



**Valley Regional Transit Board of Directors  
Board/Committee Work Session  
Meeting Agenda**

**Wednesday, February 17, 2010 at 2:30 p.m.  
Meridian City Hall - 33 E. Broadway Avenue - Meridian, Idaho  
OR Conference Call-in 1-866-854-6779 \*7178409\***

**I. CALLING THE ROLL**

**II. AGENDA ADDITIONS/CHANGES**

**III. ACTION ITEMS**

**A. Agreement with HDR Engineering for Bus Stop Enhancements Ø**

Pages 3-5 Rhonda Jalbert

*The members will consider for approval Resolution VBD10-003 approving a Professional Services Agreement with HDR Engineering, Inc. to develop construction documents (drawings and project manual) and provide construction management for the Valley Regional Transit Bus Stop Enhancements.*

**B. Lease Agreements for four (4) SBL New Flyer 40 Foot Transit Buses Ø**

Pages 6-8 Bruce Sackron

*The members will consider for approval Resolution VBD10-004 to approve lease agreements with SBL, Inc. for four (4) 40 foot transit coaches for Valley Regional Transit/Nampa.*

**C. Purchase Agreement for four (4) New Flyer 40 foot transit buses Ø**

Pages 9-11 Bruce Sackron

*The board will consider for approval Resolution VBD10-005 approving a purchase agreement for four (4) New Flyer 40 foot transit buses for Valley Regional Transit/Nampa.*

**D. Extension of Contract with First Transit**

Bruce Sackron

*The VRT Board will review and discuss providing for an extension of an existing contract with First Transit for turnkey operation of the ValleyRide Transit Services in the Nampa Urbanized Area and Intercounty Express Routes for Valley Regional Transit.*

**IV. INFORMATION/COMMITTEE REPORTS**

**A. Priority Corridor Funding**

*Kelli Fairless will report on the priority corridor funding as discussed and approved by the Management Committee on 02/01/10.*

**B. FY2010 First Quarter Ridership/Customer Service Report Ø**

Page 12 Mark Carnopis

*Attached for your information is the FY2010 first quarter report for ridership and customer calls.*

## V. ADJOURNMENT

The System Performance and Planning Committee will meet immediately following the general board session.

The Community Relations Committee & the Ways and Means Committee will NOT meet this month.

Ø = Attachment

*Agenda order is subject to change.*

### **NEXT MEETING:**

**PLEASE NOTE: All committees will meet in Committee Work Sessions for budget workshops following the board general session on Wednesday, March 17, 2010.**

*2:30 p.m.*

*Meridian City Hall*

*33 E. Broadway Avenue*

*Meridian, Idaho*

*Arrangements for auxiliary aids and services necessary for effective communication for qualified persons with disabilities or language assistance requests need to be made as soon as possible, but no later than three working days before the scheduled meeting. Please contact Mark Carnopis, Community Relations Manager at 846-8547 extension 4215 if an auxiliary aid is needed.*



**VALLEY REGIONAL TRANSIT  
AUTHORIZATION FOR EXPENDITURE  
MANAGEMENT COMMITTEE OR BOARD APPROVAL**

**PROCUREMENT DESCRIPTION:****Bus Stop Enhancement Design****TOTAL COST: \$90,000****PURPOSE/ACTION:**

Valley Regional Transit is in need of Professional Engineering Services to develop construction documents (drawings and project manual), and provide bidding assistance for the ADA bus stop enhancements - Phase I.

**SCOPE OF WORK:**

HDR Engineering, Inc. is to provide professional engineering design and bidding assistance services to: review previous work done by other consultants on the bus stops, review bus bench installations within the ACHD ROW as required by the interagency agreement between VRT and ACHD, develop construction documents (drawings and project manual) for Phase I bus stops and bidding assistance for the ADA bus stop enhancements Phase I.

**DISCUSSION:**

The engineering services are necessary to facilitate the improvements/ADA Enhancements to the bus stops to maximize the safe and efficient flow of traffic while providing accessibility to the transit riders; to verify identified locations that have deficient passenger access and provide engineering services to resolve these issues.

**ALTERNATIVES:**

The engineering services are necessary to facilitate the improvements/ADA Enhancements to the bus stops to maximize the safe and efficient flow of traffic, and facilitate passenger access. The alternate would be to not implement the enhancements and therefore causing traffic concerns and accessibility problems, and that would not be acceptable.

**FISCAL IMPACT:**

The funding available for this Project is found in the FY09 budget in Project # 514-14-227-05, @ \$90,000. A total of \$448,000 of funding is available.

**RECOMMENDATION/JUSTIFICATION:**

Valley Regional Transit evaluation team has evaluated the eight (8) proposals, interviewed the top three (3) firms and negotiated an agreement with the highest ranking firm

**POST RFP/FINAL SELECTION OF PROJECT:**

**Recommend:** VRT staff recommends the Management Committee or Board approve the Project Service Agreement and award to HDR Engineering, Inc., 412 E. Parkcenter Blvd., Suite 100, Boise, Idaho 83706 who is the successful Offeror based on the RFQ Evaluation Criteria and whose price is \$85,110.75 with a \$4,889.25 (5.4%) contingency for a total of \$90,000.

<b>ROUTING #</b>	<b>ORDER OF REVIEW</b>	<b>DATE APPROVED</b>	<b>RESOLUTION #</b>
1	<b>EXECUTIVE DIRECTOR</b>		
2	<b>MANAGEMENT COMMITTEE</b> Approves procurements over \$25,000 but under \$50,000.		
3	<b>VALLEY REGIONAL TRANSIT BOARD</b> Approves all procurements over \$50,000.		VBD10-003

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ADMIN117-20070907

## VALLEY REGIONAL TRANSIT BOARD RESOLUTION

### Agreement with HDR Engineering, Inc.

#### RESOLUTION VBD10-003

**BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING AWARD OF THE PROFESSIONAL SERVICES AGREEMENT (PSA2010-02-17), A CONTRACT WITH HDR ENGINEERING, INC. TO DEVELOP CONSTRUCTION DOCUMENTS (DRAWINGS & PROJECT MANUAL), AND PROVIDE CONSTRUCTION MANAGEMENT FOR THE VALLEY REGIONAL TRANSIT BUS STOP ENHANCEMENTS.**

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as “**Valley Regional Transit**”) was created to serve Ada and Canyon counties; and

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation entity, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

WHEREAS, Valley Regional Transit needs to establish a professional services agreement with a qualified engineering firm to develop construction documents (drawings and project manual) and provide bidding assistance for the ADA bus stop enhancements Phase I ; and

WHEREAS, Valley Regional Transit staff conducted a competitive procurement process as required in the Procurement Policy Manual adopted by the Valley Regional Transit Board of Directors in April 2003 and in compliance with all local and FTA requirements; and

WHEREAS, Valley Regional Transit evaluation team has evaluated the eight (8) proposals, interviewed the top three (3) firms and negotiated an agreement with the highest ranking firm; and

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

WHEREAS, Idaho Code § 40-2109 (5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

VBD10-003

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF VALLEY REGIONAL TRANSIT:**

Section 1. That the Board of Valley Regional Transit approves the award of the Professional Services Agreement PSA2010-02-17 to HDR Engineering, Inc to develop construction documents (drawings and project manual) and provide bidding assistance for the ADA bus stop enhancements Phase I for Valley Regional Transit.

Section 2. That the Board of Valley Regional Transit delegates authority to the executive director to finalize and execute the contract.

Section 3. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 17<sup>th</sup> day of February, 2010.

APPROVED by the Board Chair this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**SECRETARY**

\_\_\_\_\_  
**CHAIR**



**VALLEY REGIONAL TRANSIT  
AUTHORIZATION FOR EXPENDITURE  
MANAGEMENT COMMITTEE OR BOARD APPROVAL**

<b>PROCUREMENT DESCRIPTION:</b> Lease Agreements for SBL New Flyer 40 foot transit buses, quantity of 4.	<b>TOTAL COST: \$394,000.00</b>
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**PURPOSE/ACTION:** Valley Regional Transit needs to create a Lease Agreement with SBL, Inc. in order to have a sufficient number of quality buses available for use in the public transit system to allow Valley Regional Transit to continue to provide the level of inter-county services currently being provided.

**SCOPE OF WORK:** Valley Regional Transit and SBL, Inc. agree to lease agreements for four (4) New Flyer forty (40) foot transit buses for a period of time from a minimum of twelve (12) to a maximum of twenty-four (24) months commencing March 1, 2010, or as soon as the buses can be delivered to Nampa, Idaho. whichever comes first.

**DISCUSSION:** The leases are necessary to allow Valley Regional Transit to continue to provide a sufficient number of buses for use in the Nampa Transit Service area of operation to maintain the current level of inter-county services. Valley Regional Transit has current lease agreements on NABI buses which are unreliable and lack the comfort levels VRT's passengers expect. VRT earlier issued a solicitation in order to seek a new contract through which the required buses could be provided. No responsive bids were received. Valley Regional Transit staff have negotiated an agreement for the lease of buses to take the place of four buses currently under lease from ABC-Companies, Inc. The replacement buses have been inspected by the Nampa Maintenance Supervisor and he has determined that these buses are in significantly better condition than the currently leased units. The minimum cost is expected to be \$202,000.00 and the maximum cost should all four leases need to run twenty-four (24) months would be \$394,000.00.

**ALTERNATIVES:** Not leasing the four New Flyer buses would mean Valley Regional Transit would continue to have random shortages of the large capacity forty (40) foot buses due to maintenance and parts issues on the current fleet of NABI buses. These New Flyer buses will allow VRT to continue to provide the level of services that are currently available in the Nampa area of operations, specifically the inter-county routes. Valley Regional Transit believes the alternative is not acceptable.

**FISCAL IMPACT:** The funding available for the four leases is available in the Valley Regional Transit FY10 budget in General Ledger Account # 31-5141322717.

**RECOMMENDATION/JUSTIFICATION:** Valley Regional Transit staff recommends the VRT Board approve lease agreements with SBL, Inc. for four each New Flyer 40 ft buses. VRT staff believes the leases to be in the overall best interest of Valley Regional Transit.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	<b>EXECUTIVE DIRECTOR</b>		
2	<b>MANAGEMENT COMMITTEE</b> Approves procurements over \$25,000 but under \$50,000.		
3	<b>VALLEY REGIONAL TRANSIT BOARD</b> Approves all procurements over \$50,000.		VBD10-004

## **VALLEY REGIONAL TRANSIT BOARD RESOLUTION**

### **Leases of Transit Coaches**

#### **RESOLUTION VBD10-004**

#### **BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING LEASES FOR FOUR TRANSIT COACHES FOR VALLEY REGIONAL TRANSIT**

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as “**Valley Regional Transit**”) was created to serve Ada and Canyon counties; and

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation entity, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

WHEREAS, Valley Regional Transit currently leases eight buses for use in the ValleyRide Nampa transit services to provide services on the Inter-county Express routes between Ada County and Canyon County; and

WHEREAS, The current leases for the eight buses will expire or be terminated at various times during 2010; and

WHEREAS, Valley regional Transit will need to continue to provide buses for use on the Nampa Transit Services Intercounty Express routes in order to supply the level of service currently being provided on the Inter-county service routes; and

WHEREAS, Valley Regional Transit has determined it to be in their best interest to lease four buses to replace four of the currently leased buses which will be returned to their owner when their leases expire or are terminated; and

WHEREAS, Valley Regional Transit needs to create lease agreements for four transit coaches to take the place of the four buses which will be returned to their owner when their leases expire or are terminated; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2010 budget; and

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

VBD10-004

WHEREAS, Idaho Code § 40-2109 (5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF VALLEY REGIONAL TRANSIT:**

Section 1. That the Board of Valley Regional Transit approves Valley Regional Transit negotiate lease agreements with SBL, Inc. for four (4) New Flyer forty (40) foot transit buses for a period of time from a minimum of twelve (12) to a maximum of twenty-four (24) months commencing March 1, 2010, or date of delivery to ValleyRide in Nampa, Idaho, whichever occurs first.

Section 2. That the Board of Valley Regional Transit authorizes the Valley Regional Transit Executive Director to execute lease agreements with SBL, Inc. for four (4) New Flyer forty (40) foot transit buses; and

Section 3. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 17<sup>th</sup> day of February, 2010.

APPROVED by the Board Chair this \_\_\_ day of \_\_\_\_\_, 2010.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**SECRETARY**

\_\_\_\_\_  
**CHAIR**

**VALLEY REGIONAL TRANSIT  
AUTHORIZATION FOR EXPENDITURE  
MANAGEMENT COMMITTEE OR BOARD APPROVAL**

<b>PROCUREMENT DESCRIPTION:</b> Purchase Agreement for new New Flyer 40 foot transit buses, quantity of 4.	<b>TOTAL COST: \$1,666,514.12</b>
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**PURPOSE/ACTION:** Valley Regional Transit needs to purchase new buses from New Flyer of America, Inc. in order to have a sufficient number of quality buses available for use in the public transit system to allow Valley Regional Transit to continue to provide the level of inter-county services currently being provided.

**SCOPE OF WORK:** New Flyer of America Inc. agrees to sell and deliver to Valley Regional Transit four (4) New Flyer forty (40) foot clean diesel transit buses estimated to be delivered in the second or third quarter of 2010.

**DISCUSSION:** This purchase is necessary to allow Valley Regional Transit to continue to provide a sufficient number of reliable buses for use in the Nampa Transit Service area of operation which will improve the current level of inter-county services. These four (4) buses will replace four (4) currently leased NABI buses and should provide twelve (12) years of improved service to ValleyRide’s Intercounty passengers. VRT is piggybacking, a FTA approved practice, on a contract placed by Valley Metro of Phoenix, Arizona. This allows VRT to save funds by using Valley Metro’s already developed specifications and RFP process. Additional time will also be saved by using production slots reserved for Valley Metro. These buses will be equipped with diesel engines meeting the new 2010 emissions standards reducing VRT’s carbon footprint, offering improved fuel economy over the currently leased buses, and reducing maintenance costs. The cost per bus including allowed changes needed to meet Valley Regional Transit’s needs is \$416,628.53 per bus, resulting in a total purchase amount of \$1,666,514.12.

**ALTERNATIVES:** Not purchasing the four new buses would mean Valley Regional Transit would be required to continue to lease used buses. While acceptable for the short term, the FTA recommends purchases over leases as the best use of public funds. Without the purchase, we continue to have random shortages of the large capacity forty (40) foot buses due to maintenance and parts issues on the current fleet of NABI buses.

**FISCAL IMPACT:** The funding for the purchase of the new buses is available in the Valley Regional Transit FY09 5307 Operating Formula Grant, ID-96-X005 for the Nampa Urbanized Service Area (NUZA).

**RECOMMENDATION/JUSTIFICATION:** Valley Regional Transit staff recommends the VRT Board approve the purchase of four each new New Flyer 40 ft diesel transit buses. VRT staff believes this purchase to be in the best interest of Valley Regional Transit.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	<b>EXECUTIVE DIRECTOR</b>		
2	<b>MANAGEMENT COMMITTEE</b> Approves procurements over \$25,000 but under \$50,000.		
3	<b>VALLEY REGIONAL TRANSIT BOARD</b> Approves all procurements over \$50,000.		VBD10-005

## **VALLEY REGIONAL TRANSIT BOARD RESOLUTION**

### **INTERCOUNTY EXPRESS ROUTE VEHICLE PURCHASE FOR VALLEY REGIONAL TRANSIT**

#### **RESOLUTION VBD10-005**

#### **BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE PURCHASE OF 40-PASSENGER CLEAN DIESEL LOW FLOOR BUSES FOR VALLEY REGIONAL TRANSIT**

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as “**Valley Regional Transit**”) was created to serve Ada and Canyon counties; and

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation entity, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

WHEREAS, Valley Regional Transit staff recommend the purchase of four (4) each 40-passenger clean diesel low-floor buses in order to continue to maintain the level of services required of Valley Regional Transit in the Nampa Urbanized Service Area (UZA) Intercounty Express Routes; and

WHEREAS, Valley Regional Transit has funding available for the purchase of Intercounty Express route vehicles in the fiscal year 2010 budgets; and

WHEREAS, Valley Regional Transit staff will enter into a procurement contract with a vehicle manufacturer in a manner that is compliant with federal, state and local procurement guidelines and laws; and

WHEREAS, the price of \$416,628.53 per bus for a total of \$1,666,514.12 for the four (4) buses has been established through applicable federal, state and local procurement protocol; and

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

WHEREAS, Idaho Code § 40-2109 (5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the

purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF VALLEY REGIONAL TRANSIT:**

Section 1. That the Board of Valley Regional Transit approves the purchase of four (4) 40 passenger clean diesel low floor buses.

Section 2. That the Board of Valley Regional Transit authorizes the Executive Director to execute the contract and to purchase four (4) 40-Passenger Diesel low-floor buses.

Section 3. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 17<sup>th</sup> Day of February, 2010.

APPROVED by the Board Chair this \_\_\_\_day of \_\_\_\_\_, 2010.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**SECRETARY**

\_\_\_\_\_  
**CHAIR**



## Memorandum

**TO:** VRT Board of Directors  
**FROM:** Mark Carnopis, Community Relations Manager  
 Jennifer Smith, Customer Service Coordinator  
**RE:** First Quarter ValleyRide Ridership/RideLine Call Volume Report  
**DATE:** February 3, 2010

### Ridership Summary

ValleyRide Bus Services experienced a drop in ridership during the first quarter of fiscal year 2010 (October 1, 2009 through Dec. 31, 2009) compared to the previous year. Overall, total ridership for all services (Boise/Garden City and Nampa/Caldwell fixed-line and intercounty service) decreased by 4.9 percent. Total ValleyRide boardings for the quarter were 346,779 compared to 363,866 in the first quarter of FY 2009.

### FY 2010 Ridership Specifics

- Boise/Garden City fixed-line ridership decreased by 5.1 percent during the first quarter.
- Nampa/Caldwell fixed-line service increased by 4.6 percent.
- Intercounty ridership decreased by 7.76 percent.
- Total ridership on all ValleyRide services dropped 13.7 percent in October 2009 compared to October 2008. There were slight ridership increases of 1.2 percent in November 2009 compared to November 2008 and 0.5 percent in December 2009 compared to December 2008.

### RideLine Summary

Telephone calls to RideLine customer service for the first quarter of FY 2009 totaled 27,460 compared to 26,634 in FY 2008. The overall percentage increase in call volume was 3 percent.

### FY 2010 Call Volume Specifics

- Call volume during October 2009 was 7,889 compared to 9,186 in October 2008.
- Call volume during November 2009 was 8,280 compared to 6,970 in November 2008.
- Call volume during December 2009 was 11,291 compared to 10,478 in December 2008.

