



**REGIONAL
TRANSIT AUTHORITY**
OF SOUTHEAST MICHIGAN

Planning and Service Coordination Committee Meeting

Thursday, November 12, 2015

12:00 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. Service Expansion - Update
6. Survey – Update
7. Airport RFP – Update
8. Planning Project Updates
 - a. Regional Master Transit Plan
 - b. Michigan Avenue Corridor Study
 - c. Gratiot Avenue Corridor Study
 - d. Woodward Avenue Corridor Study
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.

Request for reasonable accommodations at RTA meetings require advance reservations.

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Proposed Meeting Summary
Regional Transit Authority
Planning and Service Coordination Committee
Thursday, October 22, 2015

1. Call to order 1:25 PM

Committee Members Present:

Roy Rose, Chair; Freman Hendrix; Donald Morandini; Chuck Moss; Mark Gaffney

RTA Representatives Present:

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

2. Approval of Agenda

Moved by Chuck Moss and supported by Mark Gaffney to approve the agenda. Approved unanimously.

3. Approval of Meeting Summary

Moved by Donald Morandini and supported by Chuck Moss to approve the September 10, 2015 Meeting Summary. Approved unanimously.

4. Public Comments

There were none

5. Funding Allocations

Mark Gaffney asked if these allocations are always for three years at a time. Tiffany Gunter responded that the specific duration is at the discretion of the RTA Board.

a. RTA Resolution No. 15 – Federal Funding Distribution – Action

Michael Ford reported that RTA staff had brought a recommendation to the RTA Board in the spring and had held many discussions to come to reach an agree upon solution. The resolution effectively allocates 50% of Federal Funds to SMART and the other 50% to DDOT and The Detroit People Mover. Mr. Ford stated that the RTA believes this was a fair and equitable process in terms of a three year agreement. Mr. Ford also stated that the agreement process is a good catalyst for regional cooperation going forward as the Regional Master Transit Plan is

launched and as we seek to secure a dedicated source of funding. Mr. Ford thanked everyone that was involved in the process.

Freman Hendrix stated that the spirit of the resolution is where it's supposed to be as well as the idea of putting every agency on an even keel with funding. Mr. Hendrix asked if the resolution gives the board the flexibility to make tweaks in the event that one of the agencies provides more service than what the allocation is based on. Tiffany Gunter responded that the board does maintain the flexibility to reevaluate the distribution. Mr. Hendrix asked the committee if anyone would object to an amendment that would allow for a reopening clause in the resolution. Michael Ford responded that there are extenuating circumstances that could cause the need for a change in the allocation. Chuck Moss asked if the board has the authority to bring the allocation back for discussion at its discretion without a clause in the resolution. Mark Gaffney stated that it is his understanding that, regardless of the length of time for the current allocation, it can be brought back for discussion at any time and that it is his understanding that doing that is not uncommon to review an allocation like this annually. Mr. Gaffney read Part I of the Recommendation on State and Federal Distribution and Expansion of Service of the RTA Funding Memo which states that the policy would be to maintain an allocation around 50-50 and that the allocation will be revisited when a referendum passes. Mr. Hendrix stated that if the resolution required review, the providers should be included in any discussion. Mr. Hendrix also stated that given the intent of the memo and discussions with the providers, he is fine with the resolution as it is written. Donald Morandini stated that this understanding should be reflected in the meeting minutes. Roy Rose stated that in the memo of understanding, the formula is based on revenue miles, ridership, population and local operating contributions. Mr. Rose stated that he agreed that if there is a significant change in any of these factors, the allocation would need to be reviewed. Mr. Hendrix stated that in his conversations with the City of Detroit and Wayne County, they discussed the pending roads package and the flexibility of using some of that funding for transportation. He stated that the City wanted to be sure that those dollars could be included in their local contribution. Mr. Morandini noted that the intent behind the three-year proposal is to allow the agencies to plan their budgets more effectively. Mr. Ford added that the three-year duration was key in the negotiations.

Moved by Donald Morandini and supported by Chuck Moss to recommend RTA Resolution No. 15 to the full Board for approval. Recommended unanimously.

b. RTA Resolution No. 16 – Local Bus Operating Distribution – Action

Chuck Moss expressed concern that expanding bus service could be in violation of a City of Detroit ordinance. Michael Ford responded that it had been discussed at length and the agreement calls for the City of Detroit to provide an opinion of counsel or an act or instrument of similar effect that SMART is able to provide service within the City of Detroit under applicable City of Detroit ordinances. Mr. Moss suggested that maybe the City could repeal the ordinance that disallows other transit providers to operate within city limits during non-peak

times. Mr. Ford stated that both the City and SMART are working to resolve this issue to eliminate vulnerabilities on either side of the issue.

Freman Hendrix stated that getting the ordinance issue resolved is at the front of the City's priorities and that City Council members are waiting for this resolution to be passed in order to move forward on the issue.

Moved by Mark Gaffney and supported by Donald Morandini to recommend RTA Resolution No. 16 to the full Board for approval. Recommended unanimously.

6. Planning Projects Updates

Item deferred to the Board of Directors meeting immediately following this meeting.

7. New Business

There was none.

8. Moved by Mark Gaffney and supported by Chuck Moss to adjourn the meeting. Meeting adjourned at 1:58 PM.

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

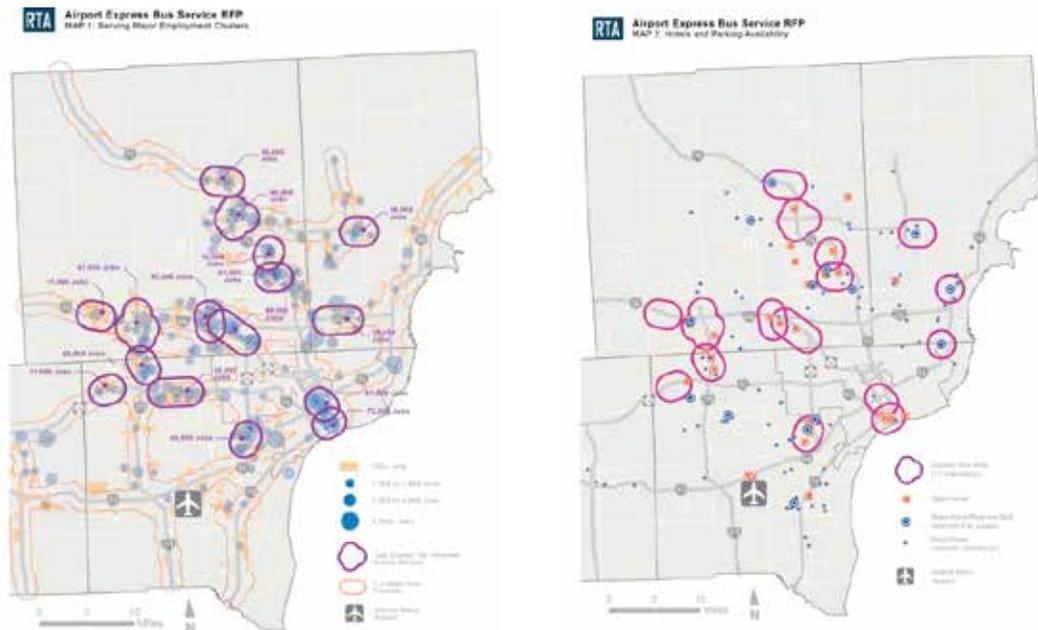
Event	Date
Request for Proposal Issued	November 30, 2015
Requests for Clarifications due	December 11, 2015
RTA Responds to Questions and Clarifications*	December 18, 2015
Proposal Due Date	January 8, 2015
Public Bid Opening	January 14, 2015
Proposal Evaluation/Vendor Interview/Contract Negotiation Period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

Catchment Area Market Data

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