

## RTA Consultant Proposed Scope of Work

### Phase 1

#### **TASK 1.2-7: Estimate Unmet Travel Demand**

- Develop estimates of unmet transit service needs based on both traditional and non-traditional procedures.

#### **TASK 1.2-8: Estimate Future Transit Demand**

- Develop Future transit demand estimates for the each of the five-year time horizons.

#### ***Product:***

Technical memorandum summarizing existing and forecasted transit demand conditions in the Study Area.

#### **TASK 2.1 Phased Study Area Transit Service Profile**

- Develop a transit and paratransit service profile for the Study Area based on anticipated growth, in five-year increments, over the next 20 years

Areas to address include:

- *Ability of the proposed service additions to meet increased demand.*
- *Access to the additional service by pedestrians and bicyclists.*
- *Safe operation of the service, including sharing of roadway facilities with motorists by buses and vans.*
- *Consideration of sound access management practices in the site selection of bus stops, bus pull-outs, transit routes, and transit maintenance and storage facilities.*
- *Potential for public-private partnerships such as the provision of park-and-ride facilities at commercial establishments, and the inclusion of bus pull-outs when intersections and roadway segments along transit routes are improved.*

#### ***Product:***

Phased Study Area transit service profile with recommendations concerning feasible elements for implementation.

### Phase 2

#### **TASK 1.1: System Operating Plan**

- Develop a draft system startup and operating plan that will include phased implementation for each of the five-year time horizons. The operating plan will include but not be limited to regional transit hub location(s), proposed days of operation, hours of service, additional route alignments, and potential stop locations. A management and maintenance plan will include suggestions for driver training and scheduling and vehicle storage and maintenance. Initial service to be implemented in the near-term will be recommended, together with phased addition and expansion of services as time horizons or demographic thresholds are reached. These recommendations will be documented in the Operating Plan section of the Draft Implementation Plan.

- Develop performance targets for rolling stock, operations, facilities etc. as per Federal Transit Asset Management guidelines.

#### ***Product:***

A system operating plan with phase implementation for each five-year time horizon and initial service implementation recommendations.

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### TASK 1.2: System Budget

- Develop the elements that comprise a budget for the proposed transit system. Provide detailed information with respect to transit system needs including the type(s) of vehicles recommended, the passenger capacities of the vehicles, the number of each type required for the fleet, and recommended vehicle amenities. The capital costs of the vehicle fleet will be estimated. The number of transit stops, bus pull-outs, and other route elements will be calculated, together with the capital cost for each. Estimate the costs of operating, maintaining, and administering the recommended transit system, considering the total annual vehicle hours and vehicle miles required to serve the proposed route(s) that comprise the system. The total rate per hour for operating, maintaining, and administering the system will be calculated. These cost estimates will include the provision of vehicle storage, maintenance, and fueling facilities.
- Develop a candidate fare structure for the additional routes and calculate the annual estimated fare revenues based on the structure. The fare structure will include youth, senior, and student discounts, as well as monthly passes, based on best practices of peer agencies. Zone fares based on distance traveled will be evaluated. The anticipated farebox recovery and required public subsidy that would result from the fare structure will be presented. Other sustainable revenue sources, such as federal funding programs and public/private partnerships, such as Medicaid, will be described in addition to fare structure.
- Develop a startup strategy for capital and operations that includes but is not limited to all applicable funding sources.
- Provide a list of priority tasks for application to the FTA Section 5310 and 5311 programs.

#### ***Product:***

A system budget for proposed transit system and startup strategy with list of priority tasks for FTA program application.

***\*In addition to the specific tasks listed above, the consultant will be requested to provide general oversight, guidance, and quality control to RAPC staff fulfilling the remaining tasks in the full scope of work.***