RCRRA. He thanked the commissioners for the opportunity to address the 2014-2015 RCRRA budget.

This budget allows us to align with the department's mission and County goals of providing effective and efficient transit alternatives for Ramsey County, the region and the state.

In 2014-2015, the Rail Authority will complete its financial obligation to the Central Corridor light rail transit project, continue to develop and activate Union Depot, continue to advance various corridor projects, begin building a capital reserve for Union Depot, and make debt service payments towards the \$20 million of loans taken in 2012.

This budget continues the long-term capital financing plan adopted in 2005 for funding the Rail Authority's share of transit projects, which has allowed the Rail Authority to build up fund balance to make payments towards the Union Depot renovation and Central Corridor obligations.

The 2014-2015 budget will be financed with a combination of levy, revenue and fund balance. This financing plan has matured, allowing us to fund our larger initiatives as it was designed. We have reached the point where there is no longer surplus fund balance.

The financing strategy has kept the Rail Authority property tax levy stable. There is a net reduction over the 2014-2015 biennium of 3.7%. We anticipate continuing the level property tax levy over the next few years, as debt service payments are required through 2017, along with the need to fund a Union Depot operating budget. We don't anticipate any large capital project spending in the next few years.

The Rail Authority department has changed over the last two of years as we now own and operate a complex public building while continuing to plan for future transit and transportation corridors. Also, we are functioning more as a railroad based on our ownership of 1.3 miles of track and signal systems. It is important to note that while the Rail Authority owns the track and signal systems, it will not operate or dispatch trains.

The Rail Authority has accomplished a great deal with Union Depot in less than a year:

- December 8, 2012 Grand Opening attended by over 20,000 people.
- Continue to see a high demand for public tours at the facility.
- Held successful large events such as the host site for National Train Day (3,000 people) and Northern Spark (over 40,000 people).
- Increased revenue opportunities at Union Depot such as parking.
- Recently dedicated the Red Caps room and will soon dedicate the Veteran's Room.
- Your vision of the Union Depot has been recognized at the national and local levels receiving numerous awards from entities such as the Mpls/St. Paul Business Journal, the St. Paul Chamber of Commerce, the Upper Midwest Region Design Build Institute of America, and the American Public Works Association.

We continue to work on delivering the Rail Authority's vision for the Union Depot of being the living room of St. Paul with the Union Depot being a vibrant welcoming place for all, a transit hub, a home for events, and a catalyst for Lowertown development.

We remain committed to our endeavor of ensuring the East Metro remains competitive in the regional as we continue to work with our partners to advance the East Metro Corridor Projects contained in the Counties Transit Improvement Board's Program of Projects.

We acknowledge the fact that fewer regional corridors will be realized until adequate long-term transportation funding is secured.

Revenue generated from dedicated funding sources for transit and transportation continues to diminish at both the federal and state levels. There is uncertainty at the state level regarding the passage of a 1/2 cent sales by the Legislature. Agencies pursuing Full Funding Grant Agreements (FFGA) from the Federal Transit Administration can no longer assume the amount of the FFGA or a guarantee that they will receive a FFGA.

Transportation funding will remain one of the Rail Authority's greatest challenges for 2014-2015.

This completed the presentation and Mr. Mayasich stood for questions.

Commissioner Reinhardt commented that she prefers to think of the Union Depot as the living room for Ramsey County.

Commissioner Carter referred to the performance measures on page 16 of the Request for Board Action (RBA) document, and asked how the projected number of programmed events in 2014-2015 is calculated.

Mr. Mayasich said RCRRA is working closely with Jones Lang LaSalle (JLL), which is the firm that was not only hired to operate and manage the Union Depot, they were also hired to activate and develop the Union Depot and handle its programming. As we continue to launch more of the event spaces, such as the Red Cap Room and Veteran's Room, and continue to work on developing our website and outreach to the public, JLL is confident we can reach these numbers with the increase of event space and public communication. He acknowledge that we are still new at this and haven't even been open for a year, but looking at the wide array of both small and large events we have held, there has not been an event that we can't accommodate at the Union Depot. We are very confident with those numbers.

Commissioner Carter asked if the level of projected events support the level of projected revenue.

Mr. Mayasich said we will definitely see an increase in revenue with the number of events that are being held at the Union Depot.

Commissioner McGuire asked how the events are being handled and asked for further detail of the addition of the Public Communications Manager position.

Mr. Mayasich said the RCRRA has had the Public Communications Manger position for two years; the person who held that position moved on to another position and we are currently hiring the replacement. The new Public Communications Manger should be on board in September 2013. The RCRRA Real Estate Asset Manager works with JLL on a daily basis. JLL has two staff, Tina Volpe, Marketing Manager for JLL, and she has an assistant, and they are responsible for the marketing and securing of events at the Union Depot. RCRRA's Public Communications Manager works closely with JLL on public outreach and communications, and assuring that the RCRRA webpage will reflect the availability of space and the types of events that can be hosted at Union Depot. A lot of coordination takes place between our offices on a daily basis.

Commissioner McGuire asked if JLL acts as consultants.

Mr. Mayasich responded that JLL are not acting as consultants, that they were hired to operate, maintain and activate the Union Depot building.

Chair McDonough commented that this has been a smooth transition of shifting the responsibility to JLL in partnership with the RCRRA to bring life to the Union Depot building.

Commissioner McGuire asked the general question of how the different Public Communications Managers at Ramsey County are going to coordinate.

Ms. Kleinschmidt responded that this is a very good question. At the County Manager's budget presentation, they will be prepared to discuss how that position will intentionally coordinate in a more deliberate fashion with all of the communications professionals throughout the County.

Commissioner Rettman requested a copy of the presentation presented by Mr. Mayasich. She asked if the Real Estate Asset Manger was a new position. On page 6 of the RBA document, Personnel Summary By Division, in 2012 and 2013, the position is not shown to be a part of the budget but in 2014 and 2015 it is. She also noted the Project Manager position is zeroed out in 2014 and 2015.

Kris Longhenry, Administrative Assistant, RCRRA, replied that for the 2013 budget the Real Estate Asset Manager replaced the Engineer IV position.

Mr. Mayasich replied that the Project Manager position oversaw the Union Depot project. As we are winding down the project with a few more details to complete, then the position will end.

Commissioner Rettman said there are several places in the budget where fund balance is being used in a variety of components, and asked to be provided with the total amount in fund balance we had at the beginning and the total amount that now remains. She also said on page 16, Performance Measures - Number of programmed events at the Union Depot, she was hoping to see the number of entities and venues that have leased with us or the projections. She asked if RCRRA is collaborating with the Ramsey County Property Management department for any of the Union Depot work.

Mr. Mayasich responded that we have the Right of Way Project Manager position that is split-half time with RCRRA and Property Management.

Ms. Longhenry said this position is listed on Property Management's compliment.

Commissioner Rettman noted on page 8 of the RBA, Revenues/Estimated Revenues, it lists NE Corridor Maintenance Kellogg to Beam as an ongoing expenditure, and she asked for a clarification as to what this is.

Mr. Mayasich said that is the abandoned rail property on Rush Line Corridor that we purchased.

Ms. Longhenry said the expenditure for this property is listed as staff time for the property management position. The revenue in this property are the leases, easements and permits along the corridor.

Commissioner Reinhardt asked why this property is separated from the Rush Line Corridor.

Mr. Mayasich said this is the property related to the corridor. Expenditures and revenues are tied to the property. The Rush Line Corridor operating budget expenditures and revenues are tied to the Rush Line Corridor Task Force.

Commissioner McGuire noted on page 8 of the RBA, Expenditure/Appropriation, Operating Budget, it lists "Diagonal Property - Roseville" and asked for clarification of what this is.

Mr. Mayasich replied that this is a small portion of the abandoned railroad property that was purchased several years ago.

Ms. Longhenry said the expenditure is for some maintenance of the property and staff time managing the property.

Commissioner Reinhardt commented that this corridor has not been very active, but we wanted to assure there was a line item in the budget in case something changes and we have the budget to allow that to happen. It is a small amount in the budget but it is important because it assures we can move forward if we have the opportunity.

Commissioner Rettman noted on page 8, the heading is identified as Revenue/Estimated Revenue & Fund Balance Summary, but the total only identifies Revenue/Estimated Revenue. Is fund balance included in the total?

Ms. Longhenry said it is not included in the total, and "fund balance summary" can actually be removed from that heading because fund balance is used for the capital expenditures.

Chair McDonough confirmed that the "fund balance summary" will be removed from heading in the final budget report. He also clarified that there is only one fund balance in RCRRA. He added that on September 10, 2013, RCRRA will come back for approval of the maximum tax levy for the RCRRA 2014 budget.

CORRIDOR UPDATES

- North Metro/I-35W

Commissioner McGuire reported that the North Metro/I-35W Corridor Coalition met and received an update on the I-35W Managed Lane Project Report, which discusses how I-35W can operate more efficiently as it goes from Minneapolis to the northern suburbs. Meetings will be held to provide a full presentation and details of this report. This report is important in showing how this extensively used corridor can help traffic and congestion issues in all of our suburban areas. More information will be provided on the dates and details of these presentations.

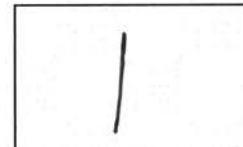
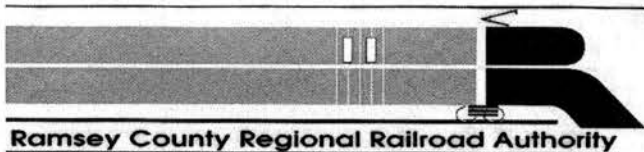
- Robert Street

Commissioner Ortega reported that they have narrowed down the alternative to Robert Street and Lafayette Bridge/Highway 52. They will be studying both Streetcar and Bus Rapid Transit.

- Gateway

Commissioner Ortega reported that at the Gateway Policy Advisory Committee and the Gateway Commission will be meeting on August 8 to discuss the alternatives.

There being no further business, Chair McDonough declared the meeting adjourned at 10:27 A.M.



REQUEST FOR ACTION

Type of Agenda: ☐ Policy ☐ Discussion
☒ Administrative ☐ Information

Regional Railroad Authority Meeting Date: **08/20/2013**

Regional Railroad Authority Meeting Date:

SUBJECT: Agreement with the St. Paul Area Chamber of Commerce

EXECUTIVE SUMMARY

The Ramsey County Regional Railroad Authority (RCRRA) has worked to advance the Union Depot Multi-Modal Transit and Transportation Hub, a high speed rail connection to Chicago and multiple transitways in the east metro area that benefit the residents and businesses of Ramsey County and the region. These corridors include the Green Line, Gateway, Red Rock, Rush Line, Riverview and Robert Street Corridors. The Saint Paul Area Chamber of Commerce (SPACC) is a significant partner in advocating for these projects.

The SPACC will engage a broad range of business stakeholders associations and individual businesses, local chambers of commerce and community groups throughout the region, as well as city, county, state and federal government officials, about Ramsey County's multi-modal transportation plans. Through information sharing, presentations and workshops, the SPACC will inform these groups about the RCRRA's investments in the Union Depot multi-modal transit hub, expansion of passenger and freight rail service, and continuous planning for transitway projects and how these investments create transportation options, increase economic development opportunities and enhance the quality of life for county stakeholders.

The continued support among businesses, community groups and other levels of government is very important to the development of these transitways and the implementation of Ramsey County's transportation plan. The goal of this effort is to engage, inform and build coalitions among a variety of stakeholder groups for the RCRRA's multi-modal transportation plans. The RCRRA has been asked to pay a flat fee of \$25,000 in support of SPACC's efforts. Funds will come from the 2013 RCRRA operating budget. The SPACC has provided a Proposed 2013-2014 Work Plan and Budget that is included for your information with this Request for Board Action.

ACTION REQUESTED

Approve an agreement with the St. Paul Area Chamber of Commerce, 401 N. Robert St, St. Paul, MN 55101, for its continued recruitment of supporters, development of public relations materials, and undertaking of public relations activities, for the period of 09/01/13 through 08/31/14, in the amount of \$25,000 to be paid within 30 days of the execution of the agreement.

SUBJECT: Agreement with the St. Paul Area Chamber of Commerce

ATTACHMENTS:

Agreement including the Proposed 2013-2014 Work Plan and Budget.

PREVIOUS ACTION:

October 27, 2009, Resolution R09- 45: Approval of a \$20,000 payment to On Board Midwest for its continued recruitment of supporters and public relations activities.

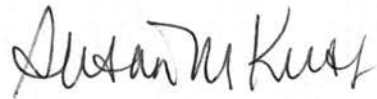
November 8, 2011, Resolution R11-42: Approval of a payment of \$25,000 to the St. Paul Area Chamber of Commerce for its continued recruitment of supporters, development of public relations materials and undertaking of public relations activities.

COUNTY MANAGER'S COMMENTS:

Approval of the agreement and collaboration with the St. Paul Area Chamber will allow for continued supporter identification, public relations, and advocacy of a multimodal transportation system for the east metro area.

SUBJECT: Agreement with the St. Paul Area Chamber of Commerce

Regional Railroad Authority – Authorized Signature	Date
	8/15/13

Finance – Authorized Signature	Date
	8/14/13

County Attorney – Authorized Signature	Date
	8/14/13

Property Management – Authorized Signature	Date

Information Services – Authorized Signature	Date

Other – Authorized Signature	Date

SUBJECT: Agreement to the St. Paul Area Chamber of Commerce

Draft Resolution

1 WHEREAS, The Ramsey County Regional Railroad Authority has worked to advance
2 the Union Depot Multi-Modal Transit and Transportation Hub and multiple transitways in the
3 east metro including the Green Line, Gateway, Red Rock, Rush Line, Riverview and Robert
4 Street transitway corridors, along with high speed rail to the benefit of the residents and
5 businesses of Ramsey County and the region; and

6
7 WHEREAS, The Ramsey County Regional Railroad Authority has worked with the St.
8 Paul Area Chamber of Commerce to increase business awareness and support for the
9 Union Depot, transitways, and a high speed rail; and

10
11 WHEREAS, The St. Paul Area Chamber of Commerce has chosen to focus its
12 business and public advocacy and information efforts on multimodal transportation in the
13 east metro; and

14
15 WHEREAS, This focus will include significant involvement from the St. Paul Area
16 Chamber of Commerce in advocating for the transitways supported by the Ramsey County
17 Regional Railroad Authority; and

18
19 WHEREAS, The St. Paul Area Chamber of Commerce will be reaching out to its
20 business members, area chambers of commerce, various levels of government and the
21 public to inform them on the benefits transitways and high speed rail provide; and

22
23 WHEREAS, Continuation and intensification of these activities requires additional
24 funding; and

25
26 WHEREAS, The St. Paul Area Chamber of Commerce is asking its supporters for
27 financial assistance to fund its public relations activities; and

28
29 WHEREAS, The Ramsey County Regional Railroad Authority, as a supporter, has
30 been asked to pay \$25,000 to the St. Paul Area Chamber of Commerce for continued public
31 relations activities. Now, Therefore, Be It

32
33 RESOLVED, The Ramsey County Regional Railroad Authority approves an
34 agreement with the St. Paul Area Chamber of Commerce, 401 N. Robert St, St. Paul, MN
35 55101, for its continued recruitment of supporters, development of public relations materials,
36 and undertaking of public relations activities, for the period of 09/01/13 through 08/31/14, in
37 the amount of \$25,000 to be paid within 30 days of the execution of the agreement.

Attachment

**Agreement
Between Ramsey County Regional Railroad Authority and
the Saint Paul Area Chamber of Commerce
For public relations and advocacy services among regional business stakeholders**

This is an Agreement between Ramsey County Regional Railroad Authority, Minnesota, a political subdivision of the State of Minnesota, ("RCRRA") or ("Purchaser") and the Saint Paul Area Chamber of Commerce ("Contractor").

The RCRRA and the Contractor agree as follows:

1. Scope of Services

- a. The Contractor shall provide services specified in **Addendum 1**, attached hereto and made a part of this Agreement.

2. RCRRA Roles and Responsibilities

The RCRRA shall provide project updates and printed materials as necessary to complete the work described in **Addendum 1**.

3. Time

All services must be completed by August 31, 2014.

4. Cost/Payment

- a. The RCRRA will pay the Contractor a flat fee of \$25,000, inclusive of expenses, within 30 days of the execution of this contract and in accordance with the budget specified in **Addendum 1**.
- b. Interest accrual and disputes regarding payment shall be governed by the provisions of Minnesota Statutes Section 471.425.

5. Independent Contractor

It is agreed that nothing contained in this Agreement is intended or should be construed as creating the relationship of agents, partners, joint venturers, or associates between the parties hereto or as constituting the Contractor as the employee of the RCRRA for any purpose or in any manner whatsoever. The Contractor is an independent contractor and neither it, its employees, agents nor representatives are employees of the RCRRA. From any amounts due the Contractor, there will be no deductions for federal income tax or FICA payments, nor for any state income tax, nor for any other purposes, which are associated with an employer-employee relationship unless required by law. Payment of federal income tax, FICA payments, and state income tax are the responsibility of the Contractor.

6. Indemnification

The Contractor shall indemnify, hold harmless and defend the RCRRA, its officials, employees, and agents from any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees, which the RCRRA, its officials, employees, and agents may hereafter sustain, incur or be required to pay, arising out of or by reason of

5

any act or omission of the Contractor, its employees, or agents in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

7. Insurance

- a. The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from, the Contractor's operations under this Agreement, whether such operations are by the Contractor or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts or omissions anyone of them may be liable.
- b. The Contractor shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued evidencing such coverage to the RCRRA throughout the term of this Agreement.
 - b.1 Commercial General Liability Insurance
 - b.1.1 \$ 1,500,000 per occurrence
\$ 2,000,000 general aggregate
\$ 2,000,000 products/completed operations total limit
\$ 1,500,000 personal injury and advertising liability
 - b.1.2 All policies shall be written on an occurrence basis using ISO form CG 00 01 or the equivalent.
 - b.1.3 RCRRA, its officials, employees, and agents, shall be added to the policy as additional insured on a primary basis with respect to the operations of the Contractor, using ISO endorsement form CG 20 26 or the equivalent.
 - b.2 Workers' Compensation and Employer's Liability
 - b.2.1 Workers' Compensation as required by Minnesota Statutes
 - b.2.2 Employer's Liability limits:
\$500,000/\$500,000/\$500,000
 - b.3 Professional Liability/Errors and Omissions Coverage (if applicable)
 - b.3.1 Per Claim Limit: \$ 500,000
Per Occurrence Limit: \$1,500,000
Aggregate Limit: \$2,000,000
 - b.3.2 All policies shall be written as acceptable to RCRRA.
 - b.3.3 Certificate of Insurance must indicate if the policy is issued on a claims-made or occurrence basis. If coverage is carried on a claims-made basis, then: 1) the retroactive date shall be noted on the Certificate and shall be prior to or the day of the inception of this Agreement; and 2) evidence of

coverage shall be provided for three years beyond expiration of this Agreement.

- c. All Certificates of Insurance shall provide that the insurance company gives the RCRRA thirty (30) days prior written notice of cancellation, non-renewal and/or any material change in policy.
- d. The above sub-paragraphs establish minimum insurance requirements, and it is the sole responsibility of the Contractor to purchase and maintain additional insurance that may be necessary in connection with this Agreement.
- e. Certificate of Insurance must indicate if the policy is issued pursuant to these requirements. The Contractor shall not commence work until the Contractor has obtained the required insurance and filed an acceptable Certificate of Insurance with the RCRRA. Copies of insurance policies shall be submitted to the RCRRA upon request.
- f. Nothing in this Agreement shall constitute a waiver by the RCRRA of any statutory or common law immunities, limits, or exceptions on liability.
- g. Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than an A.

8. Non-Assignability

The Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same, whether by subcontract, assignment or novation, without the prior written consent of the RCRRA.

9. Unavailability of Funding

The purchase of goods or services from the Contractor under this Agreement is subject to the availability and provision of funding from the United States, the State of Minnesota, or other funding sources, and the appropriation of funds from the Ramsey County Regional Railroad Authority. The RCRRA may immediately terminate this Agreement if the funding for the contracted goods and services is no longer available or is not appropriated by the Ramsey County Regional Railroad Authority. Upon receipt of the RCRRA's notice of termination of the Agreement the Contractor shall take all actions necessary to discontinue further commitments of funds to the Agreement. Termination shall be treated as termination without cause and will not result in any penalty or expense to the RCRRA.

10. Non-Conforming Services

The acceptance by the RCRRA of any non-conforming services under the terms of this Agreement or the foregoing by the RCRRA of any of the rights or remedies arising under the terms of this agreement shall not constitute a waiver of the RCRRA's right to conforming services or any rights and/or remedies in respect to any subsequent breach or

default of the terms of this Agreement. The rights and remedies of the RCRRA provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

11. Equal Employment Opportunity

The Contractor agrees to comply with all federal, state and local laws, resolutions, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability, or age. When required by law or requested by the RCRRA, the Contractor shall furnish a written affirmative action plan.

12. Respectful Workplace and Violence Prevention

The Contractor shall make all reasonable efforts to ensure that the Contractor's employees, officials and subcontractors do not engage in violence while performing under this Agreement. Violence, as defined in the Ramsey County Respectful Workplace and Violence Prevention Policy, means words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority where the impact is to cause pain, fear or injury.

13. Subcontractor Payment

The Contractor shall pay any subcontractor within ten days of the Contractor's receipt of payment from the RCRRA for undisputed services provided by the subcontractor. The Contractor shall pay interest of 1 1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

14. Setoff

Notwithstanding any provision of this Agreement to the contrary, the Contractor shall not be relieved of liability to the RCRRA for damages sustained by the RCRRA by virtue of any breach of this Agreement by the Contractor. The RCRRA may withhold any payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due the RCRRA from the Contractor is determined.

15. Data Practices

All data collected, created, received, maintained or disseminated for any purpose in the course of the Contractor's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, or any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

8

The Contractor shall take all reasonable measures to secure the computers or any other storage devices in which RCRRA data is contained or which are used to access RCRRA data for the Project. Additionally, access to RCRRA data shall be limited to those persons with a need to know for the provision of services by the Contractor. These measures include, but are not limited to, authenticated access to network data storage, use of up-to-date anti-virus software, controlled access to the physical location of the hardware, and the encryption of computers and storage devices. At the conclusion of the Project, all RCRRA data will be purged from the Contractor's computers and storage devices used for the Project and the Contractor shall give the RCRRA written verification that the data has been purged.

16. Compliance With Applicable Law

The Contractor agrees to comply with all federal, state and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Contractor's performance of the provisions of this Agreement. It shall be the obligation of the Contractor to apply for, pay for and obtain all permits and/or licenses required by any governmental agency for the provision of those services contemplated herein.

17. Audit

Until the expiration of six (6) years after the furnishing of services pursuant to this Agreement, the Contractor, upon written request, shall make available to the RCRRA, the State Auditor or the RCRRA's ultimate funding sources, a copy of this Agreement and the books, documents, records and accounting procedures and practices of the Contractor relating to this Agreement.

18. Termination

a. With Cause

The RCRRA reserves the right to suspend or terminate this Agreement if the Contractor violates any of the terms or conditions of this Agreement or does not fulfill in a timely and proper manner its obligations under this Agreement as determined by the RCRRA. In the event that the RCRRA exercises its right of suspension or termination under this Paragraph, it shall submit written notice to the Contractor, specifying the extent of such suspension or termination under this Paragraph, the reasons therefore, and the date upon which such suspension or termination becomes effective. Upon receipt of such notice, the Contractor shall take all actions necessary to discontinue further commitments of funds to the extent that they relate to the suspended or terminated portions of this Agreement.

b. Without Cause

The RCRRA may terminate this Agreement without cause and for any reason whatsoever upon giving at least thirty (30) days' written notice thereof to the Contractor. In such event, the Contractor shall be entitled to receive compensation for the services provided in a satisfactory manner up to and including the effective date of termination.

19. Conflict of Interest

The Contractor affirms that, to the best of the Contractor's knowledge, the Contractor's involvement in this Agreement does not result in a conflict of interest with any party or entity which may be affected by the terms of this Agreement. The Contractor agrees that, should any conflict or potential conflict of interest become known to the Contractor, the Contractor will immediately notify the RCRRA of the conflict or potential conflict, specifying the part of this Agreement giving rise to the conflict or potential conflict, and will advise the RCRRA whether the Contractor will or will not resign from the other engagement or representation.

20. Waste Reduction

The Contractor shall participate in a recycling program for at least four broad types of recyclable materials and shall favor the purchase of recycled products in its procurement processes. All reports, publications and documents produced as a result of this contract shall be printed on both sides of the paper, where commonly accepted publishing practices allow, on recycled and recyclable paper using soy-based inks, and shall be bound in a manner that does not use glue.

21. Alteration

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and duly signed by both parties.

22. Interpretation of Agreement; Venue

This Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate state or federal district court in Ramsey County, Minnesota.

23. Contractor Certification Regarding Debarment, Suspension, and Responsibility (If applicable)

Federal Regulation 45 CFR 92.35 prohibits the RCRRA from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government.

By signing this Agreement, the Contractor certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and
2. Have not within a three-year period preceding this Agreement:
 - a. been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract;
 - b. violated any federal or state antitrust statutes; or

- c. committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- 3. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for:
 - a. commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction;
 - b. violating any federal or state antitrust statutes; or
 - c. committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- 4. Have not had one or more public transactions terminated with in the preceding three years for cause or default; and
- 5. Shall not knowingly enter into any transaction with a subcontractor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, and that they will require any subcontractor that receives more than \$100,000 to make a similar certification as set forth herein; and
- 6. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Agreement are in violation of any of the certifications set forth above; and
- 7. Shall immediately give written notice to the RCRRA should Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

24. Entire Agreement

This Agreement, including **Addendum 1** is complete and supersedes all oral agreements and negotiations between the parties as well as any previous agreements presently in effect between the parties relating to the service identified herein. If there are any inconsistencies between the provisions of this Agreement and **Addendum 1** the provisions of this Agreement shall prevail.

WHEREFORE, this Agreement is duly executed on the last date written below.

**RAMSEY COUNTY REGIONAL
RAILROAD AUTHORITY**

Jim McDonough, Chair

Date: _____

Approval recommended:

Timothy Mayasich, Director

Approved as to form and insurance:

Assistant County Attorney

**SAINT PAUL AREA CHAMBER OF
COMMERCE**

By: _____

Print Name: _____

Title: _____

Date: _____

Addendum 1
SCOPE OF WORK

**2013-2014 Saint Paul Area Chamber of Commerce
Ramsey County Regional Railroad Authority Multi-Modal Transportation**

Proposed Work Plan

The Saint Paul Area Chamber of Commerce (SPACC) will engage multiple audiences throughout the region concerning the Ramsey County Regional Railroad Authority's (RCRRA) multi-modal transportation plans to encourage involvement among business and community stakeholders in moving these initiatives forward. This work will focus on engaging a broad range of Ramsey County business stakeholders about the RCRRA's investments in the Union Depot multi-modal transit hub, expansion of passenger and freight rail service, and continuous planning for transitway enhancements and how these investments create transportation options, improve regional access, increase economic development opportunities, and enhance the quality of life for county stakeholders.

The SPACC will meet with city, county, state and federal government officials about regional transportation policy with a specific focus on multi-modal transportation. To date, SPACC has established effective relationships with the neighboring cities and counties through which future transit lines will be built and maintains involvement with a wide variety of transportation coalition groups across the East Metro.

The primary task will be to engage, inform and build coalitions in order to align stakeholder interests in Ramsey County. This will include business stakeholder groups, business associations, local chambers of commerce, individual businesses and community groups.

Priority Subjects:

- Rush Line Corridor
- Red Rock Corridor
- Gateway Corridor
- Robert Street Corridor
- Riverview Corridor
- Union Depot Multimodal Hub
- Minnesota High Speed Rail Commission
- Saint Paul Streetcar Study
- Metro Transit Arterial BRT
- Metro Transit Service Expansion in Greater Ramsey County

Focused Approach:

SPACC will work to secure support for multi-modal transportation connections to the Union Depot along the county's priority transit routes. Working with the RCRRA staff, elected officials, and transportation advocacy partners the SPACC team will engage and educate business and community stakeholders through information sharing, presentations and workshops.

2013-2014 SPACC Advocacy Budget: \$90,000

Chamber members have assigned over \$65,000 dollars in 2013 sponsorship towards the Chamber's public affairs advocacy initiatives. The Chamber maintains an active Transportation

Committee whose business members are committed to expanding transportation and transit options for East Metro Businesses.

Starting in 2012 the Chamber launched a total of five monthly business councils specific to suburban communities in Ramsey County. These business councils focus on business engagement, development updates and business issues relevant to those specific communities. The Chamber will regularly update these business councils with transit specific messages relevant to their cities.

With this RCRRA investment the Chamber will leverage our existing multimodal transportation education and engagement efforts in the following areas.

Communications:

These dollars are used by the Chamber to engage with local businesses, work with governmental officials, and help media members understand the business community's public affairs priorities. Our key message revolves around the role that transportation infrastructure plays as an economic driver in the East Metro. We expand on and amplify messages that demonstrate that infrastructure investments have a multiplier effect in economic development, adding local dollars to the region far in excess of the public's initial contribution. In close partnership with RCRRA project staff, the SPACC team will outline an annual communications plan that will highlight specific project updates and facilitate engagement with business community stakeholders in a timely manner.

Ramsey County Regional Railroad Authority Contribution (\$10,000)

- The Chamber will continue a communications plan that directs online communications activities that build a grass-roots business engagement in the planning and community involvement process.
- Extensive communications to members and interested parties on transportation issues through Chamber newsletters and targeted email updates (12,000 recipients weekly). There will be a weekly "Transit on the go!" update in our Friday Facts e-newsletter.
- Maintain an active social media outreach and advocacy plan.
- The Chamber will also include Ramsey County transportation forums, open houses, information sessions on event calendars and geographically specific member communications.

Events and Activities:

The Chamber's Public Affairs series (10 events each year) allows the chamber to directly engage with our members and guests on key public policy issues. Through the Public Affairs Series as well as the suburban business councils and transportation committee updates we will partner with RCRRA project managers to provide timely updates on east metro projects. We will continue to highlight new concerns or actions to engage east metro stakeholders.

Ramsey County Regional Railroad Authority Contribution (\$10,000)

- The Chamber will organize specific transportation events as requested by the County to engage with the business community.

- The Chamber will distribute any specific material that the County desires on transportation initiatives to our members at all Public Affairs meetings, committee meetings and suburban business councils.
- The Chamber will develop and distribute a transit specific message handout at all public affairs meetings.

Advocacy & Involvement:

A portion of our public affairs staff time is dedicated to organizing and staffing our public affairs committee, suburban subcommittee and transportation subcommittee. In this role we inform and advocate on behalf of our larger membership regarding specific issues relevant to the Saint Paul and east metro business community.

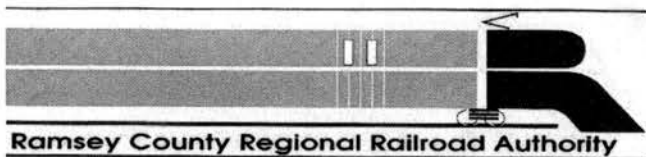
Ramsey County Regional Railroad Authority Contribution (\$5,000):

- The Chamber will continue to actively solicit members of the business community to engage with the county and other transportation-aligned organizations in supporting transportation and transit initiatives. This solicitation will be in person, via electronic communiqués, and through planned presentations.
- The Chamber will coordinate with the RCRRA on specific transportation initiatives to build business support, as requested by the RCRRA.
- Business members will be engaged and recruited to support transportation initiatives through representation in other local chambers and business associations throughout the East Metro.

Regional Transit Infrastructure Business Advocacy: (\$250,000 investment)

This investment will also leverage the partnership between the Saint Paul Area and Minneapolis Regional Chambers of Commerce to share a dedicated Director of Infrastructure and Economic Development whose role is to advance the business community's case for transit investment across the Twin Cities. This position is supported by \$250,000 in grant funds to advocate for enhanced and accelerated transit work, including projects specific to the East Metro as coordinated by and championed by the Saint Paul Area Chamber. The Chamber will continue to coordinate with RCRRA staff to ensure that projects of interest to Ramsey County are advanced through this initiative.

Total Ramsey County Regional Railroad Authority Contribution (\$25,000)



2

REQUEST FOR ACTION

Type of Agenda: ☐ Policy ☐ Discussion
☐ Administrative ☒ Information

Regional Railroad Authority Meeting Date:

Regional Railroad Authority Meeting Date: 08/20/2013

SUBJECT: Saint Paul Citywide Streetcar Feasibility Study - Presentation

EXECUTIVE SUMMARY:

The City of Saint Paul is currently conducting a feasibility study to determine the feasibility of developing streetcar services in Saint Paul and how best to integrate streetcars into the city's transit system. Through the planning process, the City will develop a set of prioritized streetcar corridor investments while identifying and addressing issues related to design, engineering and finance of the system.

These goals are being addressed through a three phase evaluation of potential corridors. The city completed the first phase of the project: screening of potential corridors where they examined the universe of corridors throughout the city for potential physical fatal flaws, and further screened for supportive land uses and existing and planned zoning. The city recently unveiled a map of potential lines that could operate in the individual corridors or as combinations of corridors. This second phase of analysis included rigorous evaluation focusing on operations, system integration, capital and operational costs, economic development potential, transit demand, and maintenance/storage facility locations and cost. Phase three of this study will identify the most effective lines/segments to be pursued as the first new streetcar lines in the city. The study will conclude at the end of 2013.

Funding for this study is provided by the Ramsey County Regional Railroad Authority, City of Saint Paul, St. Paul Foundation, McKnight Foundation and the Central Corridor Funders Collaborative.

This information is available on the Streetcar study website at <http://stpaul.gov/index.aspx?NID=4872>

Michelle Beaulieu, City Planner from Saint Paul Planning and Economic Development Department, will provide an informational update on the Streetcar Feasibility Study.

ACTION REQUESTED:

None. For information and discussion only.

1

SUBJECT: Saint Paul Citywide Streetcar Feasibility Study - Presentation

ATTACHMENTS:

1. City of Saint Paul Proposed Long-Term Streetcar Network Map
2. The Saint Paul Citywide Streetcar Feasibility Study PowerPoint Presentation (to be distributed at the Ramsey County Regional Railroad Authority meeting)

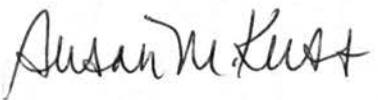
PREVIOUS ACTION:

COUNTY MANAGER'S COMMENTS:

Like light rail, commuter rail, and local and rapid bus service, streetcars are another option that can be used to find the right transit service for each transit corridor market. Streetcars have shown in other metropolitan regions to be an effective transportation and economic development tool. Streetcars generally require less engineering, right of way, and utility relocation than light rail transit.

SUBJECT: Saint Paul Citywide Streetcar Feasibility Study - Presentation

Regional Railroad Authority – Authorized Signature	Date
	8/15/13

Finance – Authorized Signature	Date
	8/12/13

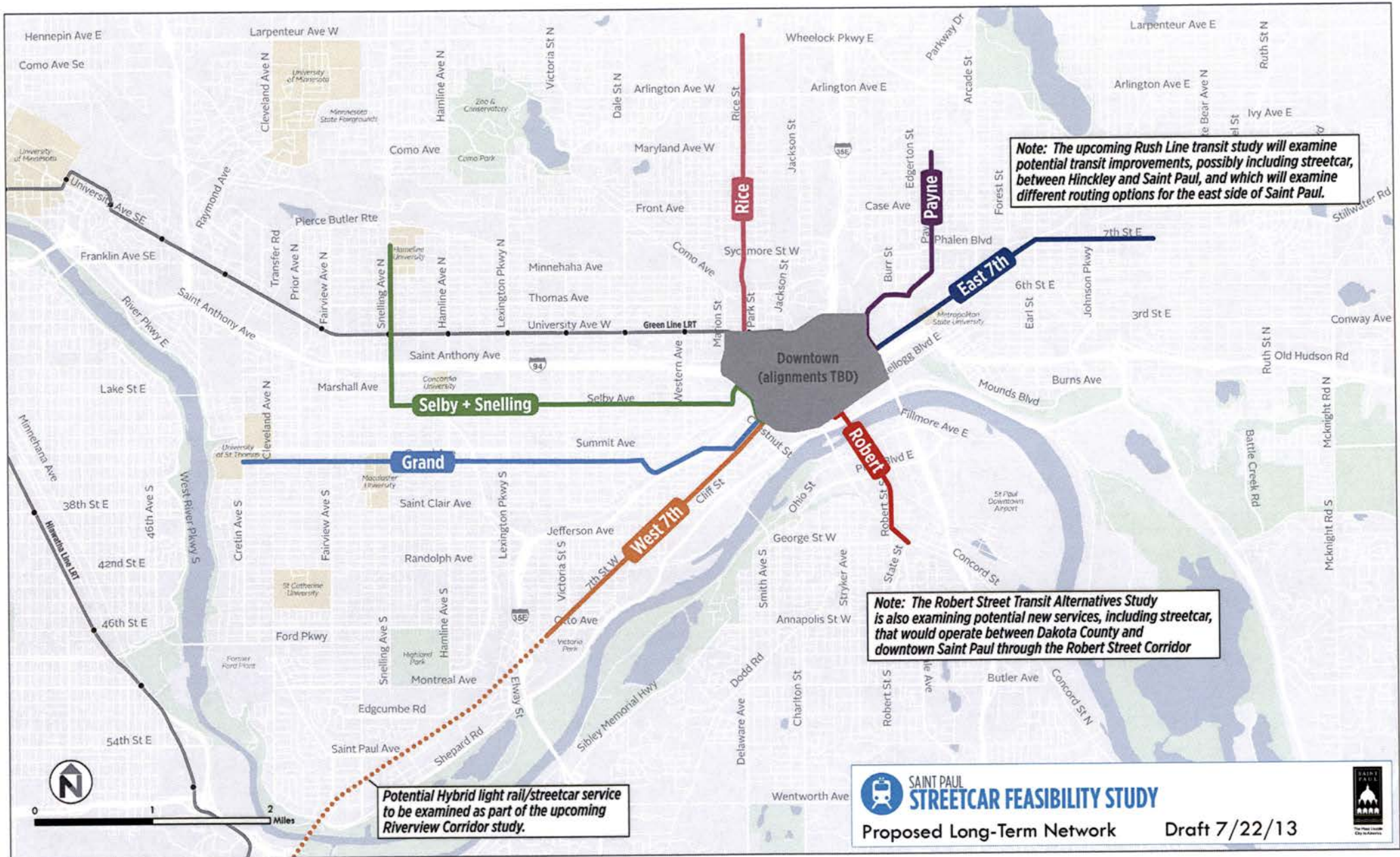
County Attorney – Authorized Signature	Date
	8/14/13

Property Management – Authorized Signature	Date

Information Services – Authorized Signature	Date

Other – Authorized Signature	Date

Attachment



7

GO BY STREETCAR

 SAINT PAUL
STREETCAR FEASIBILITY STUDY

Phase 2 and Long-term Network



The Most Livable
City in America



Streetcar service in this study

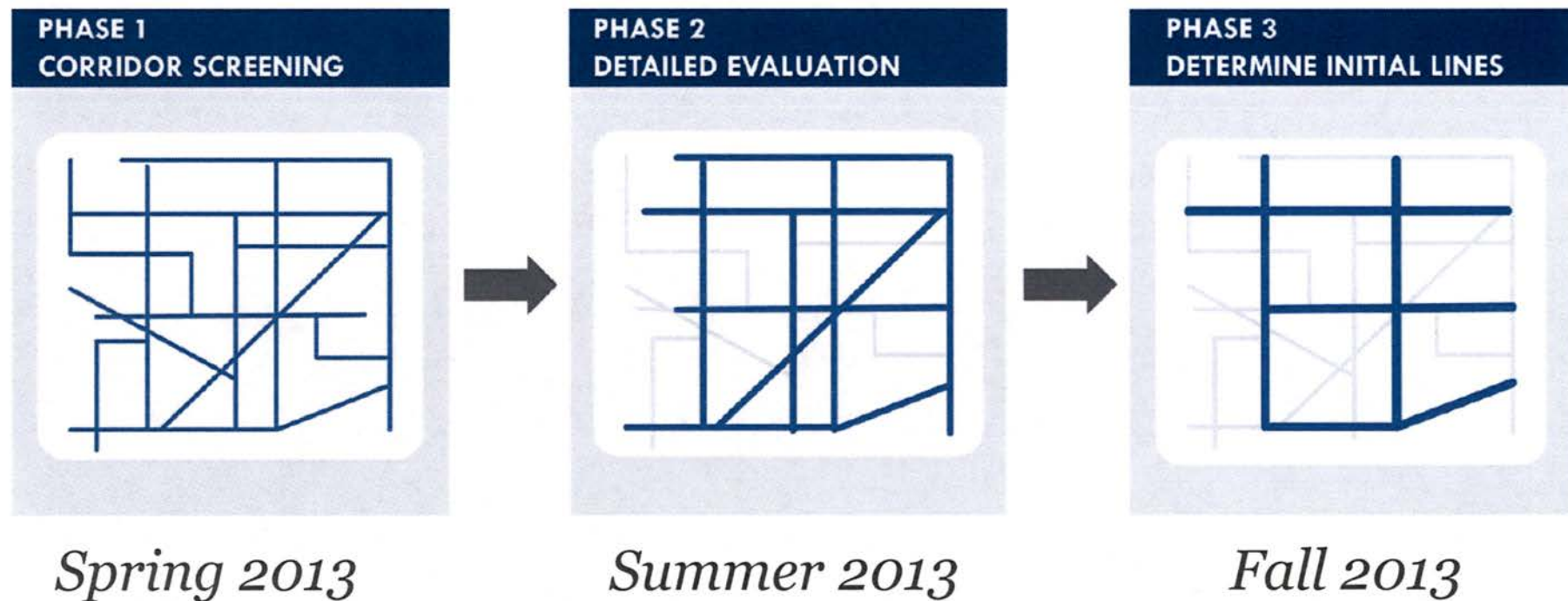
- Rail vehicles (similar to light rail bus smaller)
- Usually operates in mixed traffic
- Typically short length (2-3 miles)
- Close stop spacing (similar to local/standard bus)
- Focus on local trips within corridor
- Potential streetcar benefits are improved transit service and increased economic development



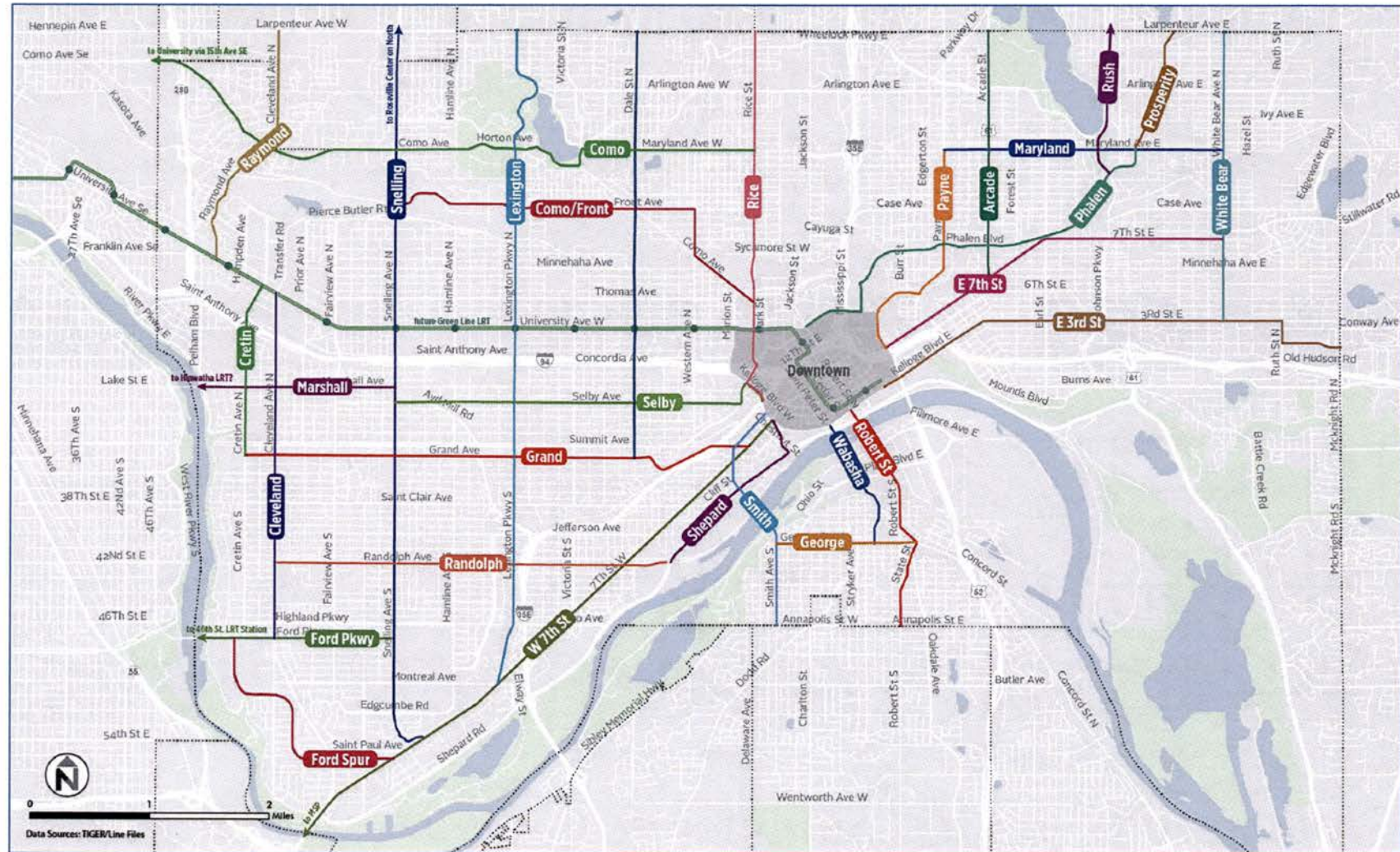
Portland Streetcar

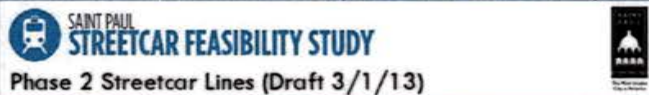
Overview of Evaluation Process

- Outcome-driven, data-based approach to identifying priority investments
- Similar to process for Minneapolis Streetcar Feasibility Study



Phase 1 Corridors





Phase 2 Screening: Network of Routes; Lengths of Lines; and Eliminating Potential Duplicative Service

■ Phase 2 Purpose and Methodology

- Identify the routes that could potentially have successful streetcar service; where people and land-uses would support the service and where the service could attract development.
- Determine realistic lengths of the lines examined based on the three primary criteria: Potential Demand, Planned Land Uses and Development Potential.
- Eliminate lines that would provide duplicative service to the same neighborhoods.

■ Evaluation

- Use the primary criteria to eliminate lines that did not indicate Good or Best performances in any of those three categories.
- Use the segmented data from the primary criteria to visually assess logical end-points for the various lines moving forward.
- Use the data from all criteria to establish which of duplicative lines would be more beneficial; or determine which lines would be least duplicative in a particular area.

Phase 2 Screening Criteria

- **Potential Demand**
- **Development Potential**
- **Transit Supportive Land Use**
- Special Use Generators and Corridor Anchors
- Transit Speed and Reliability
- Pedestrian Environment
- Equity
- On-Street Parking Impact
- Community Support
- Integration with Existing Bus Service
- Relationship to Current/Future High Capacity Transit Investments
- Operating Costs
- Capital Costs



Phase 2 Screening: Potential Demand / Ridership

■ Purpose and Methodology

- Indicators of transit demand
 - Population density
 - Employment density
- Presented in terms of service frequency
- Streetcar most suitable where demand high, less so where demand is low.

■ Evaluation

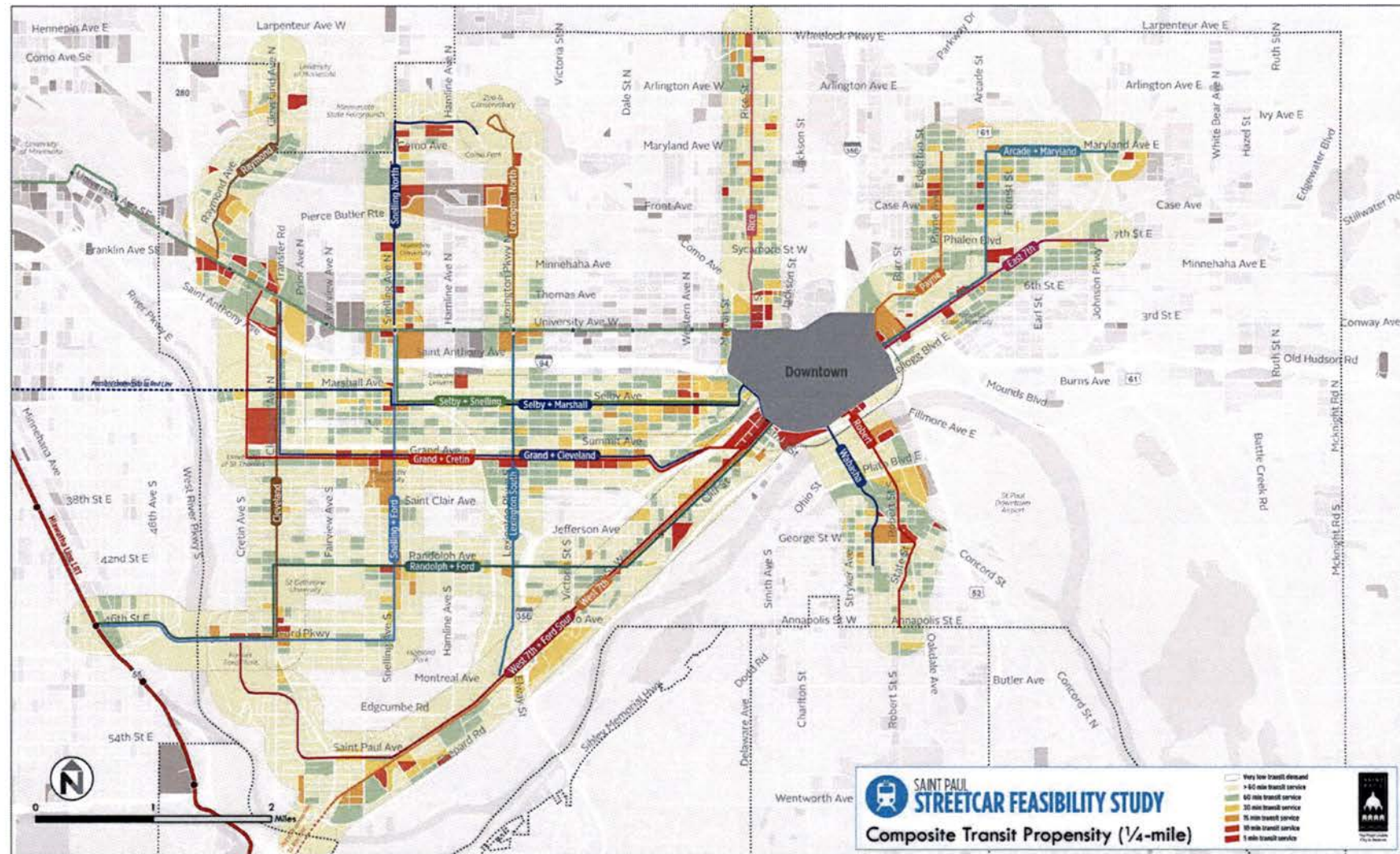
- Population, employment demands combined

Required Service Frequency	Rating
< 10 mins	 Best
10 to 20 mins	 Good
> 20 min	 Fair

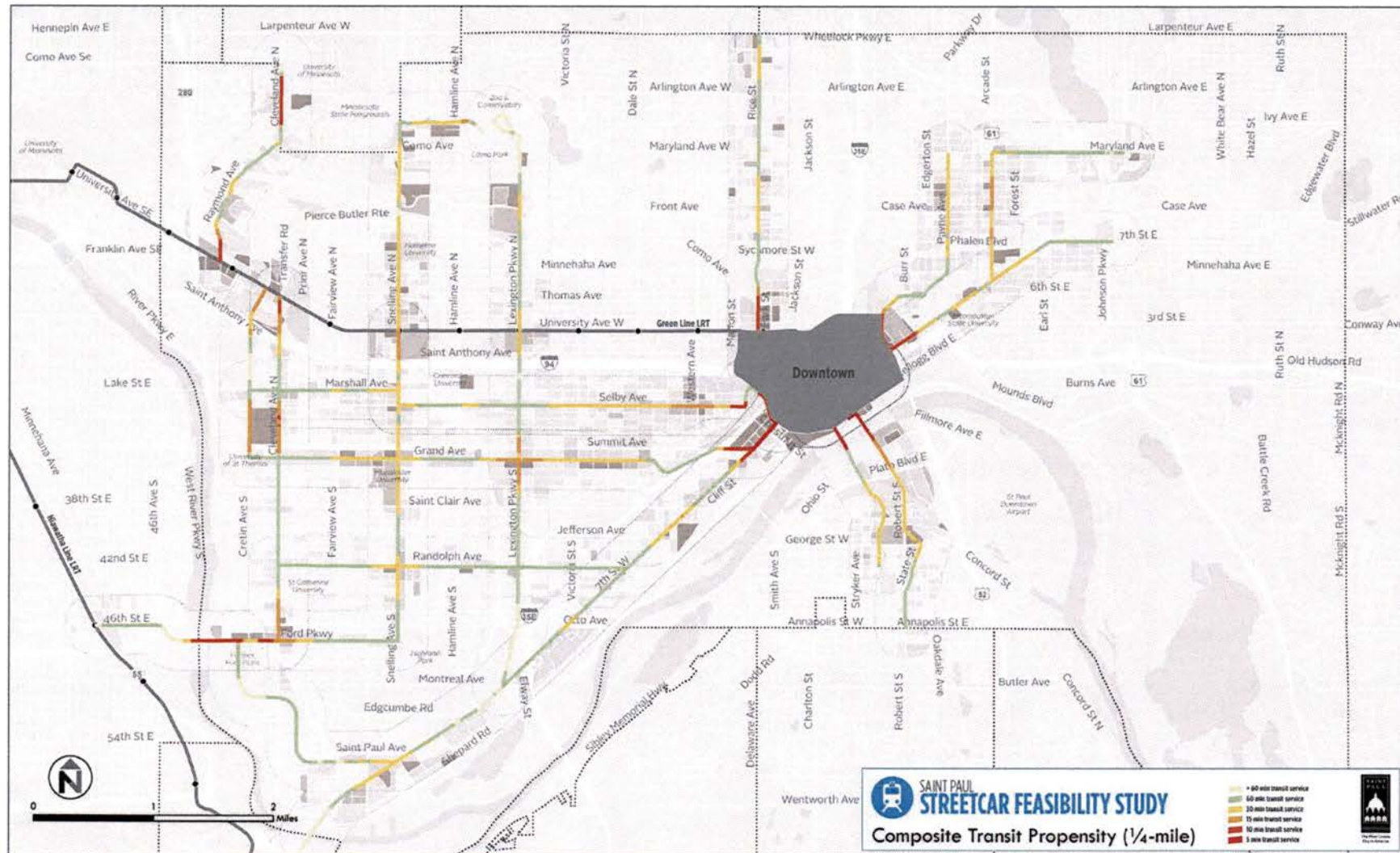
Transit Mode and Service Level	Residents / Acre	Jobs / Acre
Flex Bus	0.5	
Community Circulator	2	
Local Bus / Streetcar		
60 minutes	8–16	4–8
30 minutes	16–31	8–16
15 minutes	31–47	16–24
10 minutes	47–92	24–48
≤ 5 minutes	>92	>48
Bus Rapid Transit	26–52	>13
Light Rail	31–78	>15

Source: Nelson\Nygaard from various national research and empirical evidence

Phase 2 Screening: Potential Demand



Phase 2 Screening: Potential Demand



Phase 2 Screening: Land Use

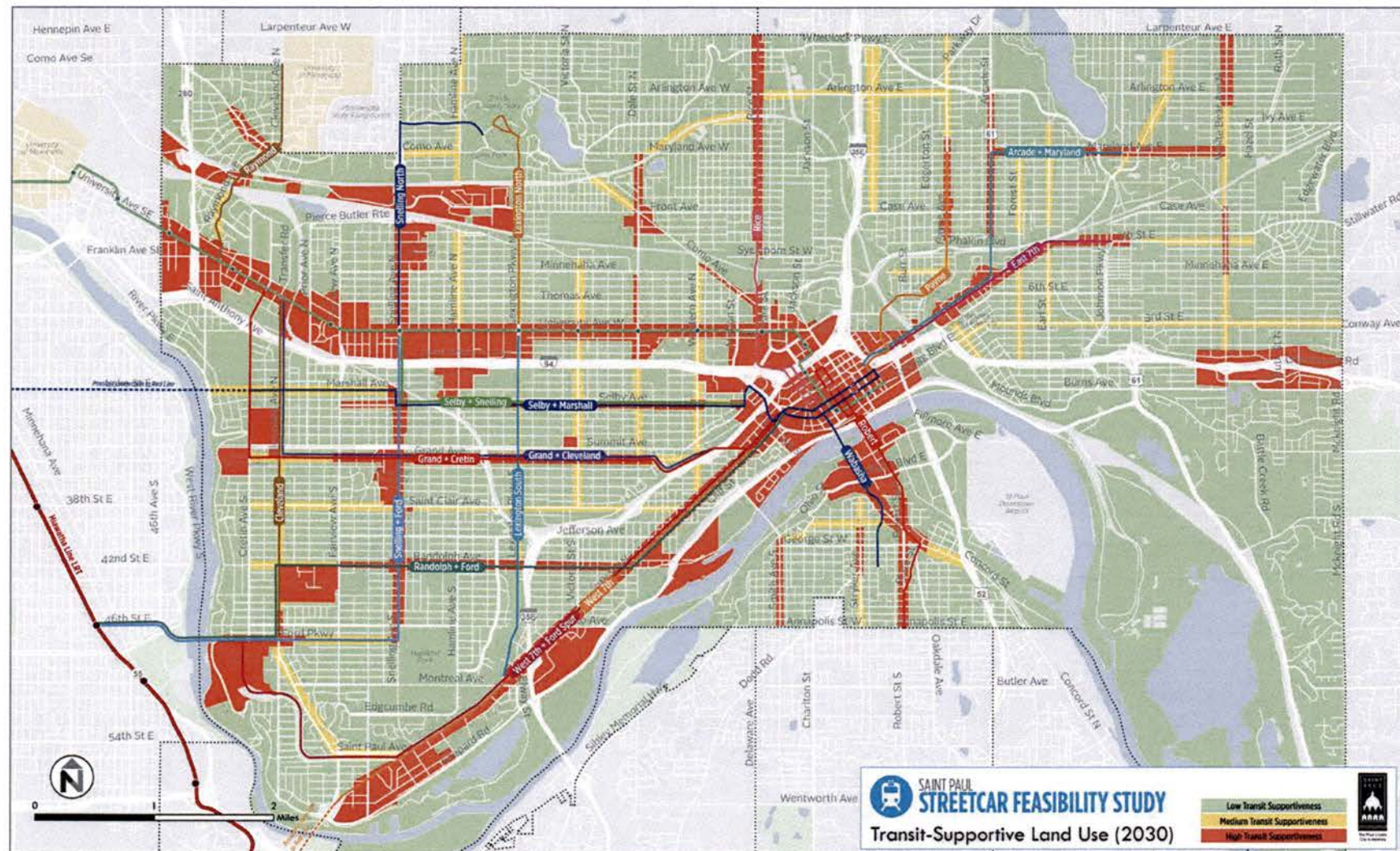
■ Purpose and Methodology

- Ensure that streetcar serves areas that are able to support and create robust ridership; justify the investment
- Streetcar works best with mixed-use development
- Based on projected 2030 land use within 1/2 mile from the line.

■ Evaluation

Land Uses	Rating
Downtown Major Institutions Mixed Use Corridor	✓✓ Best
Residential Corridor	✓ Good
Established Neighborhoods Industrial uses Parks	▲ Fair

Phase 2 Screening: Transit-Supportive Land Uses (Planned)



Phase 2 Screening: Development Potential

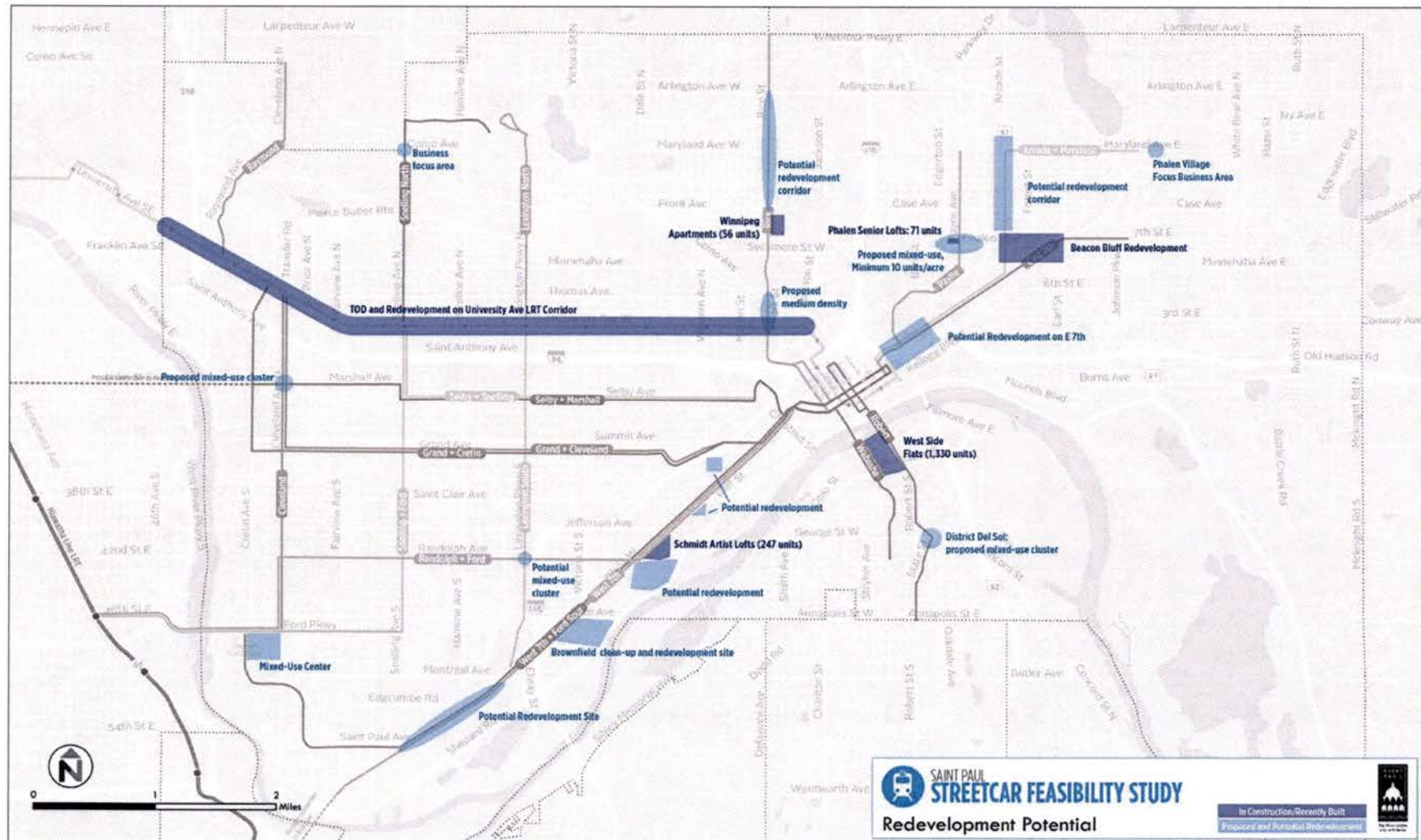
■ Purpose and Methodology

- Assesses the potential of streetcar to spur development along corridor
- Quantitative evaluation of development potential
 - Used county tax assessment data by parcel to project the impact of streetcar on each segment of each alternative
 - Assumed low value parcels would appreciate to higher value due to streetcar
 - Ratings for alternatives are relative to each other
- Consulted local plans to identify areas targeted for redevelopment

■ Evaluation

Area	Rating	Score	Rating
The neighborhood has redevelopment currently under construction, recently completed, or has taken steps to re-zone areas to create transit-supportive corridors.	✓✓ Best	> 75	✓✓ Best
Areas express interest in creating mixed-use neighborhoods.	✓ Good	25-75	✓ Good
Areas have introduced policies that would be generally less transit supportive.	▲ Fair	< 25	▲ Fair

Phase 2 Screening: Development Potential



Phase 2 Screening

- Narrow down list of lines to a proposed long-term network
- Shorten lines based on three primary criteria
- Used secondary criteria to look for significant flaws and eliminate lines that are too duplicative

Alternative	Ridership Potential	Land Use	Development Potential	Bring Forward?	Streetcar Supportive Segment
Arcade + Maryland	✓✓ Best	✓ Good	✓✓ Best	Yes	Maryland Ave – Downtown
Cleveland	✓ Good	▲ Fair	▲ Fair		
East 7 th	✓✓ Best	✓ Good	✓✓ Best	Yes	Hazelwood St - Downtown
Grand + Cleveland	✓✓ Best	✓✓ Best	✓ Good	Yes	University of Saint Thomas - Downtown
Grand + Cretin	✓✓ Best	✓ Good	✓ Good	Yes	University of Saint Thomas - Downtown
Lexington North	▲ Fair	▲ Fair	▲ Fair		
Lexington South	▲ Fair	▲ Fair	▲ Fair		
Payne	✓✓ Best	✓ Good	✓ Good	Yes	Entire Phase 2 Line (Maryland Ave - Downtown)
Randolph + Ford	▲ Fair	✓ Good	▲ Fair		
Raymond	▲ Fair	✓ Good	▲ Fair		
Rice	✓✓ Best	✓✓ Best	✓ Good	Yes	Entire Line City Line/Larpenteur Ave - Downtown
Robert	✓✓ Best	✓✓ Best	✓✓ Best	Yes	George St - Downtown
Selby + Marshall	✓✓ Best	✓✓ Best	✓ Good	Yes	Snelling Ave - Downtown
Selby + Snelling	✓✓ Best	✓✓ Best	✓ Good	Yes	Entire Line
Snelling + Ford	▲ Fair	✓ Good	✓ Good		
Snelling North	▲ Fair	✓ Good	▲ Fair		
Wabasha	✓✓ Best	✓✓ Best	✓✓ Best	Yes	George St - Downtown
West 7 th	✓✓ Best	✓✓ Best	✓✓ Best	Yes	Victoria Park - Downtown
West 7 th + Ford Spur	✓ Good	✓ Good	✓✓ Best	Yes	Victoria Park - Downtown

Phase 2 Screening: Eliminating Potential Duplicative Service

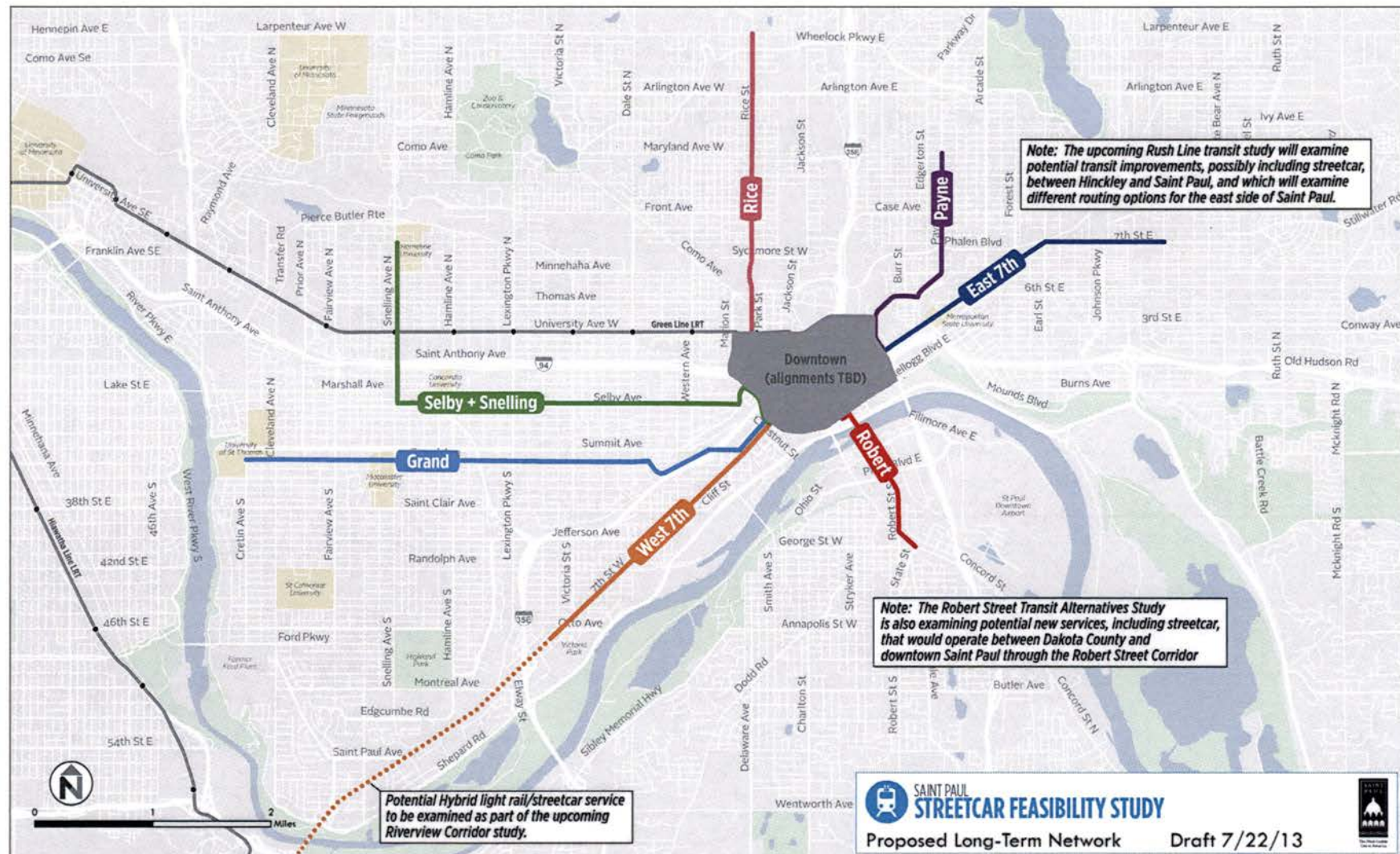


On the east side of Saint Paul, to avoid duplication but to maximize coverage, Payne and East 7th were selected over Arcade + Maryland.

In the West Side, Robert was selected over Wabasha due to greater potential demand, development potential, and community support.



Proposed Long-Term Streetcar Network



Phase 3: Prioritization

- What line or lines should the City pursue first?
 - Use data-driven analysis led by consulting team including: economic development, operating plans and costs, capital costs
 - Coordination with partner agencies and other on-going projects
- Next steps?
 - How do streetcars fit into our regional transportation system?
 - How will streetcars be able to be funded?



GO BY STREETCAR



Michelle Beaulieu, City Planner, Saint Paul PED

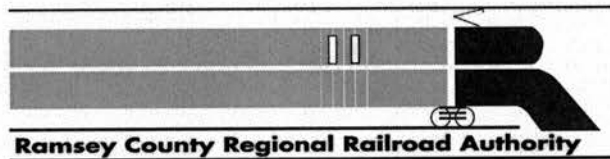
michelle.beaulieu@ci.stpaul.mn.us

651-266-6620



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Union Depot, Suite 200
214 4th Street East
St. Paul, Minnesota 55101
(651) 266-2760

REGIONAL RAILROAD AUTHORITY

September 10, 2013

Immediately following the Budget Committee of the Whole
Council Chambers – Third Floor Court House

.....
ROLL CALL and Call to Order

AGENDA of the September 10, 2013 Regional Railroad Authority Meeting is presented for approval.

MINUTES of the August 20, 2013 Regional Railroad Authority Meeting is presented for approval.

ADMINISTRATIVE AGENDA

1. Request for Proposals for a Pre-Project Development Study for the Rush Line Corridor

Board Action Requested:

Authorize the issuance of a Request for Proposals for the Rush Line Corridor Pre-Project Development Study, in accordance with the County policies and procedures on Requests for Proposals, with direction to staff to return to the Regional Railroad Authority with a recommendation for selection of a consultant.

POLICY AGENDA

2. Maximum Tax Levy for the Ramsey County Regional Railroad Authority 2014 Budget

Board Action Requested:

Approve the proposed maximum tax levy of \$19,053,307 to finance the 2014 Ramsey County Regional Railroad Authority Budget, which in accordance with the Truth in Taxation Law, must be certified to the Department of Property Records and Revenue by September 15, 2013.

CORRIDOR UPDATES

ADJOURNMENT

RAMSEY COUNTY REGIONAL RAILROAD AUTHORITY

August 20, 2013

The Ramsey County Regional Railroad Authority met with the following members present: Carter, Huffman, McGuire, Ortega, Reinhardt, Rettman, McDonough – 7. Absent: 0. Also present were Julie Kleinschmidt, Ramsey County Manager and Paul Zisla, Assistant County Attorney, Ramsey County Attorney's Office.

Chair McDonough called the meeting to order at 10:05 A.M.

AGENDA

Commissioner Huffman moved approval of the Agenda of the August 20, 2013 Regional Railroad Authority Meeting, seconded by Commissioner Carter. Roll Call: Ayes – Rettman, Carter, Huffman, McGuire, Ortega, Reinhardt, McDonough – 7. Nays – 0.

MINUTES

Commissioner Rettman moved approval of the Minutes of the August 6, 2013 Regional Railroad Authority Meeting, seconded by Commissioner Reinhardt. Roll Call: Ayes – Rettman, Carter, Huffman, McGuire, Ortega, Reinhardt, McDonough – 7. Nays – 0.

1. Agreement with the St. Paul Area Chamber of Commerce

Commissioner Ortega moved approval of following resolution, seconded by Commissioner Reinhardt.

Chair McDonough thanked the St. Paul Area Chamber of Commerce (SPACC) for this effort and invited Matt Kramer, President, and Zach Schwartz, Manager of Public Affairs, up to the podium to say a few words.

Mr. Kramer thanked the commissioners and said they are proud to be aligned with Ramsey County to work on the community challenges of building a regional partnership. He said as we look at the mix of commercial, industrial and residential communities for the future, there have to be options because for the new-style worker it's not an option it's a requirement.

Mr. Schwartz added that, with the continuation of this contract, they are most excited that they have expanded their reach into the suburbs and their engagement with members and nonmembers with their suburban business councils. Adding transit to those conversations is going to be very beneficial.

Roll Call: Ayes – Rettman, Carter, Huffman, McGuire, Ortega, Reinhardt, McDonough – 7. Nays – 0.
R27-13

WHEREAS, The Ramsey County Regional Railroad Authority has worked to advance the Union Depot Multi-Modal Transit and Transportation Hub and multiple transitways in the east metro including the Green Line, Gateway, Red Rock, Rush Line, Riverview and Robert Street transitway corridors, along with high speed rail to the benefit of the residents and businesses of Ramsey County and the region; and

WHEREAS, The Ramsey County Regional Railroad Authority has worked with the St. Paul Area Chamber of Commerce to increase business awareness and support for the Union Depot, transitways, and a high speed rail; and

WHEREAS, The St. Paul Area Chamber of Commerce has chosen to focus its business and public advocacy and information efforts on multimodal transportation in the east metro; and

WHEREAS, This focus will include significant involvement from the St. Paul Area Chamber of Commerce in advocating for the transitways supported by the Ramsey County Regional Railroad Authority; and

WHEREAS, The St. Paul Area Chamber of Commerce will be reaching out to its business members, area chambers of commerce, various levels of government and the public to inform them on the benefits transitways and high speed rail provide; and

WHEREAS, Continuation and intensification of these activities requires additional funding; and

WHEREAS, The St. Paul Area Chamber of Commerce is asking its supporters for financial assistance to fund its public relations activities; and

WHEREAS, The Ramsey County Regional Railroad Authority, as a supporter, has been asked to pay \$25,000 to the St. Paul Area Chamber of Commerce for continued public relations activities. Now, Therefore, Be It

RESOLVED, The Ramsey County Regional Railroad Authority approves an agreement with the St. Paul Area Chamber of Commerce, 401 N. Robert St, St. Paul, MN 55101, for its continued recruitment of supporters, development of public relations materials, and undertaking of public relations activities, for the period of 09/01/13 through 08/31/14, in the amount of \$25,000 to be paid within 30 days of the execution of the agreement.

2. Saint Paul Citywide Streetcar Feasibility Study - Presentation

Chair McDonough introduced the presenters Michelle Beaulieu, City Planner, and Allen Lovejoy, Principal Planner, with the City of St. Paul.

Ms. Beaulieu thanked the commissioners for the invitation to provide an update on the Citywide Streetcar Feasibility Study. She said she would like to recap where they have been, talk about the analysis that they performed to determine their long-term streetcar network, and then discuss what the next steps will be.

[the Streetcar Feasibility Study - Phase 2 and Long-term Network presentation is on file with the office of the Ramsey County Regional Railroad Authority]

Ms. Beaulieu said for this study they focused on a local, frequent service streetcar model. This model typically makes short stops every two to three blocks, has a short length of about two to three miles, and operates frequently over the course of the day. The benefits are improved transit in the corridors that have streetcars, as well as the potential to catalyze economic development in those corridors.

The last time she was here, she discussed the end of Phase 1 which took a long list of corridors and narrowed it down to a shorter list of potential corridors for the streetcar lines. They have completed Phase 2, which identified the lines that would be feasible to be successful streetcar lines. They are now in the middle of Phase 3, which will determine the initial lines.

Ms. Beaulieu reviewed Phases 1 and 2 in more detail. Phase two was an extensive evaluation that consisted of three key screening criteria - potential demand, development potential, and transit supportive land use. For potential demand or ridership potential, they evaluated the density of both residents and employment along the corridors to determine what frequency of service we could expect would be supported by those populations. A higher density of population and employment is what will support the local, frequent all-day streetcar service.

Chair McDonough commented that the purpose of these types of investments is to meet the needs of those currently in those corridors, but also to help stimulate the potential for what is available in those corridors. He asked if this was incorporated into this study.

Ms. Beaulieu said yes. Of the three primary criteria, one looks at what is existing currently on the corridors, but the other two really evaluate what we plan for the future and whether the corridors have the potential to grow in the future.

Mr. Lovejoy added that all of the corridors they are studying are corridors that were defined in the land use plan for more intensified development. They also want to assure that potential streetcar neighborhoods have a real desire and commitment to deal with intensification of development. This dynamic will begin to play out this fall as the city council selects a preferred first line.

Commissioner Rettman asked if intensification of development means job creation or housing development or both.

Mr. Lovejoy responded both because this type of all-day transit line works by having a strong combination of both job and housing density.

Ms. Beaulieu continued her discussion on planned transit-supportive land uses and development potential. They used the three primary criteria to narrow down the lines to a proposed long-term network, shorten the lines and to examine significant flaws and eliminate lines that were too duplicative. On the east side of St. Paul, to avoid duplication but to maximize coverage, Payne Avenue and East 7th Street were selected over Arcade and Maryland Avenues, and on the west side, Robert Street was selected over Wabasha Street. The proposed long-term street car network includes Selby and Snelling Avenues, Grand Avenue, West 7th Street, Robert Street, East 7th Street, Payne Avenue, and Rice Street. The study will be completed hopefully by the end of this year and they will identify what priority line or lines may be. After the line or lines have been identified, they will move into a pre-project development study.

Mr. Lovejoy added that the current approach for funding these types of lines is uncertain, at the same time capital costs are accelerating. One of the things they will examine in the next phase next year is what Minneapolis has done in terms of their analysis and what the financing options may be. There will hopefully be a growing partnership with the legislature for funding needs. It is unlikely that this can be totally locally funded and will need to do a lot more work on the options for funding. This is very much up in the air.

Chair McDonough commented that within the uniqueness of our region, we have had a lot of success developing corridors and one of our strengths has been getting the local engagement early on during the project development phase. Once we've proven that these investments make sense, we tend to find a way to fund both the capital and the operating costs.

Commissioner Ortega asked about the timeline of the different phases.

Mr. Allen said this study should conclude by the end of the year. They would like to move into the next phase of study as quickly as possible, which should take 18-24 months.

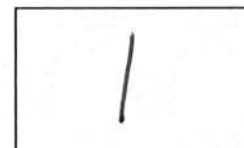
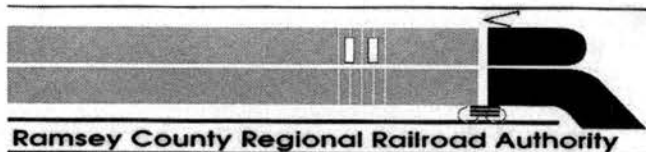
Chair McDonough thanked Mr. Allen and Ms. Beaulieu for the update and said Ramsey County is very supportive of the work they are doing.

CORRIDOR UPDATES

- Rush Line

Commissioner Reinhardt reported that this morning she participated in a grand opening and customer appreciation event for the park and ride at the Maplewood Mall Transit Center.

There being no further business, Chair McDonough declared the meeting adjourned at 10:45 A.M.



REQUEST FOR ACTION

Type of Agenda: ☐ Policy ☐ Discussion
☒ Administrative ☐ Information

Regional Railroad Authority Meeting Date: **09/10/2013**

Regional Railroad Authority Meeting Date:

SUBJECT: Request for Proposals for a Pre-Project Development Study for the Rush Line Corridor.

EXECUTIVE SUMMARY

The Ramsey County Regional Railroad Authority (RCRRA) has worked to advance transit projects and corridors that benefit Ramsey County residents and businesses. The RCRRA has been a member of the Rush Line Corridor Task Force (task force) since its creation in 1999. The task force is focused on improving transit accessibility and mobility within the Rush Line Corridor from downtown St. Paul north to Hinckley, MN.

In 2009, the task force completed its Alternatives Analysis Study. The Alternatives Analysis Study identified light rail transit from Union Depot to White Bear Lake and bus rapid transit from Union Depot to Forest Lake/Columbus as transit alternatives in need of additional analysis prior to the selection of a single transit mode and alignment for the corridor.

In 2013, funding was secured for a Pre-Project Development Study (Advanced Alternatives Analysis). This study will further refine the light rail transit and bus rapid transit alternatives, and will select a single locally preferred alternative to advance into the next phase of analysis, a Draft Environmental Impact Statement.

(The Executive Summary is continued on the following page)

ACTION REQUESTED

Authorize the issuance of a Request for Proposals for the Rush Line Corridor Pre-Project Development Study, in accordance with the County policies and procedures on Requests for Proposals, with direction to staff to return to the Regional Railroad Authority with a recommendation for selection of a consultant.

SUBJECT: Request for Proposals for a Pre-Project Development Study for the Rush Line Corridor.

(Executive Summary is continued)

The Pre-Project Development Study will include significant public involvement as part of its detailed analysis of ridership, cost, and benefit. The RCRRA has secured federal funding in the amount of \$1,189,700 (80%) to cover 80% of the Pre-Project Development PPD Study's cost. The 20% local match of \$297,425 will be provided by the following:

RCRRA	\$242,847
Anoka County	\$19,779
Chisago County	\$15,615
Washington County	\$19,184

The RCRRA needs to issue a Request for Proposals to solicit qualified consultants to complete the Pre-Project Development Study. Representatives from the cities and counties along the corridor and the Metropolitan Council assisted RCRRA staff in drafting the Request For Proposals. RCRRA staff will return to the RCRRA Board with a recommendation for selection of a consultant and proposed RCRRA contract with the consultant.

SUBJECT: Request for Proposals for a Pre-Project Development Study for the Rush Line Corridor.

ATTACHMENTS:

(Draft) Request for Proposals - Rush Line Corridor Pre-Project Development Study - Work Scope
(the full Request for Proposals document is on file with the RCRRA office)

PREVIOUS ACTION:

May 7, 2013, Resolution R13-17 - approved the second amendment to Subrecipient Grant Agreement SG-2009-050

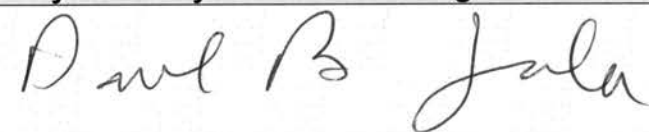
COUNTY MANAGER'S COMMENTS:

Issuance of a Request For Proposals requires County Board approval and is consistent with the County Board's direction for an open, fair and competitive solicitation process.

SUBJECT: Request for Proposals for a Pre-Project Development Study for the Rush Line Corridor.

Regional Railroad Authority – Authorized Signature	Date
	9/4/13

Finance – Authorized Signature	Date
	8/29/13

County Attorney – Authorized Signature	Date
	9/3/13

Property Management – Authorized Signature	Date

Information Services – Authorized Signature	Date

Other – Authorized Signature	Date

SUBJECT: Issue a Request for Proposals for a Pre-Project Development Study for the Rush Line Corridor.

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6 Gem Lake, White Bear Lake, and White Bear Township; and

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8 WHEREAS, The Rush Line Corridor Task Force is a joint powers board of cities and
9 counties along the Rush Line Corridor that was formed in 1999 to coordinate transit planning and
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12 WHEREAS, The Ramsey County Regional Railroad Authority is a member and the fiscal
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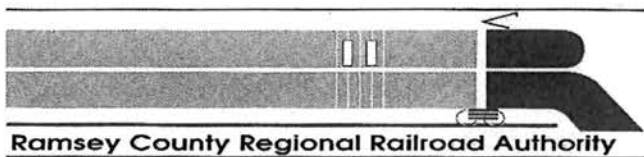
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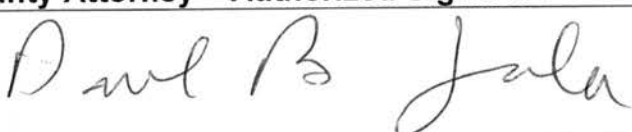
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5

DRAFT

REQUEST FOR PROPOSALS
RUSH LINE CORRIDOR PRE-PROJECT
DEVELOPMENT STUDY
(AKA ADVANCED ALTERNATIVES ANALYSIS)

ISSUE DATE: **TO BE ADDED PRIOR TO RELEASE**

PROPOSALS DUE: **TO BE ADDED PRIOR TO RELEASE**

ISSUED BY:

RAMSEY COUNTY REGIONAL RAILROAD AUTHORITY ON BEHALF OF
THE RUSH LINE CORRIDOR TASK FORCE

REQUEST FOR PROPOSALS

RUSH LINE CORRIDOR PRE-PROJECT DEVELOPMENT STUDY (AKA ADVANCED ALTERNATIVES ANALYSIS)

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**** FEDERAL TRANSIT ADMINISTRATION FUNDS WILL BE UTILIZED ON THIS CONTRACT. PROPOSERS MUST SUBMIT ALL COMPLETED DBE FORMS IN A SEPERATE ENVELOPE LABELED DBE FORMS. ANY PROPOSER WHO IS NOT PROPOSING TO MEET OR EXCEED THE FULL DBE GOAL MUST THEN SUBMIT ALL THEIR DOCUMENTATION OF GOOD FAITH EFFORTS TO THE METROPOLITAN COUNCIL'S OFFICE OF EQUAL OPPORTUNITY WITHIN 7 DAYS OF THE PROPOSAL SUBMITTAL. IN ADDITION, THE OFFICE OF EQUAL OPPORTUNITY MAY REQUEST ANY AND ALL ADDITIONAL DOCUMENTATION OR CLARIFICATION THEY DEEM NECESSARY TO FULLY EVALUATE THE GOOD FAITH EFFORTS A PROPOSER HAS STATED THEY PERFORMED. ANY PROPOSAL THAT DOES NOT INCLUDE THE FULLY COMPLETE DBE FORMS ATTACHED TO THE RFP WILL BE DEEMED NON-RESPONSIVE AND THEIR PROPOSAL CANNOT BE CONSIDERED FURTHER BY RAMSEY COUNTY REGIONAL RAILROAD AUTHORITY.**

RAMSEY COUNTY REGIONAL RAILROAD AUTHORITY
REQUEST FOR PROPOSALS (RFP)
RUSH LINE CORRIDOR PRE-PROJECT DEVELOPMENT STUDY
(AKA ADVANCED ALTERNATIVES ANALYSIS)

1. STUDY INFORMATION

The Ramsey County Regional Railroad Authority (RCRRA) in partnership with the Rush Line Corridor Task Force (task force) is soliciting proposals from qualified firms ("consultant") to conduct a Pre-Project Development Study (PPD Study) previously called an Advanced Alternatives Analysis Study, for the Rush Line Corridor. The PPD Study will build on the work completed as part of the 2009 Rush Line Corridor Alternatives Analysis Study and will result in the selection of a locally preferred alternative for the Rush Line Corridor. Federal Transit Administration and local funds will be utilized to fund this contract.

1.1 PROJECT SUMMARY

The Rush Line Corridor Task Force seeks to advance the Rush Line Corridor planning through the Pre-Project Development portion of the Federal Transit Administration's (FTA) New Starts Process. The Pre-Project Development Study (PPD Study) will not include a formal request for the Rush Line to enter FTA's New Starts Project Development process and will not include formally entering into the National Environmental Policy Act (NEPA) and Minnesota Environmental Policy Act (MEPA) processes.

The PPD Study will establish and detail the benefits, costs, and impacts of implementing fixed guideway transit, for example, Bus Rapid Transit (BRT) or Light Rail Transit (LRT), in the Rush Line Corridor between Union Depot in downtown St. Paul and Forest Lake/Columbus (BRT) or White Bear Lake (LRT). This information will inform the Rush Line Corridor Task Force, counties, cities, Metropolitan Council/Metro Transit, MnDOT, and other decision makers on the viability of fixed guideway transit and its implementation in the Rush Line Corridor.

The PPD Study will result in the identification of a locally preferred alternative (LPA) for amendment by the Metropolitan Council into the region's long-range transportation plan, Transportation Policy Plan. The LPA will address the identified accessibility, mobility, and economic development needs in the corridor. The LPA identified through the PPD Study should be analyzed sufficiently to be eligible to seek federal, state, and/or local funding for its continued advancement into the FTA New Start's process.

1.2 BACKGROUND

The Rush Line Corridor extends approximately 80 miles from Hinckley to Union Depot in St. Paul (**Figure 2**). The corridor links growing communities that range from urban neighborhoods to suburbs to include rural cities and townships. The corridor generally runs parallel to I-35E/I-35 and Highway 61 and includes the former Northern Pacific Railway corridor currently owned by BNSF Railway and county regional railroad authorities. Communities along the corridor include St. Paul, Maplewood, Little Canada, Vadnais Heights, White Bear Lake, White Bear Township, North Oaks, Hugo, Lino Lakes, Centerville, Columbus, Forest Lake, Wyoming, Stacy, North Branch, Rush City, Harris, Rock Creek, Pine City, and Hinckley.

The corridor is home to many employers including St. Jude, St. John's Hospital, Ecolab, St. Paul Companies and Universal Forest Products, educational institutions, and other commercial and retail businesses. In addition to the adjacent employers, I-35/I-35E is one of the most heavily traveled corridors in the state. The Average Daily Traffic (ADT) volumes range from 66,000 at Forest Lake/Columbus to 120,000 at I-694 and 150,000 at downtown St. Paul.

The PPD Study will build on the work completed in the Rush Line Corridor Alternatives Analysis Study (AA Study) completed in 2009 (www.rushline.org/study.html). The AA Study reduced the fixed guideway portion of the corridor from 80 miles to a maximum of approximately 30 miles (**Figure 3**). The two alternatives that were identified for advancement into the PPD Study were (1) Bus Rapid Transit (BRT) along I-35/I-35E from Union Depot to Forest Lake/Columbus and (2) Light Rail Transit (LRT) along the former Northern Pacific Railway corridor east of I-35E between Union Depot and Hwy 96 in White Bear Lake (RCRRA Corridor). The majority of the former railroad corridor (~8 miles) is owned by the RCRRA with the remainder owned by BNSF Railway (~4 miles). These alternatives are shown in (**Figure 3**).

The PPD Study will build on the results of the AA Study and is the next step in the decision making process leading to transit-related investments in the Rush Line Corridor. The purpose of the PPD Study is to:

1. Identify the market(s) for transit service in the corridor
2. Identify the appropriate transit mode(s) and alignment(s) to serve the market area(s)
3. Evaluate the identified transit mode(s) and alignment(s) to select a locally preferred alternative for advancement into environmental review.
4. Identify, engage and clearly communicate with, and obtain and incorporate meaningful input from key constituencies in the corridor regarding the transit markets, proposed alternatives, and evaluation results identified through the PPD study. Critical constituencies include stakeholders, the general public, and those traditionally underrepresented in the transportation decision-making process..
5. Develop a recommended course of action for advancing the corridor into environmental review and the FTA New Starts process.

Accomplishing these purposes will lead to a study that has been clearly communicated to the public and businesses, has allowed them to provide meaningful input into its outcomes, and has facilitated the selection of a locally preferred alternative for the Rush Line Corridor and adopting it into the region's long-range transportation plan, the Transportation Policy Plan.

1.2.1 TRANSIT SERVICE AND FACILITIES

The Metropolitan Council provides transit service in the Rush Line corridor. This service consists of both local and express bus service, and is provided through Metro Transit and other private, contracted transit service providers. Express bus service is provided out of multiple park and ride lots and the Maplewood Transit Center. In late 2014, Metro Transit will open two new park and rides, at County Road 14 and at I-35E in Lino Lakes and County Road E and I-35E in Vadnais Heights, to consolidate multiple smaller lots and provide higher frequency and more reliable express bus service. Additionally the expansion of the Maplewood Mall Transit Center will provide nearly 1,000 parking spaces when completed in mid-2013. Generally, local bus routes serve communities from White Bear Lake south and express bus routes serve communities north of Trunk Highway 36 to downtown St. Paul, downtown Minneapolis, and the University of Minnesota.

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1.2.2 UNION DEPOT

The Rush Line Corridor will connect to Union Depot, a multi-modal transit and transportation hub, in downtown St. Paul. At the Depot, connections are available to multiple transportation modes including:

- Green Line LRT connecting downtown St. Paul, downtown Minneapolis, the Midway area, the University of Minnesota, and into the region's METRO system of LRT and Highway BRT services
- Local and express bus routes 21, 53, 54, 65, 417, 480, 484, 489
- Amtrak connecting the Twin Cities to Chicago and Seattle/Portland along the Empire Builder Route
- Jefferson Lines connecting the Twin Cities to Greater Minnesota and thirteen states
- Bicycles at the Nice Ride station and regional trail connections along the Union Depot train deck/Kellogg Blvd. and Warner Road
- Private Bus connections to Treasure Island and Mystic Lake casinos
- Private taxi service

1.2.3 HIGHWAYS

The Minnesota Department of Transportation has a series of planned projects along I-35E that will increase capacity between I-694 and I-94. These projects, jointly referred to as the I-35E Corridor Projects, include the I-35E MnPASS lanes, Maryland Avenue Bridge, and Cayuga Bridge. Information on these projects can be found at www.dot.state.mn.us/metro/projects/35estpaul.

1.2.4 REGIONAL TRAILS

The Rush Line Corridor intersects and provides connects to multiple regional trails including the Bruce Vento Regional Trail, the Hardwood Creek Regional Rail, the Sunrise Prairie Regional Trail, the Sam Morgan Regional Trail, the Gateway Trail, and the Lake Phalen Trail System.

1.2.5 MAP-21

The passage of MAP-21 has impacted this study and will continue to impact the Rush Line Corridor. Continued assessment of the impact of the changes to the New Starts/Small Starts Process under Map-21 will be important throughout the duration of this study. All aspects of the PPD Study shall be Federal Transit Administration (FTA) New Starts/Small Starts compliant to ensure future federal funding eligibility. Additional information on the FTA evaluation and rating process for proposed New Starts/Small Starts projects can be found at http://www.fta.dot.gov/documents/NS-SS_Final_PolicyGuidance_August_2013.pdf

1.2.6 AGENCY COORDINATION

In addition to its relationship to the regional transit system, the Rush Line Corridor includes highways of federal, state, county and city jurisdiction as well as the Gateway State Trail, the Bruce Vento Regional Trail, Hardwood Creek Regional Trail, Lake Phalen Regional Park, and the Bruce Vento Nature Preserve. The Metropolitan Council, Metro Transit, Federal Highway Administration, Minnesota Department of Transportation, Minnesota Department of Natural Resources, County Public Works and Parks Departments, and City Public Works and Parks Departments will be key stakeholders.

1.3 RUSH LINE CORRIDOR TASK FORCE

The Rush Line Corridor Task Force was created in 1999 to advocate for transit improvements in the I-35E/I-35 and Hwy 61 corridor. The task force is a joint powers board of 22 local elected officials from Ramsey, Washington, Anoka, Chisago, and Pine counties. Ramsey County is the fiscal agent and staff lead for the task force.

1.4 DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL

The Disadvantaged Business Enterprise (DBE) goal for the Rush Line PPD Study is 15.5%.

1.5 PROJECT INFORMATION CONTACT

All questions related to specific project requirements must be submitted in writing by 2:00 PM **to be added prior to release** to:

Ramsey County Procurement
4412 Metro Square
121 Seventh Place
St. Paul, MN 55101

All questions should be submitted via email.

Beyond the inquiry process described above, no contact regarding this RFP is to be made with task force members or the agencies that they represent or members of their staff. Contact of any above persons any result in the rejection of a consultant's proposal.

1.6 PREPROPOSAL CONFERENCE

A Pre-Proposal Conference will be held at (**To be added prior to release**) at the Gateway Conference Room at the Union Depot located at 214 4th Street East St. Paul, MN 55101 on (**To be added prior to release**). While attendance is not mandatory, it is strongly recommended that a representative attend.

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2. SCOPE OF SERVICES

2.A. General

The proposal will detail the key technical elements for the completion of this Pre-Project Development (PPD Study) Study, including documentation of methodology and findings, and reporting to the Rush Line Corridor Study Manager. The following section outlines tasks to be included, key responsibilities, and key deliverables to be included in the study.

The proposed scope of services shall include two elements presented separately and distinctly from one another including a (1) base work plan, and (2) suggested modifications (if any) to the base work plan. These two elements are described below.

BASE WORK PLAN

It is requested that the consultant develop a base work plan and fee for services in response to the task document in this scope of services. This work plan should include task descriptions, associated deliverables, estimates of staff hours per person/job category, per task and estimated expenses. **FEE AND EXPENSE ESTIMATES BY TASK SHALL BE PREPARED AND**

SUBMITTED IN A SEPARATE ENVELOPE.

The proposed work plan should provide the most effective study process possible within the resource limits identified in this RFP. The RCRRA envisions that this will be achieved by leveraging the analysis completed in the Rush Line Corridor Alternatives Analysis Study (2009), the analysis underway in the Metropolitan Council's Highway Transitway Corridor Study (www.metrocouncil.org/planning/transportation/HTCS/HTCS.htm), in MnDOT's I-35E Projects and MnPass Extension Study, and through implementation of FTA Guiding Principles for the effective development of a purpose and need, goals and objectives, and evaluation criteria that directly correlate with analyzing the alternatives including a rigorous technical evaluation process. The entire study process must include input from the Rush Line Corridor Policy Advisory Committee (PAC) and Technical Advisory Committee (TAC). Study materials must be prepared in a form and format easily understood by members of the public, including those typically not engaged through a traditional open house and website based public involvement plan. An efficient alternatives assessment process will apply rigorous assessment tools only to the most promising alternatives.

Ten key task elements should be accounted for in the proposed work plan as described in Section 2B of this RFP. The proposed work plan should demonstrate an understanding of study needs and propose an efficient and effective study process, accounting for the inter-relationships among the task elements.

SUGGESTED MODIFICATIONS TO BASE WORK PLAN

The consultant is encouraged to propose the addition, refinement, and/or elimination of tasks in response to this scope of services. The consultant is encouraged to provide optional approaches and share opinions for improving the study process. The addition, refinement and/or elimination of work tasks shall be presented in a separate section from the base work plan. This section shall include any implications to the assumed timeframe for the study indicated in Section C. **Fee implications relative to the suggested work plan modifications shall be included as a separate section from the base work plan in the fee estimate packet.**

STUDY AND GOVERNANCE STRUCTURE

The Rush Line Corridor Pre-Project Development Study contract will be administered by the Ramsey County Regional Railroad Authority (RCRRA) on behalf of the Rush Line Corridor Task Force. The consultant will report to the RCRRA Project Manager and coordinate with established project committees and groups as appropriate.

BUDGET AND SCHEDULE

A combination of Federal Transit Administration and local funding not to exceed \$1,487,125 is available to support the RCRRA planning effort. The proposal should include a contingency of no less than 10 percent of the total study budget.

The RCRRA intends for the study to be complete eighteen (18) months from the date of contract award. Recommendations for schedule compression and streamlining that actively promote a high quality standard and robust stakeholder support are strongly encouraged.

INTERAGENCY COORDINATION

While the RCRRA retains responsibility for overall coordination and contact with its partner agencies including but not limited to jurisdictions, local interest groups, transit providers, etc., it recognizes that the consultant will require information from these agencies to properly complete tasks in this scope of services. All coordination with the partnering agencies, requests for information from the agencies and contact with the agencies will be done with the full knowledge and active participation of the RCRRA.

2.B. KEY WORK TASK ELEMENTS

The Rush Line Corridor Pre-Project Development (PPD) Study will identify a locally preferred alternative for the Rush Line Corridor. This approach will require significant emphasis on public and stakeholder involvement to allow for the PPD Study to be completed and, following the PPD study completion, for its LPA to utilize a streamlined National Environmental Policy Act and Minnesota Environmental Policy Act process where only one build alternative is analyzed with the no-build alternative.

The PPD Study will not formally initiate the National Environmental Policy Act (NEPA) and Minnesota Environmental Policy Act (MEPA) processes nor formally advance the project into Project Development as defined by FTA. However, the analysis and work products from this study should be conducted and prepared in conformance with NEPA, MEPA and FTA New Starts requirements so that they can be made part of future NEPA, MEPA, and New Starts documentation.

The PPD Study will integrate the analysis completed in the Rush Line Corridor Alternatives Analysis Study (2009) which has limited the scope of the analysis in the following ways.

1. Transit Alignment.

The transit alignments analyzed as part of this study will include the I-35E Corridor from Union Depot in downtown St. Paul north to Forest Lake/Columbus. The second corridor will focus on the abandoned and active railroad corridor from Union Depot in downtown St. Paul to White Bear Lake. While the AA Study (2009) identified these general corridors, analysis is needed to determine specific routing, station locations, and other key criteria.

2. Transit Modes

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The transit modes analyzed as part of this study will include bus rapid transit, light rail transit, and other modes that have similar operating characteristics. Various propulsion technologies will be analyzed for these modes. The AA Study (2009) initially identified BRT on I-35E and LRT on the abandoned railroad corridor; however, this analysis will not limit the two alignments to these specific modes and will take a fresh look at the viability of each mode on each alignment.

The PPD Study will include a screening-level evaluation of the initial alternatives that identifies a manageable set of alternatives that are most promising for advancement into more detailed development, evaluation, and consideration as the locally preferred alternative.

2.B.1 PREVIOUS AND WORK IN-PROGRESS TRANSPORTATION PLANNING INITIATIVES

Prior to commencing work, a compilation, summary, and analysis of relevant previous and work in-progress is required. RCRRA staff can assist in the collection of these studies for distribution to the selected consultant if needed. Previous and work in-progress transportation planning initiatives relating to the Corridor include, but may not be limited to, the following:

- **Rush Line Corridor Transit Study, 2001:** A transit study was completed in 2001. The study was conducted to determine: what interim and long-term transit improvements were suitable for the corridor; if recreation trails could be co-located in transit rights of way; and how corridor cities, towns, and counties could make coordinated land use and transportation decisions. The study concluded that a wide range of transit improvements are needed in the corridor, and that there is a need to continue planning for long-range transit projects, such as busway and commuter rail.
- **2030 Transit Master Study, 2008:** The Metropolitan Council's 2030 Transit Master Study provided the detailed analysis for the information that was included in the 2030 Transportation Policy Plan.
- **Principal Arterial Study for the Twin Cities Metropolitan Area, 2008:** The Metropolitan Council and Minnesota Department of Transportation conducted a study of the region's Principal Arterials to determine the need for new/expanded principal arterials and expanded "A" Minor Arterials. The study concluded that the region does not have sufficient resources to build a system of Principal Arterials to accommodate future growth and that investments should be focused on low-cost/high-benefit projects including MnPASS lanes.
- **Rush Line Corridor Alternatives Analysis Study, 2009:** An alternatives analysis study (AA study) was completed in 2009. The AA study analyzed multiple bus and rail alternatives for the Corridor. Alternatives were evaluated on ridership, cost, and other factors to identify which ones should be selected for advancement into future study phases. The AA study identified Bus Rapid Transit along I-35E from Union Depot to Forest Lake/Columbus and Light Rail Transit from Union Depot to White Bear Lake as alternatives for advancement into an Pre-Project Development Study.
- **2030 Transportation Policy Plan, 2010 (amended May 8, 2013):** The Rush Line Corridor is included in the Metropolitan Council's 2030 Transportation Policy Plan as a transitway corridor in need of additional development from downtown St. Paul north to Chisago County. The consultant should be aware that by late 2014, the 2030 Transportation Policy Plan and the Regional Development Framework on which it is based will be replaced by Thrive MSP 2040, the updated metropolitan development guide, and the 2040 Transportation Policy Plan.

- **Metropolitan Highway System Investment Study, 2010:** The Metropolitan Council and Minnesota Department of Transportation completed the study to develop a future transportation investment strategy that optimizes the investments already made in the region. This study identified I-35E as a managed-lane corridor. I-35E from I-94 to TH 36 was identified as a highly rated project and I-35E from TH 36 to County Road 14 was identified as a moderately to low-rated project.
- **2030 Park-and-Ride Plan, 2010:** The Metropolitan Council developed the 2030 Park-and-Ride Plan as part of ongoing planning and implementation for transit service in the region. The plan identifies the Rush Line Corridor and potential park-and-ride facilities to meet future demand.
- **Travel Demand Management Evaluation and Implementation Study, 2010:** The Metropolitan Council, working in consultation with MnDOT and its regional partners in Travel Demand Management (TDM), including Metro Transit and transportation management organizations, developed a regional TDM strategic plan (TDMSP) that will be used to guide investments in TDM activities in the region. The TDMSP articulates regional TDM goals, recommended TDM activities to meet these goals and recommends an administrative structure to oversee the regional TDM program and its ongoing evaluation.
- **Regional Transitway Guidelines, 2012:** The Metropolitan Council developed the Regional Transitway Guidelines to provide technical guidance, based in best practices, that supports the development and operation of transitways in a way that is consistent, equitable, and efficient, and delivers and effective, integrated, and user-friendly transit system throughout the region.
- **Arterial Transitway Corridors Study, 2012:** Metro Transit studied eleven urban corridors with high-ridership bus routes that connect to major destinations for the implementation of "rapid bus" service. The concept improved travel speeds, increased reliability, and enhanced the ride to create faster connections. Arterial transitway corridors evaluated in the Rush Line Corridor study area include the East 7th Street Corridor.
- **Highway Transitway Corridors Study, In Progress:** The Metropolitan Council is studying eight highway corridors with relatively high levels of existing peak-hour, commuter transit demand for the feasibility of implementing a Highway Bus Rapid Transit (BRT) model similar to the models envisioned for the I-35W South Transitway (Orange Line) and the Cedar Avenue BRT (Red Line) project. The I-35E corridor traveling north from downtown St. Paul is one of the corridors under analysis. The study began in January 2013 and is expected to take about 12 months to complete. More information will be coming throughout 2013.
- **St. Paul Streetcar Feasibility Study, In Progress:** The City of St. Paul is studying a number of corridors for possible streetcar investments within the city. Corridors that may affect this study include Payne, East 7th, Arcade, and Maryland. The study is expected to conclude in mid to late 2013 with a recommended long-term streetcar network and preferred starter line(s).
- **I-35E Managed Lane Extension and Land Use Study, In Progress:** The Minnesota Department of Transportation is leading the analysis of the extension of MnPass managed lanes on I-35E between Little Canada Road and county road 96 in White Bear Lake. The study will include innovative priced lane design and operations alternatives; a comprehensive outreach and education process; transit enhancements and supportive land use analysis.

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- Corridors of Opportunity Gateway Corridor Fostering an Eastside Transit Conversation, On-going: The Ramsey County Regional Railroad Authority has partnered with outreach organizations on the East Side of St. Paul to achieve a lasting and greater understanding of transit to the residents, businesses, and institutions on the east side of St. Paul. The purpose of the initiative is to support east side St. Paul stakeholders in more effectively communicating their needs and desires for improved transit service into the transit decision-making process, and to support east side St. Paul stakeholders in better understanding the potential benefits and impacts of improved transit service on them and their communities.
- **Corridors of Opportunity Community Engagement, In Progress:** Through the Corridors of Opportunity Initiative, historically underrepresented communities in the East Metro and throughout the region have been engaged in transitway planning and development. This work, which has been led by the Corridors of Opportunity Policy Board, Community Engagement Team, and Community Engagement Steering Committee, has developed best practices for community engagement through partnerships. The initiative created partnerships with nearly two dozen grassroots organizations (including the East Side Prosperity Campaign) that have implementing innovative community engagement approaches in communities.

The selected consultant will be assisted by the RCRRA in compiling all relevant information that has been gathered and analyzed to date. Once selected, the consultant is responsible for understanding the work completed to date so as not to duplicate previous work so that the resources available to the PPD Study can be most effectively utilized. Past plans and studies should not only be viewed as a source of information, but also as a source of community input.

In addition, the selected consultant will review transportation and land use plans from study area municipalities, Ramsey County (including the Regional Railroad Authority), Washington County (including the Regional Railroad Authority), Anoka County (including the Regional Railroad Authority), Chisago County (including the Regional Railroad Authority) and Pine County (including the Regional Railroad Authority). This should include review of existing and projected future conditions for land use, traffic volumes, transportation system performance/congestion levels and planned/programmed study area transportation infrastructure improvements.

The consultant will document key findings of previously completed work, complete an assessment of relevant materials to the PPD Study and document the work in a technical memorandum.

AGENCY RESPONSIBILITIES:

- Assist consultant with previous studies relevant to the PPD Study.

CONSULTANT DELIVERABLES:

- Review and assess previous studies identified including transportation and land use resources.
- Technical memorandum summarizing assessment of relevant materials provided, highlighting key information relevant to the development of the Rush Line Corridor purpose and need, transit alternatives evaluated and basis for advancing or not, and key challenges and synergistic opportunities for the transit alternatives advanced.

2.B.2. PROJECT MANAGEMENT

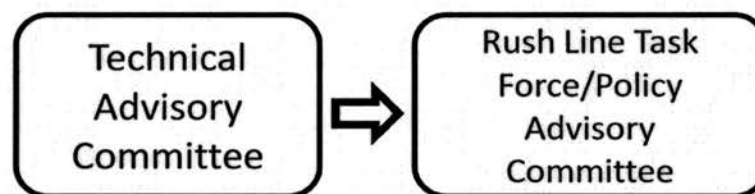
The Ramsey County Regional Railroad Authority (RCRRA) will manage this Pre-Project Development study on behalf of the Rush Line Corridor Task Force. The RCRRA project manager is to be consulted with and will give approval prior to the consultant performing study tasks. In addition to consulting with RCRRA project management staff, the consultant is expected to meet with the following groups:

1. Project Management Team (PMT)
The PMT will be the first group of staff that engaged to guide the study and facilitate small working group coordination. The consultant will utilize the PMT to identify potentially contentious study issues prior to forming working groups or bringing the issues to the Technical Advisory Committee. The PMT will include the RCRRA project manager, consultant team, and key staff from the Metropolitan Council, Metro Transit, and impacted regional railroad authorities/counties. The consultant project manager is expected to participate in monthly meetings of the PMT.
2. Technical Advisory Committee (TAC).
The TAC will be made up of key partnering agency representatives in addition to the RCRRA project manager and the consultant team. The TAC will provide technical input on study work efforts. The consultant project manager is expected to participate in eighteen (18) monthly meetings of the TAC.
3. Policy Advisory Committee (PAC)
The PAC will be made up of the Rush Line Corridor Task Force and key partner agency representatives including the Metropolitan Council in addition to the RCRRA project manager and consultant team. The PAC will to provide policy input, direction, and approval of study work efforts. The PAC is expected to meet at key milestones of the project and not more than six times a year. The consultant team is expected to participate in up to nine (9) meetings of the PAC.

Figure 1 identifies the anticipated decision making structure for the PPD Study. The decision making structure for the Locally Preferred Alternative (LPA) and the final study approval is documented in Task 2.B.10.

To ensure that the PPD Study is properly managed, the consultant will be responsible for developing a project management plan for quality assurance/control of materials prepared for the study as well as schedule/milestone adherence. The consultant will prepare monthly progress reports detailing project milestones and schedule adherence.

Figure 1: Anticipated Decision Making Process



KEY AGENCIES/STAKEHOLDERS:

- Rush Line Corridor Task Force
- Metropolitan Council
- Minnesota Department of Transportation
- Federal Transit Administration
- Federal Highway Administration
- Federal Railroad Administration (potentially)
- Business Community
- General Public, including communities traditionally underrepresented in transportation decision making

CONSULTANT DELIVERABLES:

- Meeting preparation and attendance including agendas, information packets, presentation exhibits, presentations (e.g. PowerPoint) and meeting minutes for all, PMT, PAC, TAC, working groups and RCRRA project manager meetings in hard copy and electronic formats. Note these Project Management deliverables are not covered in Task 2.B.3 Stakeholder and Public Involvement.
Preparation of study related agenda materials, including presentations, and attendance at key milestone meetings for the Rush Line Corridor Task Force.

2.B.2.1 QUALITY MANAGEMENT PLAN

The consultant should prepare a quality management plan that accommodates potential, future activities including preliminary design. Documentation should be provided in original software format (i.e. Microsoft Word, Excel, etc.) for future use by responsible agencies as well as in web compatible formats for each access by the general public.

The quality plan should provide a process by which key stakeholder group review, consensus and/or approval activities are tracked and documented. Elements accounted for in this plan should include the consultant internal review process of key deliverables as well as the review process for key stakeholder groups. Key stakeholder groups include the FTA, PAC, TAC, and RCRRA project staff.

A key technical process component of the quality plan will be ensuring a technically sound and efficient process involving relationships between operating plans, travel demand forecast methods and FTA SUMMIT output. The compatibility of these elements will have a direct correlation with the quality and usefulness of key evaluation measures.

This quality management plan should be integrated into the study schedule.

AGENCY RESPONSIBILITIES:

- Timely review and approval of key study deliverables.
- Integration of the quality plan with internal project management monitoring software.

CONSULTANT DELIVERABLES:

- Quality Management Plan in original software (Microsoft Word, Excel, etc.) that addresses quality assurance/control, document control/archiving, progress reports, tracking of milestones and deliverables, and the input cycle of stakeholders as well as how the study schedule will be maintained.

2.B.3. STAKEHOLDER AND PUBLIC INVOLVEMENT

Stakeholder and public involvement is a key component of the Pre-Project Development Study. With effective stakeholder and public participation, it is possible to make a lasting contribution to an area's quality of life and it is essential for good decision making.

The fundamental objective of the stakeholder and public involvement program will be to ensure that the concerns and issues of those with a stake in the Rush Line Corridor are identified and addressed. The program for this study must provide for early and continuous involvement of stakeholders; reasonable public availability of technical and other information; collaborative input on alternatives and evaluation criteria; and, open access to the decision-making process. Additionally, the program must actively identify and engage populations that are not traditionally involved in transportation decision making in meaningful and accessible ways.

At a minimum the consultant will:

- Prepare a Participation and Communications Plan for the PPD Study.
- Track public comment, response, and how the comment influenced study decision-making and provide to RCRRA as part of a Public Involvement Technical Memorandum.
- Staff public meetings including open houses and neighborhood meetings.
- Provide translation services and translation of written materials for public consumption, as appropriate.
- Develop, maintain and provide content for a new Rush Line Corridor website.
- Provide web-ready content for the Rush Line Corridor Facebook Page.

Additionally, it is expected that the consultant and RCRRA will form stakeholder working groups to address details of specific, challenging technical issues along the various segments of the corridor. For example, a group including MnDOT, Metropolitan Council, and Metro Transit may be needed to address specific impacts to I-35E associated with a bus rapid transit alternative. These groups will be developed and meet as needed until the issue is resolved.

2.B.3.1. PARTICIPATION AND COMMUNICATIONS PLAN

RCRRA intends to work cooperatively with affected cities, residents, businesses, property owners, educational institutions and other major institutions throughout the Pre-Project Development Study process and it is important that the participation and communications Plan address the importance of how to work and communicate effectively with these diverse groups throughout the process.

The consultant shall describe, and include in their cost estimate, the specific activities, techniques, format, and number of meetings anticipated, as well as formal public meetings and notices. The number of meetings shall be sufficient to ensure an open, proactive public involvement process and facilitate consensus development. Potential design issues will be discussed with committees, citizen and business/institutional groups, and corridor residents, businesses, and institutions. Additionally, the participation and communications plan developed by the consultant should:

- Clearly define the purpose and objective for initiating a public dialogue on transportation issues.
- Specifically identify affected public and other stakeholder groups with respect to the plans and programs under development.
- Identify techniques for engaging the public in the process including but not limited to open houses, newsletters, web postings, neighborhood meetings, roundtables, and small group/focus group meetings.
- Identify notification procedures to effectively target affected groups.
- Identify education techniques, which result in an accurate and full public understanding of transportation issues.
- Establish techniques to demonstrate that decision makers considered public input and appropriately responded to public input throughout the process.
- Identify the languages spoken in the corridor and how the non-English or English as a second language communities will be actively engaged.

The participation and communications plan shall be developed collaboratively with the RCRRA, incorporate the key best practices developed by the Corridors of Opportunity Community Engagement Steering Committee, and be fully developed within 30 days of the Notice to Proceed.

The participation and communication plan should include the following elements:

- Public Information Strategy
- Community Relations
- Social Media (Twitter, Facebook, etc.)
- Website Development
- Stakeholder Identification
- Stakeholder Distribution Lists
- Material Development and Production

MESSAGE DEVELOPMENT

The development of a consistent message to the public regarding the Rush Line Corridor and the PPD Study is critical to completing a successful study while providing the public with the opportunity to influence the study outcomes via their input. A consistent message will include both a primary message and a secondary message as well as identifying which message works best with which audience.

Primary

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The consultant will work to identify its primary message and craft a public relations piece around it and any applicable secondary messages.

Secondary

The consultant will work to identify its secondary messages and incorporate them into its primary message as applicable. If necessary the consultant will work with the Commission to prioritize secondary messages.

Audiences

The consultant will work to identify audiences and the best way to effectively communicate with them. At a minimum the audiences considered should include the general public, businesses, institutions, elected officials, district councils and neighborhood groups.

COMMUNITY RELATIONS

The consultant will work with the RCRRA project manager and task force to identify community relation opportunities where information on the PPD Study can be provided to increase the public's awareness of the study and the corridor. The consultant, working with a working group will identify the level of effort required and potential benefit for each opportunity.

STAKEHOLDER DISTRIBUTION LIST

The consultant will work with the task force to develop a database of people who would like information on the study. This database will provide the consultant with the opportunity to develop and use targeted notification lists for disseminating key information as it becomes available, for publicizing public involvement opportunities and other activities related to the study. The database and distribution lists should be in electronic format allowing for distribution to be done by US Mail as well as email and enews outlets.

2.B.3.2. SOCIAL MEDIA/WEBSITE DEVELOPMENT

The consultant will be responsible for developing an updated/new Rush Line Corridor website. The website shall be accessible, per ADA requirements, take advantage of available technologies, and be easy to use and update. The website shall be designed to reflect the overall vision and goals of the task force and serve as an information resource for members of the public and interested parties. It shall include information on the PPD Study, upcoming meetings, events, and task force as well as be an interactive forum where feedback can be received, especially supplementing public meeting efforts.

The consultant will be responsible for developing web-ready materials, posting them to the website and maintaining the website with up-to-date information on the PPD Study throughout the study. Additionally, the consultant shall prepare the website for transition to the Rush Line Corridor Task Force upon completion of the PPD Study.

The consultant will be responsible for uploading materials to the website for the duration of the study. The consultant should also work with RCRRA staff over the course of the PPD study to develop a long-term plan for web-site hosting services to ensure a seamless transition from consultant maintenance to RCRRA maintenance following the completion of the study. This will ensure that the website is continually updated and that RCRRA staff can make the updates.

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The consultant will be responsible for providing PPD Study information to RCRRRA for posting by RCRRRA to the Rush Line Corridor Facebook page as well as providing guidance on opportunities for posts and how to integrate them into the larger participation and communications effort.

2.B.3.3. COMMUNITY MEETINGS

Approximately four rounds of public open house meetings are envisioned during the study at two different locations along the corridor (a total of eight meetings) to inform the public regarding preliminary findings and to gather input. The consultant will be responsible for preparing meeting materials, distributing notice to the distribution list and providing a press release to RCRRRA for RCRRRA to release.

In addition to open houses, it is anticipated that multiple meetings with district councils in St. Paul and other neighborhood and business groups will be important for informing the public and receiving their input. The consultant will be responsible to coordinate with RCRRRA on meeting materials and attendance for these meetings. It is not anticipated that the consultant will need to attend every meeting, however, the consultant should anticipate attendance and participation at a minimum of four additional community meetings (sixteen total) for each series of public open house.

2.B.3.4. COMMUNITY MILESTONE NOTIFICATION

The consultant is responsible for, in consultation with RCRRRA and the task force developing and implementing a PPD Study milestone notification mechanism. This mechanism may include e-blasts via email, press releases, website notification, Facebook posts, postcards, and working with community organizations to notify the public of upcoming open houses, study decision points, and/or other items as necessary.

AGENCY RESPONSIBILITIES:

- Public Open House meeting facilities
- Facebook Posts
- Press Release Distribution

CONSULTANT DELIVERABLES:

- Public Involvement Technical Methodologies Report (see Task 8)
- Public Communications Plan
- Stakeholder distribution lists
- Meeting preparation and attendance. This includes agendas, information packets, presentation exhibits, electronic presentations (e.g.; PowerPoint) and meeting minutes for all PAC, TAC, public meeting summaries, and staff meetings in hard copy and electronic formats. Note these Stakeholder and Communications deliverables are not covered in Task 2.B.2 Project Management.

- Support materials for open house and community meetings including but not limited to presentation and display materials, take home materials and way-finding signage.
- Consultant project manager attendance at open house and select community meetings
- Rush Line Corridor Website development, maintenance and content development
- ADA accessible and web ready materials for posting on the corridor's Facebook page by the RCRRA
- PPD Study Community Milestone Notification Plan and distribution of notification to the public of key milestones of the study

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2.B.4. TRANSIT TRAVEL DEMAND MARKET ANALYSIS

The Rush Line Corridor Alternatives Analysis Study was completed for the 80-mile Rush Line Corridor (Figure 2) in 2009. It identified two alternatives for further analysis (Figure 3). These alternatives included the following:

- Bus Rapid Transit: Approximately 30 miles along I-35E from downtown St. Paul to Forest Lake/Columbus.
- Light Rail Transit: Approximately 12 miles along the RCRRA owned corridor from downtown St. Paul to White Bear Lake.

To assist the Rush Line Corridor Task Force in identifying and determining if the two alternatives identified in the Alternatives Analysis Study serve one or more discrete transit markets, a Transit Travel Demand Market Analysis (Market Analysis) will be undertaken. Transit survey data and the regional travel demand model along with other available origin-destination data should be used to identify existing and potential markets. The Market Analysis will need to be done for the entire 80-mile corridor and its larger travel shed (Figure 4) to properly inform the development of the Problem Statement and the Goals and Objectives in Task 2.B.5. When conducting the Market Analysis, the consultant should gather the following information:

- Trip length
- Trip type
- Time of day
- Origin and destination
- Other modes available
- Low income
- Zero car households

The results of the Market Analysis will be critical to identifying how best to serve the transit needs of the Rush Line Corridor. In undertaking the analysis, the consultant should be aware that the corridor is also served by Jefferson Lines Bus Service and multiple park and pool lots north of Forest Lake along I-35. Additionally, the 2030 Transportation Policy Plan (2010, amended May 8, 2013) identified Transit Market Areas and the Highway Transitway Corridors Study will include the development of an I-35E bus rapid transit alternative that includes a service plan and conceptual station locations.

AGENCY RESPONSIBILITIES:

- Coordination of the approval of the Transit Travel Demand Market Analysis.

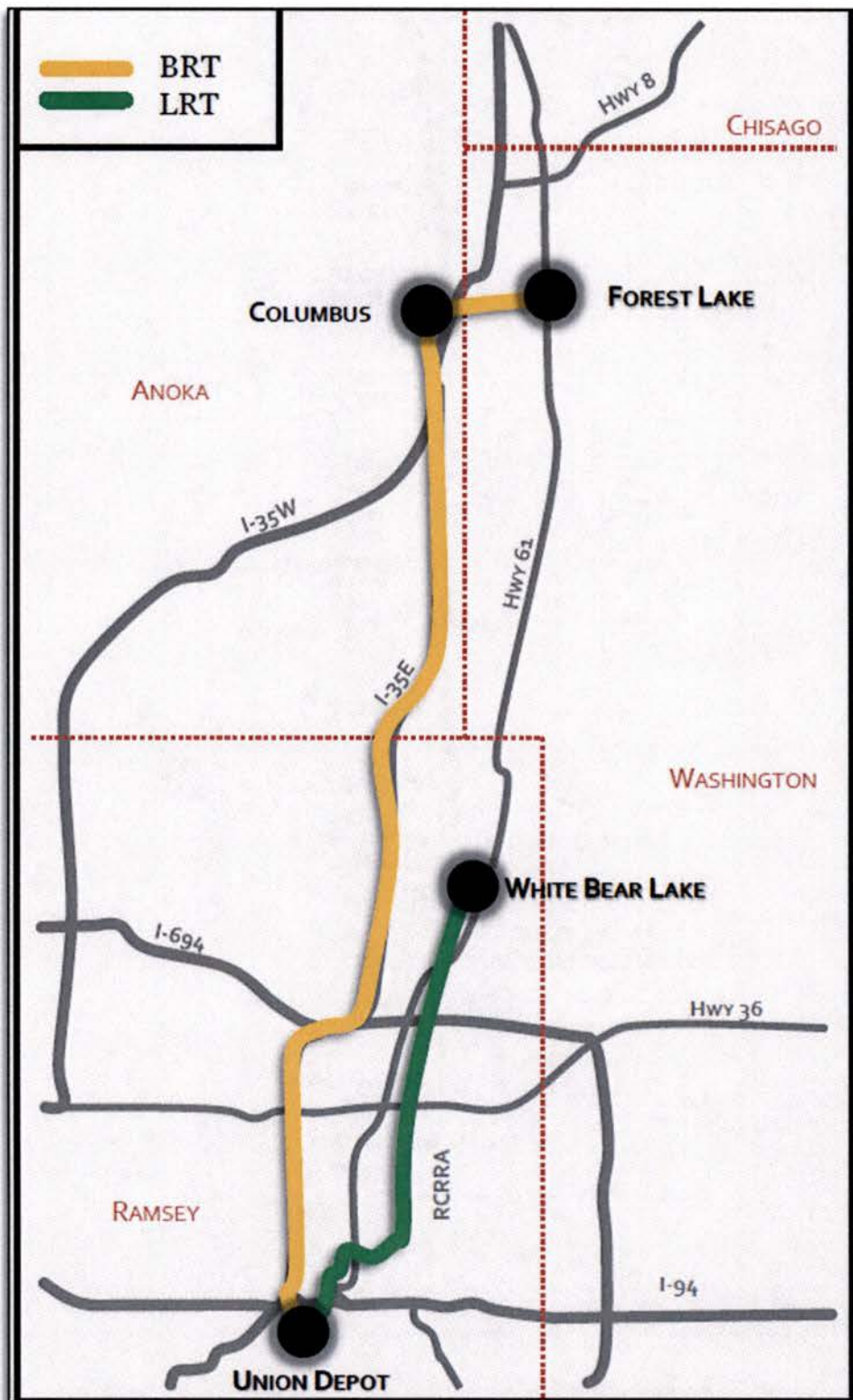
CONSULTANT DELIVERABLES:

- Technical Memorandum documenting the Market Analysis

Figure 2: Rush Line Corridor

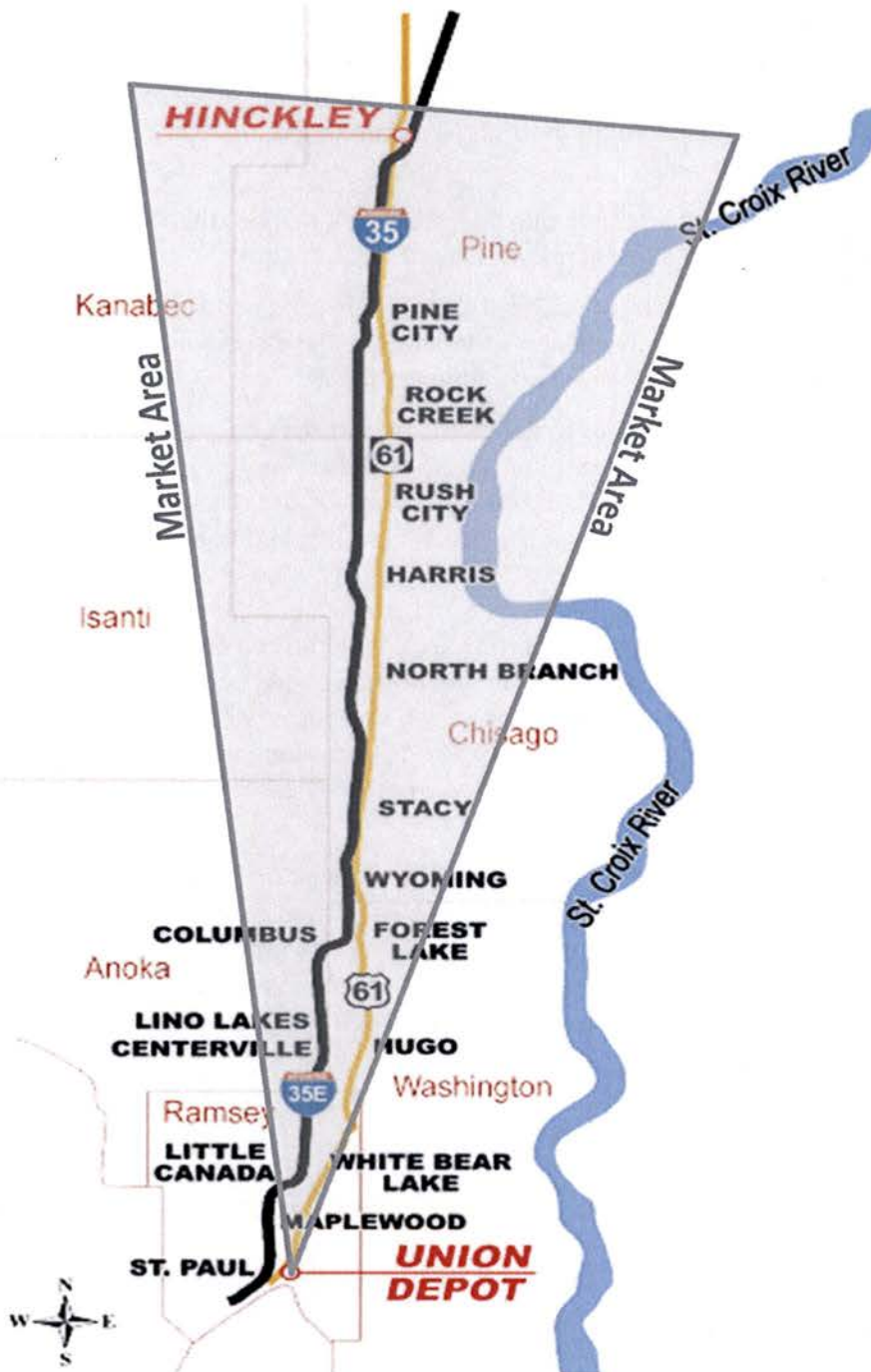


Figure 3: Alternatives Identified through Alternatives Analysis Study (2009)



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Figure 4: Illustrative Rush Line Corridor Market Area



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2.B.5. PROBLEM STATEMENT, GOALS AND OBJECTIVES

The consultant will review the Problem Statement (Purpose and Need) along with the Goals and Objectives from the Rush Line Corridor Alternatives Analysis Study (2009). The consultant will utilize this information along with information gained from a survey of needs and the Transit Travel Demand Market Analysis (Market Analysis) in Task 2.B.4 to finalize a Problem Statement and Goals and Objectives for presentation to the PMT and TAC. Input from the PMT and TAC will be incorporated into the Problem Statement and Goals and Objectives prior to its presentation to the PAC for its input and approval.

If the Market Analysis in Task 2.B.4 identifies more than one discrete transit market, then the consultant will need to complete Task 2.B.5 for all discrete transit markets identified.

FTA guidance characterizes the problem statement, also called the "purpose and need" and goals and objectives, as two distinct and closely related study elements that must be developed during the study process. A brief summary of the characteristics of these two elements follows:

The problem statement for the corridor needs to define the travel shed and discrete markets, which may be served by a potential future corridor transit improvement. The problem statement is that gap between desired system performance and the current/projected level of performance. The problem statement should include deficiency characteristics including the type and location of the transit deficiencies.

Goals and objectives express the desired level of performance and must be expressed at the system as well as the corridor level. System level goals and objectives are to be synthesized from regional system planning documents. Corridor level goals and objectives will be developed from previous corridor level studies, comprehensive plans of jurisdictions along the corridor and through stakeholder input during the Pre-Project Development Study process. The goals and objectives directly inform the evaluation criteria.

These guiding principals will be the foundational framework for the Rush Line Corridor Pre-Project Development Study. Together the problem statement and goals and objectives provide the technical framework for identifying and evaluating the transit alternative(s) appropriate for the corridor. The review and reassessment of previous study materials in Task 2.B.1 along with input from study stakeholders will inform the problem statement and goals and objectives for the corridor.

AGENCY RESPONSIBILITIES:

- Coordination of stakeholder input via the PMT, TAC, and PAC and approval of the Problem Statement/Goals and Objectives.

CONSULTANT DELIVERABLES:

- Workshop exhibits/information packets to facilitate collaboration for the groups identified in Task 2.B.3 in order to develop the Problem Statement/Goals and Objectives identified above.
- Technical Memorandum detailing the development of the Problem Statement and Goals and Objectives.

- A Synthesis of stakeholder input with a focus on how it influenced development of the problem statement, goals and objectives, and any other elements of study decision making.

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2.B.6. DEVELOPMENT AND SCREENING OF INITIAL ALTERNATIVES

The Rush Line Corridor Alternatives Analysis Study (2009) recommended two alternatives for further analysis in the Pre-Project Development Study (PPD Study).

BRT Alternative (I-35E corridor)

The BRT alternative proposed a dedicated guideway with online stations in the I-35E corridor from downtown St. Paul to I-694. The alternative continued north of I-694 to Forest Lake/Columbus, proposed shoulder running operations to bypass traffic congestion and proposed a mix of online, inline, and off-line stations.

LRT Alternative (RCRRA corridor)

The LRT alternative proposed a dedicated guideway for its entire length from the Union Depot in downtown St. Paul to Count Road 96 in White Bear Lake. The proposed alignment is primarily along right-of-way owned by the RCRRA (former Northern Pacific Skally Line), which has a current interim use as the Bruce Vento Regional Trail.

Since the development of these two alternatives through the AA Study (2009), the region and industry has made technology improvements to guideways (e.g., MnPass), vehicles, and propulsion technology. Because of these advances, it is appropriate to reexamine the assumptions about guideway, mode and its propulsion within the two alignment alternatives. For example, BRT may be a viable mode along the RCRRA Corridor and LRT may be propelled by diesel (DMU) or natural gas instead of electricity.

In addition, the AA study (2009) did not identify specific routing into and out of downtown St. Paul and Union Depot (**Figure 5**), nor did it identify how a dedicated guideway would be located within I-35E and access downtown St. Paul. These issues and others need to be addressed as appropriate for this screening of alternatives.

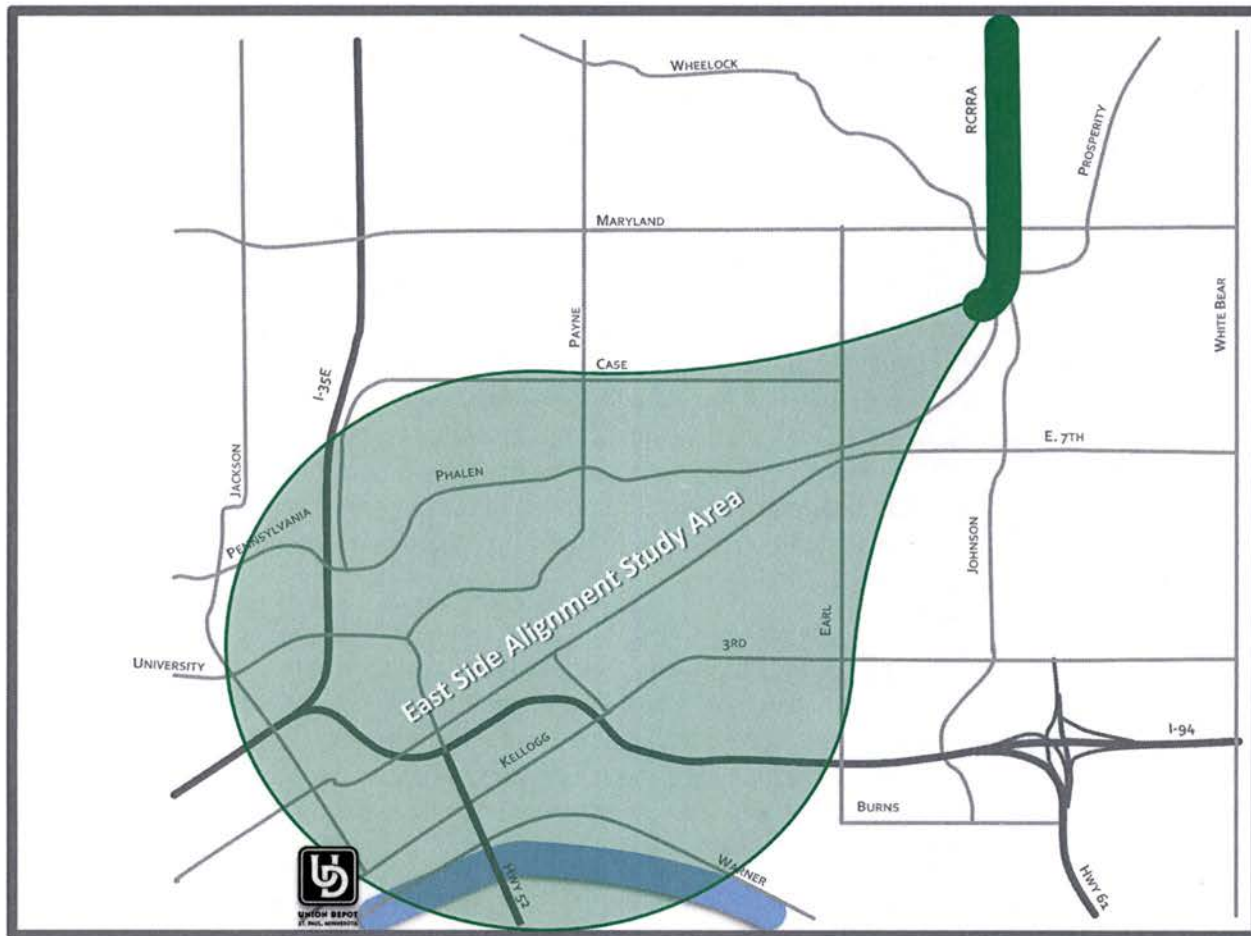
The consultant, using information gained from the review of previous and in-progress studies (Task 2.B.2) and the Transit Travel Demand Market Analysis (Task 2.B.4), shall identify alternatives for the corridor that consists of transit mode, alignment, guideway, termini and conceptual operating plan.

2.B.6. 1 TRANSIT ALIGNMENTS AND GUIDEWAY

The PPD Study will build on and not repeat the evaluation of the "Universe of Alternatives" done as part of the Alternatives Analysis Study (2009). This will limit the analysis to two general build alignments in addition to the No-build alternative. The two build alignments, I-35E and RCRRA corridor as described above, will need to be more fully developed including study areas for routing modifications as necessary to allow for access to key traffic generators (i.e. Maplewood Mall), environmental/cultural constraints, and/or termini. Specifically, the proposal should identify the approach to determining the process for modifying alignments to access key traffic generators, downtown St. Paul, and Union Depot. Additionally, transit alignments will need to identify the location of dedicated guideway (and/or confirm assumptions from the AA Study (2009)), stations, and termini.

Figure 5 shows the potential study area for accessing the East Side of St. Paul, Union Depot and downtown St. Paul.

Figure 5: East Side Alignment Alternatives



2.B.6.2 TRANSIT MODES

The PPD Study will build on and not repeat the evaluation of the "Universe of Alternatives" done as part of the Alternatives Analysis Study (2009). This will limit the analysis of transit modes to Bus Rapid Transit and Light Rail Transit, however, if there are modes that offer similar characteristics while providing similar and/or additional benefit, the proposal should identify them for analysis.

2.B.6.3 TRANSIT MODE PROPULSION

The AA Study (2009) identified diesel propulsion for the Bus Rapid Transit alternative and electric propulsion for the Light Rail Transit Alternative. The PPD Study will build on this analysis while recognizing that propulsion technologies have change significantly since the completion of that study. Natural gas, diesel, and battery all offer potential advantages and the proposal should identify how these varying propulsion modes will be incorporated into the analysis of alternatives.

2.B.6.3 CONCEPTUAL OPERATING PLAN

The PPD Study will require the consultant to develop a conceptual operating plan for each of the initial alternatives. This plan will consist of routing, number of vehicles, headways, and span of service.

2.B.6.4 TERMINI

The PPD Study will require the consultant to develop conceptual termini for each alternative. For this task, Termini should be developed based on the AA Study (2009) and information provided through the Transit Travel Demand Market Analysis in Task 2.B.4. For those alternatives that proceed into Task 2.B.7, Detailed Definition of Alternatives, a more detailed evaluation of termini including Minimal Operable Segment(s) (MOS) will need to be undertaken.

Utilizing the subtasks above, the consultant will develop and support a screening-level evaluation of the initial alternatives that identifies a manageable set that are most promising for implementation and should undergo more detailed development, evaluation, and consideration as the locally preferred alternative. The consultant will develop a screening process and criteria that contribute to an effective and efficient conclusion to the PPD Study and minimizes future risks in the development of any projects identified. The screening criteria shall directly relate to the problem statement, goals and objectives, and market analysis established in Task 2.B.5, including appropriate consideration of New Starts rating criteria. Screen criteria will be reviewed by and approved by the TAC and PAC and the task force prior to being used for the analysis. It is anticipated that a phased and iterative process may be needed between the study committees to build consensus on the alternatives that should advance for more detailed development and analysis in Task 2.B.7.

The proposal should clearly state how technical methodologies will be identified that will inform evaluation criteria defined locally and in FTA guidance. These methodologies should be consistent with level of analysis completed as part of this task. The consultant will document the work effort for Task 2.B.6 in a technical memorandum, and should include the problem statement, the goals and objectives, the conceptual definition of transit alternatives including conceptual operating plan, the screening criteria, the evaluation process, and the key stakeholder and public input shaping the decisions resulting from this task.

The memorandum shall clearly and concisely describe the methodology used to determine the set of conceptual alternatives retained for further study.

CONSULTANT DELIVERABLES:

- Technical Memorandum documenting the Initial Alternatives Report and the development of screening criteria in accordance with FTA guidelines as identified in Task 2.B.6. The Technical Memorandum shall clearly identify the more limited set of alternatives recommended for evaluation in Task 2.B.7, and the reasons that underlie the recommendations to either carry forward an alternative or recommend that it not be carried forward.

2.B.7. TECHNICAL EVALUATION OF DETAILED ALTERNATIVES

The proposal should clearly state how technical methodologies will be identified that will inform evaluation criteria defined locally and in FTA guidance. These methodologies should be consistent with the methodologies developed in Task 2.B.6, but also incorporate changes as necessary to recognize the greater level of technical analysis that will be completed in Task 2.B.7. The consultant will provide concise technical memoranda written in plain language that track the evolution and details of these technical methodologies. Ultimately these technical methodology reports will document the methodologies used during the study process and the technical memoranda and findings. These

methodology memoranda are anticipated to include the following, with more detail on each provided in the discussions that following:

- Transit Operating Plan
- Travel Forecasting
- Capital Cost Estimate
- Operating and Maintenance Cost Estimate
- Transportation System Issue Assessment
- Community Issue Assessment
- Assessment of potential social, environmental and economic impacts resulting from identified transit alternatives.

The proposal should identify additional methodology memoranda that experience dictates are likely to be required to address local concerns that cannot be addressed solely through the methodology memoranda identified above.

CONSULTANT DELIVERABLES:

- Technical Memoranda documenting the methodology identified for the PPD Study
 - Transit Operating Plan (ADD DETAIL TO EACH MEMO BULLETT)
 - Travel Forecasting
 - Capital Cost Estimate
 - Operating and Maintenance Cost Estimate
 - Transportation System Issue Assessment
 - Community Issue Assessment
 - Assessment of potential social, environmental and economic impacts resulting from identified transit alternatives.

2.B.7.1. OPERATING PLAN

A detailed operating plan should be prepared for the transit build alternatives advanced through the screening process. This detailed operating plan should specify:

- Route and Termini
- Potential Station Locations
- Weekday Service Frequency
- Weekday Service Span
- Weekend Service Frequency
- Weekend Service Span

- Operating Speeds
- Other conceptual service characteristics considered appropriate
- In-service platform hours and vehicles required for the number of transit trips provided

Each of the build alternative's operating plans will be done in relation to the No-Build operating plan in accordance with Metropolitan Council guidance. Connecting local bus service for the corridor should be identified.

The consultant should anticipate potentially revising operating plans in response to ridership forecasts. Ridership forecasts may identify unintended deficiencies or disbenefits in the operating plan. The process of revising may be iterative and appropriate time and resources should be allocated to the potentially iterative process.

AGENCY RESPONSIBILITIES:

- Metro Transit will provide technical input for development of operating plans

CONSULTANT DELIVERABLES:

- Technical development and assessment of Operating Plan
- Incorporate Operating Plan methodology and characteristics into Detailed Definition of Alternatives Technical Report

2.B.7.2. RIDERSHIP FORECAST

Ridership Forecasts will be completed for those alternatives advanced from the screening process into Task 2.B.7. Ridership forecasts should be prepared for the current year and horizon year (expected to be 2030). Ridership forecast methodology should be developed using the regional travel demand model and in collaboration with Metropolitan Council staff. The consultant should review and include information that is available from the MnDOT Collar County Model, Longitudinal Employer-Household Dynamics data sources. For each alternative, ridership forecasts should include "project", "corridor routes", and "system ridership change" as well as rides/in-service hour/alternative.

The Twin Cities Regional Travel Demand Forecast Model should be the starting point for this work. However, it is expected that greater detailed analysis and corridor-level validation based on recent data will be required to the northern corridor limits to meet the FTA requirements for forecasted ridership. Forecast methodology and corridor validation will be developed in consultation with Metropolitan Council forecasting staff in accordance with the Regional Transitway Guidelines. The methodology for preparing forecasts will be submitted to FTA for review before the modeling work is performed.

There are two technical preferences for modeling work: (1) that the modeling effort be conducted using CUBE/TP+ software from Citilabs, and (2) that the selected consultant has experience using the Twin Cities Regional Travel Demand Model for efficiency of work effort. These technical preferences are intended to maximize the efficiency of the modeling work effort but are not mandatory requirements for consultant selection.

SUMMIT user-benefit data or an equivalent analysis tool will be used for QA/QC of the forecasts and network coding, or unidentified disbenefits due to policy choices.

As discussed in Task 2.B.7.1, it may be necessary to revise operating plans based on ridership forecast results.

The consultant will prepare data sufficient to determine competitiveness of the alternatives under the FTA New Starts evaluation measures based on ridership data: mobility improvements, cost effectiveness and environmental benefits. Required data in the current and horizon year will be total project trips, total project trips by transit dependent persons, and change in regional vehicle-miles-traveled. If FTA changes guidance on evaluation measures, or develops a new measure for congestion relief, the consultant will provide any required forecast data. Other measures that might be desirable for local alternatives evaluation will also be prepared.

AGENCY RESPONSIBILITIES:

- Metropolitan Council will provide the regional travel demand model and guidance on methodologies
- MnDOT 2040 No Build traffic forecasts for I-35E and Hwy 61

CONSULTANT DELIVERABLES:

- Travel demand forecasting model output (including results for FTA New Starts evaluation criteria,, assessment of output, and all model input and work files
- Travel Forecast Technical Methodologies Report

2.B.7.3. CAPITAL COST ESTIMATES

Capital cost estimates will be developed for those alternatives that advance from the screening process into Task 2.B.7. Cost estimates will include capital costs that are necessary to implement each of the retained alternatives. Costs should be presented by standard cost category and should be consistent with FTA New Starts program requirements for calculating and presenting cost estimates. Costs should be broken down by corridor segment to assist with identification of Minimal Operating Segment(s) as identified in Task 2.B.6.4 . Total and annualized capital costs should be generated in current dollars and in dollars for the mid-year of construction. The mid-year of construction should be derived from the targeted year-of-opening which is 2022.

Cost estimates will be documented in a technical methodology report

AGENCY RESPONSIBILITIES:

- RCRRRA will coordinate participating agencies review and comment on cost estimating methodologies

CONSULTANT DELIVERABLES:

- Capital Cost calculations and technical support materials in electronic format
- Capital Cost Technical Methodologies Report

2.B.7.4. OPERATING AND MAINTENANCE COST ESTIMATES

Operating and maintenance cost estimates will be developed for those alternatives that advance from the screening process into Task 2.B.7. Operating cost drivers should include: frequency (including frequency by period), travel time (function of speed and distance), cycle time (travel plus layover), cost/in-service hour, cost/ride by alternative and service span. All assumptions made must be defined. Operating and maintenance costs should be generated in dollars for targeted year-of-opening.

AGENCY RESPONSIBILITIES:

- RCRRRA will coordinate participating agencies review and comment on cost estimating methodologies

CONSULTANT DELIVERABLES:

- Operating and Maintenance Cost Technical Methodologies Report

2.B.7.5 . TRANSPORTATION SYSTEM ISSUES

As identified throughout this RFP, the study will require significant coordination between the consultant, project manager, and resource agencies. Technical analysis will need to be completed to support these conversations. The consultant will be responsible for developing this information which includes the following:

- Transit Operations Analysis (i.e. relationship with the regular route bus system and transitways such as Central Corridor LRT/Green Line)
- Traffic Operations Analysis (i.e. highway and street impacts)
- Freight and/or Intercity Passenger Rail Impact Analysis
- Bicycle and pedestrian impacts

As the project develops and impacts become clearer, the consultant is expected to identify additional opportunities for coordination with critical regional, state, and federal partners and the analysis necessary to support the conversations. These partners may include the following:

- Army Corp of Engineers (Wetlands/flood plains)
- Surface Transportation Board (railroad)
- Metropolitan Airports Commission (Holman Field)

The proposal should identify how this task can be incorporated into both Task 2.B.6 and Task 2.B.7 as well the appropriate level of coordination for the two tasks.

CONSULTANT DELIVERABLES:

- Resource agency meeting preparation and attendance
- Technical Memorandum detailing study coordination with critical regional, state, and federal partners

2.B.7.6. COMMUNITY ISSUES

The proposal should clearly indicate how the study will incorporate community issues into the analysis of the alternatives that proceed into Task 2.B.7. This includes the identification of the issues, analysis of the impact (positive and negative) on the community and transit alternatives, and the impact of the issues on the alternatives and how the alternatives rate against each other. The proposal should identify how the alternatives will be evaluated as well as how to involve the impacted cities, TAC and PMT.

Of particular interest to the Rush Line Corridor is land use. A land use assessment and impact analysis to raise stakeholder awareness and understanding of the correlation between land use decisions and transit ridership should be completed as part of this task. The alternatives should be assessed relative to each alternative's potential impacts on existing and currently proposed land use. Each alternative will be assessed based on its ability to positively impact land use so as to increase transit ridership and foster economic development.

CONSULTANT DELIVERABLES:

- Community Issues Technical Memorandum

2.B.7.7. SOCIAL, ENVIRONMENTAL, AND ECONOMIC ISSUES

This PPD Study will not formally initiate the National Environmental Policy Act (NEPA) and Minnesota Environmental Policy Act (MEPA) processes nor formally advanced the project into Project Development as defined by the FTA. However, the analysis and work products from this PPD Study will be conducted and prepared in conformance with NEPA, MEPA, and FTA New Starts requirements so that they can be made part of a future NEPA, MEPA, and FTA New Starts documentation. Any future entry into the NEPA and MEPA process will likely necessitate a formal scoping process.

The proposal shall identify how Social, Environmental and Economic (SEE) impacts will be evaluated by alternative for those alternatives that advance from the screening process into Task 2.B.7. The analysis of SEE impacts will rely on existing information where possible, such as the Metro Geographic Information System (GIS) database to provide a screening level assessment of environmental issues. In addition to GIS information, it is likely that the consultant will need to conduct field work as needed to identify any potential issues.

SEE issues include the following:

- Social
 - Land use and socio economics
 - Neighborhoods, community services, and community cohesion
 - Acquisitions and displacements/relocations
 - Cultural resources
 - Parklands and recreation areas
 - Visual quality and aesthetics
 - Safety and security

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- Environmental Justice
- Environmental
 - Geology, groundwater resources
 - Water resources
 - Biota and habitat
 - Threatened and endangered species
 - Air quality
 - Noise analysis
 - Vibration
 - Hazardous/regulated materials
 - Electromagnetic interference and utilities
 - Energy
 - Section 4(F) evaluation
- Economic
 - Economic conditions
 - Station area development
 - Development effects

CONSULTANT DELIVERABLES:

- Social Environmental and Economic Issues Technical Memorandum

2.B.8. DETAILED DEFINITION OF ALTERNATIVES REPORT

Based on the results from the development and screening of initial alternatives (Task 2.B.6), the proposal must address the facilitation of additional, more detailed definition and analysis of the retained alternatives.

The retained alternatives will be developed to a consistent and conceptual level sufficient for effective stakeholder and public involvement, the development of cost estimates and for a preliminary screening/review of potential transportation system social, economic and environmental impacts. The retained set of alternatives is to be thoroughly evaluated with respect to the current FTA New Starts guidance.

The proposal should clearly articulate and demonstrate the consultant's proposed approach for appropriately correlating conceptual engineering and information needs consistently among the set of alternatives. It is anticipated that the conceptual development of alternatives may vary along the length of identified alignment alternatives. The concept may take the form of operating section/right-of-way envelope layouts on aerial base mapping and the development of profiles for crucial segments.

In addition, it is expected that concept layouts will be needed for a number of transit stations and other ancillary transit support elements throughout the corridor. The proposal should clearly articulate and

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demonstrate the consultant's proposed approach for identifying the need for an prioritizing these layouts for stations and other support elements (including and not limited to operation, maintenance, storage facilities, park and ride facilities, electrical substations, and storm water management). Elements likely to require significant land acquisition for implementation should be identified in the consultant's approach. Additionally, the proposal should clearly identify how it will incorporate traffic operations analysis into the alternatives development and evaluation process.

The alternatives that advance into Task 2.B.7 may require a Minimal Operating Segment that is different from the originally proposed alternative. The proposal should clearly identify how a Minimal Operating Segment will be analyzed for the alternatives in Task 2.B.7.

As a deliverable, the consultant will submit a Detailed Definition of Alternatives Report. The report will be summarize the technical analysis completed in the technical memorandums of Task 2.B.7,

AGENCY RESPONSIBILITIES:

- RCRRA will provide available GIS data including GIS information as needed during the study process

CONSULTANT DELIVERABLES:

- Conceptual development of alternatives including plan view on aerial base and profile for critical segments
- Graphic representation of retained alternatives for the entire length of the alignment
- Station location identification for each retained alternative
- Conceptual layouts for critical station locations and ancillary facilities including a park and ride needs assessment in terms of parking supply and land area
- Detailed Definition of Alternatives Report

2.B.9. FINAL PRE-PROJECT DEVELOPMENT STUDY

The consultant will prepare a draft study report and a Final Report in an appropriate electronic format. This report should include an executive summary, a summary of previously produced materials, technical methodologies report content, appropriate graphics, maps, and other materials generated as part of the study.

The content will include drawings developed to define the alternatives (alignment and station area), final operating plan(s), capital costs, operating and maintenance costs and evaluation results including the cost effectiveness index calculations.

The final report will clearly identify the results of the local decision-making and a proposed process and schedule for next steps in project development.

The consultant will produce thirty (30) color hard copies of the draft study report and fifty (50) color hard copies of the final study report. Additionally, the consultant will produce the report in electronic (PDF and web-ready) format for distribution via USB Flash Drive. Additionally, the USB Flash Drive shall be preloaded with all the technical memorandums that are summarized as part of the Final Report. The hard copy requirements stated above may be reduced if stakeholders prefer to receive the report via a flash drive.

CONSULTANT DELIVERABLES:

- Draft Final Pre-Project Development Study (hard and electronic)
- Final Study Pre-Project Development Study (hard and electronic)

2.B.9.1. IMPLEMENTATION PLAN

The proposal will identify a recommended process including development of a potential schedule for the implementation of the recommendations from the Pre-Project Development Study. The implementation plan should include formal selection of the locally preferred alternative(s), advancement into FTA Project Development and beyond, and project construction. The implementation plan will be used to guide the next steps of the corridor development process.

CONSULTANT DELIVERABLES:

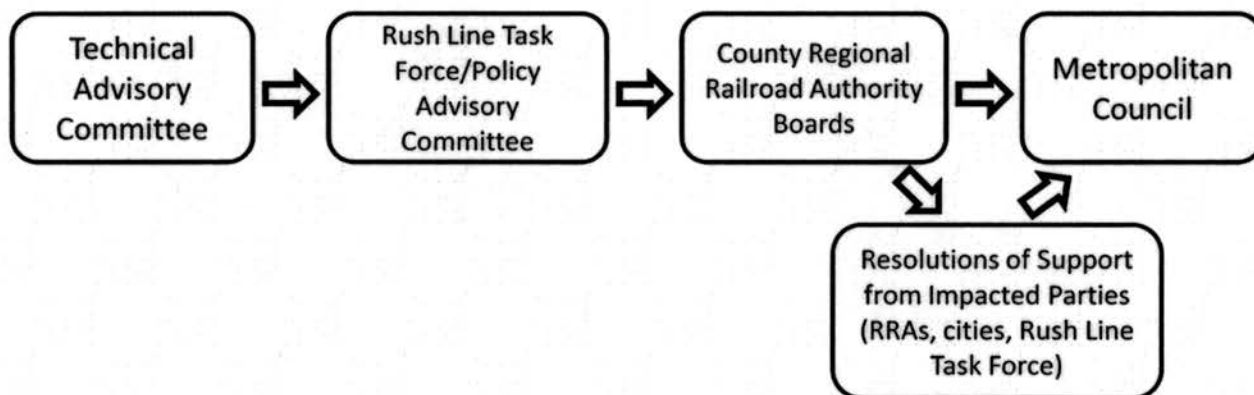
- Draft Implementation Schedule
- Final Implementation Schedule for incorporation into the Final Report

2.B.9.2 LOCALLY PREFERRED ALTERNATIVE REPORT

The proposal will identify a recommended process for the identification of a Locally Preferred Alternative (LPA) and leading toward the initiation of the National Environmental Policy Act (NEPA) and Minnesota Environmental Policy Act (MEPA) process. The proposal should identify how the technical information (Task 2.B.8) generated through the Pre-Project Development Study as well as stakeholder and public input (Task 2.B.3) impacted the LPA recommendation. The LPA recommendation, process leading to it, and basis for the recommendation will be documented in a separate section of the Final Pre-Project Development Study Final Report called the Transit Alternatives Evaluation Summary. Emphasis will be given to why the LPA was chosen over the other alternatives analyzed in Task 2.B.8. While this will be a section of the final report, it should be completed so that it can also be used as an standalone, executive-level summary of the transit alternatives evaluation and recommendation.

Additionally, the proposal should identify how the consultant will support the RCRRA in shepherding the LPA approval through the local approval process. The formal adoption of a Locally Preferred Alternative (LPA) is contingent on unanimous local support, via formal resolution, from the affected regional railroad authority(ies), Rush Line Corridor Task Force, and all cities through which the LPA passes. The Metropolitan Council will, after reviewing and concurring with the transit alternatives evaluation and recommendation, and receiving the resolutions, complete the final, local step of selecting the LPA and amending it into the region's Transportation Policy Plan. **Figure 4** illustrates an outline of the LPA Decision Making Process.

Figure 6: Locally Preferred Alternative Decision Making Process



CONSULTANT DELIVERABLES:

- Draft Locally Preferred Alternative Report
- Final Locally Preferred Alternative Report
- Shepherding the Locally Preferred Alternative through the local approval process

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C. PROJECT TIMETABLE

A. Proposed Process

<u>Activity</u>	<u>Timeline</u>
RFP Released	To be added prior to release, 2013
Pre-proposal Conference	Three weeks after RFP Release
Written Questions Received (2 p.m.)	Three to five days after the Pre-proposal conference
Response to Questions Released (4 p.m.)	Five days after questions received
Proposals Due (2 p.m.)	Two weeks after pre-proposal conference (7 wk after RFP release)
Proposal Review	Three weeks
Oral Interviews	Fourth week after proposals due
Contract Negotiations	Determined based on release date and task force meeting date
Rush Line Task Force Approval	Determined based on release date and task force meeting date
RCRRA Approval - Contract Award/Notice to Proceed	1st or 2nd week following task force approval

B. Project Budget and Schedule

A combination of Federal Transit Administration and local funding not to exceed \$1,487,125 is available to support the Rush Line Corridor Pre-Project Development Study planning efforts.

The RCRRA intends to have the study completed in eighteen (18) months from the date of contract award. Proposals should reflect this as a maximum timeframe. Suggestions or recommendations for schedule compression and streamlining of efforts are strongly encouraged.

C. Contingency

The proposal should include a contingency of no less than 10 percent of the total study budget.

D. PROPOSAL SUBMISSION

D.1. PROPOSAL SUBMISSION PROCESS

1. Notice to Proposers

- a. The Ramsey County Regional Railroad Authority (RCRRA) is not responsible for costs incurred by anyone responding to this Request for Proposals.
- b. Upon submission, all proposals become the property of the RCRRA, which retains the right to use any concept or idea presented in any proposal submitted, whether or not that proposal is accepted.
- c. The RCRRA expressly reserves the right to amend or withdraw this Request for Proposals at any time and to reject any or all proposals.
- d. The RCRRA is not bound to accept the lowest cost proposal.
- e. Proposers are held legally responsible for their proposals and proposal budgets. Proposers are not to collude with other proposers and competitors or take any other action which will restrict competition. Evidence of such activity will result in rejection of the proposal.
- f. The RCRRA reserves the right to negotiate contract terms contemporaneously and /or subsequently with any number of proposers as the RCRRA deems to be in its best interests.
- g. The RCRRA reserves the right to request any additional information at any stage of the Request for Proposals process. Compliance shall be at the proposer's expense.

2. Questions

Proposers are to submit written questions related to the specific project requirements, the RFP process, and contents of proposals by 4:00 p.m. on (date) to:

Name of CAS Staff person
Division of Contract and Analysis Services
280 City Hall/Court House Bldg.
15 West Kellogg Blvd.
St. Paul, MN 55102

All questions should be submitted via email: (insert info)

Written responses to all questions received on time will be available on Onvia Demandstar by 4:00 p.m. on To be added prior to release, 2013, in the form of addenda. Oral questions will not be accepted. **Proposers shall rely only on the provisions of this Request for Proposals and written addenda in preparing their proposals.**

3. Proposers must comply with the provisions of **Attachment G**.

D.2. VALID PROPOSAL

In order to be considered valid, the proposal shall be in writing, submitted on time and in accordance with the sealed solicitation process of the Division of Contract and Analysis Services, and be signed by an officer of the proposer who can be accountable for all representations.

The proposal must contain the following information, presented in the order shown:

1. Cover Letter
2. An Executive Summary of not more than six (6) pages
3. Profile of proposed tem including the size and organization structure, past history, and the status and outcome of any lawsuits brought against the proposer in the past five years.
4. Description of proposers overall approach
5. Base work plan with a breakdown of projects by phases or tasks. For each task listed, identify:
 - a. Specific staff to be involved, roles, and responsibilities
 - b. Time commitment for each person (hours)
 - c. Schedule illustrating task relationships including anticipated meetings over the duration of the study schedule.
6. Description of proposed team's past experience providing similar services including:
 - a. Names and addresses of contact persons
 - b. Description (history and experience) of proposed team members role in each project
 - c. Experience and knowledge of Federal Transit Administration (FTA) regulations and guidance for New Starts project and Section 5309 funding
 - d. Experience and knowledge of Federal Highway Administration (FHWA) regulations and guidance for Interstate Highway projects
 - e. Experience and knowledge of Federal Railroad Administration (FTA) regulations and guidance for transit and freight collocation/shared right-of-way.
 - f. Experience and knowledge of National Environmental Policy Act (NEPA) and Minnesota Environmental Policy Act (MEPA)
7. Project Personnel Profile
 - a. Resumes of key project personnel, including prior projects of similar size and scope for which the personnel played the same or a similar role as proposed for the RCRRA project and the status and outcome of any lawsuits brought against team member firms for the last five (5) years
 - b. Organizational chart of the proposer's team identifying firm relationship and function of all key positions
 - c. Confirm that each team member will be fully engaged in the study as described for the duration of the contract

- d. Description of the current assignment and time commitment to that assignment for all key personnel
- 8. Disadvantaged Business Enterprise (DBE) History
 - a. Description of the proposer's history and compliance with DBE requirements on projects of comparable size within the last five (5) years
 - b. Description of how the proposer expects to achieve or exceed the DBE goal of this project
- 9. Budgets (*Pricing information may not be included with the proposal but must be in a separate, clearly marked, sealed envelope*)
 - a. Hourly budget broken down by team member, firm, and by task
 - b. Current audited hourly rates for staff
 - c. Current audited overhead rates for all team member firms
 - d. An estimate of reimbursable direct expenses by expense type
- 10. Suggested Modifications to Base Work Plan (Optional as indicated in Section 2.A)
 - a. Description of additional or removed work tasks including description of benefits to the study process
- 11. Conflict of Interest
 - a. The proposer shall list past or present involvement of all projects that may constitute a conflict of interest. RCRRA reserves the right to exclude proposers that have an organizational conflict of interest.

D.3. SUBMISSION

1. Proposals are due by 2:00 p.m. on Wednesday (*date*). Submit to:

Ramsey County Procurement
4412 Metro Square
121 Seventh Place
St. Paul, MN 55101

Faxed or e-mailed proposals will not be accepted.

2. The response must include an original and five (5) copies of the proposal. The first page of the original must have the original signature of the officer who will be accountable for all representations. Unsigned proposals will be considered invalid.
3. To facilitate proposal opening, the original only must be sealed in a separate envelope or box. The name, address, and RFP number must be clearly marked on the outside. The remaining copies may be wrapped or boxed together with similar identification information.
4. A proposal may be withdrawn on written request of the proposer prior to the proposal due date. Negligence of the proposer in preparing its proposal confers no right to withdraw the

proposal after the proposal due date. Prior to the due date deadline, changes may be made, provided the change is initialed by the proposer or the proposer's agent. If the intent of the proposer is not clearly identifiable, the interpretation most advantageous to the RCRRA will prevail. Once submitted, a proposal becomes public property and will not be returned.

5. Failure to submit a proposal on time may constitute grounds for the rejection of the proposal.
6. All information included in the submitted proposal will be classified in accordance with Section 13.591 of Minnesota statutes governing data practices.

3. EVALUATION AND CONTRACT AWARD

3.1. EVALUATION

1. The RCRRA reserves the right to waive any minor irregularities in the proposal request process.
2. The RCRRA reserves the right to interview any or all proposers at its discretion. The RCRRA is not responsible for any costs incurred by the proposer in preparing for or participating in an interview.
3. Proposals will be evaluated by an Evaluation Team in accordance with the provisions of **Attachment G**.
4. The Evaluation Team will be made up of technical staff from:
 - Members of the Rush Line Corridor Task Force
 - Metropolitan Council
 - Metro Transit
5. The RCRRA will review and evaluate proposals based on the following criteria: *Note: references are NOT a criterion, but a source of information that will be considered when applying the evaluation criteria.*
 - a. The experience, resources, and qualifications of the firm and individuals to be assigned to the Project as key personnel
 - b. Ability to meet Project requirements
 - c. Ability to meet Project time line
6. The Board of the Ramsey County Regional Railroad Authority will make the final decision, after considering recommendations by the Evaluation Team and the Rush Line Corridor Task Force.

D.4.2. CONTRACT

1. The agreement to be executed between the successful proposer and RCRRA will include the scope provisions of this RFP; the provisions of the RCRRA's *General Terms and Conditions*, attached hereto and made a part of this RFP as **Attachment A**; and

provisions of the successful proposer's proposal not inconsistent with the provisions of the RFP, unless otherwise agreed to by the RCRRA.

2.

2. The agreement will include the following payment provisions:

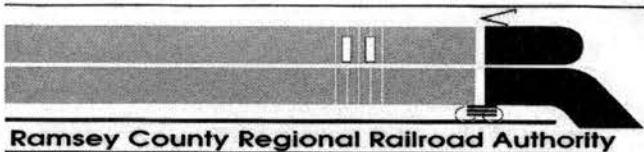
"Services will be compensated on a time and materials basis up to a maximum not-to-exceed cost, inclusive of fees and reimbursable expenses. Payments will be made upon achievement of agreed-upon project milestones.

Payment of interest on late payments and disputes regarding payments shall be governed by the provisions of Minn. Stat. Section 471.425.

Reimbursement of expenses, if included, will be made consistent with RCRRA policies. The RCRRA will reimburse only the actual cost of out of pocket expenses. If reimbursement for travel is permitted, all airfare will first be authorized by the RCRRA and will be reimbursed at the lowest cost fare available. Lodging, meals, ground transportation and incidentals necessitated by this Agreement will be reimbursed according to the Internal Revenue Service ("IRS") Regular Per Diem Rate Method or actual cost, whichever is less. Mileage will be reimbursed at the IRS rate in effect at the time of travel."

3. Prior to execution of a contract by the RCRRA, the successful proposer shall provide a certificate of insurance acceptable to the Ramsey County Attorney's Office evidencing, at a minimum, the coverage required by the provisions of **Attachment A**.

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2

REQUEST FOR ACTION

Type of Agenda: ☒ Policy ☐ Discussion
☐ Administrative ☐ Information

Regional Railroad Authority Meeting Date: 9/10/2013

Regional Railroad Authority Meeting Date: _____

SUBJECT Maximum Tax Levy for the Ramsey County Regional Railroad Authority 2014 Budget

EXECUTIVE SUMMARY

The Truth in Taxation Law (M.S. 275.065) requires the Ramsey County Regional Railroad Authority (RCRRA) to certify a proposed maximum tax levy to the Property Records and Revenue Department (County Auditor) by September 15, 2013.

An important provision of the Truth in Taxation Law is that the approved tax levy for the 2014 Budget cannot be more than the proposed maximum tax levy certified by the RCRRA Authority by September 10, 2013.

The 2014 proposed levy for the RCRRA is \$19,053,307, which is a decrease of 4.4% from last year's levy of \$19,938,811.

The RCRRA will finalize budget deliberations before final budget approval on December 17, 2013.

ACTION REQUESTED

Approve the proposed maximum tax levy of \$19,053,307 to finance the 2014 Ramsey County Regional Railroad Authority Budget, which in accordance with the Truth in Taxation Law, must be certified to the Department of Property Records and Revenue by September 15, 2013.

SUBJECT: Maximum Tax Levy for the Ramsey County Regional Railroad Authority 2014 Budget

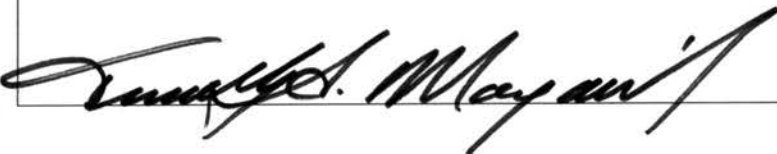
ATTACHMENTS:

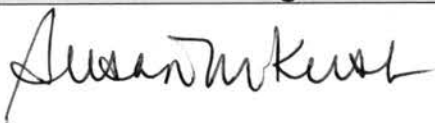
PREVIOUS ACTION:

COUNTY MANAGER'S COMMENTS:

The proposed maximum tax levy must be certified by September 15, 2013 to comply with the Truth in Taxation Law.

SUBJECT: Maximum Tax Levy for the Ramsey County Regional Railroad Authority 2014 Budget

Regional Railroad Authority – Authorized Signature	Date
	9/4/13

Finance – Authorized Signature	Date
	8/29/13

County Attorney – Authorized Signature	Date
	9/3/13

Property Management – Authorized Signature	Date

Information Services – Authorized Signature	Date

Other – Authorized Signature	Date

SUBJECT: Maximum Tax Levy for the Ramsey County Regional Railroad Authority 2014 Budget

Draft Resolution

1 WHEREAS, The Truth in Taxation Law (M.S. 275.065) requires the Ramsey County
2 Regional Railroad Authority to certify a proposed maximum tax levy to the Property Records and
3 Revenue Department (County Auditor) by September 15, 2013; and
4

5 WHEREAS, The Truth in Taxation Law includes a provision that the approved tax levy for
6 the 2014 budget cannot be more than the proposed tax levy certified by the Ramsey County
7 Regional Railroad Authority by September 10, 2013; and
8

9 WHEREAS, In order to continue to improve the quality of life and access to services in the
10 region, to remain a partner in transit activities in the region with other agencies, including the
11 Minnesota Department of Transportation, the seven metro county Regional Railroad Authorities,
12 Metropolitan Council and Metro Transit; Now, Therefore Be It
13

14 RESOLVED, The Ramsey County Regional Railroad Authority hereby approves the
15 proposed maximum tax levy of \$19,053,307 to finance the 2014 Ramsey County Regional
16 Railroad Authority Budget, which in accordance with the Truth in Taxation Law, must be certified to
17 the Department of Property Records and Revenue by September 15, 2013.