



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

Board of Directors

Thursday, November 19, 2015

2:00 PM

Regional Transit Authority of Southeast Michigan

1001 Woodward Ave., Suite 1400

Detroit, MI 48226

**AGENDA**

1. Call to order
2. Approval of Agenda
3. Approval of the October 22, 2015 meeting summary
4. Public comment
5. Reports of Standing Committees
  - a. Executive and Policy Committee
    - i. RTA Policy Updates
  - b. Finance and Budget Committee
    - i. Year End Financial Statements
    - ii. Treasurer's Report for October 2015 - Action
    - iii. Audit Services FY 2015
  - c. Planning and Service Coordination Committee
    - i. Service Expansion – Update
    - ii. Airport RFP – Update
    - iii. Planning Project – Update
      1. Regional Master Transit Plan
      2. Michigan Avenue Corridor Study
      3. Gratiot Avenue Corridor Study
      4. Woodward Avenue Corridor Study
  - d. Providers Advisory Committee
    - i. Fare Coordination
    - ii. Fold-up Regional Maps
    - iii. "Yield to Bus" Law
6. Legislative Update
7. RTA Resolution No. 17 – Dr. Curtis Ivery
8. Tentative 2016 Meeting Schedule
9. New Business
10. Adjourn

*The Committee may, at its discretion, revise this agenda or take up any other issues as need and time allow.*

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Proposed Meeting Summary  
Regional Transit Authority  
Board of Directors  
Thursday, October 22, 2015

**1. Call to order 2:10 PM**

Board Members Present:

Paul Hillegonds, Chair; Freman Hendrix; Roy Rose; Elisabeth Gerber; Donald Morandini; Chuck Moss; Tim Soave; Mark Gaffney; Dr. Curtis Ivery; Alma Smith

RTA Representatives Present:

Michael Ford; Tiffany Gunter; Virginia Lickliter; Benjamin Stupka; Travis Gonyou

**2. Approval of Agenda**

Moved by Roy Rose and supported by Freman Hendrix to approve the agenda. Approved unanimously.

**3. Approval of Meeting Summary**

Moved by Donald Morandini and supported by Chuck Moss to approve the September 11, 2015 Meeting Summary. Elisabeth Gerber abstained as she was not present. Approved unanimously.

**4. Public Comments**

**Michael Powell, First Vice-President of the National Federation of the Blind of Michigan and the Detroit Chapter**

Mr. Powell emphasized that blind people are capable of real independence and are able to use public transportation effectively. He noted that people have real difficulty utilizing public transit services to meet the needs of a job, deal with disability considerations, or just getting anywhere they want or need to go. He recalled having to take three buses over a period of three hours to get to work after making all of the necessary transfers. Drive time would only have taken a little over twenty minutes.

Mr. Powell spoke in support of a proposal and a resolution to study the feasibility of using the State Fairgrounds as a transportation hub for Wayne, Oakland, and Macomb counties. He closed by stating that he believes that we can all work together to see that public and private concerns can be addressed in a way that can benefit all of us and give the people of this county the kind of public transportation that will allow them to meet their needs and contribute to the economy of Michigan in the 21<sup>st</sup> century.

## **Brian Colfer, Macomb County Resident**

Mr. Colfer, Macomb County stated that he noticed that the RTA has made a number of serious mistakes regarding the Michigan State Fairgrounds. He added that the worst was that it did not procure that piece of property as the main regional transportation hub for the southeast Michigan region, and revenue generator for the RTA. Mr. Colfer encouraged the RTA and the State of Michigan take the lead on this issue. \*The CAC recommendation is included at the end of the meeting minutes.

## **Jim Casha**

Mr. Casha, Norwich, Ontario expressed his concern with leadership in Lansing, MI. He made reference to the Aramark Prison Food Contract, the EAA (Education Achievement Authority), the Flint Water Crisis, and the MI State Fairgrounds 'give-away', and the RTA's lack of action on procuring the site for RTA operations and revenue generation.

Mr. Casha stated that he attended the RTA's BEST: Regional Master Plan Community Meetings in Taylor and Sterling Heights, expecting to be presented with the beginnings of a Visionary REGIONAL Master Plan centered around a multi-modal Transit Center at a publicly owned MI State Fairgrounds. Instead, he noted that he was presented with ...balls ...ping-pong balls. (*Note: The balls were given to the public to create a visual representation of investment priorities that would allow the public to interact with the project team and enhance public input.*) He asked, why does the RTA mock us with balls, when he would prefer that the RTA fight for a publicly owned transportation asset (the Fairgrounds), that he believes could be the cornerstone of a Regional Master Transit Plan and generate revenue for the RTA?

## **5. Reports of Standing Committees**

### **a. Executive and Policy Committee**

#### **i. Federal Transit Administration Triennial Certification Review – Report**

Tiffany Gunter reported that on September 28<sup>th</sup>, RTA staff met with the FTA to conduct an audit of the RTA processes with regards to the Federal funding used for the RTA's planning projects. Ms. Gunter reported that the FTA reviewed the RTA's contracting policies, procurement policies and accounting procedures. Ms. Gunter stated that the FTA's requires a couple of revisions that need to be made as the RTA moves forward and continues to grow. She reported that the procurement policy contains clauses that pertain more to Federal Highway Administration funds and that the procurement policy will need to be updated. Ms. Gunter reported that those changes will likely come to the board as a draft in November and then in December for approval. She reported that the RTA's DBE program will also be updated to meet all FTA requirements. A draft program will also be brought to the Board in November and a final version for approval in December.

Alma Smith and Chuck Moss both thanked staff for their work.

**b. Finance and Budget Committee**

**i. Treasurer's Report – Action**

Dr. Curtis Ivery presented the Treasurer's Report for September 2015.

Roy Rose asked what made up the legal expenses for the month. Tiffany Gunter reported that RTA staff had worked with legal counsel on the development of the Regional Master Plan to ensure it aligns with requirements of PA387 and that legal counsel had been present at the FTA Triennial Review as well as assisted staff to understand the requirements and to make updates.

Moved by Dr. Curtis Ivery and supported by Roy Rose to approve the September 2015 Treasurer's Report. Approved unanimously.

**c. Planning and Service Coordination Committee**

**i. Funding Allocations**

**1. RTA Resolution No. 15 – Federal Funding Distribution – Action**

Roy Rose reported that the Planning and Service Coordination Committee had discussed RTA Resolution No. 15 – Federal Funding Distribution at its meeting earlier in the day. The committee moved to recommend the resolution to the full board for approval.

Michael Ford reported that RTA staff had worked through the methodology for the allocation since bringing a draft allocation to the board in the spring. The allocation provides for an approximate 50% split over three years.

Roy Rose commended the RTA staff for their effort in coming to an equitable solution for the Federal funding allocation.

Paul Hillegonds also thanked the staff and the board for their efforts.

Freman Hendrix also thanked the RTA staff and stated that he appreciates the spirit of the discussion during the Planning and Service Coordination Committee meeting. He stated that it speaks to the tone that is being established between everyone involved. Mr. Hendrix referred to a memo to the providers that states that the intent is to maintain an approximate 50% split and that the allocation will be revisited if necessary. He stated that that intention strengthens the level of cooperation that is being established.

Alma Smith stated that she recalls a specific percentage allocation for the Detroit Transportation Corporation in the previous version and sees now that it is included with the DDOT allocation. She asked if DDOT and DTC will work together on the allocation between them. Michael Ford stated that her understanding is correct.

Moved by Roy Rose and supported by Mark Gaffney to approve RTA Resolution No. 15 – Federal Funding Distribution. Approved unanimously.

## **2. RTA Resolution No. 16 – Local Bus Operating Distribution – Action**

Roy Rose presented RTA Resolution No. 16 – Local Bus Operating Distribution and reported that it was fully discussed during the Planning and Service Coordination Committee meeting earlier in the day. He reported that the resolution is to allocate \$2.5 million of Local Bus Operating funding towards enhanced routes on Gratiot and Woodward Avenues. He stated that \$333,000 of funds from MDOT for new technology will also be included.

Mark Gaffney stated that this is another example of very good work and cooperation by the providers and RTA staff.

Elisabeth Gerber asked if planning for this expanded service is a planning process separate from the Regional Master Transit Plan and corridor planning that is currently being conducted. Michael Ford reported that whatever is planned will need to be included in the larger scheme of the Regional Master Transit Plan. Ms. Gerber stated that it is important that it is not completely folded in because this comes prior to the master plan and demonstrates to the public the ability of the RTA to work with the providers to improve service in a tangible way.

Moved by Roy Rose and supported by Tim Soave to approve RTA Resolution No. 16 – Local Bus Operating Distribution. Approved unanimously.

## **ii. Planning Projects Update**

Ben Stupka reported that the RTA has either completed or is in the midst of the second round of public meetings for all of the planning projects.

### **1. Regional Master Transit Plan**

Ehren Bingaman with HNTB reported that they have gained a better understanding of the state of the current transportation system and the opportunities for new transit service. He reported that they have been supporting the RTA at meetings with stakeholders and the providers to gain an understanding of the value of mobility for the region. Mr. Bingaman stated that during the current round of public involvement they are fine tuning the priorities. He reported that a solid financial plan and tool has been developed with guidance from the Financial Task Force. He reported that the next step is to develop scenarios and recommendations.

### **2. Gratiot Avenue Corridor Study**

Ben Stupka reported that the team has recently finished public outreach and is moving through a Tier 1 pass-fail analysis. He reported that the team is also scheduling Transit Oriented Development Workshops with communities along the corridor focused on key station locations to discuss land use planning around those locations and what can be done to generate transit oriented development around those locations.

Matt Dillon with Parsons Brinckerhoff gave a presentation on their progress on the project. He reported that there are six different transit modes being considered – commuter rail, express bus, bus rapid transit, premium BRT, street car and light rail. The two modes that stood out during Tier 1 evaluation are BRT and premium BRT and are being recommended for Tier 2 analysis. Mr. Dillon reported that the Tier 1 analysis is available on the RTA's website.

### **3. Michigan Avenue Corridor Study**

Ben Stupka reported that the team has just wrapped up public meetings and is moving forward with Tier 1 pass-fail analysis. That analysis is available on the RTA website. He reported that a more complex element to work through is balancing commuter rail and BRT.

Julia Suprock with AECOM Corporation gave a presentation on their progress on the project. She reported that Tier 1 analysis has been completed and they are being Tier 2.

Freman Hendrix asked how the team is getting the word out on public meetings. Ms. Suprock reported that they have distributed flyers in public locations along the corridor, sent email blasts and posted notices on the website. She reported that their goal is to use as many outlets as possible. She reported that they have also used pop-up meetings to connect with the public.

### **4. Woodward Avenue Corridor Study**

Ben Stupka reported that the RTA received clearance from the FTA for a categorical exclusion for an environmental analysis so the team will be looking at possible key environmental impacts, mostly historical community impacts. He reported that the previous steering committee will be reconvened in early November to discuss what public outreach should be for the environmental process. He stated that they believe the process will be a six to eight-month process.

- d. Providers Advisory Committee**
  - i. Fare Coordination Study**

Cornelius Henry reported that the final draft of the study is posted on the RTA website for public comment. He reported that the committee would be giving a presentation at the next board meeting on the chosen alternative and the next step to work out what can be done in the immediate future. He also reported that a test had been conducted using a AAATA monthly pass to make sure they would work on the fare boxes of other providers. The next phase is to work with the RTA on creating a regional pass to use on with all of the providers' services.

**ii. Performance Metrics**

Mr. Henry reported that data has been collected for the second quarter of the year and is ready to send to the RTA for posting on the website. He reported that all of the services had made improvements in on-time performance. He reported that had made significant improvements on pull-outs.

**iii. Folding Maps**

Mr. Henry reported that a group is are working on the system maps and a consultant has been hired to complete the editing and copyright work.

**e. Citizens Advisory Committee Update**

Megan Owens provided an update on activities of the Citizens Advisory Committee. She reported that liaisons to the project committees had been actively involved in ongoing meetings. She reported that the CAC had a presentation on the Flint MTA and things that are working for them at the last CAC meeting. Ms. Owens reported that there had also been an update from DDOT on their work and travel training. She reported that the Seniors and ADA sub-committee has been involved in discussions regarding an Adopt-a-Stop program. The outreach team has spent time over the summer gathering input from the public and has shifted focus to working with the transit support coalition, Momentum, on ensuring that the full breadth of the community has been engaged and providing support in those efforts.

**6. New Business**

Board Chair Hillegonds reported that Dr. Curtis Ivery has been asked to serve as a board member of the Detroit-Wayne Metro Airport Authority and has tendered his resignation as an RTA board member. Mr. Hillegonds also introduced Sonya Mays as the new board member representing Wayne County.

**7. Meeting adjourned at 3:24 PM**



## **Freedom of Information Act**

### **Executive Summary**

The RTA acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The RTA acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals. Please click on the link to access the full [Policy and Procedure Manual](#).

#### **Requesting a Public Record**

A person requesting to inspect or obtain copies of public records prepared, owned, used, possessed or retained by RTA must do so in writing. The request must sufficiently describe a public record so as to enable RTA personnel to identify and find the requested public record. Requests for public records may be submitted in person or by mail to the RTA office (1001 Woodward Ave, Suite 1400, Detroit, MI 48226). Requests may also be submitted electronically by facsimile (313-961-4869) and e-mail ([info@rtamichigan.org](mailto:info@rtamichigan.org)).

#### **Processing a Request**

Unless otherwise agreed to in writing by the person making the request, within 5 business days of receipt of a FOIA request the RTA will issue a response. If a request is received by facsimile, e-mail or other electronic transmission, the request is deemed to have been received on the following business day.

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide an applicable circumstance as described in the Policy and Procedure manual.

#### **Fees**

A fee will not be charged for the cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the RTA because of the nature of the request in the particular instance, and the RTA specifically identifies the nature of the unreasonably high costs.

#### **Appeal of a Denial of a Public Record**

When a requester believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may file an appeal of the denial with the RTA Board. If the head of the public body is a board or commission, it is not considered to have received a written appeal of either a denial or a fee amount until its first regularly scheduled meeting following the submission of the appeal. It then has 10 business days to respond to the appeal. The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requester is seeking a reversal of the denial.

#### **Appeal of an Excessive FOIA Processing Fee**

If a requestor believes that the fee charged by the RTA to process a FOIA request exceeds the amount permitted by state law, he or she must first submit a written appeal for a fee reduction to the RTA Board. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.



# Regional Transit Authority of Southeast Michigan

## Income Statement: Budget vs. Actual

October 2014 - September 2015

	ADMINISTRATIVE ACTIVITIES			
	Actual	Budget	Over/(Under) Budget	% of Budget
<b>Income</b>				
Total 410.00 Grant Revenue	\$ 917,167.27	\$ 1,571,381.00	\$ (654,213.73)	58.37%
<b>Expenses</b>				
Total 501.00 LABOR	\$ 400,930.14	\$ 247,366.67	\$ 153,563.47	162.08%
Total 502.00 FRINGE BENEFITS	\$ 218,924.04	\$ 226,335.27	\$ (7,411.23)	96.73%
Total 503.00 SERVICES	\$ 222,301.47	\$ 450,100.00	\$ (227,798.53)	49.39%
Total 504.00 MATERIAL AND SUPPLIES	\$ 7,758.58	\$ 240,000.00	\$ (232,241.42)	3.23%
Total 505.00 UTILITIES	\$ 5,115.19	\$ 9,480.00	\$ (4,364.81)	53.96%
Total 506.00 INSURANCE	\$ 1,343.59	\$ 20,000.00	\$ (18,656.41)	6.72%
Total 507.00 TRAVEL	\$ 37,942.77	\$ 35,000.00	\$ 2,942.77	108.41%
Total 509.00 MISCELLANOUS EXPENSES	\$ 24,614.32	\$ 65,000.00	\$ (40,385.68)	37.87%
Total 512.00 LEASE AND RENTALS	\$ 0.00	\$ 20,000.00	\$ (20,000.00)	0.00%
<b>Total Expenses</b>	<b>\$ 918,930.10</b>	<b>\$ 1,313,281.94</b>	<b>\$ (394,351.84)</b>	<b>69.97%</b>
<b>Net Operating Income</b>	<b>\$ (1,762.83)</b>	<b>\$ 258,099.06</b>	<b>\$ (259,861.89)</b>	<b>-0.68%</b>
<b>Net Other Income</b>	<b>\$ 345.00</b>	<b>\$ 0.00</b>	<b>\$ 345.00</b>	
<b>Net Income</b>	<b>\$ (1,417.83)</b>	<b>\$ 258,099.06</b>	<b>\$ (259,516.89)</b>	<b>-0.55%</b>

	PROGRAM ACTIVITIES			
	Actual	Budget	Over/(Under) Budget	% of Budget
<b>Income</b>				
Total 410.00 Grant Revenue	\$ 1,740,182.92	\$ 4,170,500.00	\$ (2,430,317.08)	41.73%
<b>Expenses</b>				
Total 501.00 LABOR	\$ 63,353.03	\$ 324,000.00	\$ (260,646.97)	19.55%
Total 502.00 FRINGE BENEFITS	\$ 35,011.70	\$ 0.00	\$ 35,011.70	
Total 503.00 SERVICES	\$ 1,641,818.19	\$ 3,846,500.00	\$ (2,204,681.81)	42.68%
Total 504.00 MATERIAL AND SUPPLIES	\$ 0.00	\$ 0.00	\$ 0.00	
Total 505.00 UTILITIES	\$ 0.00	\$ 0.00	\$ 0.00	
Total 506.00 INSURANCE	\$ 0.00	\$ 0.00	\$ 0.00	
Total 507.00 TRAVEL	\$ 0.00	\$ 0.00	\$ 0.00	
Total 509.00 MISCELLANOUS EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00	
Total 512.00 LEASE AND RENTALS	\$ 0.00	\$ 0.00	\$ 0.00	
<b>Total Expenses</b>	<b>\$ 1,740,182.92</b>	<b>\$ 4,170,500.00</b>	<b>\$ (2,430,317.08)</b>	<b>41.73%</b>
<b>Net Program Income</b>	<b>\$ 0.00</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Net Income</b>	<b>\$ 0.00</b>	<b>\$ -</b>	<b>\$ -</b>	

# Regional Transit Authority of Southeast Michigan Balance Sheet

As of September 30, 2015

	<u>Total</u>
<b>ASSETS</b>	
Current Assets	
Total Bank Accounts	\$ 278,768.71
Accounts Receivable	
Total 102.00 Receivables	\$ 1,333,429.03
Total Accounts Receivable	\$ 1,333,429.03
Other current assets	
Total Other current assets	\$ 18,798.45
Total Current Assets	\$ 1,630,996.19
<b>TOTAL ASSETS</b>	<b>\$ 1,630,996.19</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Total Accounts Payable	\$ 914,764.41
Other Current Liabilities	
Total 212.00 Payroll Liabilities	\$ 48,342.03
213.00 Deferred Revenue	
Total 213.00 Deferred Revenue	\$ 669,277.58
Total Other Current Liabilities	\$ 717,619.61
Total Current Liabilities	\$ 1,632,384.02
Total Liabilities	\$ 1,632,384.02
Equity	
Total Equity	\$ (1,387.83)
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,630,996.19</b>



# REGIONAL TRANSIT AUTHORITY OF SOUTHEAST MICHIGAN

As created under Public Act 387 of 2012

## Treasurer's Report

Report for the month of: October 2015

### RTA BOARD

CHAIR  
*Paul Hillegonds*

VICE CHAIR  
*Elisabeth Gerber*

SECRETARY  
*Mark Gaffney*

TREASURER  
*Timothy Soave*

*Freman Hendrix*  
*Don Morandini*  
*Sonya Mays*  
*Chuck Moss*  
*Roy Rose*  
*Alma Wheeler Smith*

				Beginning Balance FY 15	<u>\$ 571,381.00</u>
REVENUES	Monthly	Obligated	YTD	Budget	Remaining
Beginning Balance FY 15	-	-	-	223,371	223,371
Federal Grants (Administration)	8,434.51	-	8,435	276,000	267,565
State Match (Administration)	2,108.63	-	2,109	55,200	53,091
State Revenue	34,462.15	-	34,462	1,100,000	1,065,538
Other	3,000.00	-	3,000	200,000	197,000
<b>TOTAL REVENUE:</b>	<b>48,005</b>	<b>-</b>	<b>48,005</b>	<b>1,854,571</b>	<b>1,806,566</b>
EXPENSES:	Monthly	Obligated	YTD	Budget	Remaining
Salary	26,963	-	26,963	631,013	604,050
Fringe	8,930	-	8,930	315,506	306,576
Workers' Compensation Insurance	917	-	917	1,200	283
<b>Total Compensation</b>	<b>36,810</b>	<b>-</b>	<b>36,810</b>	<b>947,719</b>	<b>910,626</b>
Administrative Contracts					
D&O Liability Insurance	-	-	-	20,000	20,000
Legal	-	-	-	100,000	100,000
ASO	-	-	-	3,000	3,000
Accounting Services	-	-	-	10,000	10,000
Audit	-	-	-	15,000	15,000
Website	-	-	-	2,500	2,500
Legislative Services	3,000	-	3,000	39,000	36,000
Communications	4,500	-	4,500	54,000	49,500
Public Education Initiatives	-	-	-	-	-
User Satisfaction Survey	-	-	-	150,000	150,000
IT Support	-	-	-	10,000	10,000
Other Contract	-	-	-	25,000	25,000
<b>Total Administrative Contracts</b>	<b>7,500</b>	<b>-</b>	<b>7,500</b>	<b>428,500</b>	<b>421,000</b>
Marketing/Printed Materials*	-	24,253	-	200,000	175,747
Rent	-	-	-	-	-
Hardware/Software	154	-	154	10,000	9,846
Phone Equipment	-	-	-	-	-
Phone and Internet Service Fees	-	-	-	5,500	5,500
Supplies	129	-	129	5,000	4,871
Utilities	-	-	-	-	-
Furniture	-	-	-	-	-
Meetings/Retreats	3,036	-	3,036	40,000	36,964
Travel/Professional Development	103	-	103	35,000	34,897
Subscriptions/Memberships	100	-	100	6,000	5,900
Board Reimbursement	170	-	170	15,000	14,831
Miscellaneous Expense	3	-	3	-	(3)
<b>TOTAL EXPENSES:</b>	<b>48,005</b>	<b>24,253</b>	<b>48,005</b>	<b>1,692,719</b>	<b>1,620,180</b>

Treasurer's Signature:

\_\_\_\_\_  
Timothy Soave

\* Future obligation of Marketing/Printed Materials - Maps - \$24,253

# Memo

To: RTA Planning and Service Coordination Committee  
From: Michael G. Ford, CEO  
Date: November 12, 2015  
Re: Demonstration Airport Express Bus Service

## **Background**

In June 2015, the RTA released a request for proposals (RFP) seeking qualified contractors to provide airport express bus service between the City of Detroit, Wayne County, Oakland County, Macomb County and the Detroit Metropolitan Airport (DTW). No contractors came forward to bid on the service. The RTA solicited feedback from several potential bidders to help determine the reasoning behind the lack of responsiveness. Potential bidders cited the lack of clarity on the following issues schedule, funding, potential routes, and ridership market. Potential bidders also cited the need for flexibility with vehicle size and type, and the required Wayne County Airport Authority (WCAA) permit as issues. To the extent practicable, the RTA will update RFP to address these issues so that we can move forward with the airport express bus service.

This memorandum provides an overview of proposed changes to the RFP, a potential schedule for releasing the updated RFP, and a brief overview of potential routes.

## **Proposed Changes to the RFP**

The RTA proposes to make several changes to the RFP to address the concern of potential bidders. Key changes include:

- The service is now clearly identified as a 1-year demonstration service. We may also update the RFP to include the options for continued service. The assumed service window is April 2016 to April 2017. Our hope is that a successful millage in November 2016 will provide a dedicated funding source to help subsidize this service as needed.
- The vehicle requirements are now more flexible, including smaller vans or shuttles as well as large motorcoach buses.
- The original RFP asked potential contractors to design a service that would cover the City of Detroit, Wayne County, Oakland County, and Macomb County. The new RFP will require potential contractors to submit proposals addressing at least two routes: one serving downtown Detroit, and another serving one or more locations in Oakland, Macomb, and/ or Wayne counties.
- The RTA has identified five concept routes to illustrate the key markets that we believe could be served by airport express bus service. The selection of these routes and targeted stop areas is described in more detail below.
- The amount of funding the RTA has to support the service, \$1.5 million in federal Congestion Mitigation and Air Quality Improvement (CMAQ) program funds, is now clearly articulated in the RFP.

- The RTA also made an effort to streamline the RFP to make it more accessible to a wider variety of bidders.

### WCAA Regular Intercity Bus Operator Permit

The required WCAA permit was cited as an issue in the RFP by one potential bidder. The updated RFP will retain the requirement that a successful contractor must apply for and receive an executed Regular Intercity Bus Operator Permit from the WCAA.

### Potential RFP Schedule

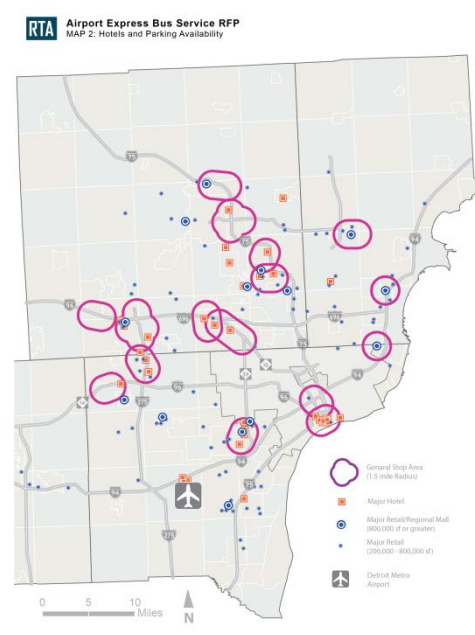
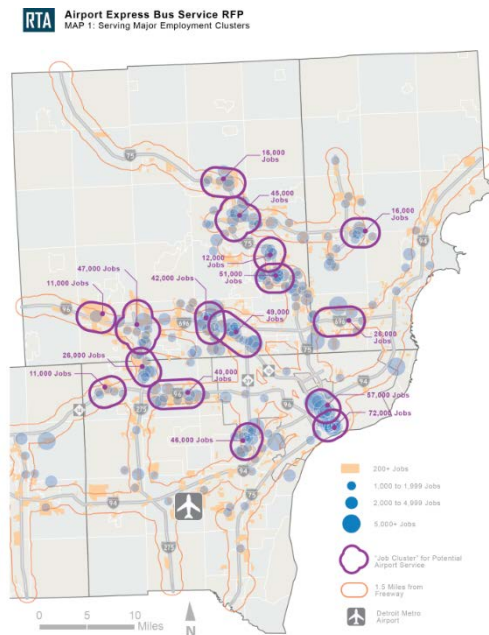
Event	Date
Request for Proposal Issued	November 30, 2015
Requests for Clarifications due	December 11, 2015
RTA Responds to Questions and Clarifications*	December 18, 2015
Proposal Due Date	January 8, 2015
Public Bid Opening	January 14, 2015
Proposal Evaluation/Vendor Interview/Contract Negotiation Period	January 18 – February 5, 2015
Tentative Anticipated Award Date	February 2015

\* The RTA may schedule a potential bidders meeting to answer questions.

### Concept Routes

The RTA conducted a preliminary analysis identifying viable airport express pickup/drop-off zones and customer catchment areas. These zones are meant to indicate general areas where demand for airport service is likely strong, and where numerous options exist for future stop locations.

Key factors driving the demand of Airport Express service are large employment concentrations, major hotels with conference/event facilities, convenient highway access, and parking availability. The maps below shows how these factors helped to create potential stop zones.



The RTA identified five routes that we believe serve the markets identified above:

1. Downtown Detroit
2. M-59 & I-94 corridors (Macomb County), Midtown Detroit
3. Dearborn/Southfield
4. Troy/Auburn Hills, Midtown Detroit
5. Northville, Novi, Farmington Hills

**RTA** Airport Express Bus Service RFP  
 MAP 3: Bus Routes and Catchment Areas



**Catchment Area Market Data**

	1 Downtown	2 Macomb County	3 Dearborn/Southfield	4 Troy/Auburn Hills	5 Novi/I-275
<b>Jobs</b>	72,508*	158,380	220,322	285,569	141,552
<b>Hotel Rooms</b>	1,298	0	2,487	1,051	1,702
<b>Event Space (sq ft)</b>	300,000	0	149,400	44,300	76,700
<b>Daily Home-Airport Trips</b>	293	5,292	5,058	3,768	2,819

*\*Downtown job density is 6-12 times higher than on other routes, despite its relatively low job count. More jobs will be much closer to a downtown stop than to a stop on any other route.*



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

**Regional Transit Authority of Southeast Michigan  
Resolution No. 17**

**RTA Resolution No. 17**, a resolution of thanks and appreciation for the public service rendered by departing RTA Board of Directors member, Dr. Curtis Ivery.

**WHEREAS**, Dr. Curtis Ivery was appointed to the RTA Board of Directors in April, 2013 by Wayne County Executive, Robert Ficano; and

**WHEREAS**, Dr. Ivery was appointed to serve as the RTA's Treasurer and as a member of the Executive and Policy Committee and the Finance and Budget Committee; and

**WHEREAS**, Dr. Ivery has decided to resign his position on the RTA Board of Directors to serve on the Board of Directors for the Detroit-Wayne Metro Airport Authority; and

**WHEREAS**, Dr. Ivery performed his duties as a board member throughout his tenure with the RTA in a professional and diligent manner. He participated in the selection of the RTA's first Chief Executive Officer, in the development of the RTA By-Laws, and in the establishment of the RTA's operational policies.

**NOW, THEREFORE, BE IT RESOLVED** that the RTA Board of Directors hereby expresses its gratitude for the excellent public service rendered by Dr. Curtis Ivery; and

**BE IT FINALLY RESOLVED** that the RTA Board of Directors hereby expresses its best wishes for Dr. Ivery's continued success in his endeavors.

Authorizing signature: \_\_\_\_\_ (Mark Gaffney, Secretary to the Board)

Date: November 19, 2015



## **Board of Directors – all meetings 2:00pm – 4:00pm**

January 21  
February 18  
March 17  
April 21  
May 19  
June 16  
July 21  
August 18  
September 15  
October 20  
November 17  
December 15

## **Finance & Budget – all meetings 12:30 – 1:30**

January 21  
February 18  
March 17  
April 21  
May 19  
June 16  
July 21  
August 18  
September 15  
October 20  
November 17  
December 15

## **Public Transit Providers Advisory Committee – all meetings 10:00 – 11:30**

January 14  
February 11  
March 10  
April 14  
May 12  
June 9  
July 14  
August 11  
September 8  
October 13

November 10  
December 8

**Planning And Service Coordination Committee – all meetings 12:00 – 3:00**

January 14  
February 11  
March 10  
April 14  
May 12  
June 9  
July 14  
August 11  
September 8  
October 13  
November 10  
December 8

**Executive and Policy Committee – all meetings 9:00 – 11:00**

January 8  
February 12  
March 11  
April 8  
May 13  
June 10  
July 8  
August 12  
September 9  
October 14  
November 11  
December 9