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Executive Board- RAC Joint Meeting Agenda
Monday, November 04, 2019
11:00 AM
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

I. CALLING OF THE ROLL

II. AGENDA ADDITIONS/CHANGES

III. PUBLIC COMMENTS (Comments will be limited to no more than three (3) minutes.)

IV. CONSENT AGENDA
Items on the Consent Agenda are Action Items and will be enacted by one motion. There will be no separate discussion on these items unless an Executive Board Member requests the item be removed from the Consent Agenda and placed under Action Items.

A. CONSENT: Condo Association Agreement Payment
This payment, in the amount of $99,000, is based on Valley Regional Transit's original condo association agreement with the developer of Main Street Station and was approved as part of the purchase, thereof. This expense was approved within the FY2020 budget and this item on the Consent Agenda is merely an acknowledgement, by the Executive Board, for payment of the expense.

B. CONSENT: Executive Board Minutes from the September 23, 2019 Meeting Pages 4-5
The Executive Board will have the opportunity to consider for approval, the minutes of the September 23, 2019 meeting.

C. CONSENT AGENDA RAC: Approve Minutes of the October 15, 2019 Regional Advisory Council Meeting Pages 6-7
The RAC will have the opportunity to consider for approval, the minutes of the October 15 RAC meeting.

V. FINANCE COMMITTEE

VI. EXECUTIVE BOARD - ACTION ITEMS

A. JOINT ACTION: Regional Advisory Council 2020 Work Plan Pages 8-13 Kelli Badesheim
The Executive Board and Regional Advisory Council will consider the attached charters for approval. The charters will become the RAC's work program for FY2020.

B. ACTION: Bus Stop Design Services – Resolution VEB19-004 Pages 14-38 Jacob Hassard
This item provides approval for the procurement of design services needed for 2020 bus stop improvements

C. ACTION: FY2021 Budget Development Calendar Pages 39-40 Kelli Badesheim
Staff will review the Budget Development Calendar for FY2021. Staff is seeking input on implementing the 60 day budget comment period suggested by the VRT Board last year.

VII. EXECUTIVE BOARD – INFORMATION ITEMS
A. INFORMATION: Administrative Policy Review
   The Executive Board requested staff research VRT’s policies to determine if there is a review or appeal process for administrative decisions. Staff will report the results of the review.

B. INFORMATION: Navigation Playbook
   VRT established a navigation function and hired the first navigators in 2019. The navigation staff will present the highlights from a project underway to create a "Navigation Playbook" to assist both passengers and staff to understand how to navigate transportation options available in the region.

C. INFORMATION: Fiscal Year 2019 Public Comment Report
   Members of the Executive Board and Regional Advisory Council have the opportunity to review the report, which covers public comment between October 1, 2018 and September 30, 2019.

D. INFORMATION: Procurement Calendar
   The latest procurement calendar has been included in the packet for your information.

E. Department/Staff Reports
   The most current department/staff reports have been included in the packet for information.

VIII. EXECUTIVE SESSION
The Executive Board may convene into Executive Session at this time Pursuant to Idaho Code 74-206, identifying one or more of the specific paragraphs (a) through (j).

An action by the Executive Board may follow the Executive Session.

IX. ADJOURNMENT

Θ = Attachment
Agenda order is subject to change.

NEXT VRT EXECUTIVE BOARD MEETING:
Monday, December 2, 2019
VRT Boardroom
700 NE 2nd Street
Meridian, ID

Mission Statement: Valley Regional Transit’s mission is to leverage, develop, provide, and manage transportation resources and to coordinate the effective and efficient delivery of comprehensive transportation choices to the region’s citizens. (ValleyConnect 2.0 Plan approved 04/02/18)

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 258-2702 if an auxiliary aid is needed.
Executive Board Meeting Minutes  
Monday, September 23, 2019  
11:00 AM
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

MEMBERS ATTENDING | MEMBERS ABSENT | OTHERS PRESENT
--- | --- | ---
Luke Cavener – City of Meridian | Dave Bieter – City of Boise | Alicia Almazan-Wilder Mayor
Elaine Clegg – City of Boise | Garret Nancolas – City of Caldwell | Kelli Badesheim – VRT
John Evans – City of Garden City | | Mark Carnopis – VRT
Kent Goldthorpe – ACHD | | Justin Cranney, HTEH
Greg Hill – Boise State | Paula Cromie – VRT |
Debbie Kling – City of Nampa-phone | Gregg Eisenberg-VRT |
David Lincoln – ACCHD | Dave Fotsch-VRT |
Patricia Nilsson for Tom Dale | Maureen Gresham – Commuteride |
Darin Taylor-City of Middleton | Rachel Hankkala – COMPASS |
 | Jim Hansen – Dist. #1 ACHD |
 | Ryan Head - ACHD |
 | Jose Hernandez-VRT |
 | Stephen Hunt – VRT |
 | Kelly Jakovac - VRT |
 | Jason Jedry – VRT |
 | Katie Justice-VRT |
 | Debbie Lombard-Bloom - Citizen |
 | Kaytlyn Marcotte-VRT |
 | Dave Meredith-VRT |
 | Nick Moran - VRT |
 | Leslie Pedrosa - VRT |
 | Ken Pidjeon – Citizen |
 | Walter Steed-Citizen |
 | Alissa Taysom-VRT |
 | Corrie Washington-VRT |
EXECUTIVE BOARD - ACTION ITEMS

Transit Asset Media Advertising Policy
VRT legal counsel, Justin Craney, presented the Transit Asset Media Advertising Policy to the Executive Board. Following discussion, Kent Goldthorpe moved to recommend the Transit Asset Media Advertising Policy to the VRT Board for adoption after inclusion of the word “vaping” in the tobacco section and the Executive Director to review the administrative review process; David Lincoln seconded the motion. The motion passed. Luke Cavener opposed the motion.

Bus Stop Location and Transit Amenities Development Guidelines Update (TADG)
Jake Hassard presented the TADG update for review and recommendation. Following discussion, Kent Goldthorpe moved to recommend the updates to the Board for approval; Luke Cavener seconded the motion. The motion carried unanimously.

Idaho Policy Institute Transportation Study
Kelli Badesheim presented information regarding the Idaho Policy Institute Transportation study. Following discussion, Kent Golthorpe moved to approve VRT’s participation; Elaine Clegg seconded the motion. The motion passed by unanimous decision. Greg Hill abstained from the vote.

EXECUTIVE BOARD – INFORMATION ITEMS

Electric Bus Purchase
Leslie Pedrosa provided an update on the Lo or No Emission grant submitted in May by VRT in partnership with Proterra.

Local Cost Allocation Methodology Update
Stephen Hunt provided an update on the Local Cost Allocation Methodology.

FY2020 Financial Reports New Format
Jason Jedry presented the new financial reports format for input from the Board. The new report formats were considered and will be used beginning in October 2019.

New Service Public Engagement and Notification Policy
Mark Carnopis presented the New Service Public Engagement and Notification Policy timeline for review by the Executive Board.

EXECUTIVE SESSION – None

ADJOURNMENT - The meeting was adjourned at 11:55.

NEXT VRT EXECUTIVE BOARD MEETING:
November 4, 2019 (Joint meeting with the RAC)
VRT Boardroom
700 NE 2nd Street
Meridian, ID
REGIONAL ADVISORY COUNCIL MINUTES  
Tuesday, October 15, 2019  
9:00 AM  
VRT Board Room - 700 NE 2nd Street - Meridian, Idaho

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>MEMBERS ABSENT</th>
<th>OTHERS</th>
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<tbody>
<tr>
<td>Susan Bradley</td>
<td>Kelly Berg</td>
<td>Kelli Badesheim, VRT</td>
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<tr>
<td>Lisa Brady</td>
<td>Randy Johnson</td>
<td>Mark Carnopis, VRT</td>
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<tr>
<td>Annette Harper</td>
<td>Terri Lindenburg</td>
<td>Paula Cromie, VRT</td>
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<tr>
<td>Jeremy Maxand</td>
<td>Jason Madsen</td>
<td>Rachel Haukkala, COMPASS</td>
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<tr>
<td>Salome Mwangi</td>
<td>Courtney Rosenkoetter</td>
<td>Jacob Hassard, VRT</td>
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<td>Eric Selekof</td>
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<td>Stephen Hunt, VRT</td>
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<td>Walter Steed</td>
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<td>Trevor Kesner – Boise Parks and Rec.</td>
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<tr>
<td>Tina Wilson (by phone)</td>
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<td>Kaytlyn Marcotte, VRT</td>
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<td>Leslie Pedrosa, VRT</td>
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<td>Jill Reyes, VRT</td>
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<tr>
<td></td>
<td></td>
<td>Mary Steed - citizen</td>
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<td>Alissa Taysom – VRT</td>
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Calling of the Roll – Chairman Jeremy Maxand called the meeting to order at 9:04 a.m.

Agenda Additions/Changes - Lisa Brady made a motion to move the special election of officers to the first item on the agenda; Annette Harper seconded. The motion passed unanimously.

ConsenT Agenda

Minutes: RAC Meeting September 17, 2019
Susan Bradley made a motion to approve the items on the consent agenda as presented; Lisa Brady seconded. The motion passed unanimously.

Public Comment (Comments will be limited to no more than three (3) minutes.) - none

Policy Activities

Information: New Member Orientation
Kelli Badesheim presented the new member/current member yearly orientation.

Information: FY2020 RAC Work Program
Kelli Badesheim discussed the FY2020 RAC work program. The final list of priorities and RAC charters will be presented for consideration of approval at the November Joint meeting with the Executive Board.
INFORMATION: Bus Stop Charter - Finalize Project
Jacob Hassard presented the finalized list of the work identified in the December 2018 RAC Bus Stop Charter, as well as summarizing related issue items.

SERVICE/PROGRAM ACTIVITIES

ACTION: Regional Advisory Council Special Officer Elections
Jeremy Maxand resigned from his position as chair of the RAC. The Regional Advisory Council elected new officers through a special election. These officers will fill a one-year term. The official election will be held next year per the RAC bylaws.

Susan Bradly made the motion to nominate Erik Selekof as chairman of the RAC. Salome Mwangi seconded. The motion was passed unanimously.

By group consensus, electing the vice-chair will be placed on the next month’s RAC agenda.

INFORMATION: FY 2020 VRT Community Relations Plan
Mark Carnopis provided members with an update of the workings of the Community Relations Work Group and its charter.

OUTREACH ACTIVITIES - None

DEPARTMENT/STAFF REPORTS

INFORMATION: Department/Staff Reports
Department/Staff Reports from the VRT Board meeting held on September 23, 2019 were included in the packet for information.

ADJOURNMENT – Lisa Brady made a motion to adjourn the meeting; Annette Harper seconded. The motion passed unanimously. The meeting was adjourned at 10:50 a.m.

NEXT REGIONAL ADVISORY COUNCIL MEETING:
November 4, 2019 (Joint meeting with VRT Executive Board)
VRT Boardroom
700 NE 2nd Street
Meridian, ID  83642
TOPIC: Regional Advisory Council FY2020 Work Program
DATE: October 25, 2019

Summary:
The Regional Advisory Council (RAC), formerly the Regional Coordination Council (RCC), completed a re-structure of the group adopted by the VRT Board of Directors in September 2018. The re-structure objective is to better align the work of the RAC with ValleyConnect 2.0 and to ensure the work is customer-focused and effectively advises the Board’s decision-making process on behalf of the needs of those customers.

Throughout the process, staff captured topically focused questions the RAC members would like to consider to help them focus their activities throughout the year and as the ValleyConnect 2.0 plan is implemented. These focus areas have been divided into policy, service/programs, and outreach categories.

The RAC work program for FY2019 included three projects: ACCESS Scheduling Policy; Bus Stop Accessibility; and Fare Simplification and Pass Program. The RAC completed all but a couple of objectives established in the 2019 charters. Those elements are built into the FY2020 charters.

The RAC reviewed the topical areas established during the 2018 restructure along with staff led VRT initiatives to determine areas of alignment for staff and RAC work in FY2020. Attached is a table showing VRT initiatives and RAC work program charters to show where those alignments.

Staff Recommendation/Request:
Staff recommends the RAC and Executive Board adopt the attached RAC charters that define the priorities and initiatives the members will engage in this fiscal year. The RAC may add issues by majority vote of the members as projects get completed. The Executive Board will review and ratify updates to the RAC work program as needed throughout the year.

Implication (policy and/or financial):
The RAC is the only standing committee under Valley Regional Transit. Having a transparent and inclusive process for bringing issues and interests that are important to customers and stakeholders ensures the most effective decision-making for the VRT Board.

Highlights:
- VRT Board approved RAC re-structure in September 2018
- RAC topics, issues, and initiatives were prioritized in October 2019

Attachments
VRT Initiatives Table
RAC Charters
For detailed information contact: Kelli Badesheim, (208) 258-2712, kbadesheim@valleyregionaltransit.org
Regional Advisory Council
Charter

Neighborhood Initiatives and Mobility Collaboration
Areas: Policy and Services/Programs

Issue Summary

Valley Regional Transit staff are working on a variety of issues pertaining to neighborhoods and mobility collaboration. These include prioritizing bus stop investments; incorporating a review, documentation, and action plan addressing accessibility issues in two pilot neighborhoods; completing a GIS map of bus stops by neighborhood; and creating a template neighborhood associations can use to support grant applications for bus stop improvements. In addition, staff will be finalizing the plan for the Pass Program redesign to be implemented in FY2020. The Pass Program will be marketed to employers, residential neighborhoods, and human service agencies.

Activities

- Create a subcommittee
- Establish a prioritized list of bus stop improvements.
- Complete an accessibility audit of State Street Corridor neighborhoods between Glenwood and Whitewater.
- Start-up and activate inter-agency mobility collaborations in State Street and Barber Valley neighborhoods.
- Evaluate feasibility of mapping bus stops and accessibility issues within target neighborhoods.
- Establish prioritized list of future investments to improve accessibility.
- Implement pass program redesign and establish performance metrics.

Impact/Dependencies

- FY2020 bus stop investments
- Neighborhood mobility collaborations in State Street Corridor and Barber Valley
- Pass Program implementation
Expanding Capacity to Serve Accessible Rides
Areas: Policy, Services/Programs

Issue Summary

Valley Regional Transit is working with a variety of partners and stakeholders to identify and address availability of accessible vehicles to meet the transportation needs of persons with disabilities. VRT provides accessible services through a variety of partners in the nonprofit sector. In addition, VRT provides ACCESS, the ADA paratransit services required to be complementary to the Valleyride fixed-route services in Ada and Canyon counties. This project will evaluate the effectiveness of the specialized transportation model VRT has been operating with for the past several years, determine technology applications and operations approaches to support expanding accessible ride capacity in the region, and prioritize future investments in services, capital and technology to achieve building capacity to serve passengers with disabilities.

Activities

1. Establish project team to include RAC members
2. Complete analysis of existing specialized transportation services
3. Research and document technology applications designed to coordinate rides
4. Develop findings and recommendations for increasing capacity including operational feasibility and financial information
5. Prioritize activities to achieve recommendations

Impact/Dependencies

- Access to Independence Scrip transition
- Acquisition of Services analysis
- Rides 2 Wellness expansion
- Shared vehicle analysis
- Lyft Transit Connections
- VRT Late Night
- Navigator Playbook
**Issue Summary**

Valley Regional Transit initiated a staff level strategic planning team in Canyon County. The strategic team includes staff from Nampa, Caldwell, Canyon County, Idaho Transportation Department, College of Western Idaho, Valley Regional Transit, and COMPASS. The objective of the strategic team is to gain a better understanding of the role of public transportation to serve the transportation needs of Canyon County and to identify corridors and projects where all agencies can optimize transportation investments. The work of the strategic team needs to be supported by a robust and inclusive community engagement effort in Canyon County. The work will be used to support prioritizing transportation investments and the decision-making process of regional governing councils and boards.

**Activities**

1. Establish a Canyon County engagement project team
2. Develop and implement a robust and inclusive engagement plan
3. Incorporate input from the public into evaluation and prioritization of transportation investments
4. Document and summarize findings from community engagement efforts

**Impact/Dependencies**

- FY2020 and FY2021 service changes
- Canyon County Strategic Team
- VRT FY2021 budget process
- Increasing Canyon County neighborhood access to transit
### VRT FY2020 Initiatives

**Policy**
- Fare Review Phase 2 - Discounted Fares Analysis
- Local Funding Methodology Implementation
- Focus for FY2020 is data collection and analysis

**Services and Programs**

**Fixed-route**
- 2020 and 2021 Service Development
- Neighborhood initiatives and bus stop improvements
- Canyon County Community Engagement

**Specialized**
- Demand Response service coordination - Ada and Canyon counties
- Senior and Person with Disability Transportation Analysis
- Expanding Capacity for Accessible Rides
- Expanding Capacity for Accessible Rides

**Programs**
- State Street Mobility Collaboration
- Downtown Mobility Collaborative
- Barber Valley Mobility Collaboration
- Expanding Capacity for Accessible Rides
- Expanding Capacity for Accessible Rides
- Expanding Capacity for Accessible Rides
- Expanding Capacity for Accessible Rides

**Technology**
- Rides to Wellness scheduling software
- Integrated payment and data app
- Automated Annunciators

**Outreach**
- Canyon County Community Engagement
- Annual Resources Fair -- RAC Open House
- Annual Public Comment Report and Trends
- Annual Community Relations and Communications Initiatives
- Annual Marketing Initiatives
- Canyon County Community Engagement

**VRIT Initiatives**
- Canyon County Community Engagement
- Neighborhood Initiatives and Mobility Collaboration
- Neighborhood Initiatives and Mobility Collaboration
- Neighborhood Initiatives and Mobility Collaboration
- Neighborhood Initiatives and Mobility Collaboration
- Neighborhood Initiatives and Mobility Collaboration
AUTHORIZATION FOR EXPENDITURE
VRT EXECUTIVE BOARD APPROVAL

<table>
<thead>
<tr>
<th>PROCUREMENT DESCRIPTION:</th>
<th>TOTAL COST: $75,000.00</th>
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<tr>
<td>2020 Bus Stop Design Services</td>
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PURPOSE/ACTION:
VRT is going through the process of updating the bus stops ranked the lowest as described in past RAC and Executive Board meetings. Currently the City of Boise has provided funds for those bus stop improvements as part of the 2020 budget. This procurement is for the final prioritization, evaluation, NEPA, preliminary and final design as well as possible construction management services.

SCOPE OF WORK:
The designer will complete the tasks as noted in the two attached scope documents and as noted above in a purchase order not to exceed $75,000.

DISCUSSION:
VRT uses on-call engineering firms to complete minor design services. VRT solicited for on-call A&E for minor design services in 2018, awarding 3 firms a place on the on-call list. Only two firms were able to complete and sign a contract with VRT’s contract terms, Tait and Paragon Consulting. As the HDTC roof evaluation services was awarded to Tait as primarily Architectural services, this effort is being scoped and tasked to Paragon, who has provided this type of service to the City of Nampa in the past. Paragon has provided quality work in those instances and specializes in site/civil work.

ALTERNATIVES:
This effort could be delayed or these selection processes re-evaluated, but this effort needs to be completed in 2020 and it is expected to take at least 10 months to plan, design and construct these improvements. Delays would cause this effort to be carried over to later fiscal years.

FISCAL IMPACT:
Funding for this project is included in the FY2020 budget per Resolution VBD19-011 approved 08/05/19 by the VRT Board of Directors.

RECOMMENDATION/JUSTIFICATION:
Valley Regional Transit staff has followed federal procurement guidelines and VRT’s policy for procuring services.
Staff recommends that the Executive Board approve Resolution VEB19-0XX for the 2020 bus stop design services, not to exceed $75,000.
EXECUTIVE BOARD RESOLUTION

2020 Bus Stop Design Services
RESOLUTION VEB19-004

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH PARAGON CONSULTANTING INC. FOR BUS STOP DESIGN SERVICES TO UPDATE, REPAIR AND RECONSTRUCT BUS STOPS PER TAM AND PRIORITIZATION PROCESSES.

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, 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, VRT has identified a need for bus stop design services for the 2020 bus stop construction effort; and

WHEREAS, the contract for this procurement will be through May 31, 2021 for an amount not to exceed $75,000 total expended over the horizon of the contract; and

WHEREAS, funding for this procurement is available in the FY2020 budget – Resolution VBD19-011 approved on 08/05/19; and

WHEREAS, the Valley Regional Transit staff completed a competitive procurement process through a Request for Bid as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17 and updated by Resolution VBD17-022 on 09/25/17, and in compliance with all local and FTA requirements; and

WHEREAS, staff determined that the noted firm is the most responsive and responsible
offeror to provide the best value to meet VRT’s needs; 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; and

WHEREAS, the Board of Valley Regional Transit has created an Executive Board, conferring specific authority upon it to discharge its powers, pursuant to Resolution VBD11-011.

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

Section 1. That the Executive Board approves a contract with Paragon Consultants Inc., for bus stop design services for the 2020 bus stop construction effort not to exceed $75,000 through May 31, 2021.

Section 2. That the Executive Board 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 Executive Board of Valley Regional Transit and its approval by the Executive Board Chair.

ADOPTED by the Executive Board of Valley Regional Transit, this 4th day of November, 2019.

APPROVED by the Executive Board Chair this ___day of __________, 2019.

ATTEST: __________________________  APPROVED: __________________________

EXECUTIVE ASSISTANT  CHAIR OF EXECUTIVE BOARD
SCOPE OF WORK
FOR
VALLEY REGIONAL TRANSIT

PLANNING AND PRIORITIZATION
FOR
FY20 ADA COUNTY BUS STOP IMPROVEMENTS

SEPTEMBER 26, 2019

Prepared By:
Paragon Consulting, Inc.
157 W. 4th Street
Kuna, Idaho 83634

Project Manager:
Joe Barton, P.E.
(208) 921-8486
Scope of Work

Date: September 26, 2019
Project Name: FY20 Ada County Bus Stop Improvements (Planning & Prioritization)

Consultant Company Address:
PARAGON Consulting, Inc.
157 W. 4th Street
Kuna, ID 83634

Consultant Project Manager/Contact Information:
W. Joe Barton, P.E.
(208) 921-8486 (Cell)
jbarton@paragonfbk.com

Contract Amount: $4,160.00 (T/M NTE)
Duration: October 1, 2019 thru November 4, 2019 (34 Calendar Days)

Project Description and Assumptions:

Valley Regional Transit (VRT) desires to upgrade multiple bus stop locations throughout Ada County, Idaho. VRT has a limited budget available to implement planning, survey, design, bidding and construction of bus stop improvements in fiscal year 2020 (October 1, 2019 thru September 31, 2020).

Therefore, the first step in the bus stop improvement process is to prioritize the existing bus stops to identify the highest priority bus stops that fit within the budget, environmental and right-of-way constraints.

This scope of work is to assist VRT with evaluation of the existing bus stops within Ada County in order to identify the bus stops that will advance to the environmental, right-of-way evaluation and design phase.

Major Project assumptions include the following:

- The VRT Project Budget includes funds in fiscal year 2020 for planning, NEPA, right-of-way evaluation, design, bidding and construction.
- Planning efforts to prioritize bus stop locations are to be completed in October, 2019 so a detailed scope of work for NEPA, right-of-way evaluation, design, bidding and construction management can be presented to the VRT Executive Board on November 4, 2019.
- The planning effort will prioritize the top 60 bus stop locations for advancement to the NEPA, right-of-way evaluation and potentially design phase of the project.
- No environmental research or documentation is required for the planning phase of the Project.
- No special permitting is required for the planning phase of the Project.
• No right-of-way evaluation, design, bidding or construction management is required for the planning phase of the Project.
• VRT will provide the latest data available for the bus stops within Ada County.
  o TAM score data
  o Stop ridership data
  o Existing features data
  o Route data
• VRT will assist with the bus stop prioritization and will review all results prior to advancing to the next phase of the Project.
• No public involvement is required.
• VRT will present applicable information to the VRT Board or Executive Board as appropriate.
• Site visits to prioritized bus stops are not required at the planning and prioritization phase of the Project.

Upon completion of the tasks identified in this scope of work, PARAGON will develop a Phase 2 scope of work for consideration by VRT staff and the Executive Board. The Phase 2 scope of work will include sub-tasks of NEPA, R/W Evaluations, Design, Cost Estimating, Bidding and Construction Management for the top 60 bus stop locations identified for improvements through the planning and prioritization phase, included within this scope of work.
1. Planning & Prioritization Services

1.1. Data Collection – PARAGON will collect available bus stop data from VRT (TAM score data, stop ridership data, existing features data, route data, etc.) and organize/merge the data in Excel for use in bus stop prioritization. PARAGON will identify missing data and provide VRT a list of data required to complete the prioritization.

1.2. Add Missing Data – PARAGON will receive up to 20 additional bus stop locations from VRT. These stops will include anticipated new stop locations in Meridian & Eagle that are not currently in the Master Bus Stop List. PARAGON will prepare a priority list, independent from the Master Bus Stop List, of the new stop locations so VRT can incorporate them into the Master Bus Stop List when appropriate. The Master Bus Stop List attributes will be completed for the 20 new stop locations using Google Earth Imagery.

1.3. Initial Data Evaluation – PARAGON will evaluate and sort the bus stop data received from VRT to reveal the bus stops with the lowest ratings. The bus stops with the lowest ratings will be advanced for further evaluation, starting with the lowest ranked bus stops and working towards the higher ranked bus stops.

1.4. Assessor’s Map Evaluation – PARAGON will review potential right-of-way availability for the lowest ranked bus stops identified in Task 1.3 using the Ada County Assessors online GIS map. Bus stops where improvements are obviously not possible within the existing right-of-way will be removed from the potential fiscal year 2020 improvement list.

1.5. Identify Construction Needs – PARAGON will use Google Earth to identify potential construction improvements at the lowest ranked bus stops, identified in Task 1.4. Construction improvements will be classified as simple, moderate or complex.

1.6. Final Bus Stop Prioritization – PARAGON will incorporate the construction needs into the final bus stop rankings to identify the 60 top priority bus stop locations to advance into the NEPA, right-of-way evaluation and design phase of the Project.

1.7. VRT Coordination – PARAGON will coordinate the results of the prioritization process with VRT at major stages of the process (initial bus stop rankings, Task 1.3, and the final 60 top priority bus stop locations identified for design, Task 1.6).
**Project Schedule**
PARAGON proposes to implement its services under this scope of work from October 1, 2019 thru November 4, 2019.

**Cost of Services**
Services will be on a time and materials not-to-exceed (NTE) basis.

- Planning & Prioritization Services $4,160.00

Attached is the labor estimate and cost summary (see attached “Exhibit A”).
## FY20 Ada County Bus Stop Improvements
### Planning & Prioritization
#### Valley Regional Transit

### A. SUMMARY ESTIMATED LABOR-HOURS

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Labor-Hours</th>
<th>Hrly Rate</th>
<th>Cost</th>
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<tbody>
<tr>
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<td>16</td>
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<td>$2,160.00</td>
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<tr>
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<td>20</td>
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<td>$2,000.00</td>
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<tr>
<td>3 EIT</td>
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<tr>
<td>4 CADD</td>
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<td>$80.00</td>
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**TOTAL LABOR COST = $4,160.00**

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<tr>
<th></th>
<th>PARAGON TOTAL</th>
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<tbody>
<tr>
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<td>$4,160.00</td>
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### B. SUB-CONSULTANTS & EXPENSES

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<th>Cost</th>
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**SUB-CONSULTANT & EXPENSE TOTAL = $-**

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<thead>
<tr>
<th></th>
<th>TOTAL</th>
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<tbody>
<tr>
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<td>$4,160.00</td>
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**TIME AND MATERIALS NOT TO EXCEED**
## FY20 Ada County Bus Stop Improvements
### Planning & Prioritization
#### Valley Regional Transit

### 1 PLANNING & PRIORITIZATION SERVICES

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<tr>
<th>Item</th>
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<th>EIT L-Hrs</th>
<th>CADD L-Hrs</th>
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<td>2</td>
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<tr>
<td><strong>TOTAL - PLANNING &amp; PRIORITIZATION (HOURS)</strong></td>
<td><strong>36</strong></td>
<td><strong>16</strong></td>
<td><strong>20</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
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<tr>
<td><strong>TOTAL - PLANNING &amp; PRIORITIZATION (LABOR COST)</strong></td>
<td><strong>$4,160.00</strong></td>
<td></td>
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SCOPE OF WORK
FOR
VALLEY REGIONAL TRANSIT

NEPA, R/W SURVEY, DESIGN, BIDDING & CONSTRUCTION ENGINEERING

FOR
FY20 ADA COUNTY BUS STOP IMPROVEMENTS

OCTOBER 21, 2019

Prepared By:
Paragon Consulting, Inc.
157 W. 4th Street
Kuna, Idaho 83634

Project Manager:
Joe Barton, P.E.
(208) 921-8486
Scope of Work

Date: October 21, 2019
Project Name: FY20 Ada County Bus Stop Improvements (NEPA thru Construction Engineering)
Consultant Company Address:
PARAGON Consulting, Inc.
157 W. 4th Street
Kuna, ID 83634
Consultant Project Manager/Contact Information:
W. Joe Barton, P.E.
(208) 921-8486 (Cell)
jbarton@paragonfbk.com
Contract Amount: $64,340.00 (T/M NTE)
Duration: November 4, 2019 thru September 30, 2020 (331 Calendar Days)

Project Description and Assumptions:

Valley Regional Transit (VRT) desires to upgrade multiple bus stop locations throughout Ada County, Idaho. VRT has a limited budget available to implement planning, survey, design, bidding and construction of bus stop improvements in fiscal year 2020 (October 1, 2019 thru September 30, 2020).

Under a prior scope of work Paragon assisted VRT with prioritizing the existing bus stops to identify the highest priority bus stops that may fit within the budget, environmental and right-of-way constraints.

This scope of work will evaluate the highest priority bus stops for inclusion under a NEPA Categorical Exclusion Document. Then, the highest priority bus stops with the potential for construction within the existing right-of-way will be evaluated by our survey sub-consultant to confirm the existing right-of-way. Following right-of-way confirmation, design plans and contract bid documents will be prepared.

The bus stop locations will then be bid out and awarded to the lowest bid contractor. Following the bidding process, the various bus stop improvements will be constructed and the construction contract will be closed out.

Major Project assumptions include the following:

- The VRT Project Budget includes funds in fiscal year 2020 for planning, NEPA, right-of-way evaluation, design, bidding and construction.
- The top 60 bus stop locations identified under the prior planning scope of work will be included in the NEPA Categorical Exclusion documentation and approval process.
- Right-of-Way verification will be completed for the top 20 bus stop locations.
• Each of the bus stop locations with sufficient right-of-way will be designed for inclusion in the Project bid package.
• No special permitting is required for the Project.
• No topographic survey will be completed for the bus stop designs. Designs will be simplified typical drawings applied over an aerial photograph. No vertical design or grading will be included as each bus stop will be setup for a construction field fit.
• VRT will provide review of all NEPA, survey, design plans and contract documents.
• VRT may elect to complete some items of work identified in this scope of work with VRT resources.
• No public involvement is required.
• Construction contract time is limited to 60 calendar days.
• VRT will present applicable information to the VRT Board or Executive Board as appropriate.

PARAGON Consulting will complete the Project coordination and Professional Engineering through the NEPA, design, bidding, and construction engineering phases of the Project, at the request of VRT. Work tasks related to right-of-way verification surveying will be completed by Sawtooth Land Surveying. See “Exhibit B” for Sawtooth Land Surveying’s Scope of Work. Work tasks related to assisting with the NEPA process will be completed by Axiom Points. Axiom Points scope items and labor costs are incorporated within this Paragon Consulting scope of work.
1. **NEPA (Categorical Exclusion Worksheet)**

The initial NEPA evaluation will cover up to 60 potential bus stop improvement locations. The final Categorical Exclusion Worksheet will cover all the bus stops from the evaluation that fit within the Categorical Exclusion criteria (bus stop locations not meeting the requirements for a Categorical Exclusion will be removed prior to completing the Categorical Exclusion Worksheet).

1.1. **Data Collection** – PARAGON and Axiom Points will complete a site visit to each of the 60 potential bus stop improvement locations to collect photographs and identify potential environmental conditions that may impact Categorical Exclusion eligibility.

1.2. **Research** – PARAGON and Axiom Points will complete the necessary research to complete the FTA Region 10 Categorical Exclusion Worksheet, including the following:

   - Ada County Air Quality information
   - Environmental Justice areas identified by COMPASS
   - Floodplain Mapping
   - Hazardous Material Mapping
   - Historic & Cultural – No historical and cultural resources search will be completed. A broad statement of minimal visual impact due to nature of work will be included on the Categorical Exclusion Worksheet.
   - Endangered Species List

1.3. **Categorical Exclusion Worksheet** – PARAGON and Axiom Points will complete the FTA Region 10 Categorical Exclusion Worksheet and supporting data. The Worksheet will be provided to VRT for review and submission to the FTA for approval.

1.4. **Categorical Exclusion Worksheet Revisions** – PARAGON and Axiom Points will address comments and questions presented by VRT and the FTA throughout the NEPA approval process.

2. **Right-of-Way Verification**

PARAGON and Sawtooth Land Surveying will complete right-of-way verification of the top 20 bus stop locations with potential for improvement. Sawtooth Land Surveying will complete the right-of-way research, field survey and office computations to identify the right-of-way at the bus stop locations (See “Exhibit B” for Sawtooth Land Surveying’s Scope of Work).

2.1. **Sub-Consultant Support** – PARAGON will provide support and guidance to the survey sub-consultant throughout the right-of-way verification process. PARAGON will collect photos at each site for use in developing the right-of-way verification drawing and for use in the design phase of the project.
3. Design Services

3.1. Bus Stop Improvement Design – PARAGON will prepare a simplified design layout for each bus stop improvement to be included in the contract bid package, for up to 20 bus stop locations. Designs will be drafted over an aerial photograph in order to show the design intent at each location without specific grading and dimensional details. Where applicable, standard details from the Idaho Standards for Public Works Construction (ISPWC) will be referenced. The complete design plans will include:

- Title Sheet
- General Notes
- Vicinity Map
- Plan Sheets (anticipate one plan sheet for each bus stop location)
- Miscellaneous Details
- Construction Traffic Control (typical traffic control scenarios will be included – no site-specific traffic control plans are anticipated)
- Erosion and Sediment Control Plan (typical erosion control scenarios will be included – no site-specific erosion control plans are anticipated)

Plans will be developed in two phases, including a “Final Design” and a “PS&E” phase. VRT will provide design review of the Final Design plans prior to PARAGON finalizing and preparing the PS&E plans.

3.2. Contract Documents – PARAGON will prepare contract documents using typical contract template document(s) in Microsoft (MS) Word format. The contract documents will include the required federal clauses to meet the requirements of the FTA funding. The contract documents will include the following sections:

- Project Advertisement
- Bid Form & Instructions to Bidders
- Bid, Performance & Payment Bonds
- Naming of Subcontractor(s)
- Contract Agreement
- Notice of Award & Notice to Proceed
- Supplementary Conditions
- Special Provisions

Draft contract documents will be completed for review at the Final Design stage of the project development and then finalized for publication during the PS&E stage of the project development.
A single set of contract documents will be prepared to cover all the bus stop project sites. Separate bid schedules or bid items will be developed to differentiate each bus stop project site.

3.3. **Construction Cost Estimate** – PARAGON will prepare a project construction quantity estimate and associated cost estimate at critical milestones, including the following:

- Final Design
- PS&E

4. **Bid Administration & Support**

4.1. **Bid Documents** – PARAGON will prepare up to 10 sets of bid documents and plans to be distributed by VRT during the bid process.

4.2. **Pre-Bid Meeting** - PARAGON will prepare an agenda and conduct a pre-bid meeting with VRT staff and interested parties to discuss the Project, answer questions, etc. PARAGON will record meeting minutes and transmit to VRT.

4.3. **Bid Administration** – PARAGON will review bid comments, prepare addendum, and advise VRT on bid inquiries. Assume one (1) addendum will be issued.

4.4. **Bid Opening** – PARAGON will attend the bid opening, prepare bid summary, assist VRT in reviewing bids and make recommendation for award. If requested, PARAGON will prepare the Bid Award and Notice to Proceed documents.

5. **Construction Engineering and Inspection, Administration Assistance**

Construction Engineering and Inspection services are anticipated for a construction contract up to a maximum of 60 calendar days.

5.1. **Pre-Construction Meeting** – PARAGON will attend and administered the pre-construction meeting to gain an understanding of the CONTRACTOR’s Project approach and schedule. Paragon will prepare the agenda and meeting minutes.

5.2. **Construction Inspection** – PARAGON will observe construction activities as needed and/or requested by VRT. Inspection will be performed with qualified inspection staff, including the following major tasks:

- **Inspector Diaries** – Daily reports will be prepared to record the CONTRACTOR’s work on the site, weather conditions, data relative to questions of change orders, field orders, or changed conditions, site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures. CONTRACTOR inspections, tests, and approvals required by the Contract Documents will be received and reviewed.
• Identify and Recommend Corrections – Any omissions, substitutions, defects and deficiencies in the work of the CONTRACTOR will be identified and documented with recommendations reported to VRT. Change Orders and Work Change Directives will be prepared as appropriate. It is assumed that a maximum of 2 Change Orders and 4 Work Change Directives will be required.

• Pay Quantity Collection – Pay quantities and quantity measurements will be checked for accuracy and prepared for processing for payment to the CONTRACTOR.

5.3. Filing & Records Verification - Project files will be maintained at PARAGON’s office in Kuna, Idaho. Copies of important or requested information will be forwarded to VRT. An on-going process of periodic checks of the files will occur during the Project to ensure that all records are being accurately kept and the filing system is up to date. Major tasks under this scope of work item include:

• Progress Estimate Preparation – For each scheduled progress estimate, documentation will be prepared for and presented to VRT. Progress Estimates will contain the quantities and justification for each bid item payment with a summary sheet showing the amounts to be paid.

• Materials Certifications – Certifications, as required by bid item, will be requested for all materials incorporated into the Project. No materials will be accepted for payment until the certifications are received and reviewed for acceptance. Minimum Testing Requirements (MTR’s) submitted by the Contractor will be reviewed and approved.

• Bi-Weekly Progress Meetings – Bi-Weekly progress meetings will be held at VRT. A bi-weekly update memo including project progress, schedule, budget and other critical items will be provided.

• Contractor Submittal Review – PARAGON will provide Contractor Shop Drawing and submittal coordination and review. It is anticipated that each submittal will have an initial submittal for review and a final submittal for approval. Anticipated submittals include Contractor’s CPM Schedule, Traffic Control Plan and Material Certifications. It is expected that PARAGON will perform routine interpretations and clarifications on the Project.

5.4. Wage Compliance – PARAGON will complete the required federal wage compliance reporting for the project. Major tasks under this scope of work item include:

• Review certified payrolls.
• Conduct on-site inspections, perform employee interviews, and identify additional classes if applicable.
• Address all non-compliance, complaints and issues.
5.5. Project Closeout - At Project close-out, all records will be finalized and quantity calculations verified. A final package of records will be submitted to VRT for the official Project files. Major tasks under this scope of work item include:

- Verify that all necessary documents have been received for final payment to the Contractor and Project completion.
- Receive bonds, certificates, or other evidence of insurance not previously submitted and required by the Contract Documents, including certificates of inspection, tests and approvals, shop drawings, samples, and the annotated record documents which are to be assembled by the Contractor in accordance with the Contract Documents to obtain final payment.
- Promptly conduct an inspection after notice from the Contractor that the entire work is ready for its intended use, in the company of VRT and the Contractor, to determine if the work is Substantially Complete. If there are no objections from VRT, PARAGON will deliver a certificate of substantial completion to VRT and the Contractor.
- Coordinate and conduct a final inspection, to include representatives from VRT and Contractor, to determine if the completed work is acceptable so that PARAGON may recommend final payment to the Contractor. PARAGON will also provide a notice that the work is acceptable to the best of their knowledge, information and belief, based on the extent of the services provided under this agreement.

Furnish to VRT a project close-out file including critical contractor correspondence, inspection diaries, change orders, payment applications, contractor quality acceptance test results and contractor submittals

Project Schedule
PARAGON proposes to implement its services under this scope of work from November 4, 2019 thru September 30, 2020.

Cost of Services
Services will be on a time and materials not-to-exceed (NTE) basis, with the following estimated breakdown:

- NEPA (Categorical Exclusion): $9,000.00
- Right-of-Way Verification: $16,820.00
- Design Services: $15,600.00
- Bid Support: $2,900.00
- Construction Engineering and Inspection: $20,020.00

Total Cost of Services (NTE amount): $64,340.00

Attached is the labor estimate and cost summary (see attached “Exhibit A”).
# FY20 Ada County Bus Stop Improvements
## NEPA, R/W Survey, Design, Bidding & Construction Engineering
### Valley Regional Transit

## A. SUMMARY ESTIMATED LABOR-HOURS

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Labor-Hours</th>
<th>Hrly Rate</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>108</td>
<td>@ $140.00</td>
<td>$15,120.00</td>
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<tr>
<td>Engineer</td>
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<td>CADD</td>
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<td>Axiom</td>
<td>36</td>
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<td>$3,960.00</td>
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TOTAL LABOR COST = $48,840.00

PARAGON TOTAL = $48,840.00

## B. SUB-CONSULTANTS & EXPENSES

<table>
<thead>
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<th>Item</th>
<th>Description</th>
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<td>1</td>
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<td>Axiom Points</td>
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<td>3</td>
<td>Publish Bidding Documents</td>
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SUB-CONSULTANT & EXPENSE TOTAL = $15,500.00

TOTAL = $64,340.00

TIME AND MATERIALS NOT TO EXCEED
## FY20 Ada County Bus Stop Improvements
### NEPA, R/W Survey, Design, Bidding & Construction Engineering
#### Valley Regional Transit

1 **NEPA (Categorical Exclusion Worksheet)**

<table>
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<tr>
<th></th>
<th>Total L-Hrs</th>
<th>PM L-Hrs</th>
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<th>CADD L-Hrs</th>
<th>Axiom L-Hrs</th>
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2 **Right-of-Way Verification**

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<th>PM L-Hrs</th>
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<td><strong>2 TOTAL - Right-of-Way Verification (HOURS)</strong></td>
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<td><strong>4</strong></td>
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3 **Design Services**

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<th>PM L-Hrs</th>
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<td>3.3 Construction Cost Estimate</td>
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<td><strong>3 TOTAL - Design Services (HOURS)</strong></td>
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<td><strong>18</strong></td>
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<td><strong>124</strong></td>
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<td><strong>TOTAL - Design Services (LABOR COST)</strong></td>
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4 **Bid Administration & Support**

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<th>Engineer L-Hrs</th>
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<td>4.2 Pre-Bid Meeting</td>
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<tr>
<td>4.3 Bid Administration</td>
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<td>4</td>
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<td>4.4 Bid Opening</td>
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<td><strong>4 TOTAL - Bidding (HOURS)</strong></td>
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<td><strong>4</strong></td>
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<tr>
<td><strong>TOTAL - Bidding (LABOR COST)</strong></td>
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</table>
### 5 Construction Engineering and Inspection, Administration Assistance

<table>
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<th>Item</th>
<th>Total L-Hrs</th>
<th>PM L-Hrs</th>
<th>Engineer L-Hrs</th>
<th>CADD L-Hrs</th>
<th>Axiom L-Hrs</th>
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<td>5.4 Wage Compliance</td>
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<tr>
<td><strong>TOTAL - CE&amp;I (HOURS)</strong></td>
<td><strong>176</strong></td>
<td><strong>44</strong></td>
<td><strong>132</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td><strong>TOTAL - CE&amp;I (LABOR COST)</strong></td>
<td>$20,020.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Ground Survey - Work Plan For:

GROUND BASED MAPPING

Valley Regional Transit
Bus Stops

Proposal No.: P19-209

Prepared for

October 21, 2019
Valley Regional Transit Bus Stop Mapping

Purpose
The following work plan is prepared to outline the GPS Control Survey services to be provided for the Geospatial Data Development Support for the VALLEY REGIONAL TRANSIT (VRT) BUS STOPS Mapping project. SAWTOOTH LAND SURVEYING, L.L.C. (SLS) will make GPS field observations, subsequently reduce, and then provide geodetic control values and semi-permanent GPS base Station control points. The location of the ground features to be surveyed was determined by Paragon Consulting in their work plan.

Scope
SAWTOOTH LAND SURVEYING, L.L.C., (SLS) will make GPS field observations, subsequently reduce, and provide geodetic control values on field located monuments and existing features as needed per Paragon’s instruction. SLS’s field crews will use GPS RTK methodology to observe the aforementioned feature points as well as using NAD83 and NAVD88 for controlling the points.

The following are SLS’s surveying services to be performed:

Research
- Review the requested location of the existing site features prior to mobilization.
- Compile all research and provide approximate GPS coordinates to the field crews for navigational purposes.
- Request additional information from the designated survey coordinator (Joe Barton) as needed prior to mobilization (and if necessary while on-site).

Mobilization
- Mobilization will be scheduled for the site upon acceptance of this proposal and is included in the lump sum.
- Make arrangements for personnel and equipment to be at specific sites on schedule.
- Mobilization will begin after all necessary research has been completed.

Data Collection
- SLS will use Topcon dual frequency (L1/L2) GPS, GLONASS & GALILEO capable receivers. MAGNET Office software, will be used to post-process all control data.

- When using GPS, the coordinate system and initialization should be verified at the beginning of each survey setup or day by checking a known point.

- Field survey information shall be documented daily in a standard field notebook. Minimum information should include the date, temperature, wind speed, crew member initials, type of survey, instruments used, observed control points and check shots. Sketches shall be provided when applicable. The use of electronic field file notes is acceptable only for feature-specific notes.

- Verify the integrity of all primary and secondary control monuments and benchmarks to be used before commencement of surveying or mapping tasks. Identify areas that would require additional verification at regular intervals during the project.

- Routinely inspect instrumentation and equipment to ensure it is properly maintained and adjusted.

- Understand and be cognizant of the local survey environment such as coordinate systems, control monuments, laws and regulations, topography, culture, hazards and access issues.
**Project Datum and Coordinate System**

SLS will provide site control and Temporary Benchmarks derived from NAD83 and NAVD88 datums.

**Horizontal:** The horizontal coordinate system for this project will be the UTM (Universal Transverse Mercator) Zone 11, North, and will be referenced to the NAD83(1999) datum derived from OPUS Solutions.

**Vertical:** The vertical datum used will be NAVD88 derived from OPUS Solutions.

SLS will provide all survey coordinates of all points X, Y & Z to the nearest 0.001 feet. All distances are expressed in feet unless otherwise directed. A project adjustment factor for grid to ground coordinates and distances shall be provided for this work. Coordinate values for mapping shall be delivered at ground values unless directed otherwise.

**Quality Control**

- A senior review will be performed on all field activities, procedures, data collection efforts, network adjustments, calculations and deliverables. A performance and lessons learned summary shall be completed and archived for future reference for future projects.

**Deliverables**

- SLS will prepare and provide to Paragon Consulting a point report that will include point descriptions for each point as well as a digital file of the coordinate values for each point referenced to the appropriate UTM zone, NAD83(1999) datum, both units of measurement will be in US Survey Feet.
- SLS will provide all survey coordinates of all points X, Y & Z to the nearest 0.01 feet. All distances are expressed in US Survey Feet unless otherwise directed. A project adjustment factor for grid to ground coordinates and distances shall be provided for this work.
- An AutoCAD file containing the topographic data in the designated area and a representation of the existing features and the existing Right of Way per Paragon’s instructions shall be provided in AutoCAD version 2018 unless otherwise directed.
- Items collected shall be based on the email received on 10/14/19 from Joe Barton:
  a) Office research of existing R/W
  b) Field work
    i. Collect control from research
    ii. Collect a couple ground reference points to scale in an aerial photo
    iii. Collect a couple topo shots adjacent to the stop (like two cross sections of the curb/gutter/sidewalk)
  c) Draw in adjacent R/W line in the office relative to the control collected in the field

**Schedule**

- One two-man fully equipped survey crew will begin mobilization within 14 days of NTP, as directed.
- Delays due to weather or other circumstances outside the control of SLS are not factored in the above-mentioned schedule of deliveries.

**Fee Schedule:**

Site Total: $750.00 per site
# Sawtooth Land Surveying, LLC
## 2019 Rate Sheet

### Field Rates

<table>
<thead>
<tr>
<th>Crew Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Man Field Survey Crew with GPS</td>
<td>$90.00/hr.</td>
</tr>
<tr>
<td>1 Man Field Crew (HDS Scanning)</td>
<td>$275.00/hr.</td>
</tr>
<tr>
<td>2 Man Field Survey Crew with GPS</td>
<td>$135.00/hr.</td>
</tr>
<tr>
<td>2 Man Field Crew (Bathymetric)</td>
<td>$220.00/hr.</td>
</tr>
<tr>
<td>3 Man Field Survey Crew with GPS</td>
<td>$150.00/hr.</td>
</tr>
<tr>
<td>Mileage</td>
<td>$0.56 /mi.</td>
</tr>
<tr>
<td>ATV &amp; Trailer</td>
<td>$40.00/hr.</td>
</tr>
</tbody>
</table>

### Office Rates

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Land Surveyor</td>
<td>$120.00/hr.</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$95.00/hr.</td>
</tr>
<tr>
<td>AutoCAD Technician II</td>
<td>$75.00/hr.</td>
</tr>
<tr>
<td>AutoCAD Technician I</td>
<td>$65.00/hr.</td>
</tr>
<tr>
<td>Cyclone Office Scan Technician</td>
<td>$95.00/hr.</td>
</tr>
<tr>
<td>Administration</td>
<td>$30.00/hr.</td>
</tr>
</tbody>
</table>

### Per Diem

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging per person</td>
<td>$60.00/day</td>
</tr>
<tr>
<td>Meals per person</td>
<td>$38.00/day</td>
</tr>
</tbody>
</table>

Pricing is valid for 30 days. Terms are Net 30 days.
TOPIC:          FY2021 Budget Development Calendar

DATE:          October 23, 2019

Summary:
Attached is the proposed FY2021 Budget Development Calendar. The Executive Board establishes the calendar each year to guide the development and approval process for the budget. We are continuing to evolve changes in our budgeting processes including an analysis and update of the local allocation methodology, changes to staff responsibilities and training new staff on budget development activities, and establishing a 60-day public comment period in the budget development process.

Staff Recommendation/Request:
Staff requests acceptance of the FY2021 Budget Development Calendar. Staff would also like to get input from the Executive Board and the RAC on methods they believe would be effective to engage the public in the budget process.

Implication (policy and/or financial):
A calendar is necessary in order to meet all necessary budget development deadlines.

Attachments
FY 2021 Budget Development Calendar

More information:  Kelli Badesheim, Executive Director, (208) 258-2712, kbadesheim@valleyregionaltransit.org
# VALLEY REGIONAL TRANSIT

## FY2021 BUDGET DEVELOPMENT CALENDAR

<table>
<thead>
<tr>
<th>TASK</th>
<th>DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Identification of Trends and Issues for 2020 Budget</td>
<td>October 2019–December 2019</td>
</tr>
<tr>
<td>VRT Executive Staff budget preparation meetings</td>
<td>January 2020</td>
</tr>
<tr>
<td>FY2020 Budget Public Comment Period – 60 days</td>
<td>January/February 2020</td>
</tr>
<tr>
<td>Executive Board review issues and trends, and discuss the Revenue</td>
<td>February 2020</td>
</tr>
<tr>
<td>Analysis and Local Allocation Methodology</td>
<td></td>
</tr>
<tr>
<td>Establish local revenue targets that make up local jurisdiction</td>
<td>March 2020</td>
</tr>
<tr>
<td>requests</td>
<td></td>
</tr>
<tr>
<td>Budget Discussions with Executive Board – Expense Projections</td>
<td>April/May/June 2020</td>
</tr>
<tr>
<td>Executive Board Final Preliminary Budget and set public hearing date</td>
<td>July 2020</td>
</tr>
<tr>
<td>Final budget presentation to the VRT Board with public hearing and</td>
<td>August 2020</td>
</tr>
<tr>
<td>action.</td>
<td></td>
</tr>
</tbody>
</table>
TOPIC: VRT Administrative Review Guidelines

DATE: October 25, 2019

Summary:
The VRT Executive Board reviewed and recommended a policy establishing guidelines for advertising on VRT assets. The Executive Board questioned whether VRT has a policy or guidelines on reviews and/or appeals of VRT administrative decisions. The motion for the recommendation included a request to staff requiring a review of VRT policies and procedures on administrative review of staff decisions.

Staff determined there is no centralized policy or guideline on administrative review of staff decisions. A requirement for review is included in the procurement manual pertaining to protests by bidders or proposers. Absent a formal policy, VRT’s practice has been to escalate concerns related to staff decisions to the Executive Director.

Staff Recommendation/Request:
Staff recommends working with legal counsel to establish guidelines for administrative review on staff level decisions. Included in this review will be a recommendation for areas appropriate for board level review of staff decisions.

Implication (policy and/or financial):
VRT staff make decisions on a daily basis affecting individuals and groups. A defined guideline on review/appeal of staff decisions will create better transparency and a more clear definition of roles between staff’s management role and the board’s governance role.

Highlights: (use bullet points)
- Executive Board requested information on existing guidance for administrative review/appeal of staff decisions
- Staff determined there is not central guidance on administrative review/appeal

More Information:
For detailed information contact: Kelli Badesheim, Executive Director, kbadesheim@valleynregionaltransit.org
TOPIC: Navigation Playbook

DATE: October 22, 2019

Summary:

Valley Regional Transit began discussing the need for a comprehensive source of information on all mobility programs for internal trainings in addition to providing our Help Desk representatives with standardized talking points in the spring of 2019. This comprehensive source will be known as the Navigation Playbook, which will be comprised of all mobility programs housed under VRT in addition to those offered by our community partners. The Navigation Playbook focuses on the first-time customer population, in addition to providing tips on how to use the services efficiently.

In addition to providing a robust overview of each program, the Navigation Playbook will also provide a step-by-step approach for starting mobility collaboration projects based on approaches used to start the Downtown Mobility Collaborative. These tools will help VRT staff and community partners understand the value of mobility collaboration, in addition to providing a seamless guide to starting a collaborative.

The Navigation Playbook is currently being drafted by both Mobility Navigators with the support of VRT staff and feedback from Help Desk supervisors. The Navigation Playbook draft will be completed by the end of January, 2020. The Navigation Playbook will serve as one of the primary training tools for all VRT staff and Help Desk representatives.

Staff Recommendation/Request:
This is an information item only.

Implication (policy and/or financial):
This Playbook is budgeted for in the FY 2020 Marketing Initiatives

More Information: Kaytlyn Marcotte, Mobility Navigator, 208-258-2722, kmarcotte@valleyregionaltransit.org
**TOPIC:** Public Comments Summary Report

**DATE:** October 22, 2019

**Summary:**

The VRT Executive Board and the Regional Coordination Council (now the Regional Advisory Council) began discussing the need for a comprehensive public comment report regarding ValleyRide bus/ACCESS services in fall 2016. This report would provide a general overview of comments and suggestions made by the public that were entered into our FleetNet document management system by VRT staff and Help Desk representatives.

In addition to providing an overview on what the public has to say about our transportation services, the report could be used as a tool by VRT and services management staff to identify problem areas and address those concerns.

The first two reports that were produced analyzed data from the first half and second half of fiscal year 2017. A decision was made to produce one public comment report that covered a full fiscal year beginning in fiscal year 2018 (which began October 1, 2017). The attached FY 2019 report is the latest report and includes information from the FY 2018 report for comparison purposes.

**Staff Recommendation/Request:**
This is an information item only.

**Implication (policy and/or financial):**
No projected financial implications other than staff time needed to secure the information and write the report.

**More Information:** Mark Carnopis, VRT Community Relations Manager, 258-2702 or mcarnopis@valleyregionaltransit.org
VRT Public Comment Report

The following report contains public input received by Valley Regional Transit and entered into our comment database. The reporting period is fiscal year 2019 (October 1, 2018 – September 30, 2019).

Summary: During fiscal year 2019, **839 service desk reports** were entered into our database. This compares to 650 service desk reports collected in FY 2018.

**BREAKDOWN BY TYPE OF INPUT**

FY 2019 breakdown:
- Complaints*: 671
- Compliments: 51
- Service requests: 13
- Suggestions: 104

FY 2018 breakdown:
- Complaints: 489
- Compliments: 51
- Service requests: 14
- Suggestions: 96

**BREAKDOWN BY SERVICE CATEGORY**

**BOISE**

Demand Response (ACCESS)

<table>
<thead>
<tr>
<th></th>
<th>Complaints</th>
<th>Compliments</th>
<th>Service Requests</th>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>44 (26 valid)</td>
<td>7</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

**Top complaint categories breakdown:**
- On-time Performance, 18 complaints, 14 valid, two invalid, two inconclusive
- Discourteous Driver: 8 complaints, 1 valid, 5 invalid, 1 inconclusive
- Aggressive/Careless Driving: 8 complaints, 2 valid, 5 invalid, 1 inconclusive

**Fixed Line**

<table>
<thead>
<tr>
<th></th>
<th>Complaints</th>
<th>Compliments</th>
<th>Service Requests</th>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>350 (146 valid)</td>
<td>22</td>
<td>6</td>
<td>73</td>
</tr>
</tbody>
</table>

**Top complaint categories breakdown:**
- Discourteous Driver: 67 complaints, 15 valid, 52 invalid/inconclusive
- On-Time Performance: 63 complaints, 35 valid, 28 invalid/inconclusive
- Missed Passenger: 57 complaints, 30 valid, 27 invalid/inconclusive
- Aggressive/Careless Driving: 42 complaints 19 valid, 23 invalid/inconclusive
- New Route changes: 35 complaints, 25 valid, 10 invalid
- Policies and procedures: 17 complaints, 6 valid, 13 invalid/inconclusive
- Traffic related: 11 complaints, 4 valid, 7 invalid/inconclusive
Nampa/Caldwell
Demand Response (ACCESS)

<table>
<thead>
<tr>
<th>Complaints</th>
<th>Compliments</th>
<th>Service Requests</th>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 (3 valid)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Discourteous driver: 1 complaint, valid
On-time performance: 1 complaint, valid
Policies and procedures: 1 complaint, inconclusive
General recommendation: 1 complaint, invalid
Time schedule recommendation: 1 complaint, valid

Fixed Line

<table>
<thead>
<tr>
<th>Complaints</th>
<th>Compliments</th>
<th>Service Requests</th>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>68 (31 valid)</td>
<td>1</td>
<td>5</td>
<td>2</td>
</tr>
</tbody>
</table>

Top complaint categories breakdown:
On-Time Performance: 20 complaints, 13 valid, 7 invalid/inconclusive
Missed Passenger: 12 complaints, 4 valid
Aggressive/Careless Driving: 7 complaints, 1 valid, 6 invalid/inconclusive
Discourteous Driver: 7 complaints, 1 valid
Aggressive/careless drivers: 7 complaints, 3 valid, 4 invalid/inconclusive

Help Desk Customer Service

<table>
<thead>
<tr>
<th>Complaints</th>
<th>Compliments</th>
<th>Service Requests</th>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 (6 valid)</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Inaccurate/conflicting information: 7 complaints, 3 valid, 4 invalid/inconclusive
Inaccurate/Conflicting Information: 3 complaints, 2 valid
Policies and Procedures: 1 complaint, valid
Discourteous Customer Service: 1 complaint, invalid
Policies and Procedures: 1 complaint, invalid
Discrimination: 1 complaint, invalid

Goride Vehicles

<table>
<thead>
<tr>
<th>Complaints</th>
<th>Compliments</th>
<th>Service Requests</th>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 (8 valid)</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Missed Pickup: 18 complaints, 5 valid, 13 invalid/inconclusive
Aggressive/Careless Driving: 2 complaints, both valid
Missed Pickup: 18 complaints, 5 valid, 13 invalid/inconclusive
Misc.: 1 complaint, valid
INTERCOUNTY SERVICE

<table>
<thead>
<tr>
<th>Complaints</th>
<th>Compliments</th>
<th>Service Requests</th>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>148 (102 valid)</td>
<td>12</td>
<td>2</td>
<td>10</td>
</tr>
</tbody>
</table>

*Top complaint categories breakdown:*
- On-time Performance: 67 complaints, 42 valid, 25 invalid/inconclusive
- New route changes: 22 complaints, 18 valid, 4 invalid/inconclusive
- Aggressive/Careless Driving: 10 complaints, 2 valid, 8 invalid/inconclusive
- General Recommendations: 9 complaints, 6 valid, three invalid
- Missed Passenger: 8 complaints, 3 valid
- Discourteous Driver: 6 complaints, 2 invalid, 4 inconclusive
- Time schedule recommendations: 6 complaints, 5 valid, 1 invalid

VALLEY REGIONAL TRANSIT – Information Technology

<table>
<thead>
<tr>
<th>Complaints</th>
<th>Compliments</th>
<th>Service Requests</th>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 (11 valid)</td>
<td>1</td>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>

- Bus tracker: 8 complaints, 6 valid, 2 invalid
- WiFi: 5 complaints, all valid
- Website: 3 complaints, 2 valid, 1 invalid

VALLEY REGIONAL TRANSIT – Mobility

<table>
<thead>
<tr>
<th>Complaints</th>
<th>Compliments</th>
<th>Service Requests</th>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 (1 valid)</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

- General suggestions: 2 complaints, 1 valid, 1 invalid
- Lyft/First Mile, Last Mile: 2 complaints, both invalid

VALLEY REGIONAL TRANSIT – Main Street Station

<table>
<thead>
<tr>
<th>Complaints</th>
<th>Compliments</th>
<th>Service Requests</th>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 (1 valid)</td>
<td>2</td>
<td>0</td>
<td>4</td>
</tr>
</tbody>
</table>

- Transit equipment/facilities: 1 complaint, invalid
- Miscellaneous: 1 complaint, valid

* All complaints are reviewed by staff. There are three categories of conclusion: Valid, Invalid, and Inconclusive.

** This report does not include all entries into the public comment database. It does include all entries concerning service performance.
## VALLEY REGIONAL TRANSIT
### FY2020 PROCUREMENT CALENDAR

**EXECUTIVE BOARD / VRT BOARD OF DIRECTORS**

<table>
<thead>
<tr>
<th>Goods/Service</th>
<th>Total Procurement Amount</th>
<th>Potential Executive Board Action</th>
<th>Potential VRT Board of Directors Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Call Transit Bus Graphics and Associated Services</td>
<td>Approx.: $125,000 annually or $625,000 over five years.</td>
<td></td>
<td>January 6, 2020</td>
<td>Valley Regional Transit (VRT) is seeking on-call contractor services to print, install, remove and repair graphics on its fleet of buses and shuttles. Term: Two years with three one year extensions.</td>
</tr>
<tr>
<td>Fixed Line 35’ Buses – Ada County – Four Electric</td>
<td>$3,028,500</td>
<td></td>
<td>January 6, 2020</td>
<td>VRT will be seeking proposals for four fixed line electric buses for Ada County. There is a possibility that VRT will use an already approved Statewide procurement for this purchase.</td>
</tr>
<tr>
<td>Bus Stop A &amp; E</td>
<td>$70,000 - $75,000</td>
<td>November 4, 2019</td>
<td></td>
<td>VRT will be working with On-Call A &amp; E vendor to design the 2020 bus stop improvements approved in FY2020 budget</td>
</tr>
</tbody>
</table>

**Upcoming/Active Procurements:**

*Executive Board Approval Levels: $50,000 - $199,999*
*VRT Board of Directors Approval Levels: $200,000 and over*

Updated 10/22/2019
TOPIC: Executive Director Report
DATE: October 25, 2019

Valley Regional Transit is in the process of closing FY2019 and opening FY2020 fiscal year. The staff worked over the summer to prepare for the transition, which has been seamless, and set the finance and administrative foundation for the new-year. The Executive Board will review the preliminary financial reports for FY2019 at the December meeting. Staff completes the final close of the finances after the audit scheduled for the first two weeks of December.

I am working closely with staff to document new processes and procedures for programming projects, developing multi-year and annual budgets, and aligning the work in those areas to our federal grant administration responsibilities.

VRT staff is getting ready to launch the Downtown Mobility Collaborative in downtown Boise. The project is on schedule and the key strategic milestones are complete. I have also been setting up the work program for the RAC. The RAC and Executive Board will discuss this at the November meeting.

I will be continuing my work with the State Street Executive Group and the City of Boise Strategic Team. I am working with key staff in Canyon County to form a new Strategic Planning Team focused on Canyon County. The objective is to ensure VRT’s service development is aligned with the strategic goals of Canyon County jurisdictions and agencies. We are also seeking a more effective process to align our work more closely to the decision-making process in Canyon County. The approach is being informed by an internal staff initiative to consider services changes, marketing supports, and service quality improvements needed to achieve better outcomes in Canyon County with available funding levels.

I have taken on the staffing support for the VRT marketing initiatives. We will be evaluating the opportunity to fund a staff position through proceeds achieved in the fleet media sales. VRT staff and board leadership have recognized over the years the nexus between marketing initiatives and achieving the performance we want to see from our services.

More information: Kelli Badesheim, Executive Director, 208-258-2712, kbadesheim@valleyregionaltransit.org
TOPIC: Development Department Monthly Report
DATE: November 4, 2019

Summary: Update of Development Department activities for the month of October 2019

VRT Strategic Plan
Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making
- ValleyConnect 2.0 (VC2.0)
  Jill Reyes has started her new position as the planning programmer. Since starting she has been working on updating the Local Allocations for our funding partners. Over the next 6 months VRT will be drafting a 5-year work plan that includes the next elements of VC2.0.

- Programming
  - Local and Federal Allocations – VRT staff will pick up the conversation of updating the local allocations methodology. Staff will engage local funding partners and propose a methodology that;
    1. identifies local funding needs;
    2. is responsive to the budgets and priorities of local jurisdictions;
    3. meets the needs of local jurisdiction budgetary process;
    4. provides opportunity for the public to comment on transit needs in their community; and
    5. equitably shares costs among funding partners.

Increase Ridership and Revenue
- Fare Project
  VRT implemented the fare increase on October 1, 2019. The change was completed with outreach to the drivers, and riders through static signs on the bus and at the major transit centers, webpage announcements, training meetings, e-mail alerts, phone messages, social media ads, press releases and several news stories.

  Along with the fare increase VRT has made the following changes to make it easier for people to ride the bus:
  - Expanded mobile ticketing (Valley Connect application) to include youth, seniors and people with disability
  - Removed the minimum purchase requirements for credit card transactions at Main Street Station, Happy Day Transit Center and the Meridian Offices
  - Added change machines at Main Street Station and Happy Day Transit Center so riders can make change for larger bills without converting all their money into a bus fare.
VRT staff is monitoring the fare revenue received for October and comparing it to monthly fare revenues from the previous year. We will also be tracking changes in ridership. Initial results are showing greater revenue through mobile ticketing (Valley Connect Application) then at this time in the previous month.

**Goal 3 - Build institutional and regional capacity**

**Regional Capital Enhancements**

- **Boise Operations Facility Upgrades**
  HVAC/CNG project is 90% complete with an expected completion date of late fall 2019. The project is currently waiting on a small compressor room addition which is currently at the City of Boise for permit approvals. The CNG compressor rebuild was completed in May 2019. Upgrades to the fuel island and office are programmed in the FY20 budget and will begin once the grant dollars are secure after TRAMS opens in November 2019.

- **Happy Day Transit Center Upgrades**
  The Executive Board approved initial design funding at the November 2018 Executive Board meeting. Cost estimates, material testing and mitigation studies have been completed as part of that effort. VRT is still waiting on grant funding in order to begin the construction side of this effort. Local Match may not be available for this small urban project due to the fact that the Compressed Natural Gas Rebate (CNG Rebate) has not been awarded this fiscal year, but the federal dollars are ready to be implemented as soon as local match can be identified.

- **Regional Facilities and Infrastructure Plan / Facility Maintenance Plan**
  Staff is drafting the Facilities and Infrastructure Plan currently and has engaged a technical writer to assist in the plan completion later in the fall of 2019. The plan is currently posted on VRT’s website for review/comment. Once the Facilities and Infrastructure Plan has been reviewed by staff, the technical writer will assist in updating the current Facility Maintenance Plan to match the new Facilities and Infrastructure Plan for the region.

- **Electric Bus Infrastructure**
  Staff has met with Idaho Power and started the process of designing the upgrades needed from Idaho Power to feed the new electric bus chargers. Once design documents are complete from Idaho Power staff will begin the owner side work of upgrading infrastructure for chargers downstream of Idaho Power.

- **Main Street Station**
  No new items to report this month for the site but staff is working to finalize an additional facility maintenance engineer/facility master technician to assist in the maintenance of MSS and the technical equipment at the Boise Maintenance Facility such as the fuel island.

- **Bus Stop - Accessibility, Prioritization and Review**
Staff has completed the task of working with the Regional Advisory Committee (RAC) on the Bus Stop Accessibility and amenity goals. For FY20 staff will complete the prioritization process using recent ridership by stop numbers to program and reconstruct/renovate bus stops based upon the accepted prioritization process for the jurisdictions who provided funding.

- **State Street Corridor Projects**
  State Street Executive Team met in September and directed the Technical Team to make recommendations on performance measures for the goals of the State Street project. The Technical Team met in October and will recommend the following draft performance measures.

  1. Maximize the movement of people within the physical constraints of the corridor
     a. Person throughput – People per hour per lane or intersection
     b. Travel time reliability
  2. Minimize the cost of travel in the corridor (including person delay, reliability, household costs spent on transportation, etc.)
     a. Auto ownership by households in the State Street corridor
     b. Household costs on transportation in the corridor
  3. Maximize the development opportunities along the corridor, and facilitate the development of high-quality public spaces
     a. Residential and commercial development at State Street nodes based on the TTOP
     b. Walkscore along the corridor and at nodes

- **Performance Measures**
  VRT staff prepared the 3rd Quarter Dashboards and detail sheets. Staff will continue working on performance areas that are still under construction. Staff will also work on making performance data available online.

**Other Development Activities**

- **Title VI** – Next submittal will be October 2020.
- **Grant Opportunities** – VRT was awarded a competitive federal grant to purchase 8 electric transit vehicles and the supporting infrastructure. It is expected that the new vehicles will be in service by the first or second quarter of FY 2021.

**More Information:**
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TOPIC: Operations Department Monthly Report
DATE: October 23, 2019

Summary: Status update of activities related to contracted transportation services, Specialized Transportation services, information technology and intelligent transportation systems, compliance, customer service support and regional operations.

Highlights:

Contracted Transportation
- Boise operations provided bus training for trainers and service animals.
- Boise operations provided transportation for kids and their families from St. Luke’s Mountain State Tumor Institute to two Boise State football games.

Specialized Transportation
- Staff is working with a new company to provide a scheduling system for the Rides to Wellness program. Staff expects the new system in place by the end of November.

Information Technology and Intelligent Transportation Systems
- Prior to the fare change, staff programmed databases and equipment to ensure there was no interruption of service for passengers, operators, and customer service staff.

Compliance
- Staff and contracted operators researched and answered all findings from the Federal Transit Administration Drug and Alcohol audit. Currently waiting for confirmation that all findings have been resolved.

Customer Service Support
- Customer Service hired two new Mobility Coordinators.
- Staff is working on a new training program for new customer service agents.
- Staff was trained in preparation for the fare change to ensure a smooth transition.

Regional Operations
- VRT staff traveled to Reno Nevada to talk with the transit agency to discuss their transition to electric buses. Reno started using electric buses in 2013. The agency stated that earlier versions of electric buses and charging equipment has had it challenges. With newer, and more advanced technology continuing to come on line, they have seen a much more stable fleet. Staff is planning a trip to Park City Utah to talk with that transit agency to discuss their recent transition.
- VRT staff made the decision to remove the $10.00 limit on purchases when using a credit/debit card. Staff purchased Square point of sale equipment and implemented on September 23.

Updates:

Contracted Transportation
- Ada County and Canyon County operations is working with VRT staff to finalize service changes planned for April 2020.
Specialized Transportation
- With the adoption of the FY20 budget by the VRT Board, staff ordered four replacement vehicles. Staff expects to have these buses in service during the second quarter of FY20.

Information Technology and Intelligent Transportation Systems
- Staff completed all hardware replacement purchases for FY219.
- Staff completed ride check validation on all vehicles with automatic passenger counter equipment. Hardware vendor, Urban Transportation Associates is currently verifying data.
- Security protocols failover tests conducted successfully, but deficiencies with network infrastructure design may cause single points of failure. Equipment has been purchased and staff will install.

Compliance
- Currently working with all departments to ensure Davis-Bacon Act compliance for FY19
- Currently working with staff to streamline monthly reporting to ensure on time reporting and accurate data

Customer Service Support
- Customer service agents handled 4,878 calls. 19% of the call were abandoned, which is a total of 871 calls. Average call time was 2 minutes, 43 seconds. Average hold time was nine seconds.
- Staff continues to see an increase in sales for mobile ticketing. September sales totaled $3,782.50.

Regional Operations
- Staff completed updates to the ACCESS handbook and brochure. Changes were implemented on November 1. All registered clients will be notified via regular mail.
- Staff began discussions with Idaho Transportation Department – Public Transportation staff regarding the Public Transportation Agency Safety Plan (PTASP). This plan will be in place July 20, 2020.

More Information: Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org
Summary
This memo provides an update on the accomplishments of the Finance Department.

VRT Strategic Plan
Goal 1 – Demonstrate responsible stewardship of public resources

Highlights:

Budget/Finance
- Finance staff working on closing FY2019 and compiling financial information for the Authorities independent auditors in preparation of the FY2019 audit.
- The FTA triannual audit will take place in calendar year 2020.
- Finance staff will begin preparing to submit the Authorities FY2019 National Transit Database information.

Grant Management
- Grants and Compliance Administrator is working on the following:
  - Preparation of grants for FY2020
  - Application Input for TAP Canyon County Safe Routes to School
  - TIP admin modifications with COMPASS and Carryforward
  - Milestone Reporting
  - FFR Reporting (oversee)
  - Subrecipient Agreements
  - Project set up and funding
  - Finalizing and closing out FY19 projects and roll-ups

Procurement
- Grants and Compliance Administrator is working on:
  - Preparation for Year End Audit information request
  - Finalizing procurements for Bike Share, Rides2Wellness, Transit Bus Graphics for Advertising (overseeing)
  - Contract preparation for procurements
  - Updating procurement crosswalk for FY2020 for tracking

For More Information: Contact Jason Jedry, Finance Controller, (208) 258-2709, or e-mail: jedry@valleynregionaltransit.org
TOPIC: Community Projects/Outreach Efforts Update
DATE: October 18, 2019

Summary: This memo provides updates on current and future community outreach efforts, including those related to VRT Strategic Plan goals.

VRT Strategic Plan
Goal 2 - Build community partnerships/build advocates for public transportation
- Regional Outreach Toolkit and Speakers Bureau
Goal 3 – Build institutional and regional capacity
- Secure stable funding sources
  - Public transportation ambassadors and outreach campaign
  - Coalitions and partnerships

Highlights
- I am the coordinator of the Community Relations Plan Work Group that is developing an outreach plan. The early work of the group will center on a work plan to get staff to “live the brand” through common messaging, consistency in the look of printed materials, talking points, and focused branding. The work group will also review a first draft of a plan that focuses on outreach efforts outside our organization.
- I continue to work with a Boise State intern on two projects: the redesign website pages with information about our routes and schedules to make it more readable, and the development of a performance page that will contain information about ridership among other topics.
- I am working with staff to improve the use of our social media outlets. That includes developing a schedule that ensures regular posting of information to our Facebook page and guidance as to how to respond to specific types of (negative) postings.
- I am finishing up a draft New Service Public Engagement and Notification Policy that will provide guidance on when and how we contact homeowners and businesses that will be impacted by changes in bus routes (e.g. pathways and new bus stops). It will also address marketing and promoting these service changes and improvements to residents and business along new routes or changes to existing route pathways.
- Planning has started for our annual Stuff the Bus toy drive, usually held the first Saturday in December. We work with the Salvation Army, KTVB-Channel 7 and Fred Meyer to collect toys that are brought to buses parked outside Fred Meyer stores.

More Information: Mark Carnopis, Community Relations Manager, 208 258-2702, or mcarnopis@valleynregionaltransit.org