

PACTS

Portland Area Comprehensive Transportation Committee

PACTS Transit Committee Meeting Notice

Thursday, December 13, 2007, 9:30 a.m.
GPCOG, 68 Marginal Way, Portland
Agenda

1. Call to order
2. Approval of Minutes from the last meeting (attached)
3. Status Reports
4. Review Timeline/Work Plan (attached) – 5 min.
5. Allocation Formulas for Future (FY 2008/2009) 5307 and STIC Funding – 5 min.
6. PACTS 2009 High Priority Projects Candidates List (attached) – 10 min.
Presentation and discussion of the updated transit proposal and prioritized list.
7. Surface Transportation Program (STP) Application (attached) – 20 min.
8. PACTS Transit Study Implementation Status Reports – 30 min.
 - a. Regional Map and Timetable
 - b. Regional Route Study, New Draft Scope (coming soon)
 - c. Transit Planning in Comprehensive Planning Process
 - d. Regional Pass System
 - e. Other – in order of priority
9. Separate meetings for “Operations” vs. Policy?
10. Information Sharing/Round Table Discussion/Check-In/What’s Up
 - a. Saco Bay Transit Study Presentation – 15 min.
11. Other Business
 - a. PACTS Offsite Retreat #2/Transition Team Status Report
 - b. Transit Summit
 - i. Joint Resolution Signing Ceremony
12. Next Meeting Date (January 10 @ 9:30 a.m., at Saco City Hall), Agenda
13. Adjourn

Attachments: November 8 PTC minutes, Status Reports (separate e-mail), Timeline/Work Plan, Draft 5307 Formula description, High Priority Projects List, Draft STP Application, Draft Regional Route Study Scope (separate e-mail), Committee Roster

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PACTS Transit Committee Minutes
November 8, 2007
9:30 a.m. at Saco City Hall

Members Present: Tom Meyers, SPBS; Sara Behr, MaineDOT; Ed Clifford, ShuttleBus/Zoom; Catherine Debo, CBITD; Connie Garber, YCCAC; Tom Gorrill, Gorrill-Palmer; David Redlefsen, METRO

Members Absent: John Bubier, Biddeford; Patricia Quinn, NNEPRA

Staff and Guests: Maddy Adams, GPCOG; Neal Allen, GPCOG; John Duncan, PACTS; Art Handman; Steve Linnell, GPCOG; Tom Reinauer, SMRPC; David Willauer, GPCOG

- 1. Call to Order.** Tom Meyers called the meeting to order at 9:35 a.m.
- 2. Approval of minutes from October 11, 2007.** Under Item 4. Revised Timeline/Work Plan - Sara pointed out that the public comment period is only needed if the work plan is being amended. Also, under Item 8. Information Sharing - MaineDOT actually called the New Freedom Meeting. Regional transit providers will be contacting committee members regarding the program. New Freedom will be discussed at the MTA meeting but a separate meeting will not be occurring. The minutes were approved by the Committee with the above-noted amendments.
- 3. Committee Reports.** Steve reported that the Planning Committee continued their discussion on impact fees. Mark Eyerman gave a presentation from his perspective. It appears that impact fees might not be the right path to choose for funding transit. Connie mentioned that in Biddeford, impact fees were used with the Biddeford Crossing development. The developers brought the idea to the City. It was a pro rated share of operating the bus to that part of the city. John D. mentioned that state law says you can use impact fees for capital purposes but not for operating. Members of the Planning Committee are pursuing other ways to fund transit. David W. proposed that the Committee Reports be called Status Reports to be consistent with what is done for the Policy Committee. It provides updates on various things that are going on in addition to committee reports. The Committee agreed to change committee reports to status reports.
- 4. Review Timeline/Work Plan.** The line item 'FTA budget items' needs to be moved to January. A public comment period can also be shifted. David W. said that PACTS and COG do plan to do a public comment meeting again to provide an opportunity for the public to ask questions about PACTS and COG. The item for December - provider information - was moved to November.
- 5. Allocation formulas for future 5307 and STIC funding.** Steve asked John D. if it was necessary to have the Policy Committee bless the procedure that is being used. John responded that in the past the Policy Committee has seen what each provider has received but they were informed as to how those numbers were arrived at, so it would be a good idea to provide that information to the Policy Committee. Tom M. suggested that we wait until we get to the point when the allocation recommendations are actually made; we will provide the methodology at that time. After further discussion, it was decided that a brief informational piece on the methodology be provided as an item on the Policy Committee's consent agenda. It was suggested that the Transit Committee be well represented when this item is presented to the Policy Committee. Staff will write up a few paragraphs about the methodology used for 5307 funding in the past and how it is being proposed to be done today.

- 6. PACTS 2009 High Priority Projects Candidates List.** A decision needs to be made by this Committee today. It was asked if an inflation factor was considered in the \$15,000,000 being proposed. Tom M. explained how he arrived at the \$15,000,000 number. Connie asked if we should be adding more funds regarding expansion of the transit fleet, as mentioned at the last meeting. This money is intended to be for the reauthorization. David W. stated that any list that is generated should be generated with some type of priority. If there is less money available, we may need to prioritize the items on our list -- buses, vans, passenger ferry. Tom M. said that if that happens, he would have a conversation with Barbara Donovan at MaineDOT for the best way to use the funds. Ed asked what would be a good amount to do ITS and if that number should be plugged into this list for the HPP. David responded that it wasn't plugged into this list as the buses will come with some ITS components. Tom M. said that he is comfortable with what we have listed; we can worry about slicing and dicing when and if the time comes.

Do we want to factor in the idea of bus expansion? John D. pointed out that if Congress appropriates the money for a number of buses, you will need to have the money to operate those buses. Steve noted that on the introductory page for this item, there is a very brief summary of responses to the HPP list and most people were requesting more transit. Tom noted that we can add words to expand the current level of service as recommended in the Transit Study or leave it status quo. John D. encouraged changing the wording to reflect the need for expansion of the fleet and recommended changing the number. Connie suggested adding an assortment of vehicles and include the prices Tom used when doing the inventory. Tom M. will redraft the language and bring the number up to a suitable number and then share the new language with the committee.

- 7. Surface Transportation Program Application Process.** Steve provided a handout. Do we want to look more closely at the Transit Study and form a subcommittee? Tom explained that STP comes from FHWA and the Policy Committee has agreed to allocate a certain amount of the funds to transit. Seven percent of the FHWA funds that come to the MPO are allocated to the Transit Committee. In the past we have put together a process using *Destination Tomorrow* criteria as weighted factors. Providers will submit proposals and then they will be scored by SMRPC, PACTS and GPCOG. We are starting the process again for a new biennium. Some set-asides have already been promised. There were questions about whether or not those set-asides impact the new 7% or not. Catherine said that it was her understanding that she would have to submit her ferry proposal again. Tom M. said that projects will be evaluated on merit and how they are weighted; deferred projects will take priority. If you submitted a project for funding last year that didn't get funded, you will have to submit it again and it will not have a higher priority than other new projects.

Tom suggested that everyone have a chance to review the STP application process and we will discuss this again at the next meeting. Connie suggested that priorities from the Regional Transit Coordination Study be included as part of the scoring criteria. Steve and Tom R. will put together a list of the projects that were approved along with the amount of funding, and prepare a draft of the process that will be available for discussion at the next meeting. It was suggested that the projects that didn't get funded also be included.

8. PACTS Transit Study Implementation Status Reports.

- 8a. Regional Map and Timetable.** The group working on this project hasn't met in awhile. Tom R. and Steve should be more involved in this and it seems to have fallen off the radar. Tom M. agreed that the staff is the group that should be implementing the recommendations on behalf of the PTC. We'll need to talk with Patricia to see how staff can get more involved in moving this project along. Connie noted that Patricia was very kind to step in and offer her assistance but it could only go so far. David added that Patricia also said she would fund it, although she didn't provide any details as to how many she would fund, etc. Connie stated that if it is a product that is in the final stages, we can

split the printing costs accordingly. Ed noted that Patricia was looking at the map from a tourism perspective and it needs to be more than that. We need to get the group that was working on this project together with staff to move the map along. The timetable would be the next phase.

8b. Regional Route Study, Draft Scope. David W. has shared this document with Connie and Tom; Connie added some comments. The Saco Bay Transit Study was the first step in this process. This next part will complement the Saco Bay Transit Study. We are proposing hiring a consultant to do the Regional Route Study but will have staff do the outreach work. The PTC will serve as the oversight board for the study. It will be about a seven-month process. David asked if we have the right study elements. For example, #7 - school transportation - this was never going to be part of the study but now may need to be. We will be developing an RFP. Connie noted that we have already given our blessing and we should proceed. Ed pointed out that the budget for the Saco study was double this amount so he was concerned that the budget was too little. David W. explained that it is because the money got cut. It was originally a \$60,000 study and now it is \$30,000.

Connie noted that all systems should be looked at. There was further discussion. It was mentioned that whoever works on this study should have a conversation with the consultant doing the Peninsula Transit Study. Tom G. thought that the timeline seemed tight. METRO needs to have recommendations by May with implementation by Labor Day. The timing is right for Portland to revamp its routes. Falmouth needs to make a quick decision or Route 7 will be done. Tom M. suggested that the Transit Summit might be an avenue to have a discussion about this. At the Summit, perhaps we could talk about the steps that have been taking place to revamp and rework the system. The Transit Summit is scheduled for November 27th from 8-12. Tom R. said he hoped that this summit would show what has been going on and discuss how we can all work together.

David R. said he would like to see the studies run in parallel. The Regional Route Study will work with all the different transit providers and CBITD. The focus is to increase ridership. Some of the things from the Peninsula Transit Study need to be framed before the Route Study can get going. The Route Study perhaps should be a little behind the Peninsula Study. It was suggested that coordinating this study with the Peninsula Transit Study be included as an element. The Downeaster is included as an element under 4b.

8c. Transit Planning in Comprehensive Planning Process. It was suggested that we should be providing updates to the Planning Committee on things we are doing. It is a good idea to have transit faces at the Planning Committee meetings. Connie mentioned opportunities for joint development. The Wells Transportation Center doesn't know how to invite commercial entities into the structure. Tom R. noted that they are trying to keep up to date on what is happening with the Saco train station development. Also, It would be good to notify committee members when MaineDOT scoping meetings will be occurring.

8d. Regional Pass System. It was submitted as a project to FHWA but it was dropped off the list.

9. Information Sharing/Round Table Discussion - The Saco Bay Transit Study presentation will be moved to the December agenda.

10. Other Business.

10a. PACTS off-site retreat. PACTS is revisiting the entire PACTS process including committee structure, make-up, funding, etc. If you have any thoughts, let Tom M. know as he will be at the retreat.

10b. Transit Summit. David W. provided background on the first summit. This Summit was initiated by an elected official. Jim Cohen and Jeff Monroe are the primary planners for this Summit. Tom M. has been invited to be a part of the planning committee. David distributed a draft agenda that has not yet been approved by the Planning Committee. We don't know the goal of the summit. Tom M. pointed out that we need to take advantage of this opportunity to talk about transit before elected and public officials. We are showing how regionalism is being accomplished one step at a time. Let's make the best use of the Summit. A planning meeting is scheduled for tomorrow.

Joint Resolution signing - Tom M. will be meeting with the RTP Board to talk about signing the resolution. And even though METRO's Board first received it in September, they have not yet taken an official vote. If all the transit providers' boards of directors do not agree, we won't be doing a signing ceremony. As suggested in the Transit Study, a joint meeting of the various Boards should be hosted by the PACTS Transit Committee. It might help us avoid this problem. We could even convene a Transit Summit each year.

11. Next meeting date. The next meeting is scheduled for December 13th at 9:30 a.m. at GPCOG. A presentation of the Saco Bay Transit Study will be on the agenda, as well as further discussion of the STP application process. The Transit Committee deals with policy and operations items. We need to think about how we can do implementation as well.

12. Adjourn. the meeting adjourned at 12:30 p.m.

Agenda Item #3:

Status Reports

The Policy Committee held a second retreat on Nov 14. The focus continues on possible new PACTS organizational frameworks.

The Technical Committee

The TIP Process Committee

PACTS Portland Peninsula Transit Plan (\$75,000)

The consultant team is nearly under contract, study to begin in Jan 08

PACTS Regional Route Study (\$30,000)

RFP to go out in Dec 07, study to begin Winter 08

Regional Bus Transit Summit Over 70 people attended the 2nd Annual Region Bus Transit Summit on Nov 27. The Governor participated in the Joint Resolution which was signed by MaineDOT, the seven public transit agencies and two private operators.

GPCOG staff presented to Lakes Region Managers on Nov 28 a methodology for how the local funds will be allocated for the proposed Lakes Region Transit Service.

GPCOG and PACTS are helping the MaineDOT with three public meetings regarding the final draft of their I-295 Corridor Study and Portland North Alternative Transportation Study.

Portland December 11, 2007 (7-9 p.m.)
State of Maine Room Portland City Hall, 389 Congress St. Portland
I-295 Corridor Study Report presentation

Personnel Changes

Julia Dawson has accepted a Senior Transportation Planner position at the Southern Maine Regional Planning Commission. Julia has contributed great planning and programming work to the PACTS multi-faceted process.

Kathy Fuller is the new Chief of Transportation System Planning. This position will lead and oversee the Bureau of Transportation System Planning which is being formed as a result of the Planning Process Evaluation.

Agenda Item #4

Draft Timeline/Work Plan for the PACTS Transit Committee

Fiscal Year 2007:

May	<i>Approve New Work Plan /UPWP</i>
	<i>Begin development of Allocation Formula for 5307 and STIC Funds</i>
June	Adoption of Regional Transit Coordination Study
	Evaluation of the Committee (year 3)

DRAFT 12/7/2007

Fiscal Year 2008:

<i>July 2007</i>	Continue development of Allocation Formulas for 5307 and STIC, '08/'09
	Complete Regional Transit Map
	Participate in PACTS High Priority Projects list development
August	<i>Provide input to PACTS Process Review</i>
September	<i>Participate in PACTS TIP Process Review, including JARC</i>
October	Adopt an Allocation Formula for 5307 and STIC
November	Public comment period for Section 5303 and 5307 funds, '08/'09 (pending release of Federal Register notice)
	FTA Budget announced (tentative)
	Develop Study Proposals for 5303 and 5307 Planning funds
<i>December</i>	Provider information (ridership, miles, etc.) due (move to November)

<i>January 2008</i>	Submit recommendation to Policy Committee for FTA Section 5307 funds
<i>February</i>	<i>Submit STP proposals to staff for ratings</i>
	FTA Budget announced (tentative)
<i>March</i>	
<i>April</i>	Appoint Nominating Committee for new Officers Adopt STP proposals for submission to Policy Committee
May	
<i>June</i>	Annual evaluation of Committee (year 4) Elect New Committee Officers
<u>Fiscal Year 2009:</u>	
<i>July 2008</i>	Review criteria for submitting proposals for 2010/2011 STP Capital
<i>August</i>	
<i>September</i>	
<i>October</i>	
<i>November</i>	FTA Budget announced (tentative)
<i>December</i>	Provider information (ridership, miles, etc.) due
<i>January 2009</i>	Operators submit requests for planning functions and funding
<i>February</i>	Draft Unified Planning Work Program (UPWP) submitted and first review
<i>March</i>	Review UPWP
<i>April</i>	Complete recommendations to Policy Committee re: UPWP
<i>May</i>	
<i>June 2009</i>	Annual evaluation of Committee (year 5)

Other tasks:

- Execute the Implementation Schedule for the ***Regional Transit Coordination Study***.
- Provide assistance and coordination for implementing ***Destination Tomorrow*** and associated studies and plans
- Determine level of involvement of the Committee wishes to have in ongoing studies such as:
 - Peninsula Transit Study
 - Passenger Rail to Brunswick
 - Transit Oriented Zoning
 - Maine Narrow Gauge RR Extension Study
 - Other future studies
- Begin orientation of what it will mean to be a part of a Transportation Management Area

- Respond to Policy Committee requests for action, information or recommendations as needed

Glossary of Terms

BOP	Biennial Operations Plan (MDOT)
BTIP	Biennial Transportation Improvement Program (MDOT)
CMAQ	Congestion Mitigation Air Quality Program (Federal Funds)
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
ISTEA	Intermodal Surface Transportation Efficiency Act
ITS	Intelligent Transportation Systems
JARC	Job Access & Reverse Commute
MDOT	Maine Department of Transportation
MPO	Metropolitan Planning Organization (PACTS, KACTS, ATRC, BACTS)
NNEPRA	Northern New England Passenger Rail Authority (Downeaster, contracts with Amtrak)
OPT	Office of Passenger Transportation (MDOT)
PACTS	Portland Area Comprehensive Transportation Study (Portland Area MPO)
SAFETEA-LU	Safe, Affordable, Flexible, Efficient, Transportation Act –Legacy for Users
STIC	Small Transit Intensive Cities
STIP	Statewide Transportation Improvement Program
STPA	Sensible Transportation Policy Act
STP	Surface Transportation Program (Federal Funds)
TE	Transportation Enhancement Program (Federal Funds)
TEA-21	Transportation Equity Act for the 21 st Century
TIP	Transportation Improvement Program (PACTS)
UPWP	Unified Planning Work Program
5303	FTA Planning Program
5307	FTA Urbanized Assistance

Agenda Item # 5

This draft is intended for the Policy Committee’s Consent Agenda at their December 20 meeting.

Section 5307 Allocation Formula History

The PACTS Transit Committee has developed a new allocation formula for FTA Section 5307 funding. A Subcommittee was formed to make a proposal which was accepted by the full Transit Committee at the September 13, 2007 meeting.

In summary, each provider will receive the same amount of funding as was allocated in FY 2007, based on a 2008 allocation that is equal to or greater than that of the previous year. Setting the FY 2007 funding amount as the base year, any additional 5307 funding over the amount in the base year allocation, will be distributed among the providers using a performance based formula as an incentive. Subsequent years will continue to use the FY 2007 allocation as the base year, theoretically increasing the performance based allocation incrementally each year.

The distribution of new Section 5307 funds will be determined by a combination of growth in Revenue Vehicle Miles (weighted at 30%) and growth in Boardings (weighted at 70%) compared to the previous year. Only services and routes that rely on urban funding will be eligible. Services that are funded with Rural, JARC, CMAQ or other federal source will not be included. Application of the formula in future

years will be based on the dollar amounts issued by the Federal Transit Administration and forwarded to the Policy Committee for final approval.

Historically, the PACTS area Transit Providers have worked together to establish an equitable funding formula which was subsequently approved by the Policy Committee annually. Prior to expansion of the PACTS region in 2003 the basis of the allocation included a composite calculation of boardings and revenue vehicle miles much like the performance based formula being proposed. When the two York County services were added in 2003, this larger group of providers agreed on a new allocation with consideration given to the eight metropolitan planning factors and that was also approved by the Policy Committee.

The Committee also decided at the September 13 meeting to allow for a one time allocation of \$7,500 (based on the requirement of a 50% local match for operating) to NNEPRA in FY 2008 funds for providing the operational costs to the Portland Explorer for extending its service to Columbus Day, 2007.

Agenda Item # 6

This is the most recent version of the transit high priority project. The HPP sub-committee did not meet since the last Transit Committee meeting. There will be a Public meeting on HPP in January.

Purchase of replacement and new vehicles, including buses, vans, and passenger ferryboat

Problem: The Federal Transit Administration (FTA) defines a replacement cycle for each type of transit vehicle. For example, full-size transit busses are on a twelve-year/500K mile replacement cycle; small medium-duty transit busses are on a 7 year/200,000 replacement cycle. MaineDOT tracks vehicle inventories and replacement requirements statewide, and has projected that by the time federal funds become available in the next several years, at least **37** vehicles within the PACTS area will have exceeded their programmed service life and need replacement. Recent studies, including *Destination Tomorrow* the Long Range Plan for the PACTS region and the *PACTS Regional Transit Coordination Study* identify the need for increasing the frequency and effectiveness of existing services as well as expanding transit services where appropriate.

Project Scope: To replace 19 transit busses, 17 paratransit vans or busses, and one passenger ferryboat to maintain existing levels of service throughout the region. To begin the process of enhancing the present system by adding 10 transit buses and 14 vans to address the goal of developing more efficient, convenient, and economical public transportation services.

Cost Estimate: \$22,500,000

Source: PACTS Transit Committee

Regional Benefit: This project will retain the current level of service and begin to address much needed enhancements to public transportation provided by the Shuttlebus/Zoom, South Portland Bus Service, Greater Portland Transit District (METRO), Regional Transportation Program (RTP), York County Community Action Corporation (YCCAC), and Casco Bay Island Transit District. In a recent year these **six** public transportation agencies provided over **3** million passenger trips to people living in or visiting the communities of Saco, Old Orchard Beach, Biddeford, South Portland, Westbrook, **Portland – including Portland island neighborhoods of Peaks Island, Little Diamond Island, Great Diamond Island, and Cliff Island; the Town of Long Island, the Town of Chebeague Island,** and areas of Falmouth and Scarborough. In the case of the two Para-transit/Demand Response carriers, RTP and YCCAC, the service provided is county-wide for Cumberland and York respectively. The passengers' trips include work, shopping, school, medical appointments, recreation, and tourist sites, mirroring almost every purpose of those who travel by automobile.

Recognition of public support: PACTS leadership and the municipalities they represent recognize that investment in maintaining the existing level of service with modest extensions of transit routes, and replacing the existing fleets in a timely matter, is a wise policy. This project is consistent with the guiding policies of *Destination Tomorrow* and the MaineDOT's Strategic Transportation Plan. Unsolicited public response to the draft High Priority Projects list has advocated for placing this project at the top of the list.

MaineDOT Seeking Earmarks

The MaineDOT submitted a funding request for buses for the METRO in both the 2007 and 2008 discretionary application processes. They were unsuccessful. They will re-submit the project for consideration in the 2009 annual process and the 2009 multi-year reauthorization.

Agenda Item # 7

This draft application guidance incorporates new criteria based on the Regional Transit Coordination Study.

PACTS Fiscal Year 2010/2011 Form For

Surface Transportation Program (STP) – Public Transportation Set-Aside Proposals

This set-aside is for capital improvements for public transportation. Eligible purposes include garages, new or replacement vehicles, vessels, and/or engines, bus stops (including significant investments like the METRO Pulse project), utility vehicles, computer hardware, bike racks and alternative fuel infrastructure. This policy is a continuation of the past 14-year trend of the Policy Committee's programming STP funds for public transportation capital purposes.

(Note: Though not included in this Category Definition from the PACTS 2006/2007 TIP Policies and Procedures, Carpool projects, Park 'n ride and satellite parking facilities and programs also qualify as eligible purposes for PACTS funding and are likely to compete in the Public Transportation Set-Aside category unless part of a larger project.)

The PACTS Transit Committee was charged with developing a process for evaluating and recommending public transportation capital improvement projects to the Policy Committee for the Fiscal Year 2010/2011 biennium. The set-aside for Public Transportation is estimated at \$ **(To be determined)**

In developing scoring criteria, the Transit Committee attempted to incorporate the capital related priorities of the Regional Transit Coordination Study and the 9 Guiding Policies of Destination Tomorrow listed below:

Priorities

1. Regional map and timetable
 - a. Collective advertising opportunities
2. Regional route study
 - a. Identify new transit hubs
 - b. Expand bus service to Park & Ride lots
 - c. Coordinate service between major origins and destinations
 - d. Improve intermodal connections
 - e. Expand present network
3. Incorporate transit planning in Comprehensive Planning process
4. Develop Regional Pass System

Guiding Policies

1. Maintain or Improve the Existing Transportation System
2. Focus Roadway Improvements on Critical Intersections
3. Strategically Expand the Transportation System
4. Avoid Building New Highways
6. Strengthen the Link between Transportation Investments and Land Use Policies and Decisions
7. Implement Access Management Measures
8. Enhance Passenger Transportation
9. Promote Community and Neighborhood Livability and Economic Redevelopment

This application is divided into two parts. Part I contains background information pertaining to the proposed project that will be used to familiarize staff with basic project information and purpose. Part II contains a list of questions that will be used by staff as a basis for scoring the proposals. Proposal scores will be presented to the Transit Committee on (To be determined). Recommendations for funding will most likely be discussed at this meeting, and forwarded on to the PACTS Policy Committee which has final approval over funding under this Set-Aside category. Although the Criteria listed in Part II will be used as the primary method by the Transit Committee to select proposals, other issues such as geographic funding equity and equity between transit providers may also be discussed and/or used during the selection.

Part I – General Information and Requirements for All Proposals

1. Three (3) Copies of each proposal must be received by PACTS by **5:00 p.m. on (February XX, 2008)**. Proposals received after this date/time will not be accepted.
2. Proposals must be complete when submitted. Proposals may be emailed, delivered by standard mail, or delivered in person to the GPCOG offices. No faxed proposals will be accepted. Send proposals to:
Steven Linnell
PACTS/GPCOG
68 Marginal Way – 4th Floor
Portland, ME 04101
slinnell@gpcog.org
3. Proposals must be approved by the provider’s Board or the municipality’s council or officers. Proposals involving more than one municipality and/or provider must be appropriately endorsed and supported by all effected municipalities and/or providers. Endorsements must be made by **(April XX, 2008)**.

All proposals must include the following information:

1. Name, address, telephone number, and email address for project contact person and name of organization(s) submitting the proposal
2. Provide a description of the proposed project or capital item including a location map (if appropriate) along with the following items:
 - a. Problem Statement.
 - b. Proposed Scope of Work with as much detail as possible.
 - c. Cost estimate and basis for amount, including any other sources of funding that may be used.
 - e. Identify who will be responsible for maintaining the project or capital item.

Part II – Scoring Criteria (maximum of 100 points)

1. Describe how this project will fulfill one or more of the priority recommendations from the PACTS Transit Coordination Study. Does this project facilitate better coordination between providers or create better connections and transfers? **(30 points)**

2. Describe how this project will benefit the PACTS region. Explain how this project has regional and/or statewide significance. Which communities will the project serve, and how many people will benefit? Will this project increase transit ridership? **(20 points)**
3. Describe how this project will improve or replace existing transit capacity. How will the project maintain or improve existing or extend new transit routes, terminals, facilities, and/or services?
(20 points)
4. Describe how this project is part of an approved or pending transportation plan or study, or addresses a requirement by a State or Federal mandate. Plans may include [the Regional Transit Coordination Study](#), Destination Tomorrow, Maine DOT's Strategic Passenger Transportation Plan (Explore Maine), the provider's Strategic Plan or other local, regional, State, or Federal document. Specifically, explain how this project is consistent with and supports: [the recommendations of the Regional Transit Coordination Study](#) and the Nine Guiding Principles in the Destination Tomorrow Plan. Examples of mandates include safety, security, and The Americans with Disabilities Act (ADA).
(10 points)
4. Describe how this project will reduce air pollution and/or conserve energy. Does this project promote or use alternatively fueled vehicles? **(5 points)**
5. Describe how the project addresses the connection between transportation and land use. Does the project increase access to a designated growth area as depicted in the municipal comprehensive plan(s)? Does the project improve access to an area that encourages mixed-use development? Does the project establish or enhance transit service between activity centers? **(5 points)**
6. Describe how the project directly includes or involves more than one transit provider, including private providers? **(5 points)**
7. Describe how the project benefits several different alternative modes of travel, such as bus & rail, or bicycle & ferry? **(5 points)**

Agenda Item #8 b.

PACTS Regional Route Study Scope of Work Draft 30 October 07

Purpose

To recommend changes to the METRO fixed route bus system that would improve connections with the South Portland and Shuttlebus systems, improve customer service, increase ridership and optimize the number and alignment of the bus routes. *Are the only changes you're looking at for METRO, or should it be re-phrased to talk about possible changes to any of these interconnected services? (colored text reflects comments from Connie Garber)*

Background

This study was identified as the #1 recommendation from the *PACTS Regional Transit Study* (GPCOG/SMRPC June 2007). The three existing fixed route bus services include the METRO, South Portland Bus Service and Shuttlebus/ZOOM. Together these systems provide bus service to eight municipalities in the PACTS urbanized area.

While there is currently a large quantity of bus service available with transfers available between systems, there are significant scheduling barriers for people traveling between systems. The three primary issues identified in the study include the location of bus stops, connecting schedule times, and limited traveler information. The solution "will likely require a comprehensive redesign of local transit routes in the region."¹

This effort to redesign some of these routes has already been started as SMRPC and Jacob, Edwards and Kelsey are conducting the *Saco Bay Transit Study* (started in May 2007). This study will result in recommendations to improve efficiencies, service and routes between the two fixed route bus systems, *the South Portland Bus Service and the B/S/OOB Transit (not sure which parts? Intercity? Tri-town?)*.

Timeline

December 1, 2007 to June 15, 2008

Relevant Studies

- *Portland Peninsula Transit Study* (Consultant Selection in progress)
- *Saco Bay Transit Study* (SMRPC, Jacobs, Edwards & Kelsey - in progress)
- *PACTS Regional Transit Study* (GPCOG/SMRPC et al, 2007)
- PACTS Long Range Plan *Destination Tomorrow* (WSA/GPCOG, 2006)
- *Bus Rapid Transit/Light Rail Transit Technical Memorandum* (GPCOG/SMRPC Jan 2005)
- *METRO Fixed Route Study* (GPCOG, 1999)
- *METRO & SPBS On/Off Surveys* (GPCOG, 2006)
- *Falmouth Flyer Surveys* (GPCOG, 2005)

¹ Tom Crikelair, June 2006.

- *Windham Commuter Bus Study* (GPCOG, 2001)
- *Gorham/Portland Passenger Transportation Study* (GPCOG 1998)
- *USM Commuter Bus Study* (GPCOG, 2007)

Study Elements

1. Study Committee – the Consultant will meet regularly with and work with representatives of each of the three fixed route bus transit providers.
2. Advisory Committee – the PACTS Transit Committee will hear presentations from the Consultant during the beginning, middle and end of the study at the discretion of the Committee chairman.
3. Existing Systems – GPCOG and SMRPC will assist the Consultant with relevant studies, inventory of existing transit routes, fares, capital assets and budgets.
4. Analysis
 - a. Analysis of current routes: which routes have the most ridership/revenue? Which routes need to be **re-visited**? Which activity centers and key destinations are the most important for transit ridership? How can the system best serve customers? **How are you defining “best serve customers”?** Which routes have trouble with on-time performance?
 - b. How should the three systems interface? At the Portland Transportation Center? At the Maine Mall? On the Peninsula?
 - c. Where are the opportunities for additional park and ride lots?
 - d. Do the current headways allow for convenient transfers and easy and timely access to destinations?
5. Falmouth Flyer – Work with GPCOG and the METRO/Falmouth Task Force to identify appropriate bus service to the Town of Falmouth.
6. Cruise Ships Shuttles. Work with **City Officials** **This should not be a direct task, but done thru either the Transit Committee or the Study Committee** on the best use of public transit to serve cruise ships on cruise ship days in season, if appropriate.
7. School Transportation. Work with GPCOG, METRO and School Officials on how the fixed route bus system can serve area Middle and High schools. **See note on task 6**
8. Opportunities for increased frequency and expansion of service (including the Lakes Region)
9. Develop route design alternatives
10. Develop proposed schedules for new and altered routes
11. Financial Analysis. Working within the existing and proposed funding scenarios for the PACTS area transit providers, recommend funding strategies to support study recommendations.
12. Capital Improvements. Identify a prioritized list of capital assets to support the study recommendations. How many new buses are needed? Shelters?
13. Public Outreach. GPCOG and SMRPC will conduct outreach during the study, including regular updates to municipal officials and other stakeholders and public meetings in January and May, 2008.

Deliverables

- Maps, charts and route schedules to describe proposed route changes

- Draft Report in April 2008
- Final Report in May 2008

Budget

Transit Consultant	\$27,000
<u>GPCOG/SMRPC (outreach)</u>	<u>\$3,000</u>
Total	\$30,000