



**INTERCITY TRANSIT CONSORTIUM  
 AGENDA**

**1:30 p.m., Tuesday, April 23, 2013  
 Solano Transportation Authority  
 One Harbor Center, Suite 130  
 Suisun City, CA 94585**

**ITEM**

**STAFF PERSON**

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. OPPORTUNITY FOR PUBLIC COMMENT**  
 (1:35 –1:40.m.)

**4. REPORTS FROM STA STAFF AND OTHER AGENCIES**  
 (1:40 –1:45 p.m.)

- **Discussion of Future Consortium Agenda Items and Schedule of Transit Studies**

Daryl Halls

**5. CONSENT CALENDAR**

Recommendation: Approve the following consent items in one motion.

(1:45 – 1:50 p.m.)

**A. Minutes of the Consortium Meeting of March 26, 2013**

Johanna Masiclat

Recommendation:

Approve the Consortium Meeting Minutes of March 26, 2013.

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**CONSORTIUM MEMBERS**

|                     |   |                           |  |                              |                     |                              |               |
|---------------------|---|---------------------------|--|------------------------------|---------------------|------------------------------|---------------|
| Janet Koster        | Wayne Lewis<br>(Chair)                    | VACANT                    | Mona Babauta                           | Brian McLean<br>(Vice-Chair) | Matt Tuggle         | Judy Leaks                   | Liz Niedziela |
| Dixon<br>Readi-Ride | Fairfield and<br>Suisun Transit<br>(FAST) | Rio Vista<br>Delta Breeze | Solano County<br>Transit<br>(SolTrans) | Vacaville<br>City Coach      | County of<br>Solano | STA Transit<br>and Rideshare | STA           |

**6. ACTION NON-FINANCIAL**

**A. Transit Sustainability Plan – Financial Assessment of Solano County Transit Operators**

Derek Wong

Recommendation:

Approve the following recommendations to be forwarded to the STA TAC and Board:

1. Assessing the financial status of Solano County transit operators;  
and
2. Approve the Transit Agency Peer Review: Comparative Analysis.

(1:50 – 2:10 p.m.)

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**7. ACTION FINANCIAL**

**A. CNG Feasibility Study for Solano County**

Mona Babauta,  
SolTrans and  
Robert Guerrero

Recommendation:

Forward a recommendation to the STA Board to approve the following:

1. Authorize the Executive Director to enter into an agreement with SolTrans to develop a Compressed Natural Gas (CNG) Feasibility Study; and
2. Approve dedicating \$20,000 in State Transit Assistance Funds (STAF) to match SolTrans contribution for the CNG Feasibility Study.

(2:10 – 2:20 p.m.)

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**8. INFORMATIONAL ITEMS – DISCUSSION ITEMS**

**A. Mobility Management Plan Update and Discussion**

Sofia Recalde

1. Review of Comments from Committee Members
2. Discussion of ADA Countywide ADA Eligibility Pilot
3. Discussion of Transit Ambassador and Transit Training Programs

( 2:20 p.m.)

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**B. Coordinated Short Range Transit Plan (SRTP) Update**

Nancy Whelan,  
Project Manager

( 2:30 p.m.)

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**C. Intercity Transit Corridor Study Scope of Work Discussion**

Wayne Lewis,  
FAST

( 2:40 p.m.)

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**D. Request for Guideline for Document Review by Consortium Members**

Brian McLean,  
Vacaville City  
Coach

( 2:50 p.m.)

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**9. TRANSIT OPERATOR COORDINATION ISSUES**

Group

**10. ADJOURNMENT**

The next regular meeting of the SolanoExpress Intercity Transit Consortium is scheduled at **1:30 p.m. on Tuesday, April 23, 2013.**

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**INTERCITY TRANSIT CONSORTIUM  
Minutes of the Meeting of  
March 26, 2013**

**1. CALL TO ORDER**

Wayne Lewis called the regular meeting of the SolanoExpress Intercity Transit Consortium to order at approximately 1:35 p.m. in the Solano Transportation Authority Conference Room.

|                         |                          |                              |
|-------------------------|--------------------------|------------------------------|
| <b>Members Present:</b> | Janet Koster             | Dixon Read-Ride              |
|                         | Wayne Lewis, Chair       | Fairfield and Suisun Transit |
|                         | Philip Kamhi             | SolTrans                     |
|                         | Judy Leaks               | STA Transit and Rideshare    |
|                         | Brian McLean, Vice Chair | Vacaville City Coach         |
|                         | Nathan Newell            | County of Solano             |

|                        |             |                  |
|------------------------|-------------|------------------|
| <b>Members Absent:</b> | John Andoh  | Delta Breeze     |
|                        | Matt Tuggle | County of Solano |

|                      |                    |                     |
|----------------------|--------------------|---------------------|
| <b>Also Present:</b> | Robert Macaulay    | STA                 |
|                      | Liz Niedziela      | STA                 |
|                      | Judy Leaks         | STA                 |
|                      | Robert Guerrero    | STA                 |
|                      | Sofia Recalde      | STA                 |
|                      | Johanna Masiclat   | STA                 |
|                      | Elizabeth Richards | STA Project Manager |
|                      | Nancy Whelan       | STA Project Manager |

|                        |   |                  |
|------------------------|---|------------------|
| <b>Others Present:</b> | <i>(In Alphabetical Order by Last Name)</i> |                  |
|                        | Tony Bruzzone                               | ARUP             |
|                        | Robert Powell                               | Vallejo Resident |
|                        | Lori Tagorda                                | FAST             |
|                        | Alan Zahradnik                              | ARUP             |

**2. APPROVAL OF THE AGENDA**

On a motion by Janet Koster, and a second by Philip Kamhi, the SolanoExpress Intercity Transit Consortium approved the agenda with the exception to move Item 6.A to Item 8.AA, Draft Mobility Management Plan.

**3. OPPORTUNITY FOR PUBLIC COMMENT**

Robert Powell, Vallejo resident, encouraged applying for funding to include accessible bicycle lockers at various transit facilities and public facilities in the City of Vallejo based on user demand to be installed in the appropriate locations. He also commented that it would be beneficial to retrofit the baylink busses with proper bicycle trampoline storage in luggage compartments on the route from Hercules to San Francisco.

**4. REPORTS FROM CALTRANS, MTC, AND STA STAFF**

Robert Guerrero provided a brief status update to the Consortium/TAC regarding the Alternative Fuels Study. Mr. Guerrero explained that the consultant spent the last 2 months developing implementation strategies and working on Public Private Partnership opportunities. Mr. Guerrero indicated a working group meeting is planned next month to discuss these items in context with draft elements of the Alternative Fuel and Infrastructure Plan.

Sofia Recalde announced staff is developing the ADA Eligibility contract with the selected contractor, CARE Evaluators, and she added that a draft of the contract was distributed to the transit operators for their review. She requested the transit operators review and send comments by the end of the week.

**5. CONSENT CALENDAR**

On a motion by Janet Koster, and a second by Philip Kamhi, the SolanoExpress Intercity Transit Consortium approved Consent Calendar Item A.

**A. Minutes of the Consortium Meeting of February 26, 2013**

Recommendation:

Approve the Consortium Meeting Minutes of February 26, 2013.

**6. ACTION – NON FINANCIAL ITEMS**

**A. None.**

**7. ACTION – FINANCIAL ITEMS**

**A. Letters of Support for Funding Job Access and Reverse Commute (JARC)/New Freedom**

Liz Niedziela summarized staff's recommendation for STA to provide Letters of Support to Caltrans in Support of the Faith in Action (FIA) funding application for New Freedom for FIA Volunteer Driver Program for Seniors. She also added that staff recommends submitting a grant application to Caltrans for the Solano Management Program from JARC and New Freedom for the Solano Mobility Management Plan.

Brian McLean asked the dollar amounts being sought. Liz Niedziela responded that the total amount STA is seeking is \$250K in JARC and between \$100K to \$150K for New Freedom. She cited that she will calculate the numbers and finalize the amounts in her staff report to the STA Board in April 2013.

County of Solano's Nathan Newell requested to modify the recommendation adding a 3<sup>rd</sup> recommendation to read as follows:

3. ***Submit Letter of Support to Caltrans in Support of the County of Solano funding applications for New Freedom for Intercity Taxi Scrip Program.***

Recommendation:

Forward a recommendation to the STA Board to ~~authorize the Chair to forward:~~

1. ~~A-Submit~~ Letter of Support to Caltrans in Support of the Faith in Action funding applications for New Freedom for FIA Volunteer Driver Program for Seniors; and
2. ~~A Letter of Support to Caltrans in Support of the Solano Transportation funding applications for Job Access Reverse Commute (JARC) and New Freedom for Solano Mobility Management Program. Apply for Job Access and Reverse Commute (JARC) and New Freedom funding for the Solano Mobility Management Program.~~
3. ***Submit Letter of Support to Caltrans in Support of the County of Solano funding applications for New Freedom for Intercity Taxi Scrip Program.***

On a motion by Nathan Newell, and a second by Janet Koster, the SolanoExpress Intercity Transit Consortium approved the recommendation as amended shown above in ~~strikethrough~~ ***bold italics.***

## 8. INFORMATIONAL ITEMS

### A. Update on OneBayArea Grant (OBAG) Projects and Funding Recommendations

Robert Macaulay reported that MTC will release the draft of Plan Bay Area on March 22<sup>nd</sup> and the Draft Environmental Impact Report (DEIR) on March 29<sup>th</sup>. He cited that the release of these documents begins the formal public review process, designed to allow MTC to take final action to adopt the RTP in the summer of 2013.

### B. Draft Mobility Management Plan

Elizabeth Richards distributed and provided an update to the development of the Mobility Management Plan. She distributed and reviewed the following:

- Mobility Management Draft Revised Recommendations (dated March 23, 2013)
- STA Board and Advisory Committee Comments Mobility Management Plan (STA Board Retreat, Solano Seniors and People with Disabilities Technical Advisory Committee (TAC), and Paratransit Coordinating Council)
- Transit Operator Comments

Liz Niedziela indicated staff would email the draft recommendations to the transit operators and they could provide their comments electronically back to STA.

### C. SNCI Program Update (Bike to Work Campaign)

Judy Leaks announced that staff is preparing for Bike to Work Day which is Thursday, May 9<sup>th</sup> this year. She cited that marketing materials are being produced and will be ready to distribute to employers and locally on April 8<sup>th</sup>. She added that transit and city staffs are encouraged to stop by their local Energizer Station (from 7:00 a.m. to 8:30 a.m.) on Bike to Work Day. She cited that the nomination period for the Solano County Bike Commuter of the Year is open now with a deadline of April 19<sup>th</sup>.

**C. Transit Sustainability Plan Update**

Liz Niedziela reported that all draft reports have been submitted to the SRTP consultant team following review by transit operator staff, except for Fairfield and Suisun Transit (FAST) and Solano County. Solano County is currently reviewing the draft reports and is scheduled to be concluded in March and presented to the Consortium in April and to the STA Board in May 2013.

**D. Interim Intercity Capital Plan Status**

Nancy Whelan recapped the STA Board approval of the interim Intercity Bus Replacement Funding Plan at their March 13<sup>th</sup> meeting. She cited that STA submitted a letter requesting MTC's commitment of 20% of the funding required for 28 intercity bus replacements and requesting the release of FY 2014 FTA Section 5307 funds. She added that the interim intercity bus replacement funding plan would be incorporated into the larger Coordinated SRTP and Transit Corridor Study operating and capital plans.

**E. Solano County Coordinated Short Range Transit Plan (SRTP) Draft Coordination Analysis – Scheduling Software, Schedule Change Calendar, and Fare Structure Discussion**

Nancy Whelan and Alan Zahradnik provided background and purpose in the development of Task A9 of the Coordinated SRTP/Transit Corridor Study Scope of Work. Mr. Zahradnik reviewed the preparation process of a Technical Memorandum analyzing current coordination activities between public transit operators within Solano County. He listed the three elements of this task as follows: (1) to review scheduling software in use and to identify opportunities to facilitate coordination and customer travel planning; (2) to identify changes needed to align the schedule change calendar among transit operators; and (3) to review current fare structure in the context of possible standardization and planned Clipper implementation.

**F. I-80/I-680/I-780/SR 12 Transit Corridor Needs and Priorities**

Tony Bruzzone, ARUP, provided an update to the development of the Solano County I-80/I-680/I-780/SR 12 Corridor Study. He outlined the policy guidance, service planning transit vision and alternative, and capital improvements. He reviewed the goals and objectives (aligned with SRTP), service performance and future plans, travel demand forecasting, transit corridor needs assessment, and recommendations.

**G. Intercity Transit Funding Cost Allocation and Timeline**

Due to time constraints, staff did not present this item.

**NO DISCUSSION ITEMS**

**H. Legislative Update**

**9. TRANSIT OPERATOR ISSUES**

**10. ADJOURNMENT**

The meeting adjourned at 3:00 p.m. The next regular meeting of the SolanoExpress Intercity Transit Consortium is scheduled at **1:30 p.m. on Tuesday, April 23, 2013.**



DATE: April 15, 2013  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Liz Niedziela, STA Transit Program Manager  
RE: Transit Sustainability Plan – Financial Assessment of Solano County  
Transit Operators

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**Background:**

The STA has several transit studies included as part of the STA Board’s adopted Overall Work Plan for Fiscal Years (FY) 2012-13 and 2013-14. These plans and studies are intertwined and coordinated with each to provide relevant information to the other studies such as the Alternative Fuel Study and the Public Private Partnerships (P3) at Transit Facilities Study.

A critical study that is precursor to the Coordinated Short Range Transit Plan (SRTP) is the Transit Sustainability Plan Update. The purpose of this Plan is to focus on the financial condition of the Solano County transit operators in a similar manner to MTC’s Transit Sustainability Project (TSP) financial assessment. The outcome of this effort is intended to provide an understanding of the present and future financial conditions and needs of the six Solano County transit operators: Dixon Read-Ride, Vacaville City Coach, Fairfield and Suisun Transit (FAST), Rio Vista Delta Breeze, Solano County and SolTrans.

**Discussion:**

Pacific Municipal Consultants (PMC) has evaluated the financial and operations data submitted by each operator. The data has included financial audits, Transportation Development Act (TDA) claims, National Transit Database reports, and SRTPs. The current financial condition of each operator was developed using financial and performance trends. Recent activities by the operators to improve efficiencies and implement cost savings measures were also reviewed. Separation of operations cost items such as labor, fuel, and maintenance was conducted to further explain cost trends.

Draft financial condition profiles as well as a baseline five-year forecast have been developed for each transit operator, including identifying financial and operating performance measures and trends for the past three years. A revenue analysis was also undertaken that reviews the relative stability of funding public transit. Meetings with the operators were conducted to discuss the initial and draft financial profiles and to seek additional input. All draft reports were reviewed and commented upon by the respective transit operator. The Transit Sustainability Plan baseline financial data when completed will be further analyzed by Coordinated SRTP consultant team to develop a more comprehensive capital and operation financial outlook for the next ten years.

In addition to the Transit Sustainability Plan, a peer review was conducted by the consultant involving the five Solano County transit agencies (Dixon, Fairfield/Suisun City, Rio Vista, SolTrans, and Vacaville) with agencies of comparable size and service profile around the state. The transit systems profiled in this comparative analysis include those operated as part of city or county municipalities, and by independent transit agencies.

Each Solano County transit agency was analyzed with five other transit agencies. The sources of data for this comparable analysis include the Metropolitan Transportation Commission Statistical Summary of Bay Area Operators, Fiscal Years 2006-07 through 2010-11, the California State Controller's Office Transit Operators and Non-Transit Claimants Annual Reports, triennial performance audits, short-range transit plans (SRTPs) and transit agency staff. The comparable agencies were selected based on the following criteria:

- Agency structure/organization
- Service area size (square miles)
- Service area population
- Fleet size

The Transit Agency Peer Review: Comparative Analysis was submitted to the transit operators and the comments received from Vacaville City Coach were incorporated in the review.

The Transit Sustainability Plan and Transit Agency Peer Review: Comparative Analysis are scheduled to be presented to the STA Board in May 2013 for approval.

**Recommendation:**

Approve the following recommendations to be forwarded to the STA TAC and Board:

1. Assessing the financial status of Solano County transit operators; and
2. Approve the Transit Agency Peer Review: Comparative Analysis.

Attachment:

- A. Transit Sustainability Study (to be provided under separate cover)
- B. Transit Agency Peer Review: Comparative Analysis (to be provided under separate cover).



DATE: April 10, 2013  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Robert Guerrero, Project Manager  
RE: Compressed Natural Gas (CNG) Feasibility Study for Solano County

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**Background:**

SolTrans anticipates several bus replacements over the next eight years and is exploring cost saving options with Compressed Natural Gas (CNG) buses. The STA was recently requested by SolTrans to partner with them in developing a CNG Feasibility Study. Their request letter is included as Attachment A.

**Discussion:**

The CNG Feasibility Study scope is proposed to initially analyze two separate CNG fueling stations in Vallejo for SolTrans usage. The draft scope can easily be expanded to assess additional users and other site locations should other cities decide to participate.

In summary, the Feasibility Study Scope includes the following deliverables:

- 1) Site evaluation related to CNG fuel accessibility (coordinated with PG&E)
- 2) Fueling needs assessment
- 3) Equipment recommendations
- 4) Plot Plan for each location
- 5) Photographs
- 6) Cost benefit analysis
- 7) Opportunities to serve operation and management costs

The draft scope of work for a CNG Feasibility Study is included as Attachment B. The proposed budget for this effort is \$40,000. SolTrans has offered to fund half of this effort and requested STA match the contribution. STA staff is recommending a matching contribution of \$20,000 from State Transit Assistance Funds (STAF).

The CNG Feasibility Study for SolTrans is a logical follow-up to the Alternative Fuels and Infrastructure Plan that is currently underway. The STA and its consultant, ICF International, are working on a draft plan for the Alt. Fuels and Infrastructure Technical Working Group to review in late April followed by the STA TAC review at their May 29<sup>th</sup> meeting.

SolTrans first opportunity for a potential CNG bus replacement is anticipated in FY 2015-16. Therefore, there is merit to completing the study in a timely manner in order to accommodate future investments in infrastructure, such as fueling stations, and the completion of these projects.

**Fiscal Impact:**

The estimated budget for the CNG Feasibility Study is \$40,000. STA staff is recommending \$20,000 from State Transit Assistance Funds (STAF) to match a \$20,000 contribution from SolTrans.

**Recommendation:**

Forward a recommendation to the STA Board to approve the following:

1. Authorize the Executive Director to enter into an agreement with SolTrans to develop a Compressed Natural Gas (CNG) Feasibility Study; and
2. Approve dedicating \$20,000 in State Transit Assistance Funds (STAF) to match SolTrans contribution for the CNG Feasibility Study.

Attachments:

- A. SolTrans CNG Feasibility Study Request Letter
- B. Draft CNG Feasibility Study Scope of Work



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311 Sacramento Street, Suite A • Vallejo, CA 94590 • (707) 648-4046 • (707) 648-4260 Fax

April 3, 2013

Daryl Halls, Executive Director  
Solano Transportation Authority  
One Harbor Way  
Suisun City, CA 94585-2473

**RE: Compressed Natural Gas Feasibility Study for Solano County Transit (SolTrans)**

Dear Mr. Halls,

Daryl

SolTrans is interested in exploring the feasibility of implementing Compressed Natural Gas (CNG) technology on its fleet and supporting facilities. Given that the Solano Transportation Authority (STA) is currently leading a countywide alternative fuels study, SolTrans would like to request that our agencies partner on conducting the feasibility study. SolTrans realizes that operating and capital costs associated with CNG technology may be lower than that of diesel technology, which is currently used on its active fleet of forty (40) fixed route buses. Any such cost savings would undoubtedly strengthen the long-term sustainability of the Agency.

We appreciate your consideration of the matter, and I am available to discuss it further at your earliest convenience via phone (707-648-4047) or email ([mona@soltransride.com](mailto:mona@soltransride.com)).

Sincerely,



MONA A. BABAUTA  
Executive Director

Cc: SolTrans Board of Directors  
Dan Keen, City Manager, City of Vallejo  
Brad Kilger, City Manager, City of Benicia  
Chron file

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## DRAFT- CNG Feasibility Study

Seeking consultant services to conduct a feasibility study and site analysis at two locations in Vallejo for Compressed Natural Gas Fueling Stations (CNG Stations). The overall purpose of the analysis and study is to provide a conceptual layout and preliminary cost opinion to construct each facility and to determine the cost/benefit for each.

Scope of Services Includes:

1. Research and Data Acquisition: This phase will include collecting fueling pattern information for vehicles that will use each facility. The goal will be to list, by vehicle type, how much fuel each will use and when they would be fueling at the station. The vehicles should include those from the current fleet, those planned to be added over a period of time and an estimate of vehicles from the public or other agencies that would use the station. We will also need information for each site including location, property boundary and other facilities that are planned shown graphically. Our proposed fee is based on the understanding that the information would come from you or the agencies served.

From that information, we would prepare a fueling assessment and fueling curve from which to size the dryer, compressor(s), storage and to determine the number of fueling hoses.

Finally, we will need to have any site plans or graphical representations of each site from which to set up our equipment and dispenser layouts. Our assumption is that this information would also come from you.

2. Meeting and site visit for CNG Station study:

At the kickoff meeting we will bring preliminary layouts of each site along with conceptual construction budgets to serve as a means of refining scope. During the meeting we will focus on refining scope, cover construction budget, the compressor and fuel management design decisions and solicit feedback about operation and maintenance issues.

Following the meeting or meetings (assuming we will meet with agencies for each site), we will visit each site. Again, the assumption is that we are able to conduct all the meetings in a single trip. During the site visits, we will confirm preferences regarding location and layout of the fueling islands, paths of vehicular travel, and layout of CNG equipment. We will also discuss fuel management preferences. While on site, we will need access to existing utilities that would serve each site. Our assumption is that the meetings will occur during the same day as the site visits.

3. Request for Information from PG&E. Following the fueling needs calculation and site visits, we will prepare a request to the gas company (PG&E) on behalf of the agencies to confirm pressure and flow rate information from the proposed gas service. This request normally takes up to four weeks for an answer. The purpose of the request is to see that gas at the flow rate and pressure is available to a given site prior to proceeding. New CNG sites sometimes necessitate line extensions or internal upgrades of the grid. In many cases that can be done at no cost, but in other cases it can cost the customer. This information is therefore critical to design of a station.

We will also request information from PG&E for electrical service and from the phone or cable company for communication service to each site. Our cost evaluation will include approximate cost of service for gas, power and communication to each site.

4. Study: The study will include the following elements:
  - a. Gas company Feasibility Study. Gas company feasibility information made available from the request noted in item 1 above.
  - b. Fueling needs assessment. A spread sheet listing of the CNG fleet that will be served by the station along with their fueling capacity and total fueling storage requirements. It will also provide a fueling curve developed from the data and include equipment sizing calculations.
  - c. Equipment Recommendations. Recommendations for compressor and dryer sizing, pipe sizing, tube sizing, vessel sizing and configuration for fast fill, layout of proposed equipment and expansion considerations.
  - d. Plot Plan. A conceptual plot plan for each location. The plot plan will show location of the dryer, storage, compression, dispensing and electrical equipment and will also show location of the natural gas source, power sources and communication tie ins.
  - e. Photographs of each site.
  - f. Preliminary cost opinion for each site. (POPCC).
  - g. Cost Benefit Analysis. A cost benefit analysis will be performed for each site.
  - h. Opportunities to serve O&M costs. We will look for opportunities to take delivery of transmission pressure gas. Usually smaller CNG stations are fed by distribution pressure mains (40 psi range +/-). If higher pressure is available and the amount of fueling justifies connection to transmission pressure, there should be consideration to do so. Transmission pressure can cut the power requirements of a station in half and reduce maintenance costs as well. If there is not the throughput to justify high pressure connection, the cost of connection to transmission pressure may outweigh benefits. Stations the size of the one in Vacaville would benefit from high pressure connections.



DATE: April 11, 2013  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Sofia Recalde, Transit Mobility Coordinator  
RE: Mobility Management Plan Update and Discussion  
1. Review of Comments from Committee Members  
2. Discussion of ADA Countywide ADA Eligibility Pilot  
3. Discussion of Transit Ambassador and Transit Training Programs

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**Background:**

Since July 2012, STA has been working with consultants to develop a Mobility Management Plan for Solano County. The development of a Mobility Management Plan was identified in the 2011 Solano Transportation Study for Seniors and People with Disabilities as a priority strategy to assist seniors, people with disabilities, low income and transit dependent individuals with their transportation needs. The Solano Mobility Management Plan is gathering information about existing services and programs, exploring potential partnerships, and analyzing how to address mobility needs in Solano County in a cost effective manner.

The Solano Mobility Management Plan proposes to focus on four key elements that were also identified as strategies in the Solano Transportation Study for Seniors and People with Disabilities:

1. Countywide In-Person American Disability Act (ADA) Eligibility and Certification Process
2. Travel Training
3. Older Driver Safety Information
4. One Stop Transportation Call Center

The Mobility Management plan has been presented and discussed three times at each of the STA committees, including the Solano Seniors and People with Disabilities Transportation Advisory Committee, the Paratransit Coordinating Council (PCC), the Intercity Transit Consortium, Senior Coalition, and the STA Board. The initial presentation was an overview of the study and the four elements with an opportunity to solicit comments. As the elements have taken shape, additional presentations have been made to the committees. Each presentation has generated significant discussion and valuable input.

The input received has been incorporated or addressed as part of the draft report prepared and presented at the March Consortium meeting. A summary of the transit operator and committee members' comments were distributed at the March Consortium. The STA sought the transit operators' input on the initial draft report and also distributed revised recommendations to address the comments received. There was little discussion at the Consortium, but subsequently the Consortium members provided written comments (See Attachment A).

**Discussion:**

Since the March Consortium meeting, STA staff has scheduled meetings with the transit operators to discuss elements of the mobility management plan and to listen to and discuss their needs and priorities in implementing various components of the Plan, specifically the ADA eligibility and travel training programs.

### ***Transit Operators Mobility Management Priorities***

Based on the meetings held this far, this is a summary of individual transit operator's priorities. SolTrans has identified three potential locations (SolTrans office, Benicia City Hall and the Veteran's Club in Benicia) to be used for the ADA eligibility assessments. SolTrans is ready to begin marketing and community education efforts. SolTrans is interested in developing a travel training program and is working with Vacaville City Coach to learn more about their successful travel training program. SolTrans will submit a list of resources needed to STA to develop a travel training program.

Dixon staff identified two potential locations (City Hall and the Chamber of Commerce) for the ADA eligibility assessments. Dixon is concerned travel training may not be as relevant for the City of Dixon, due to their lack of local fix route service, but commented that it could be useful for seniors and potential passengers who may want to use Route 30.

Rio Vista staff identified two locations (City Hall and Rio Vista Senior Center) for their ADA Eligibility assessments. Rio Vista wants to assess what travel training they currently provide as well as the need for intercity and intercounty travel and report back to the STA.

Suisun City staff has identified two potential locations (STA office and City Hall) for their ADA eligibility assessments.

STA was scheduled to meet with the County on April 15th; however the meeting was cancelled and will be rescheduled for a later date.

FAST and Vacaville City Coach declined the invitation to meet.

The Mobility Management Plan (MMP) has been edited to incorporate the revised recommendations, comments from the committee meetings held in March, and the remaining transit operator comments. Revisions have been made to the Plan's Call Center and Travel Training chapters to clarify and address of the issues that have been raised. The most recent draft of the MMP will be distributed to the operators at the Consortium meeting.

STA is requesting that the operators provide feedback on the April draft of the MMP prior to the May Consortium meeting.

### ***ADA Eligibility Process Update***

The STA received four proposals for the RFP to develop a Countywide ADA Eligibility Process. The four consultant teams were interviewed by a panel made up of STA and transit agency staff at the STA office on February 28, 2013. CARE Evaluators received the highest score, and STA recommended CARE Evaluators for the contract.

Per SolTrans request, the draft contract was sent to the transit agencies for review. The transit operators made several comments, which were reviewed by STA legal counsel. The three main comments are presented as follows:

- 1) CARE's proposal should be amended to include "STA *and the transit operators*" throughout CARE's proposal where appropriate to indicate that they will be involved throughout the development of the ADA eligibility process.

STA staff recommends inserting a statement into the contract that states:

CONTRACTOR shall perform those services specified in detail here on behalf of STA and Solano County Transit Operators. For purposes of this Contract, STA shall include both STA as well as Solano County Transit Operators.

- 2) The centralized appeals process and eligibility determination

The proposed policy for the centralized appeals process and eligibility determination:

The appeals panel will have the final say on ADA eligibility and inclusion in the Regional Eligibility Database (RED). The transit operators will have the final say on the level type of service they will provide for their clients. The consultant, CARE Evaluators, will inform the appropriate transit agency of all eligibility determinations before any determinations are mailed to the applicant. This will enable the transit agencies to provide ADA plus services, if applicable, without affecting the RED.

STA will work with the transit operators to determine the appropriate composition of the appeals panel. SolTrans recommended the following composition: 1 transit agency staff (or designee if needed), 1 STA staff, 2 health professionals, 1 community/PCC representative.

- 3) ADA Identification cards

The Consultant will produce the ID cards and will work with the transit operators to determine the need to purchase a new machine. STA recommends designing a single countywide ADA ID card and will work with the consultant and transit operators to accomplish this task, and new applicants will continue to receive the current ID cards until a new card is produced.

STA's response to all the comments is attached for review (Attachment B).

Once the contract with CARE Evaluators is executed, STA staff will invite the consultant and transit operators to discuss the details in implementing a Countywide In-Person Eligibility Program

**Fiscal Impact:**

In June 2012, the STA Board approved \$289,343 in Regional Paratransit State Transit Assistance funds (STAF) for Mobility Management Program Implementation. In addition a Jobs Access Reverse Commute (JARC) grant was previously secured for Mobility Management programs implementation.

**Recommendation:**

Informational.

Attachments:

- A. Mobility Management Plan, March 25, 2013 Draft Consolidated Operator and County Comments
- B. STA Response to Transit Operators Comments on the Draft Countywide ADA Eligibility Contract.

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Mobility Management Plan, March 25, 2013 Draft  
Consolidated Operator and County Comments

## **CALL CENTER**

Maintain each Operators individual Transit Dispatch center, augment and increase delivery of information about available programs where applicable, transferring calls to SNCI for those informational topics that are better managed by SNCI (example cross-county trip planning, out-of-county trip planning, referrals to existing county older driver safety programs ect.)

Coordinate with Operators on development of standardized informational pieces to be used by both SNCI as well as the Operators Dispatch staff.

Coordinate with Operators on delivery on website designed to provide a comprehensive resource on available transportation alternatives throughout the county.

Call Center should not include the expansion of personnel, rather enhancing the informational tools available to existing SNCI staff (be cognizant that grant funding has a sunset).

JARC and New Freedom grants, once beyond this last cycle, have been discontinued. How will this program remain sustainable?

When it comes to pursuing grants, always coordinate grant opportunities with the Operators (in a formal meeting) to prioritize projects and needs.

Operators do not want this program to become another funding mandate of their responsibility.

## **TRAVEL TRAINING**

Vacaville will work with SolTrans and FAST to aid in starting their individual Travel Training/Transit Ambassador programs.

Fund the STA Mobility Management Coordinator (Sofia), or offer contracted Travel Training to perform:

- Longer, cross-county trip training
- Training for cognitively disabled individuals
- Rio Vista
- Dixon

Fund the procurement of coordinated travel training and transit ambassador related program expenses such as travel training manuals, brochures, videos, travel trainer gear ect.

Fund those agencies that desire to utilize an internal staff person to perform travel training and manage transit ambassador activities.

## **Paratransit Eligibility Determination & Appeals Processes**

### Initial Determination Process

1. CARE Evaluators assesses functional ability of individuals and determines one of the following levels of paratransit eligibility: a) Ineligibility, b) Full Eligibility, or c) Conditional Eligibility for paratransit.
2. CARE develops determination letters for the paratransit applicants, **BUT** local transit agencies reserve the right to approve determination letters related to “Ineligibility” or “Conditional Eligibility” for services provided to their citizens.

### Appeals Process

1. An Appeals Panel should potentially include representatives from the following: STA’s Paratransit Coordinating Council (PCC); Organizations focused on Maximizing the Independence of people with disabilities; transit agency staff not involved in the initial determination process or who is not an employee of the agency directly serving the applicant in question; a nurse, medical provider, or occupational therapist; an organization that understands the needs of people of disabilities as well as the limited resources available for transportation services.
2. Anyone who wants to appeal an eligibility determination for paratransit service would submit an appeal to the transit agency for deliberation by the Appeals Panel. Someone from CARE Evaluators may participate only for purposes of explaining to the Panel how the determination was reached.
3. The Appeals Panel forwards a recommendation to the transit agency.
4. The transit agency has the final decision on whether or not the recommendation from the Appeals Panel is accepted, assuming that it is different from the initial determination.

**IN ALL CASES, THE LOCAL TRANSIT AGENCY SHALL HAVE THE FINAL DECISION ON HOW THE CITIZENS WITHIN ITS SERVICE AREA ARE SERVED.**

## Countywide Mobility Management Program Options

Will a CTSA bring to the county NEW funding or rather allow for the accessing of existing funding currently utilized by the Operators?

Mirroring the example of other CTSA's, the "board" should include the Transit Operators to allow for balance and sensitivity to the Operators challenges and budget.

Recommendation 8.2 comment: STA in coordination with the Operators to conduct a further analysis of mobility management **structural models** for potential implementation in Solano County. The detailed feasibility study will involve STA staff, as well as representative members of transit agencies and human service organizations on a Technical Advisory Committee.

New recommendation following 8.2: STA in coordination with the Operators to conduct a **financial analysis** of mobility management structural models, potential new funding sources and or impact to existing funding sources CTSA may have on Operators budget.

Recommendation 8.3 comment: STA to function as mobility management center that supplements the already existing services the Operators provide, until a detailed feasibility study to determine a structural model, if found as feasible through recommendation 8.2, is completed.

When it comes to pursuing grants, always coordinate grant opportunities with the Operators (in a formal meeting) to prioritize projects and needs.

**MOBILITY MANAGEMENT PLAN**  
**Consolidated Operator and County Comments**  
**April 11, 2013**

**CITY OF DIXON**

By:   
Janet Koster, Public Works Administrator

**CITY OF VACAVILLE**

By:   
Brian McLean, Public Works Manager

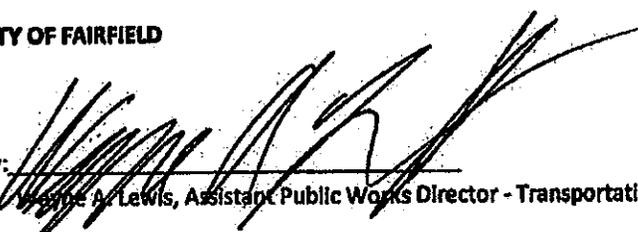
**CITY OF RIO VISTA**

By:   
Transit & Airport Coordinator

**COUNTY OF SOLANO**

By:   
Matt Tuggle, Engineering Manager

**CITY OF FAIRFIELD**

By:   
Wayne A. Lewis, Assistant Public Works Director - Transportation

**SOLTRANS**

By:   
Mona Babauta, General Manager

*\*no objection to SNET being lead call center for tripp planning or mobility management. JK*



## INTEROFFICE MEMORANDUM

To: Daryl Halls, Executive Director  
 From: Sofia Recalde, Transit Mobility Coordinator and Bernadette Curry, STA Legal Counsel  
 Date: April 5, 2013  
 Subject: ADA Eligibility contract

On February 28, 2013, Solano Transportation Authority (STA) staff selected CARE Evaluators' proposal to develop and administer a Countywide In-Person ADA Eligibility process for Solano County. The contract is currently being negotiated with CARE Evaluators. Per the transit operators' request, the contract was sent to each of the transit operators for review before submission to CARE Evaluators. The transit operators' comments are summarized below.

### FAST (Debbie Whitbeck)

- 1) CARE's proposal (Exhibit A-2) should be amended to include "STA *and the transit operators*" throughout CARE's proposal where appropriate to indicate that they will be involved throughout the development of the ADA eligibility process, including:
  - Page 4: "C.A.R.E. Evaluators will complete a form with their recommendation regarding ADA eligibility and send it to STA *and the appropriate transit agency* for review."
  - Page 14, Task 1, Milestone 1: "Kick off meeting with the STA staff *and the transit agencies* to discuss final details..."
  - Page 14, Task 1, Milestone 2: "Identify evaluation sites for the "circuit" in cooperation with STA facilities staff *and the transit agencies* to conduct in-person functional assessments..."
  - Page 17, Task 7, Milestone 2: "STA and *the appropriate transit agency* will be notified within 24 hours of the applicant being entered into RED."
  - Page 17, Task 8 Deliverable: "...Can begin within one (1) week of the kick off meeting, or whenever the STA staff *and the transit agencies determine* the process should begin."
  - Page 17, Task 11 Deliverable : "C.A.R.E. Evaluators shall prepare determination recommendation reports, prepare the applicant determination letters, and deliver all applications to STA *and the appropriate transit agency*. C.A.R.E. Evaluators will notify STA *and the appropriate transit agency* by email whenever a new batch of application materials and completed evaluations..."
  - Page 18, Task 12 Deliverable: "*Alternate Process:* Assist the STA *and the transit agencies* to develop and establish an appeals process."

- Page 18, Task 12 Deliverable: "...that C.A.R.E. will accommodate whichever appeal process STA **and the transit agencies deem** appropriate."
- Page 19, Task 13 Deliverable: "Application materials will be transmitted to STA **and the appropriate transit agency** via a dedicated and password secured website by using the ASMS computer program."

*STA staff recommends inserting a statement into the contract that states:*

*CONTRACTOR shall perform those services specified in detail here on behalf of STA and Solano County Transit Operators. For purposes of this Contract, STA shall include both STA as well as Solano County Transit Operators.*

- 2) The final decision (regarding appeals) ought to be made by the appropriate transit agency (Page 18, Task 12).

*STA staff does not recommend any changes to the contract and will collaborate with the transit operators and CARE Evaluators to develop a centralized appeals process.*

*It should be noted that the countywide ADA eligibility process and centralized appeals process do not prohibit the transit operators from providing ADA plus services for passengers who are ineligible. For example, a transit operator may continue to provide paratransit service for a non-ADA senior; however, the ineligible senior should not be granted ADA status. All eligible individuals are entered into the Regional Eligibility Database (RED), which enables eligible passengers to use ADA services throughout the Bay Area without having to go through a certification process in each jurisdiction. As such, granting ineligible individuals ADA status compromises the integrity of the RED and puts a strain on the limited resources of other ADA programs.*

*The transit operators will have the final say on the level of service provision for their clients. The appeals panel will have the final say on ADA eligibility and inclusion in the Regional Eligibility Database.*

- 3) Staff from the appropriate agency should be on the appeals board as well as STA staff (Page 16, Task 12).

*STA staff does not recommend any changes to the contract and will collaborate with the transit operators to determine the structure of the centralized appeals process.*

- 4) All transit agencies should have access to CARE's Access Services Management System (ASMS) (Page 19, Task 13).

*STA staff recommends inserting a statement into the contract that states:*

*CONTRACTOR shall perform those services specified in detail here on behalf of STA and Solano County Transit Operators. For purposes of this Contract, STA shall include both STA as well as Solano County Transit Operators.*

- 5) Each agency has its own ID card machine. Will C.A.R.E. take over the production of all ADA cards? If so, will they purchase new machines or use the ones located at each facility (Page 5, #7)?

*STA staff does not recommend any changes to the contract. CARE Evaluators will produce the ADA ID Cards and will work with the transit operators to determine the need to purchase a new machine.*

**Vacaville City Coach (Brian McLean)**

- 1) Page 18, Task 12 should read, “CARE will accommodate whichever appeals process STA and the Transit Operators agree to.”

*STA staff recommends inserting a statement into the contract that states:*

*CONTRACTOR shall perform those services specified in detail here on behalf of STA and Solano County Transit Operators. For purposes of this Contract, STA shall include both STA as well as Solano County Transit Operators.*

**Dixon Read-Ride (Janet Koster)**

Accepts Brian’s suggested language change.

**Solano County (Nathan Newell)**

- 1) Revisit the insurance requirements, particularly those which pertain to automobile, which may not be sufficient if this pilot project contract morphs into that which may require more driving.

*STA staff does not recommend any changes to the contract.*

- 2) I would also consider adding language to the Limitation of Liability to also pertain to “STA and/or its agents” to better protect other counties and cities to be served.

*STA staff does not recommend any changes to the contract.*

- 3) It is generally not acceptable (at least not with Solano County Legal) to simply cite the Contractor's proposal as an exhibit referenced in the body of the contract.

*The Contractor's proposal is attached as Exhibit A-2 of the contract per STA legal counsel.*

- 4) Solano County agrees with comments presented from City of Fairfield which includes other stakeholders in scope of work activities particularly for critical milestones.

*STA staff recommends inserting a statement into the contract that states:*

*CONTRACTOR shall perform those services specified in detail here on behalf of STA and Solano County Transit Operators. For purposes of this Contract, STA shall include both STA as well as Solano County Transit Operators.*

- 5) The County understands that all ADA eligibility cards will be of identical format. By grandfathering older ID cards, with different formats from newer cards issued, this could pose problems for drivers during the verification process. I am not sure if this falls within the scope, but, it would be nice to receive clarification from your office if everyone will be required to be re-certified by CARE or only re-certified as older ID cards expire, thus providing for different types of identification cards with different formats.

*STA staff does not recommend any changes to the contract and will collaborate with the transit operators and CARE Evaluators to determine a process for making and distributing ID cards to ADA eligible passengers. Existing ADA eligible passengers will re-certify and receive new ID cards when their current eligibility expires.*

- 6) The make-up of appeals board should be more integrated than the proposal recommends (Page 16, Task 12).

*STA staff does not recommend any changes to the contract and will collaborate with the transit operators and CARE Evaluators to determine the composition of the appeals board.*

**SolTrans (Mona Babauta and Philip Kamhi)**

- 1) Maximum amount of \$213, 553 on page 1/3 differs from the \$212,244 on page 3/13.

*STA staff has corrected this error. The correct amount is \$212,244.*

- 2) Is the paper application optional? (Exhibit A-2, Page 4, #2)

*STA staff does not recommend any changes to the contract. STA recommends that self completion of a paper application be optional. The applicant can choose to complete a paper application and bring it to the interview, or the applicant can complete it with the help of the assessor at the interview.*

- 3) C.A.R.E.'s proposal states "the eligibility for the applicant to travel with a personal care attendant to successfully compete a paratransit trip." What does this mean? My understanding of a PCA from CFR 49, 37.125 and CFR49, Part 37, Appendix D, is that "in applications for ADA paratransit eligibility, the entity may require the applicant to indicate whether or not he or she travels with a personal care attendant." And that a PCA is defined as "A personal care attendant (i.e., someone designated or employed specifically to help the eligible individual meet his or her personal needs)." I don't find details about assessing this eligibility.

*Most of the transit operators do not require passengers to indicate whether or not he/she travels with a PCA. STA staff does not recommend any changes to the contract and will confirm with transit operators that this deliverable should be removed from the Contractor's task list for the operators that don't have that requirement.*

- 4) Will transit operators receive the findings provided to STA (Exhibit A-2, Page 4, #4) and summary statistics in the "Management Statistical Report" on all activity and findings (Page 17, Task 11 Deliverable)?

*STA staff recommends inserting a statement into the contract that states:*

*CONTRACTOR shall perform those services specified in detail here on behalf of STA and Solano County Transit Operators. For purposes of this Contract, STA shall include both STA as well as Solano County Transit Operators.*

- 5) CARE's proposal does not specify details of how outreach will be coordinated and conducted.

*STA does not recommend any changes to the contract and will work with the transit operators and CARE Evaluators to develop an outreach plan.*

- 6) Can a representative of the applicant present his/her case in the appeal process?

*STA does not recommend any changes to the contract and will collaborate with the transit operators and CARE Evaluators to develop a centralized appeals process.*

- 7) I'm ok with the appeals committee being composed of individuals around the County, and I'm even ok with that central group being the first one to hear any appeals. However, before any final decisions are sent to paratransit applicants, I do believe that each transit agency should have the final say on what that decision is.

*STA staff will collaborate with the transit operators and CARE Evaluators to develop a centralized appeals process.*

*The transit operators will have the final say on the level of service provision for their clients. The appeals panel will have the final say on ADA eligibility and inclusion in the Regional Eligibility Database.*



DATE: April 12, 2013  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Nancy Whelan, Transit Consultant  
RE: Coordinated Short Range Transit Plan Status Update

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**Background/Discussion:**

Preparation of the Coordinated Short Range Transit Plan (SRTP) for Solano County and the I-80/I-680/I-780/State Route (SR) 12 Transit Corridor Study are being undertaken concurrently by the consulting team led by Arup. Since the start of the project in September 2012, many tasks have been completed and deliverables have been reviewed by STA and the transit operators. The purpose of this memo is to provide an update on the status of the Coordinated SRTP elements of the project. A status update for the Transit Corridor Study will be provided at the May 28, 2013 Transit Consortium meeting.

The Coordinated Short Range Transit Plan will cover all of the Metropolitan Transportation Commission (MTC) requirements for SRTPs for each of the six transit operators: Solano County Transit (SolTrans), Fairfield and Suisun Transit (FAST), Vacaville City Coach, Dixon Redit-Ride, Rio Vista Delta Breeze, and the County of Solano. In addition, MTC requested that the Coordinated SRTP address five specific areas of coordination:

1. Different Fare Structure and Discounts/Standard Fare Structure/Fare Reconciliation;
2. Separate American Disability Act (ADA) Contractors, Eligibility and Rules/Joint Contracting/Eligibility Determination of ADA Paratransit; (to be conducted in the Mobility Management Plan, separately from the Coordinated SRTP)
3. Enhanced Transit Coordination of Capital Planning;
4. Enhanced Coordination of Transit Service Planning; and
5. Integrate bus/rail scheduling software to facilitate schedule coordination and customer travel planning. Establish a regional schedule change calendar.
- 6.

The final results of the Study will be documented in deliverables (reports) addressing each transit operator's SRTP and the coordination report which covers all operators. The consulting team has delivered several reports and technical memoranda related to the SRTP including transit operator overviews, goals, objectives, measures and standards, system and service evaluation, and fare and schedule coordination analysis.

The next deliverables will be the Transit Coordination section and Draft SRTPs for each operator. The draft studies will incorporate the deliverables previously reviewed by the operators and Consortium and new information for the SRTP operations plan, financial plan, and capital plan.

The two deliverables have slightly different review and comment requirements. To meet our project completion date of July 1, 2013, we have scheduled concurrent reviews of the deliverables. Recognizing the importance of the transit operator reviews and recent requests to provide more time for review, we are scheduling approximately 3 weeks for review of the Draft SRTP. The Transit Coordination section will be reviewed by the transit operators and recommended for approval to the Transit Consortium.

The attached schedule shows the review path and schedule for the two deliverables (Attachment A). The objectives of the schedule are to meet the July 1, 2013 SRTP due date and to allow adequate review time for transit operator staff and City Council and governing boards. Consulting staff will be available at the April 23, 2013 SolanoExpress Transit Consortium meeting to review the schedule and to identify each transit operator's timeline for processing the SRTP through its City Council or governing board.

The review schedule for the Transit Corridor Study will be incorporated into the schedule at the next meeting of the Consortium.

**Recommendation:**

Informational.

Attachment:

- A. Coordinated SRTP and Transit Corridor Study Due Dates and Review Time Frame

**Solano Transportation Authority  
Coordinated SRTP  
Due Dates and Review Time Frames**

|   | Coordination Section   | SRTP (one for each operator)   |
|---|--|--|
| <b><i>Administrative Draft</i></b>              | May 6, 2013  | April 26, 2013   |
| <b><i>STA Staff Review</i></b>                  | May 6 - 10   | Concurrent with operator review  |
| <b><i>Draft to Transit Operators</i></b>        | May 17, 2013   | April 26, 2013   |
| <b><i>Transit Operator Review</i></b>           | May 17 - May 21  | April 26-May 21  |
| <b><i>Consortium Meeting/Action</i></b>         | May 28, 2013 Consider Approval   | NA   |
| <b><i>Arup Team Incorporates Comments</i></b>   | May 21- May 31   | May 21- May 31   |
| <b><i>Final Draft</i></b>                       | May 31, 2013   | May 31, 2013   |
| <b><i>Council/Board review and approval</i></b> | Month of June = City Council and SolTrans Board Approvals, plus public input as required by each | Month of June = City Council and SolTrans Board Approvals, plus public input as required by each |
| <b><i>STA Board Review and Approval</i></b>     | Approve Coordination Section June 12   | Review Draft SRTP June 12  |
|   |  | Approve final SRTP July 10   |

12-Apr-13

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DATE: April 12, 2013  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Wayne Lewis, Fairfield and Suisun Transit (FAST)  
RE: Intercity Transit Corridor Study Scope of Work Discussion

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**Background/Discussion:**

Wayne Lewis, Fairfield and Suisun Transit, has requested that the Consortium discuss the scope of work for the Intercity Transit Corridor Study.

**Recommendation:**

Informational.

Attachment:

- A. Scope of Work for Intercity Transit Corridor Study

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## Task A14 Final SRTP

Upon completion of the two rounds of revision, we would incorporate edits and changes (if any) after STA Board and Council approval in each of the cities. Upon completion of the final edits, we would prepare a Final Coordinated SRTP document in PDF format, with spreadsheets provided in MS Excel format.

**Deliverable:** *Final Coordinated SRTP for Solano County*

## 6.4 Corridor Study Development (Task Set B)

The initial I-80/I-680/I-780 Transit Corridor Study (known as the Corridor Study) was completed in 2004 and a similar study of SR12 transit service was completed in 2006. Concurrent with the SRTP and Comprehensive Transportation Plan (CTP) updates ongoing, an updated Corridor Study would complement the effort.

Arup has reviewed the RFP tasks identified for the Corridor Study update. We propose to provide the work requested, but note that significant demographic and planning changes have occurred since the 2004 adoption of the previous study. As a result, we believe that, depending, on the results of existing and future conditions, a significantly revised plan may be appropriate. Thus, our work plan includes the 11 tasks per the RFP, but also includes an additional goal setting task (Task B2) to better inform the study and coordinate with the SRTP portions of the project. We have also taken the liberty to reorganize the sequencing of two tasks.

### Task B1 Scope of Services and Work Plan

We would coordinate a kick-off meeting with STA to negotiate final budget and determine final schedule with milestones and deliverables. The scope of the Solano-Napa Countywide Model requirements would be for Task B7.

**Deliverable:** *Finalized budget and detailed project schedule.*

### Task B2 Transit Corridor Service Goals and Objectives

Working with STA and relevant corridor operators, we would coordinate this task with goals and objectives developed in Task A4 of the SRTP. The Arup team would use its experience from the MTC Transit Sustainability Project, where we proposed a comprehensive set of criteria for regional transit services, as a starting point for this discussion. The goals for the service would underpin the development of transit strategies and solutions in Task B8.

**Deliverable:** *Goals, Objectives and Criteria for Corridor Transit Services*

### Task B3 Existing Corridor Transit Services and Performance

Per the RFP, Arup would review and compile data pertaining to current fixed-route transit and paratransit freeway/highway corridor services including:

- Corridor Transit Services - Operators, route descriptions, service hours/miles, costs, fare box recovery, ridership, etc. for current service and for the past 5-10 years.
- Funding Structure - Current and historical funding structure for the routes (referring to the STA Transit Sustainability Study due out in Fall 2012)
- Non-Public Transit Service – Non-public transit corridor services such as private sector buses, airporters, and employer shuttles.

Publicly sponsored services will be compared against criteria defined in Task B1.

|                     |   |
|---------------------|---|
| <b>Deliverable:</b> | <i>Working Paper: Existing Corridor Transit Service and Performance</i> |
|---------------------|---|

## Task B4 Progress in Implementing 2004 Corridor Study and Recommendations

Arup staff (prior to working at Arup) participated in the development of the 2004 Corridor Study. As a result, we are familiar with its intent and can efficiently review its implementation. In this task, we would:

- Identify transit services maintained, added, modified, or deleted since the release of the 2004 Corridor Study; and
- Identify capital projects that support freeway transit routes, (such as intermodal stations, high occupancy vehicle lanes, park and rides lots, and maintenance facilities) and document any additions or modifications since the previous study.

|                     |  |
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| <b>Deliverable:</b> | <i>Working Paper: Summary of Progress Toward Implementation of 2004 Corridor Study and Recommendations</i> |
|---------------------|--|

## Task B5 Review of Relevant Studies and Related Programs

The RFP calls for a review of existing studies and programs. From our involvement in the MTC TSP, we have already performed much of this review. We would also propose to add the Transit Competitiveness Index tool, to measure transit competitiveness based on various market and land use factors to the list of data to review defined by the RFP.

Another key consideration in this review would be the status of the Caltrans Corridor System Management Plan (CSMP), which would include the Freeway Performance Initiatives and Express Lane as plan elements. We understand that Caltrans is interested in developing second generation CSMPs, and is considering making the studies expand beyond highway operations to become more multi-modal. Our approach would be to work with Caltrans and define the transit needs on state facilities within Solano County so that Caltrans could incorporate those concepts in the next I-80 CSMP.

As requested in the RFP, the Arup team would review 2000 and 2010 U.S. Census data, regional transit corridor studies, Solano and neighboring jurisdictions' Short Range Transit Plans (SRTPs), Solano Transit Ridership Surveys, Commute Profile, Unmet Transit Needs hearing comments, Transit Comment Card summaries (STA and other), freeway/highway operations studies (including CSMPs), Transit Consolidation study, Community Based Transportation Plans, Solano County Transportation Plan for Seniors

and People with Disabilities, regional Clipper Program, Transit Connectivity, Transit Sustainability, and other information.

|                     |  |
|---------------------|--|
| <b>Deliverable:</b> | <ul style="list-style-type: none"> <li>• <i>Listing of Relevant Studies, Data, and Reports Reviewed</i></li> <li>• <i>Summary of Reports and Studies, and Common Themes</i></li> </ul> |
|---------------------|--|

## **Task B6      Planned Solano Intercity Services and Capital for Providing Freeway Corridor Transit Mobility**

We would summarize planned public transit corridor services (fixed-route, paratransit, taxi, and related programs) identified in Short Range Transit Plans and other planning documents as well as from outreach to transit operators and STA TAC and Consortium members. We would survey transit operators if necessary to obtain this information.

|                     |  |
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| <b>Deliverable:</b> | <i>Working Paper: Summary of Planned Intercity Transit Services and Capital for the Corridor</i> |
|---------------------|--|

## **Task B7      Travel Demand**

We would first apply standard forecasting procedures to calibrate the transit ridership projections from the Solano-Napa Countywide Travel Demand Model to existing transit conditions along the corridors being studied. The model ridership could be calibrated by total system ridership, line or stop, depending on the detail of existing condition data available and depending on what level of detail transit is represented in the demand model. In addition, depending on the condition of the model, we would update the model with the latest regional demographics – this subtask would be considered during the Task B1 discussions to ensure it can occur within the identified budget. During these discussions, we would also identify the STA’s desired future year (i.e., 2025, 2030, etc.).

Arup would identify origins and destinations where transit trip growth would occur for the existing condition and use the calibrated model to measure future year scenarios to identify intercity transit demand as well. Three model runs would be developed:

- Existing Condition Model
- Future Year “No Plan Change” Model
- Future Year With New Plan Model

Note: Existing Conditions and the No Change models would be run initially; they will inform the development of a new, revised Transit Corridor Plan. That Plan would then be tested as the *New Plan Model*.

|                     |  |
|---------------------|--|
| <b>Deliverable:</b> | <i>Technical Memo: Summary of Corridor Transit Demand Analysis</i> |
|---------------------|--|

## **Task B8      Transit Corridor Needs and Strategy Prioritization**

Using the information and findings from the prior tasks, as well as the Transit Competitiveness Index and initial model runs, we would consider the previous plans for Transit Corridor services, identify the most viable proposals. If necessary, we would develop a modified new plan to meet the Goals and Objectives for service (defined in

Task B1), and align with the new economic and demographic conditions. We would propose the following activities:

- Characterize existing and projected demand for intercity transit services and existing and planned services (from the modeling results in Task B6).
- Identify potential service, capital and related program solutions.
- Calculate and document performance against evaluation criteria.
- Prioritize needs and preliminary potential solutions.
- Identify cost and implementation issues associated with solutions.

**Deliverable:** *Working Paper: Prioritization of Transit Corridor Needs and Strategies*

## **Task B9 Special Issue - Transportation Options and Transit Connectivity to the Colleges in Solano County**

We would identify the transit needs and potential transit market for inter-collegiate, intra-county transit services. The Transit Competitiveness Index would serve as a primary tool in this analysis, which would also be informed via discussions with individual colleges. We understand that a range of options need to be considered. For this task, we would:

- Identify current services, travel needs, and barriers to serving the colleges.
- Develop transportation options and transit connectivity to colleges in the County.
- Discuss targeting services to the college market and assess how colleges could participate in marketing and funding transportation services (essentially how the services can best be implemented).

**Deliverable:** *Technical Memo: Transportation Options and Transit Connectivity to the Colleges in Solano County*

## **Task B10 Public Outreach**

We would undertake public outreach as follows:

- Present findings and seek input from Transit Consortium, STA Board Transit Committees, and two public meetings.
- Organize and facilitate two public meetings (with assistance of STA staff), organize and prepare meeting summaries.

**Deliverable:** *Presentation Schedule, Materials, and Summaries of Public Meetings*

## **Task B11 Draft Transit Corridor Study**

Based on public outreach feedback and working papers for previous tasks, we would document and deliver the Draft Transit Corridor Study. The Study would include the following sections (most material would be sourced from prior working papers):

- Existing services, programs, and capital demand data and services inventory.
- Transit and travel demand needs and strategies

- A 25 year Implementation Plan, with five year increments which will include a funding plan.

We would also organize and facilitate up to four presentations on the Draft Corridor Study and obtain input from various groups in Solano County as well as the STA Transit Committee prior to the STA Board. We envision up to two revisions of the Corridor Study based on comments from stakeholders.

|                     |  |
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| <b>Deliverable:</b> | <i>Draft Transit Corridor Study<br/>Up to Four Presentations on the Draft Corridor Study</i> |
|---------------------|--|

## Task B12 Final Transit Corridor Study

Based on comments from the public and the committee, Arup would prepare a final Transit Corridor Study report for electronic and hard copy distribution.

|                     |                                     |
|---------------------|-------------------------------------|
| <b>Deliverable:</b> | <i>Final Transit Corridor Study</i> |
|---------------------|-------------------------------------|

## 6.5 Work Plan and Schedule

The proposed schedule and work plan is shown in Figure 3. Key elements are as follows:

- The SRTP Study would begin in August 2012 and end in March 2013, totaling about seven (7) months duration.
- The Corridor Study would begin in August 2012 and end in December 2013. Initial review and inventory activities would occur in the August 2012 to October 2012 timeframe and would coincide with SRTP inventory activities to maximize synergies and minimize effort. The Corridor Study would then restart in March 2013 once the Final SRTP is approved and would proceed until the submission of the Final Transit Corridor Study in December 2013. The duration of the Corridor Study would be about 12-13 months (excluding the lull between November 2012 and March 2013).
- Key “coincidence” points for coordination between the SRTP and Corridor Study would occur: (i) at the beginning of the project where the SRTP goals would inform transit service goals for the Corridor Study; and (ii) once the Final SRTP is completed and planned Solano Intercity Services and capital infrastructure plans along the corridor would be defined to feed into the Corridor Study.

## 7 Cost Control

Led by Tony Bruzzone and managed on a day-to-day basis by Corey Wong, the team leadership will deliver a well-informed process and provide deliverables with a comprehensive peer review. For the duration of the project, Tony Bruzzone, Project Manager, will be responsible for the project cost control.

Project cost control is part of the everyday business at Arup. We operate a formal accredited quality management system, certified to International Quality Management and Environmental Management Standards, with routine reviews and audits of our work.

An I-80/I-680/I-780/Hwy 12 Transit Corridor Study Update is to be developed to provide implementation recommendations that will be incorporated into or provide data for: 1.) future updates of the CTP Transit Element, 2.) Solano County transit providers' short- and long-range transit plans, 3.) prioritizing existing and new funding revenues for intercity transit services, and 4) prioritizing existing and new capital projects and programs that support freeway corridor transit services. In addition, this study was included as part of the STA's Overall Work Program.

**FINAL PRODUCT for Transit Corridor Study Update**

Consultant shall provide to STA an electronic version of a full final I-80/I-680/I-780/SR 12 Transit Corridor Study Update, as approved by the necessary governing bodies formatted for printing and binding.

**SCOPE OF SERVICE TASKS for Transit Corridor Study Update**

The STA, in coordination with the transit operators in Solano County intend to retain a qualified and committed professional planning firm to work closely with STA and Transit Operators to prepare the I-80/I-680/I-780/SR 12 Transit Corridor Study Update. The following major tasks are required to complete the Study:

1. Confirm Project Goals and Finalize Scope of Services and Work Plan
2. Identify Existing I-80/I-680/I-780/SR 12 Transit Services and their Performance
3. Summarize progress of implementation of 2004 I-80/I-680/I-780/SR 12 Transit Corridor Study Recommendation
4. Review relevant studies and related programs
5. Travel Demand
6. Identify Planned Solano Intercity Services and Capital for providing freeway corridor transit mobility
7. Prioritize Transit Corridor Needs and Strategies
8. Transit Options and Connectivity to the Colleges in Solano County
9. Public Outreach
10. Draft Study
11. Final Study

The following details each task with task deliverable information:

**Task 1. Confirm Project Goals and Finalize Scope of Services and Work Plan**

1. Kick off meeting with STA and selected consultant to negotiate final task budget and determine final schedule with milestones and deliverables.

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| <b>Task 1 Deliverable</b>                          |
| 1) Finalized budget and detailed project schedule. |

**Task 2. Identify Existing I-80/I-680/I-780/SR 12 Corridor Transit Services and their Performance**

1. Review and compile all data concerning the existing fixed-route and paratransit freeway/highway transit corridor services: operators, route descriptions, service hours/miles, costs, farebox recovery, ridership, etc. for current service and for the past 5-10 years;
2. Identify current and historical funding structure for the routes (some of this information is to be provided in STA's Transit Sustainability Study due September 2012);
3. Describe non-public transit corridor services such as private sector buses, airporters, and employer shuttles.

**Task 2 Deliverable**

- 1) Working Paper: Summary of Existing I-80/I-680/I-780/SR 12 Corridor Transit Services and Their Performance

**Task 3. Summarize Progress Toward Implementation of 2004 I-80/I-680/I-780/SR 12 Transit Corridor Study and Recommendations**

1. Identify transit services maintained, added, modified, or deleted since the release of the 2004 study.
2. Identify capital projects that support freeway transit routes, (such as intermodal stations, high occupancy vehicle lanes, park and rides lots, maintenance facilities) and document any additions or modifications since the previous study.

**Task 3 Deliverable**

- 2) Working Paper: Summary of Progress Toward Implementation of 2004 I-80/I-680/I-780/SR 12 Transit Corridor Study Recommendations

**Task 4. Review Relevant Studies and Related Programs**

1. Review 2000 and 2010 U.S. Census data, regional transit corridor studies, Solano and neighboring jurisdictions' Short Range Transit Plans (SRTPs), Solano Transit Ridership Surveys, Commute Profile, Unmet Transit Needs hearing comments, Transit Comment Card summaries (STA and other), freeway/highway operations studies, Transit Consolidation study, Community Based Transportation Plans, Solano County Transportation Plan for Seniors and People with Disabilities, regional Clipper Program, Transit Connectivity, Transit Sustainability, and other information.

**Task 4 Deliverable**

- 1) Listing of Relevant Studies, Data, and Reports Reviewed

### **Task 5. Travel Demand**

1. Identify key transit trip generators and attracters in freeway corridors.
2. Identify existing and projected intercity transit demand from 2012 to 2030 utilizing the Solano Napa Countywide Travel Demand Mode to assist in projecting transit demand

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| <b>Task 5 Deliverable</b> |
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| 1) Technical Memorandum: Summary of Transit Demand Analysis for the I-80/I-680./I-780/SR 12 Corridor |
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### **Task 6. Identify Planned Solano Intercity Services and Capital for Providing Freeway Corridor Transit Mobility**

1. Inventory planned public transit services (fixed-route, paratransit, taxi, and related programs) identified in Short Range Transit Plans and other planning documents as well as outreach to transit operators and STA TAC and Consortium members.
2. Conduct survey of transit operators if needed.

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| <b>Task 6 Deliverable</b> |
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| 1) Working Paper: Summary of Planned Intercity Transit Services and Capital for the I-80/I-680/I-780/SR 12 Corridor |
|---|

### **Task 7. Prioritize Transit Corridor Needs and Strategies**

1. Present existing and projected demand for intercity transit services and existing and planned services.
2. Identify potential service, capital and related program solutions.
3. Establish prioritization criteria and method.
4. Prioritize needs and preliminary potential solutions.
5. Identify cost and implementation issues associated with solutions.

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| <b>Task 7 Deliverable</b> |
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| 1) Working Paper: Prioritization of Transit Corridor Needs and Strategies |
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### **Task 8. Special Issue -- Transportation Options and Transit Connectivity to the Colleges in Solano County**

This task addresses the needs of transportation and transit services to colleges in Solano County. The Colleges include Touro University, Maritime Academy, and the three Solano Community Colleges in Solano County (Fairfield, Vacaville, and Vallejo). Options could include, shuttles, carpool, vanpool, rideshare, transit, and other innovative approaches

1. Identify current services, travel needs, and barriers to serving the colleges.
2. Develop transportation options and transit connectivity to colleges in Solano County.
3. Recommend how to target services to the college market and how the colleges could participate in marketing and funding transportation services.
4. Option could include, shuttles, carpool, vanpool, rideshare, transit, and other innovative approaches

**Task 8 Deliverable**

- 1) Technical Memorandum: Transportation Options and Transit Connectivity to the Colleges in Solano County

**Task 9. Public Outreach**

1. Present findings and seek input from Transit Consortium, and STA Board Transit Committees and 2-3 public meetings.
2. With the assistance of STA staff, organize and facilitate public meetings and prepare meeting summaries.

**Task 9 Deliverable**

- 1) Presentation Schedule, Materials, and Summaries of Public Meetings

**Task 10. Draft Transit Corridor Study**

1. Present the existing services, programs, and capital demand data and services inventory.
2. Present transit and travel demand needs and strategies
3. Develop a 25 year Implementation Plan, with five year increments which will include a funding plan.
4. Organize and facilitate at least four presentations on the Draft Plan and obtain input from various groups in Solano County as well as the STA Transit Committee prior to the STA Board.

**Task 10 Deliverable**

- 1) Draft Transit Corridor Study

**Task 11. Final Transit Corridor Study**

1. Finalize the report incorporating input from public and committee review of draft study.
2. Prepare the report for electronic and hard copy distribution.

**Task 11 Deliverable**

- 1) Final Transit Corridor Study

**Proposed Project Timeline for Transit Corridor Study Update**

| Key Deliverables  | Timeframe                  |
|---|----------------------------|
| Confirm Project Goals, Finalize Scope of Services and Work Plan | Week of August 6, 2012     |
| Draft Study   | Completed by October 2013  |
| Final Plan  | Completed by December 2013 |

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DATE: April 12, 2013  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Brian McLean, Vacaville City Coach  
RE: Request for Guidelines for Document Review by Consortium Members

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**Background/Discussion:**

Brian McLean, Vacaville City Coach, has requested that the Consortium discuss guidelines on the process of document review, reasonable review timelines and consideration for agency and individual's time and workloads.

**Recommendation:**

Informational.

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