



CITY OF SOUTH PORTLAND
TRANSPORTATION & WATERFRONT DEPARTMENT
42 O'Neil Street
South Portland, Maine
04106

February 22, 2010

Mr. Steven Linnell
PACTS/GPCOG
68 Marginal Way - 4th Floor
Portland, ME 04101

Re: PACTS Fiscal Year 2012/2013 Surface Transportation Program (STP) – Public Transportation Set-Aside Proposal: **Replace South Portland Bus Service Operations and Maintenance Buildings**

Dear Steve:

The following proposal is submitted on behalf of the South Portland Bus Service.

It is important to recall that this proposal is the third of a three-biennia capital expenditure strategy. For large capital projects, the city accrues grant funds over several biennia until we have enough to meet the total cost of the project. The total cost of the project was intended to be spread out over three biennia; one third in 06/07, one third 08/09, and one third in 10/11. We simultaneously put city funds into a separate capital reserve account to provide the necessary local match. This strategy was conceptually approved by the PACTS Transit Committee during the 06/07 STP set-aside allocation process. The first of three “installments” was approved then. The second request for 08/09 was also approved, but due to insufficient amount of total funds, it was withdrawn so that other projects could be funded. Due to more immediate funding needs within PACTS, the 06/07 allocation was used for other purposes in 08/09 with the commitment to return it in full in 10/11 without reducing the full 7% STP set-aside for transit in those years. That’s what happened. It wasn’t until today that I realized the project was not fully funded through three full biennia.

This project was reviewed and unanimously endorsed by the South Portland City Council for the previous three submissions. We anticipate the third installment will be reaffirmed along with other PACTS transit projects by the current City Council.

Part I – General Information and Requirements for All Proposals

1. Name, address, telephone number, and email address for project contact person and name of organization(s) submitting the proposal:

Tom Meyers
Director of Transportation and Waterfront
46 O'Neil Street
South Portland, ME 04106

(207) 767-5556

tmeyers@southportland.org

On behalf of the South Portland Bus Service, City of South Portland, Maine

2. Provide a description of the proposed project or capital item including a location map (if appropriate) along with the following items:

Replace South Portland Bus Service Operations and Maintenance Buildings

- a. Problem Statement: In March of 1995, Criterium-Mooney Engineers evaluated the condition of twenty-seven municipally owned buildings. Within the city's Public Works site, the Engineering Department building, the Public Works storage garage, employee meeting building, and office/garage, and the Bus Service garage and office were among the locations that were evaluated. In each of these buildings, recommendations were made to renovate and/or repair the structures bringing them up-to-date with current codes and regulations. Since that time no substantive repairs or renovations have been implemented.

As part of the city's Fiscal Year 2004 Capital Improvement Plan, the City Council authorized funds to conduct a space needs analysis and preliminary design improvements plan for the functions and aged buildings at the Public Works complex at 42 O'Neil Street. The purpose of the study was to develop a plan for the improvement of the efficiency and effectiveness of public spaces, offices, and work spaces among all the departments located there. The study identified problems such as safety concerns in the garages, lack of modern design, lack of security, lack of appropriate spaces for employees such as locker room, showers, lunch room, etc., and appropriate and professional offices for staff and the public.

On July 2, 2004 ARCADD, Inc. provided a preliminary space needs study and master plan. It contained area allocations, visualized space needs, and proximity diagrams. Space requirements were based upon site surveys and interviews. The ARCADD study meets the spirit and intent of the new TIP process committee recommendation that proposals for new infrastructure such as buildings must be supported by a feasibility study including alternatives.

- b. Proposed Scope of Work with as much detail as possible. Demolish or renovate principal buildings including Bus Office and Bus Garage. Replace these buildings with a centralized structure that combines the offices and facilities. By integrating them into a single structure, certain spaces can be shared. Meeting rooms, locker spaces, garage bays, and employee amenities are conveniently merged to save square footage.
- c. Cost estimate and basis for amount, including any other sources of funding that may be used. This request for STP funds reflects only the Bus Service's requirements. That is, the preliminary square footage estimates provided by ARCADD, Inc. are broken out by city department, and the following cost estimate separates out the Bus Service from the total. .

Total area estimate for all departments is 32,400 square feet.

Bus Service area estimate is 5,560 square feet, or 17.16% of the total building.

Estimated cost for the facility is between \$122 and \$135 per square foot.

Estimated cost for Bus Service area (director's office, dispatch, and garage, including the shared common spaces) is between \$678,320.00 and \$750,600.00 which averages \$714,460.00.

Again, as a common practice in the past, the city has accrued grant funds over several biennia until we have enough to meet the total cost of the capital expenditure. We simultaneously put city funds into a separate capital reserve account to provide the necessary local match. To that end, we requested the total cost of the project (approximately \$714,460.00) spread out over three biennia; one third in 06/07, one third 08/09, and one third in 10/11. It didn't happen in 08/09, so this is the final one third.

Bottom line: This request is for \$238,153.33 for the 2012/2013 Public Transportation Set-Aside.

d. Identify who will be responsible for maintaining the project or capital item.

This facility will be maintained by the City of South Portland as one of their buildings. Currently the Public Works Director, with the support of the facility tenants, coordinates all maintenance.

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)**

This project will primarily benefit the transportation needs of bus riders who travel within the communities of South Portland, Portland, Westbrook, and Falmouth through transfer connections with the South Portland Bus Service. A facility providing both operations and maintenance support to frontline equipment plays a critical role in meeting our customers' transportation and mobility needs. In our busiest month we averaged almost 1,000 trips per day, with peak daily trips at 1133. These passengers benefit by knowing their bus will arrive on time. We are convinced we provide safe, clean, and efficient service to our passengers. Because they can call us and talk directly to a dispatcher, they know when a bus will arrive. Similarly our garage maintenance and cleaning facility is responsible for frequent customer comments reporting on the cleanliness and reliability of our buses. These are positive comments which we believe is one factor in increased ridership.

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)**

This facility will replace the inadequate, aged, existing operations and maintenance buildings. An "employee friendly" workspace may improve employee morale and attitude with a direct impact on their daily interaction with customers. In the long run, a new facility will provide flexibility and opportunities for expansion in the event new transit routes are instituted or ridership increases require addition buses.

By the time this project is accomplished, it is possible that a different maintenance arrangement may exist among some of the transit properties. If that happens, this project will be able to provide adequate space for the operational oversight of both transit providers. That said, it will not be sufficient, nor operationally prudent, to host the entire maintenance staff at one location.

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)**

This facility will help us meet the Federal Transit Administration maintenance requirements for our existing fleet of transit buses. In addition the project is consistent with the Destination Tomorrow Plan in that it provides a facility that:

- Maintains or Improves the Existing Transportation System.
- Enhances passenger transportation, and
- Promotes community and neighborhood livability and economic redevelopment.

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)**

The facility is consistent with the city's plan to improve or replace inadequate workplaces. It will provide a work space to implement everything that is going on. The project is also consistent with the Destination Tomorrow Plan in that it provides a facility that:

- Maintains or Improves the Existing Transportation System.
- Enhances passenger transportation, and
- Promotes community and neighborhood livability and economic redevelopment.

5. Describe how this project will reduce air pollution and/or conserve energy. Does this project promote or use alternatively fueled vehicles? **(5 points)**

While the preliminary design and specifications are not complete, we anticipate that the entire facility will be constructed to conserve energy uses to the maximum extent possible.

6. 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)**

The facility will be designed to maximize the square footage available and not expand to other areas. In fact, the facility is located in a mixed-use area, with residential properties immediately surrounding the property; a church, funeral home, furniture store, ice cream shop, and library are located within five or fewer blocks.

7. Describe how the project directly includes or involves more than one transit provider, including private providers? **(5 points)**

This facility indirectly involves the other transit providers. For example, the dispatch office coordinates passenger transfers and route information across all the regional transit providers. Similarly, the maintenance facility ensures buses are on the road to effect seamless travel through transfers to and from other providers. In the past, we have worked with other maintenance facilities to provide joint training; this facility would provide an excellent location for that to continue on a more frequent basis.

Improvements of this garage facility could advance the discussion about the possibility of “merging” the operational and maintenance functions of the Shuttlebus/ZOOM. If the decision is made to merge these providers, this facility will likely become the operational hub for both systems with a maintenance staff needed here and in Biddeford.

8. Describe how the project benefits several different alternative modes of travel, such as bus & rail, or bicycle & ferry? **(5 points)**

The Bus Service will indirectly benefit other modes of transportation by coordinating connections and transfers.

Please call me directly if you have any questions concerning this request.

Sincerely

/s/

Tom Meyers
Director

Encl: 1. Some photos of the current facility and samples of desired one.

South Portland Bus Service Maintenance and Operations Buildings



These photos show the current bus garage, storage bay, and wash bay. Exterior photos show modifications made over time to raise the roof and extend the building. Interior photos show similar indications of expansion and modification with a variety of methods used. Green painted cinder block wall is “original.” Some sections of roof have steel girders, others sections are wood. Some of the floor is concrete, other sections are uneven hot top.



Photos above show current operations and dispatch building, converted from blacksmith shop.

Photos below show samples of typical steel buildings (Butler Buildings) with combined uses with maintenance bays, inside storage, wash bays, parts storage, office space, locker rooms, bathrooms, etc.

