



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

**Board of Directors**

Thursday, August 17, 2023

1:00 PM

**AGENDA**

1. Call to order
2. Fiscal Year 2024 Budget Public Hearing
3. Approval of Agenda
4. Approval of the July Board Meeting Summary - ACTION
5. Public Comment
6. Financial Reports for July – ACTION
7. Fiscal Year 2024 DRAFT Budget
8. Master Planning Contract Extension - ACTION
9. Program Management Contract Extension - ACTION
10. Regional Transit Master Plan (2023 Update)
11. Communications Report
12. Report from Program Manager
13. Executive Session – Personnel Review
14. New Business
15. Adjourn

*The Board 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. Individuals with disabilities requiring assistance should contact RTA Information Services at least 48 hours in advance of the meeting. Contact LaShauna Morris at 313-402-1020.*

*Documents and information are available in a variety of formats. Contact the RTA Information Center at [info@rtamichigan.org](mailto:info@rtamichigan.org) or call 313-402-1020 to discuss your format need. .*



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

**Proposed Meeting Summary**

**Board of Directors**

Thursday, July 20, 2023

1:00 PM

**1. Call to order at 1:03 PM**

**Board Members Present:**

Dave Massaron; Don Morandini; Helaine Zack; Dr. Erica Robertson; Freman Hendrix;  
Jon Moore; June Lee; Alma Smith; Ned Staebler

**RTA Representatives Present:**

Ben Stupka; Khalil Davis; Corri Wofford; Melanie Piana; Julia Roberts; Isaac Constans;  
Shauna Morris

**Other Meeting Participants:**

Morrow and Associates – RTA Consultant  
Michelle Hodges, Rehmann – RTA Consultant

**2. Approval of Agenda**

Moved by Alma Smith and supported by Freman Hendrix. The July 20, 2023, Agenda was approved.

**3. Approval of the June 15, 2023, Board Meeting Summary**

Moved by Helaine Zack and supported by Alma Smith. The June 15, 2023, Meeting Summary was unanimously approved, as amended.

**4. Public Comment**

- Robert Pawloski provided public comment regarding increasing public transit and connectivity throughout the region.
- Brother Cunningham, public transportation advocate, encouraged citizens to attend the monthly DDOT meeting, and provided meeting information to the public.

**5. New Staff Introductions**

Mr. Stupka introduced, Isaac Constans, RTA Communications Associate. Mel Muskovitz, Dykema Gossett, was also introduced as the RTA's attorney to new members, staff, and the public.

**6. Approval to Accept June Financial Reports**

Mr. Stupka noted that D2A2 and MyRide2, 3<sup>rd</sup> Quarter costs and fares were not included in the June Financial reports. The RTA is awaiting invoices from both Ann Arbor Area Transportation Authority (AAATA) and the Area Agency on Aging (AAA 1-B). Moved by

Alma Smith and supported by Jon Moore, the June 2023 Financial Reports were unanimously approved.

7. **Approval to Amend RTA's Procurement Policy & Procedures Manual**

Mr. Stupka asked the Board to approve the Procurement Policy & Procedures Manual, per FTA policy recommendations for micro and small purchase dollar thresholds, as included in the meeting packet. Moved by Alma Smith and supported by Erica Robertson. The Procurement Policy & Procedures Manual was unanimously approved.

8. **Fiscal Year 2024 Draft Budget Presentation**

Mr. Stupka presented a draft of the FY 2024 Budget for review. The approval of the Fiscal Year 2024 DRAFT Budget for public release will go before the Board at the August 17, 2023, BOD Meeting.

9. **Communications Report**

Corri Wofford provided a summary of the RTA's efforts in improving social media presence, external communications, partnerships, and outreach, highlighting: Press announcements regarding the D2A2 Frequent Rider Passbook Program and commercial, RTA monthly newsletter, Regional Transit Master Plan (RTMP) engagement, and announced that the next Citizens Advisory Committee (CAC) Meeting will be a hybrid meeting held on Monday, August 28, 2023.

10. **Report from the Program Manager**

Ben Stupka reviewed the staff report, as included in the meeting packet.

11. **New Business**

Dave Massaron announced that there will be possible periodic Executive Sessions scheduled regarding personnel matters in the upcoming months.

12. **Meeting Adjourned at 2:18 PM**

**Regional Transit Authority of Southeast Michigan**  
**Statement of Position**  
**As of July 31, 2023**

	Current Yr 7/31/2023	Prior Yr 7/31/2022
<b>Assets</b>		
Cash and Cash Equivalents	\$ 47,955	\$ 14,540
Accounts Receivable	812,911	1,889,253
Prepays and Other Current Assets	446	51
<b>Total Assets</b>	<b>\$ 861,313</b>	<b>\$ 1,903,844</b>
 <b>Liabilities</b>		
Accounts Payable	\$ 760,886	\$ 1,486,269
Accrued Payroll and Related Liabilities	16,506	14,406
Refundable Advance	81,361	400,000
<b>Total Liabilities</b>	<b>\$ 858,753</b>	<b>\$ 1,900,675</b>
 <b>Net Assets</b>		
Fund Balance	\$ 1,413	\$ 2,621
Net Revenue	1,147	548
<b>Total Net Assets</b>	<b>\$ 2,560</b>	<b>\$ 3,169</b>
 <b>Total Liabilities and Net Assets</b>	<b>\$ 861,313</b>	<b>\$ 1,903,844</b>

**Regional Transit Authority of Southeast Michigan**  
**Statement of Activity**  
**FY2023 - July 2023 Admin - YTD Comparison to Budget**

	Actual	Actual	Actual	Actual	Actual	Admin YTD	Budget YTD
	ADMIN - ARPA	ADMIN - MDOT 23	Add'l Admin - MDOT	CHSTP	Interest/Other Admin	Total	
<b>Revenue</b>							
Federal Grants	\$ 867,555	\$ -	\$ 51,067	\$ -	\$ -	\$ 918,622	\$ 1,330,507
State Grants - Matching	-	-		-	-	-	
State Grants	-	216,254		117,039	-	333,293	333,333
Local Grants	-	-		-	-	-	-
Project Match Revenue	-	-		-	-	-	-
RTA Regional Planning Set-Aside	-	-		-	-	-	500,000
Other	-	-		-	1,149	1,149	-
<b>Total Revenue</b>	<b>\$ 867,555</b>	<b>\$ 216,254</b>		<b>\$ 117,039</b>	<b>\$ 1,149</b>	<b>\$ 1,253,064</b>	<b>\$ 2,163,840</b>
<b>Expenses</b>							
Wages and Benefits	\$ 396,837	\$ 31,974		\$ 34,654	\$ -	\$ 463,464	\$ 695,754
Legal Services	-	20,335		-	-	20,335	62,500
Audit Services	-	16,000		-	-	16,000	12,917
Outsourced Accounting Services	123,480		10,093	-	-	133,573	129,167
Communications	-	67,500		-	-	67,500	67,500
Planning Services	333,847		40,974	-	-	374,821	391,667
Legislative Services	-	30,000		-	-	30,000	-
Transportation Services	-			-	-	-	-
Other Contract Services	13,000	4,115		82,385	-	99,500	104,167
Survey Services	-	-		-	-	-	-
Public Engagement Initiatives	-	-		-	-	-	83,333
Project Match	-	-		-	-	-	-
Outreach/Printed Mat'ls	390	1,225		-	-	1,615	20,833
Supplies	-	468		-	-	468	10,417
Utilities	-	10,854		-	-	10,854	14,583
Rent	-	-		-	-	-	37,500
Insurance Expenses	-	13,543		-	-	13,543	12,253
Travel Expenses	-	6,653		-	-	6,653	6,667
Conferences and Retreats	-	6,233		-	-	6,233	8,333
Subscriptions/Memberships	-	4,144		-	-	4,144	4,167
Miscellaneous	-	3,213		-	-	3,213	2,083
RTA Regional Planning Set-Aside	-	-		-	-	-	500,000
<b>Total Expenses</b>	<b>\$ 867,554</b>	<b>\$ 216,257</b>		<b>\$ 117,039</b>	<b>\$ -</b>	<b>\$ 1,251,916</b>	<b>\$ 2,163,840</b>
<b>Net Increase/(Decrease) in Net Assets</b>	<b>\$ 1</b>	<b>\$ (3)</b>		<b>\$ -</b>	<b>\$ 1,149</b>	<b>\$ 1,148</b>	<b>\$ -</b>

This financial report is for internal use only. It has not been audited, and no assurance is provided.

### Project Budget Tracker

Title		Detroit to Ann Arbor Express Bus (D2A2)	
Description		Express bus connecting downtown Detroit to downtown Ann Arbor.	
Schedule		October 2021 - December 2025	
Budget Tracker			
	Total	ITD	Balance
Cost	\$ 8,202,699	\$ 3,807,953	\$4,394,746
Grants			
MI-2021-036-01	\$4,311,592	\$2,979,348	\$1,332,244
2017-0119/P7/R2	\$1,635,893	\$923,430	\$712,463
Fares/Contrib	\$955,214	\$470,570	\$484,644
FY2023 CMAQ*	\$1,300,000		\$1,300,000
	\$8,202,699	\$4,373,348	\$3,829,351

\*Funding is secured. Will be amended into the grant at a future date.

**NOTE: FY2023 Q3 costs and fares are not included in these numbers, AAATA invoice not received as of 7/14/23**

Title	Regional Mobility Management (MyRide2)		
Description	Call center/website with information for seniors and persons with disabilities.		
Schedule	October 2017 - December 2023		
Budget Tracker			
	Total	ITD	Balance
Cost	\$1,336,805	\$1,081,014	\$255,791
Grants			
MI-2017-031-02	\$1,069,445	\$939,477	\$129,968
2017-0119/P2/R4	\$267,361	\$234,869	\$32,492
	\$1,336,806	\$1,174,346	\$162,460

**NOTE: FY2023 Q3 costs are not included in these numbers, AAA 1-B invoice not received as of 7/14/23**

Title		M1-Rail	
Description		Support operations for M-1 Rail after restarting 9/27/21	
Schedule		COMPLETE	
Budget Tracker			
	Total	ITD	Balance
Cost	\$1,477,857	\$1,477,857	\$0
Grants			
MI-2023-001-00	\$1,477,857	\$1,477,857	\$0
	\$1,477,857	\$1,477,857	\$0

Title	Universal Basic Mobility Pilot		
Description	Mobility wallet fare technology pilot focused on Detroit jobseekers.		
Schedule	June 2023 - December 2024		
Budget Tracker			
	Cost	ITD	Balance
Cost	\$1,150,000	\$0	\$1,150,000
Grants			
State Grant*	\$1,150,000	\$0	\$1,150,000

\*Funding is secured. Awaiting a formal grant from MDOT.

Remaining Grant Balance

Title	Access to Transit Program		
Description	Grant program for safety and access improvements at bus stops.		
Schedule	Janaury 2024 - December 2026		
Budget Tracker			
	Cost	ITD	Balance
Cost	\$2,000,000	\$0	\$2,000,000
Grants			
FY2024 CMAQ*	\$1,600,000	\$0	\$1,600,000
State Grant*	\$400,000	\$0	\$400,000
	\$2,000,000	\$0	\$2,000,000

\*Funding is secured. Will be amended into the grant at a future date.

Title	Downtown to Airport Express		
Description	Express bus connecting downtown Metro Airport to Downtown Detroit.		
Schedule	January 2024 - December 2024		
Budget Tracker			
	Cost	ITD	Balance
Cost	\$2,500,000	\$0	\$2,500,000
Grants			
FY2024 CMAQ*	\$2,000,000	\$0	\$2,000,000
State Grant*	\$500,000	\$0	\$500,000
	\$2,500,000	\$0	\$2,500,000

\*Funding is secured. Will be amended into the grant at a future date.

Title	Regional Technology Strategic Plan*		
Description	Inventory and assessment of providers technology and identifcation of goals.		
Schedule	January 2024 - December 2024		
Budget Tracker			
	Cost	ITD	Balance
Cost	\$125,000	\$0	\$125,000
Grants			
2017-0119/P10	\$125,000	\$0	\$125,000

\*May amend to a different scope.

# DRAFT Business Plan and Budget FY2024-2028

August 2023



OF SOUTHEAST MICHIGAN





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# MESSAGE FROM THE RTA BOARD

The RTA Board of Directors is navigating a new era of collaboration with regional leaders to solve our region's most pressing challenge: to build a more equitable, connected, reliable transit system. We are making progress. The Detroit to Ann Arbor express bus service continues to grow and has eclipsed 5,000 monthly riders. Soon, the RTA will launch a Detroit to Airport express bus service, which will conveniently and affordably link travelers between home or hotels and flights. We are also debuting a Universal Basic Mobility pilot project to advance an equitable approach to an integrated and modern fare system. Our ability to jump-start exciting projects and services is made possible through the RTA's leadership in concert with our transit providers and regional stakeholders.

The RTA Business Plan for fiscal years 2024-28 builds on the agency's momentum to fund, plan, coordinate, and accelerate regional transit over the next five years. The plan detail shows the RTA will meet our statutory responsibilities, provide technical assistance and leadership to win federal grants, and set Southeast Michigan on a path to sustainable transit funding. We're proud of our growing, talented team.

The RTA Board believes the people and communities of Southeast Michigan deserve a faster, more reliable, and more equitable transit system. We deserve a welcoming place where all people can enjoy access to opportunity, recreation, and community through connected transit. The RTA's business plan defines these goals and delineates a path forward.

The RTA Board of Directors continues advancing the strategies established in the Regional Transit Master Plan. The window is closing to spend down one-time American Rescue Plan funds and capitalize on funding opportunities wrapped up in the highly competitive Bipartisan Infrastructure Law. This pivotal moment fuels our sense of urgency and boldness.

We are optimistic that we can continue to reestablish the vital role of transit in our region. Transit technology is evolving rapidly. Local governments, cheered on by residents, are setting new standards for safe-street, climate-resilient, green infrastructure. Our buses are running more efficiently and traveling new routes, fueled by electricity, not gas. These new directions and expectations shift what is possible for our region's transit system.

## Board of Directors

The RTA 10-member board is appointed for three-year terms by the county executives of Wayne, Oakland, and Macomb counties, the chair of the Washtenaw County Board of Commissioners, the Mayor of Detroit, and the Governor of Michigan. The Governor's appointee serves as chair without a vote.

**Governor Appointed**  
Dave Massaron

**City of Detroit**  
Freman Hendrix

**Macomb County**  
Jon Moore  
Don Morandini

**Oakland County**  
Jeannette Bradshaw  
Helaine Zack

**Washtenaw County**  
Ned Staebler  
Alma Wheeler Smith

**Wayne County**  
June Lee  
Erica Robertson

# Regional Collaborators

The RTA believes the people and communities of Southeast Michigan deserve a faster, more reliable, more equitable transit system. An accessible transit system is critical public infrastructure that is necessary to foster a livable, climate-resilient, and thriving region. A champion for everyone, the RTA envisions Southeast Michigan as a welcoming place where all people can enjoy access to opportunity, recreation, and community through connected transit.

## Vision

RTA envisions a region with sufficient and stable funding to support improved public transit options that will advance equity by increasing accessibility; satisfy the integrated mobility needs of Southeast Michigan communities; and promote livable, healthy, and sustainable growth.

## Mission

Our mission is to manage and secure transportation resources that significantly enhance mobility options, to improve quality of life for the residents and to increase economic viability for the region.

## How We Were Formed

The Regional Transit Authority of Southeast Michigan (RTA) was established by Public Act 387 of 2012. RTA is responsible for developing a regional master transit plan, coordinating regional transit projects and programs, and distributing federal and state transit formula funds in the four-county region, including Macomb, Oakland, Washtenaw, and Wayne Counties. The county executives of Wayne, Oakland, and Macomb Counties, the Washtenaw County Board of Commissioners chair, the Mayor of Detroit, and the Governor of Michigan appoint its 10-member board.

RTA works in partnership with public transit agencies to fulfill its role. Under state legislation, RTA is authorized to levy a regional property tax millage and a motor vehicle registration tax to secure local funding for improving transit services. Voters in Southeast Michigan must approve these taxes.

Coordinating a complex network of local transit service providers, the RTA pools resources and generates ideas to solve decades-long public transit challenges in Southeast Michigan. The RTA tackles difficult shared problems, such as by investing in cross-county connections—including FAST, Downtown Detroit to Ann Arbor (D2A2), and the in-development airport express—and transit safety and accessibility, that riders have identified as deficiencies in the regional network. By plugging these gaps, the RTA advances transit as a more efficient, feasible, and inviting mode of transportation for all people in Southeast Michigan and paves the way for future developments.



## Business Plan Purpose and Need

The RTA Business Plan articulates a fiscally sustainable work plan covering a five-year period. Updated annually, the plan details how the agency aligns strategic board investments that are based on clear, agency-specific business functions and guiding principles that communicate the RTA's vision, mission, and responsibilities.

The plan describes how the RTA will implement the RTMP over the short term and build towards long-term goals in concert with the region's transit providers. The Business Plan reiterates and expands on RTA's strategic direction, presents an actionable five-year work plan, and enumerates a financial plan to cover the cost of services. To deliver the work plan, the Business Plan presents an operational staffing plan to implement the RTA's programs and projects.

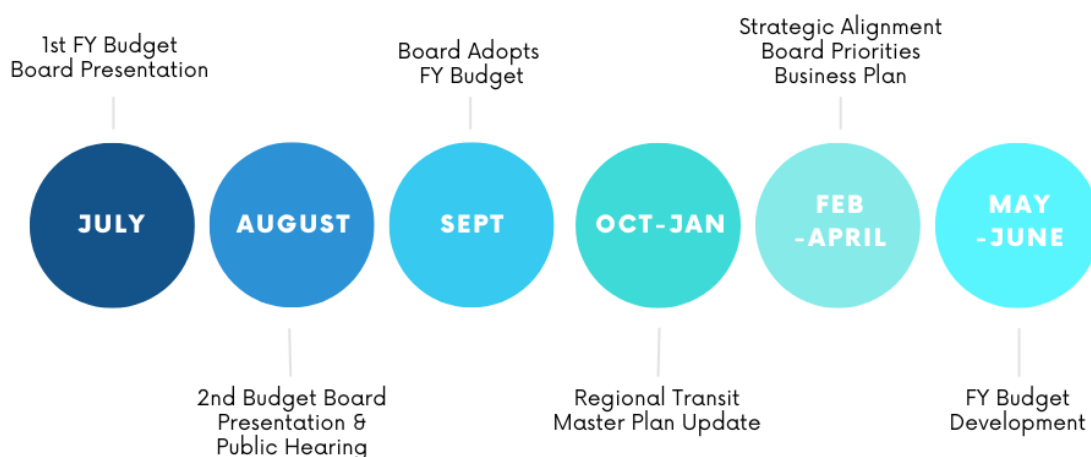
### Ongoing & Emerging Needs

The Business Plan as a whole and the work plan specifically respond to ongoing and emerging needs to:

- Meet RTA's statutory responsibilities.
- Solidify an effective, sustainable agency with a clear regional role.
- Grow internal staff to enhance RTA's capacity to communicate, coordinate, fund, and accelerate regional transit.
- Implement regional priorities within existing funding programs and leverage new discretionary and formula funding sources.
- Accelerate new mobility concepts through strategic plans and pilot projects.
- Prepare the agency for successfully implementing a future ballot initiative at the board's discretion.

### Strategic Program Alignment & Annual Budget Cycle

The RTA's fiscal year (FY) budget cycle helps to align the Board of Directors' strategic priorities with the RTMP annual update process. The agency's funded programming and targeted new initiatives is an ongoing year-long collaborative planning process that includes extensive engagement with transit providers and other stakeholders, a regional general opinion survey, and a comprehensive public engagement process.



A peer review of several regional transit authorities across the country and targeted interviews with stakeholders in Southeast Michigan informs the RTA's Business Plan and current fiscal year work plan. The Business Plan uniquely responds to the pressing need to implement the most recent RTMP recommendations and position the region for federal funding with the recent two-year American Rescue Plan investment that expanded staff capacity to deliver on critical programming.

# RTA STRATEGIC DIRECTION

The RTA Business Plan rests on the strategic direction that the RTA Board of Directors has set over the past 10 years. It is updated to meet the current and anticipated needs of the region.

## Guiding Principles

Guiding Principles are the pillars on which RTA assesses all internal business decisions to advance the Vision. Each Guiding Principle is driven by prompts to judge whether a decision or initiative best meets the needs of the region and supports transit providers.

- Regional** Does the decision advance the Mission and Vision of the agency and the Goals of the RTMP? Is it within the Core Business Functions of the RTA?
- Coordinated** Does the decision advance the priorities of regional transit providers as defined in their planning documents? Does the decision build or deepen partnerships?
- Equitable** Does the decision advance equity by improving service for marginalized populations or for riders in regionally defined equity communities? Does the decision advance equity within the RTA as an organization?
- Innovative** Does the decision introduce or accelerate the implementation of a new or innovative concept, technology, or service type for the region that might benefit riders?

# RTA STRATEGIC DIRECTION

## Core Business Functions

RTA's Business Functions define the types of activities that position the agency to achieve its Vision and Mission and implement work plan initiatives, as informed by its statutory responsibilities and powers under PA 387 of 2012. In general, staffing and administrative decisions, initiatives, and projects and programs undertaken by the RTA fall under one or more of the four core Business Functions.

### Fund

- Designated recipient for federal and state funds
- Empowered to review federal and state applications for alignment with regional goals
- Empowered to introduce a ballot initiative to generate regional funding for transit

### Plan

- Required to produce a Regional Transit Master Plan (RTMP) and update it annually
- Empowered to advance transit projects on specific corridors
- Engaged in planning efforts to improve transit and equitable mobility (*e.g., OnHand Plan, Mobility on Demand study, Seamless Fare Integration studies, Workforce Mobility Equity study, corridor studies*)

### Coordinate

- Convenes Provider's Advisory and Citizens Advisory Committees
- Empowered to issue Coordination Directives and withhold funding if regional goals are not followed
- Manages/funds integrated systems (*e.g., MyRide2*)

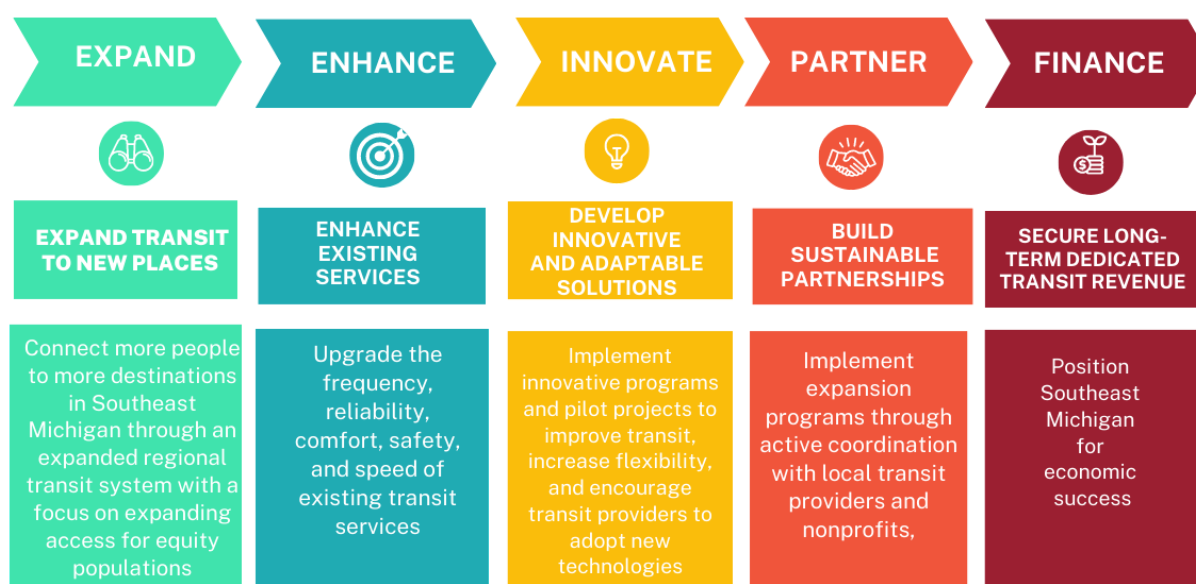
### Accelerate

- Pilots new service types (*e.g., Reflex, D2A2, QuickConnect*)
- Seeks funding opportunities to expand and enhance transit
- Builds regional partnerships to strengthen the coalition for transformative, sustainable funding

## Regional Transit Master Plan

The RTA Board adopted the most recent plan in February 2023. The upcoming Regional Transit Master Plan (RTMP) annual update will refine a strategic agenda driven by public input to guide future transit planning and projects in Southeast Michigan and build on recent achievements and innovations. The RTMP is an aspirational yet achievable vision for Southeast Michigan's transit system and a first step toward improving transit equity and service.

The RTA Business Plan presents how the agency will manage financial and staff resources to advance all five of the RTMP goals:



To determine the FY 2023-2027 Work Plan, RTA leaned into the 21 strategies and 61 actions in the RTMP, advancing initiatives that can be advanced in the short- to mid-term, and prioritizing them based on applicability to RTA Guiding Principles. By focusing initiatives in this manner, RTA can make impactful, strategic investments that align with the RTMP goals. The next RTMP evaluation for FY 2024 will include a review and refresh of all the strategies and actions.



# FIVE-YEAR WORK PLAN

## Overview

Projected over a five-year horizon, the work plan enables the RTA to set achievable short-term actions with a view toward the implementation of more complex initiatives in subsequent years. Updated annually, the work plan aligns with updates to the RTMP, provider priorities, new opportunities, and emerging needs. The work plan covers operational necessities including staffing, board meetings, financial operations, policy and procedure development, effective communication, sustainable funding, and coordinated strategic regional projects.

## Positioned for Federal Funding

The work plan strives to maintain current RTA activities and projects while building agency capacity to take on new efforts in line with the RTA's responsibilities and objectives. In particular, the work plan concentrates on implementing the RTMP in the short term and, with a broader view, strengthening the agency's ability to successfully run a future regional ballot initiative and secure new federal funding from the Bipartisan Infrastructure Law and Inflation Reduction Act, which contain many climate grant opportunities that cover climate-resilient infrastructure and greenhouse gas reduction projects.

## Work Plan Inputs

To create the work plan, RTA considered the resources necessary to operate the agency, support its core Business Functions, and advance strategic initiatives that align with the RTMP goals and the regional Vision. RTA identified the strategic initiatives in the work plan by organizing existing projects and RTMP short- and mid-term actions into logical initiatives. RTA then weighed those initiatives balanced against its Guiding Principles to determine which to move into implementation.

## Administrative Budget

Items within the Administrative Budget represent RTA core activities carried out by the RTA team. The operations budget funds most tasks required by state and federal law items.

## Projects Budget

The Projects Budget represents funded priority initiatives (**Projects in Progress**) with contractors that execute with staff management oversight and unfunded exploratory or readying to launch endeavors (**Programs in Development**). Project Budget revenues tend to be covered by one-time funding sources like discretionary grant awards. Given the strategic role of RTA, several initiatives fall into both categories (referred to as "hybrid"). Hybrid initiatives require further development by staff before they can be launched in partnership with a contractor or provider. The work plan is presented in **Table 1 and 2**.

# RTA WORK PLAN

**Table 1: Projects in Progress**

The RTA's FY 2023-2024 transit project portfolio combines the agency's technical assistance, planning, grant development, and implementation expertise to advance strategic and regionally critical transit programs.

	Budget Type	2024	2025	2026	2027	2028
Agency Operations	Administrative	Ongoing	Ongoing	TBD	TBD	TBD
Regional Transit Master Plan (RTMP)	Administrative	Annual Update	Annual Update	Annual Update	Annual Update	Annual Update
Expenditure Plan Framework*	Administrative	Expenditure Plan Framework	Expenditure Plan	Revisit Expenditure Framework	Expenditure Plan	Revisit Expenditure Framework
Advance CHSTP Program**	Administrative	CHSTP Update	5310 Call for Projects	CHSTP Update	5310 Call for Projects	CHSTP Update
CHSTP Pilot	Project	Planning Tech				
Regional Capital Investment Plan	Administrative	Review Strategic Process	Implement Strategic Process	Refresh Strategic Process	Refresh Strategic Process	Refresh Strategic Process
Regional Mobility Management	Project	MyRide2 Operations	MyRide2 Operations	MyRide2** Operations	MyRide2** Operations	MyRide2** Operations
D2A2 Service	Project	Funded Operations	Funded Operations	Partially Funded Operations	TBD	TBD
Regional Fare Modernization (Mobility Wallet)	Hybrid	Fare Technology Pilot	TBD Fare Technology Project	TBD Fare Technology Project	TBD Fare Technology Project	TBD Fare Technology Project
Downtown DET to Airport Express	Project	Implement Pilot	TBD	TBD	TBD	TBD
Access to Transit Program	Project	Implement Pilot	TBD	TBD	TBD	TBD

# RTA WORK PLAN

**Table 2: Programs in Development**

The RTA provides thought leadership and collaborates with partners to strategically explore and advance programs. The following initiatives remain in the exploration phase and are unfunded.

Initiative	Budget Type	2024	2025	2026	2027	2028
Regional Corridor Strategic Investment (Including BRT)	Hybrid	Strategy Development	TBD Major Corridor Project	TBD Major Corridor Project	TBD Major Corridor Project	TBD Major Corridor Project
Technical Assistance Program	Hybrid	Strategy Development	TBD Technical Assistance	TBD Technical Assistance	TBD Technical Assistance	TBD Technical Assistance
Regional Tech Strategic Plan	Project	Regional Tech Strategic Plan	TBD Regional Tech Project	TBD Regional Tech Project	TBD Regional Tech Project	TBD Regional Tech Project
Workforce Development Framework	Hybrid	Strategy Development	TBD Workforce Program	TBD Workforce Program	TBD Workforce Program	TBD Workforce Program
Zero-Emission Transition Plan***	Project	Strategy Development	TBD Service Pilot	TBD Service Pilot	TBD Service Pilot	TBD Service Pilot
Strategic Service Pilots	Hybrid	Strategy Development	TBD Service Pilot	TBD Service Pilot	TBD Service Pilot	TBD Service Pilot

*Note: Cells in gray require additional funding.*

*\*Anticipated funding for CHSTP Update and MyRide2 is in the planned Project Budget.*

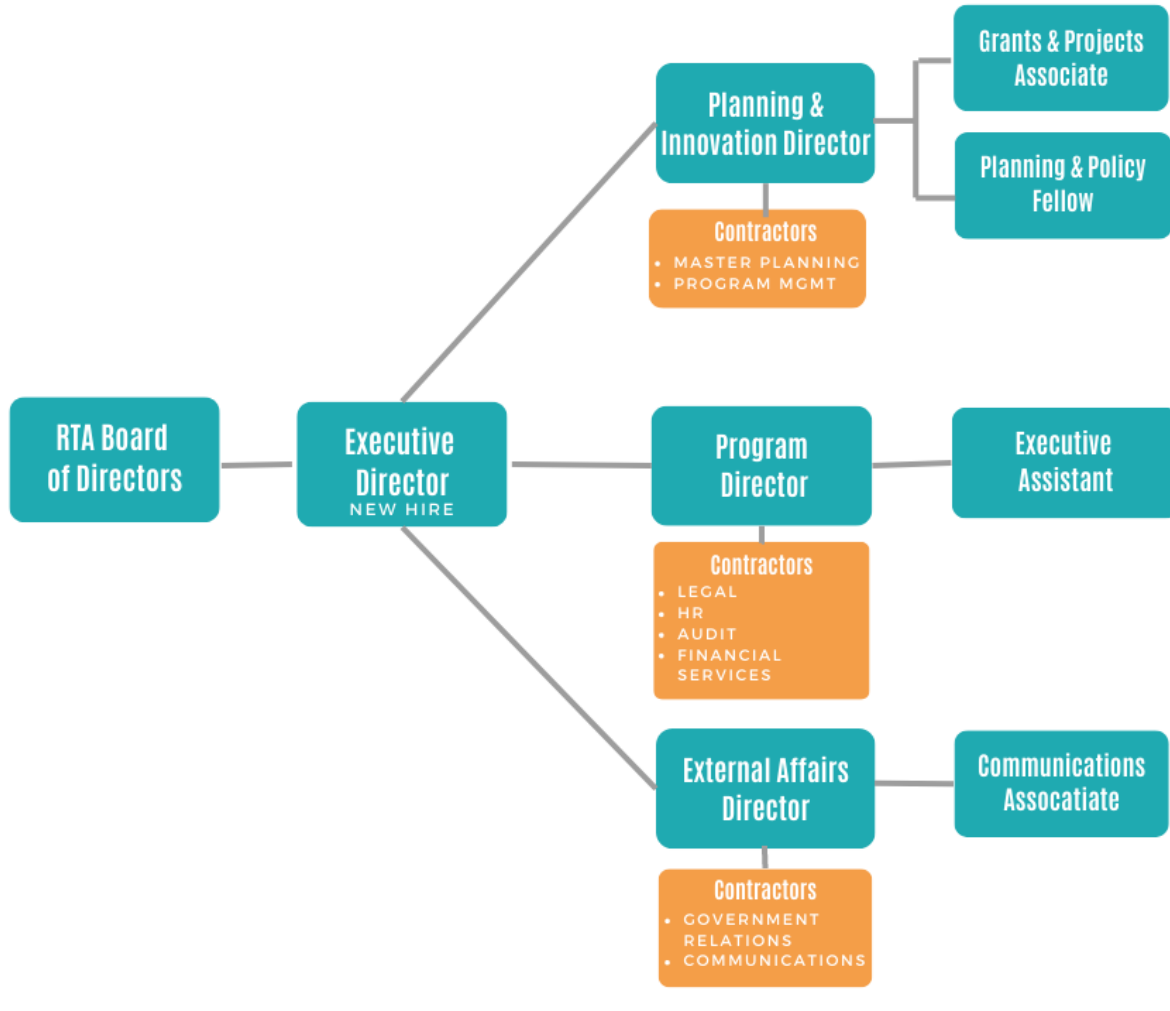
*\*\*The Expenditure Plan is the document that will create the basis of a potential ballot initiative. Funding for a formal ballot initiative will need to be provided through an outside funding source.*

*\*\*\*It is the RTA's current understanding that AAATA, DDOT, and SMART are advancing these plans on their own.*

# RTA WORK PLAN

## 2023-2024 RTA Organizational Chart

The Board of Directors' FY 23-25 two-year ARP fund investment enabled the agency to expand the team from 4 to 8 employees.



*The Executive Director position is currently vacant. The role is being fulfilled through a Program Management contract.*

# RTA BUDGET FORECASTS

## FY 2024 Administrative Priorities

**RTA staff categorized the following tasks as essential to the success of the work plan over the next five years. RTA will be especially focused on staffing, funding, and advancing core services in FY 2024.**

### Operations

- Hire a full-time Executive Director.
- Retain staff: Program Director, Planning & Innovation Director, External Affairs Director, Projects & Grants Associate, Communications Associate, and Planning & Policy Fellow.
- Invest in IT services that support a team of 8 employees.
- Retain ongoing core administrative contracts through procurement (financial services, legal, audit, government relations, media relations, and HR).

### Planning & Innovation

- Complete annual RTMP and CHSTP updates.
- Embed equity into the RTA through a dedicated working group.
- Implement a Regional Capital Plan.
- Pursue discretionary funding to support and expand the RTA Work Plan.
- Develop and launch the region's first Access to Transit grant program with over \$2 million in funding available for upgrading bus stops and access to bus stops.
- Tap into \$25 million in ARP set-asides to advance RTA and providers' needs and priorities and sustain existing commitments (e.g., D2A2, MyRide2 programs).
- Identify additional funding sources for long-term operations and new projects, which could come from continued MDOT appropriations, and administrative fees on formula funding programs.
- Develop and sustain a technical assistance program to assist community transit providers in the region with planning, capital improvements, and grant applications.

### External Affairs

- Expand and continue public engagement, stakeholder relationships, philanthropic support, and communications activities.
- Refresh RTA's brand and build ongoing marketing initiatives.

The proposed Administrative Budget for FY 2024–2028 is laid out in [Table 3](#).

# RTA ADMINISTRATIVE BUDGET

## Table 3: Operations FY 2024-2028

Administrative Budget	Budget	Projected			
Administrative Revenues	FY2024	FY2025	FY2026	FY2027	FY2028
American Rescue Plan Act ( 5307)	\$2,633,868	\$2,911,230	\$845,182		
MDOT Appropriation (FY2023)	\$133,602				
MDOT Appropriation (FY2024)	\$226,085				
5310 Administrative Funding	\$330,625	\$330,625	290,000	290,000	290,000
<b>Total Revenue</b>	<b>\$3,324,180</b>	<b>\$3,241,855</b>	<b>\$1,135,182</b>	<b>\$290,000</b>	<b>\$290,000</b>
<b>Operating Expenses</b>					
Personnel	\$1,503,443	\$1,548,547	\$1,595,003	\$1,642,853	\$1,692,139
Conferences/Travel/Training	\$45,530	\$48,000	\$49,405	\$48,500	\$49,355
Memberships and Subscriptions	\$11,257	\$11,257	\$11,257	\$11,257	\$11,257
Board & Public Mtg Management	\$16,600	\$16,600	\$16,600	\$16,600	\$16,600
Finance, Legal, Government Relations	\$285,775	\$294,244	\$302,967	\$311,952	\$321,206
Insurance	\$14,850	\$14,865	\$14,865	\$14,865	\$14,865
Rent and Utilities	\$22,800	\$77,800	\$77,800	\$77,800	\$77,800
Telephone and Internet	\$8,230	\$8,230	\$8,230	\$8,230	\$8,230
Computer Equipment and IT Support	\$35,655	\$30,655	\$30,655	\$30,655	\$30,655
Supplies	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
<b>Operating SubTotal</b>	<b>\$1,946,640</b>	<b>\$2,052,698</b>	<b>\$2,109,282</b>	<b>\$2,165,212</b>	<b>\$2,224,607</b>
<b>Planning Expenses</b>					
Planning Services	\$381,450	\$397,852	\$414,960	\$432,803	\$451,414
Specialized Planning Services	\$515,000	\$515,645	\$516,318	\$517,019	\$517,751
CHSTP	\$150,000	\$0	\$162,900	\$0	\$176,909
Community Engagement	\$150,000	\$156,450	\$163,177	\$170,194	\$177,512
<b>Planning SubTotal</b>	<b>\$1,196,450</b>	<b>\$1,069,947</b>	<b>\$1,257,355</b>	<b>\$1,120,017</b>	<b>\$1,323,587</b>
<b>External Affairs Expenses</b>					
Branding	\$45,000	\$10,000	\$20,000	\$10,000	\$35,000
External Communications	\$84,000	\$86,520	\$89,116	\$91,789	\$94,543
Social Media Management	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800
Website	\$30,240	\$1,240	\$1,240	\$1,240	\$30,240
Graphics/Photography	\$10,150	\$10,150	\$10,155	\$10,155	\$10,155
Promotional Items	\$3,900	\$3,500	\$3,900	\$3,500	\$3,900
<b>External Affairs SubTotal</b>	<b>181,090</b>	<b>119,210</b>	<b>132,211</b>	<b>124,484</b>	<b>181,638</b>
<b>Total Expenses</b>	<b>\$3,324,180</b>	<b>\$3,241,855</b>	<b>\$3,498,848</b>	<b>\$3,409,713</b>	<b>\$3,729,832</b>
<b>Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$2,363,666</b>	<b>-\$3,119,713</b>	<b>-\$3,439,832</b>

# RTA Project Priorities

## Project Expenses

**RTA has the following funded initiatives that it is anticipating completing or substantially advancing in FY 2024-2028, as shown in Table 4:**

**D2A2 Pilot (\$6,093,438)** This budget line covers the advancement and implementation of the D2A2 Express Bus service. The annual cost is approximately \$2,200,000. RTA will need to consider options for continuing to fund this service once the pilot funding is exhausted in December 2024.

**Regional Mobility Management (~\$400,000 annually)** This budget line is intended to cover the continuation of the Regional Mobility Management Program through September 2023. This program currently provides funding for the regional MyRide2 One Click/One Call service provided by the Area Agency on Aging 1-B. RTA will need to continue to provide 5310 funding support to this project in future years.

**Universal Basic Mobility (\$1,150,000)** This budget line item is intended to fund a mobility wallet fare technology pilot focused on Detroit job seekers. RTA will need to consider options for continuing to fund this service once the pilot funding is exhausted in December 2024.

**Access to Transit/Mobility Hub Projects (\$2,000,000)** As a direct result of the Bus Stop Strategic Plan, the RTA would look for opportunities to invest in stop upgrades to provide a safer and more pleasant experience for transit riders.

**Detroit to Airport Express (\$2,500,000)** This budget line item is intended to cover an express bus pilot connecting downtown Detroit with the Detroit Metropolitan Wayne County Airport. RTA will need to consider options for continuing to fund this service once the pilot funding is exhausted in December 2024.

**Regional Transit Technology Strategic Plan (\$125,000)** The purpose of this plan is to document all providers' current technology, the current marketplace of technology solutions, and how we can create long-term investments that support transit riders' needs.

# RTA PROJECTS BUDGET

**Table 4: Projects FY 2024-2028**

<b>Projects Budget</b>			
	<b>Total</b>	<b>Incurred-to-date</b>	<b>Balance</b>
<b>D2A2</b>			
December 2025	\$8,202,699	\$3,265,550	\$4,937,149
Federal Grant MI-2021-036-01	\$4,311,592	\$2,096,847	\$2,214,745
State Grant 2017-0119/P7/R2	\$1,635,893	\$702,797	\$933,096
Fares	\$955,214	\$465,906	\$489,308
Federal Grant FY 2023 CMAQ*/**	\$1,300,000	\$0	\$1,300,000
<b>Regional Mobility Management</b>			
December 2025	\$3,100,300	\$963,454	\$2,136,846
Federal Grant MI-2017-031-02**	\$2,480,240	\$800,735	\$1,679,505
State Grant 2017-0119/P2/R4**	\$620,060	\$200,184	\$419,876
<b>Universal Basic Mobility</b>			
December 2024	\$1,150,000	\$0	\$1,150,000
State Grant 2022-0126/P3	\$1,150,000	\$0	\$1,150,000
<b>Access to Transit Program</b>			
December 2026	\$2,000,000	\$0	\$2,000,000
Federal FY 2024 CMAQ*/**	\$1,600,000	\$0	\$1,600,000
State Grant**	\$400,000	\$0	\$400,000
<b>Detroit to Airport Express</b>			
December 2024	\$2,500,000	\$0	\$2,500,000
Federal FY 2023 CRP**/**	\$2,000,000	\$0	\$2,000,000
State Grant**	\$500,000	\$0	\$500,000
<b>Regional Tech Strategic Plan</b>			
December 2024	\$125,000	\$0	\$125,000
State Grant 2017-0119/P10	\$125,000	\$0	\$125,000

*\*Congestion Mitigation and Air Quality (CMAQ)*

*\*\*Funding is secured.*

*It will be amended into the grant at a future date.*

*\*\*\* Carbon Reduction Program*





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**BOARD OF DIRECTORS MEMORANDUM**

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**TO:** RTA Board of Directors

**FROM:** Julia Roberts, Planning and Innovation Director

**SUBJECT:** HNTB Agreement 6-month extension proposal

**DATE:** August 17, 2023

**REQUESTED ACTION:** Review and Approval of Master Planning Services Contract Extension, not to exceed 6 months

**Schedule Changes from FY 2023**

As a proposed extension of up to six months for RTA's ongoing Master Planning Services contract, HNTB has provided attachments to document the proposed continued scope of services and detailed cost breakdown. The RTA staff kindly asks its Board of Directors to review and approve the extension of HNTB's Master Planning Services Contract for a period not to exceed six months of the next fiscal year (FY), up to March 31, 2024.

The purpose of a half-year extension is to permit sufficient time with new RTA team leadership to engage in a competitive Request for Proposals as is best practice every few years. The prior original contract began June 1, 2020. It was amended on February 1, 2021 and October 1, 2021. Most recently, the agreement was extended effective October 1, 2022 for FY 2023. The existing extension of services is currently set to end September 30, 2023.

The total value of the updated final extension shall not exceed \$143,669.27 (see Attachment 1 for details). This includes the option for grant writing support under the previously-set agreement scope Task 3. That can involve the prospective Reconnecting Communities and Neighborhoods federal funding opportunity, which could significantly assist with the potential of millions of dollars awarded toward regional corridor partnerships, planning, and project development such as for bus rapid transit (BRT). The extension proposal also allows help with Master Planning Services under Task 2, given the preparation needed for our Regional Transit Master Plan (RTMP) update and other related or requisite initiatives, such as the Coordinated Public Transit and Human Services Transportation Plan (CHSTP). HNTB is responsible for working with RTA in developing the 2023 Regional Transit Master Plan (RTMP) update, which would incorporate input from community engagement, transit provider agency priorities, recent regional public transportation accomplishments in Southeast Michigan, and an overview of major trends in our industry.

Please note, the level of engagement is reflective of the available budget. As the contracted Program Manager, Ben Stupka will prioritize the level of engagement in open-ended tasks to manage the budget until the completion of the agreement.

## **EXTENSION OF FIRST AMENDMENT TO AGREEMENT FOR SERVICES**

This Extension of First Amendment to Agreement For Services (“Extension Agreement”) is made and entered into as of October 1, 2023 (“Effective Date”) by and between **HNTB Michigan Inc.** ("Contractor"), and the **REGIONAL TRANSIT AUTHORITY OF SOUTHEAST MICHIGAN** (“RTA”). Contractor and RTA shall each be referred to in this Memorandum as a “Party,” and collectively as the “Parties.”

### **RECITALS**

**WHEREAS**, the Parties entered into an Agreement For Services (“Services Agreement”) effective June 1, 2020 through January 31, 2021, whereby Contractor was to develop a regional comprehensive implementation plan and provide program management and administrative services related thereto (“Services”); and

**WHEREAS**, the Parties amended the Services Agreement through September 30, 2023 (First Amendment Agreement); and

**WHEREAS**, the Parties have agreed to an extension of the First Amendment Agreement for a period not to exceed six (6) months.

### **AGREEMENT**

**NOW, THEREFORE**, in consideration of the foregoing and the mutual representations, warranties, covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby acknowledge, ratify, and agree as follows:

1. RTA hereby agrees to engage Contractor and Contractor hereby agrees to perform the Services set forth in Attachment 1, as requested by RTA, and other services, if any, set forth in a scope of services accompanied by a detailed cost breakdown, mutually agreed to in writing by the Parties.
2. Contractor shall do, perform, and carry out in a satisfactory and proper manner as determined by the RTA, the Services detailed in Attachment 1, and any other services the Parties mutually agree to be performed by Contractor.
3. Services performed and expenses incurred by Contractor with respect to the Services set forth in Attachment 1, will be billed on a cost plus fee basis not to exceed \$143,669.27, as set forth in Attachment 2. No expenses incurred in excess of this amount may be billed absent express written agreement of the Parties.
4. Services performed and expenses incurred by Contractor with respect to Services in addition to those set forth in Attachment 1, if any, will be billed on a not to exceed, cost plus fee basis, as agreed to in writing by the Parties. No expenses incurred in excess of this amount may be billed absent express written agreement of the Parties.

5. With respect to the Services provided, the reimbursement process will be as follow:

Submission of monthly invoices and progress reports by Contractor to:

Regional Transit Authority of Southeast Michigan  
1001 Woodward - Suite 1400  
Detroit, Michigan 48226  
Attn: Accounts Payable

Or

Via email at rtamichigan@bill.com.

Invoices should document expenses by task indicating hours charged and dollars for labor and other direct costs. RTA shall pay all undisputed portions of Contractor's invoices within 45 days of receipt without holdback or retention.

6. If not terminated thereto pursuant to ARTICLE XIV, Section A or Section B of the Services Agreement, this Extension Agreement will terminate effective March 31, 2024.

7. Except as provided for in the First Amendment Agreement and this Extension Agreement, all provisions of the Services Agreement remain in full force and effect.

8. The Parties acknowledge that in entering into this Extension Agreement, neither is relying, nor have they relied, on any promise, representation or statement made by or on behalf of the other Party which is not set forth and referenced herein.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be made and executed by their proper officials.

HNTB MICHIGAN INC.

REGIONAL TRANSIT AUTHORITY OF  
SOUTHEAST MICHIGAN

BY: \_\_\_\_\_  
Eric M. Morris

BY: \_\_\_\_\_  
Dave Massaron

TITLE: Vice President

TITLE: Board Chair

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

FEDERAL ID: \_\_43-1628395\_\_

**ATTACHMENT 1**  
**SCOPE OF SERVICES**

## **Scope of Services – 2023- 2024 RTA On Call Planning Services**

The Contractor (HNTB) shall do, perform, and complete in a satisfactory manner, as determined by the Regional Transit Authority of Southeast Michigan (RTA), the work described below. This scope would require a six month extension of current contract between HNTB and RTA through March 2024.

**Anticipated service completion date:** March 31, 2024

### **Task 1 – Project Management and Administration**

This scope section identifies the project coordination and administration activities that will be necessary to successfully complete this phase of work.

- Attending and coordinating bi-weekly check-in meetings with the RTA Program Manager and/or RTA Project Manager to review progress on the work plan.
- Managing the project budget and schedule; producing monthly budget check-in reports that identify the status and projected need to complete the deliverables as scoped below (~6 budget check-in documents, reporting will be integrated into standing check-in meetings).
- Developing monthly project invoices and progress reports (~6 over the 6-month contract amendment period).

### **Task 1 Deliverables**

- Monthly Progress Reports

### **Task 2 – 2023 Regional Transit Master Plan Annual Update**

HNTB will develop one draft and one final Regional Master Transit Plan (RMTP) Update document. The 2023 RMTP Update will document findings from public engagement, current transit agency priorities and recent regional transit accomplishments in Southeast Michigan, and an overview of major trends in the transit industry, as applicable. The RMTP Update will also group the strategies and actions in RTA's current RMTP into investment categories and create a regional map that demonstrates potential services or project investment areas. This task does not include public engagement activities or analysis of data collected during public engagement activities, which will be conducted by RTA and/or other contractors working directly with RTA, and will be completed and submitted to HNTB by September 28, 2023.

HNTB will provide a draft document for RTA review and comment. RTA will provide consolidated comments in one document. HNTB will address one round of comments.

RTA will engage with regional transit providers to solicit major accomplishments and priorities to be highlighted in the 2023 RMTP Update. HNTB will attend one coordination meeting with each of the region's five major transit providers.

The 2023 RMTP will include the following chapters:

- **Executive Summary:** A one page, two sided document that provides a high level overview of the document and the subsequent chapters.
- **Chapter 1 – Introduction:** A brief overview of RTA, the regional transit system, and the purpose of the document. A maximum of four pages.

- *Chapter 2 – Trends, Opportunities, & Accomplishments:* An overview of major trends in the transit industry that provide opportunities for improving regional transit in Southeast Michigan, and a highlight of major regional transit accomplishments in Southeast Michigan since the last plan update. A maximum of eight pages.
- *Chapter 3 – Public Engagement:* An overview of the public engagement conducted as part of the 2023 RMTP Update and an overview of key findings that validate existing Strategies and Actions or lead to new ones. A maximum of six pages.
- *Chapter 4 – Regional Transit Recommendations:* An updated and streamlined list of strategies and actions in investment categories with planning-level capital and operating cost estimates, and a list of potential funding sources. This section will include one map demonstrating the location of new or improved transit services and amenities. A maximum of twelve pages.
- *Chapter 5 – Next Steps:* An overview of the next steps RTA needs to take to support the initiatives in Chapter 4. A maximum of two pages.

## **Task 2 Deliverables**

- Draft 2023 RMTP Update
- Final 2023 RMTP Update

## **Task 3 – On-Call Planning/Financial Modeling/Technical Assistance/Grant Writing**

The project team stands ready to provide planning, financial modeling, technical assistance, and grant writing services on an as-needed basis, to the extent possible within the allocated budget. Once the budget assigned is expended, work on this task will stop until a task order is issued for additional activities.

## **Task 3 Deliverables**

- To be determined

**ATTACHMENT 2**  
**BUDGET**




HNTB Project Team	Base Rate	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	TOTAL Hours	HNTB TOTAL Cost
Tony Migaldi	\$118.96	1	1	1	1	1	1	6	\$713.76
Elias Fischer	\$51.68	80	80	48	48	48	48	352	\$18,191.36
Jeremy Papuga	\$73.60	24	24	8	4	4	4	68	\$5,004.80
Erica Haley	\$52.64		2	2			2	6	\$315.84
Kevin Pokora	\$51.44	10	12	10	12	10	10	64	\$3,292.16
Reese Vanvranken	\$25.52	3	4	3	4	3	3	20	\$510.40
Lesley Turk	\$55.20	5	5	8	4	4	4	30	\$1,656.00
Alex Spofford	\$36.80	100	100	60	48	48	48	404	\$14,867.20
Steven Brown	\$82.24	8	6	1	1	1	1	18	\$1,480.32
Jillian Otten	\$54.88			8				8	\$439.04
Sean Libberton	\$153.28	2	2	1	1	1	1	8	\$1,226.24
Christopher Handzel	\$103.92	4						4	\$415.68
Adam Barnum	\$60.96	16						16	\$975.36
Joshua Woods	\$39.68	88						88	\$3,491.84
Robert Hosack	\$57.60	8						8	\$460.80
Allison Buchwach	\$47.52	16						16	\$760.32
		365	236	150	123	120	122	1,116	\$53,801.12
							Expenses		\$499.97
Overhead rate will be based on FAR and will adjust annually, effective August 1st of every year.							Overhead	139.44%	\$75,020.28
							FCCM	0.33%	\$177.54
							Fee	11.00%	\$14,170.35
							Total		\$143,669.27





2023 Regional Master Transit Plan Update

HNTB Gantt

ID		WBS	Task Name	Duration	Start	Finish	Predecessor	Work	Qtr 3, 2023			Qtr 4, 2023			Qtr 1, 2024			Qtr 2, 2024
									Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
0		0	2023 Regional Master Transit Plan Update	127 days	Fri 9/29/23	Fri 3/29/24		1,116 hrs										
1		1	Current Contract End Date	0 days	Fri 9/29/23	Fri 9/29/23		0 hrs				9/29						
2		2	NTP	0 days	Mon 10/2/23	Mon 10/2/23	1	0 hrs				10/2						
3		3	Task 1- Project and Quality Management	126 days	Mon 10/2/23	Fri 3/29/24		182 hrs										
7		4	Task 2 - Annual RMTP Update	46 days	Mon 10/2/23	Wed 12/6/23		561 hrs										
20		5	Task 3: On Call Planning Support	126 days	Mon 10/2/23	Fri 3/29/24		373 hrs										



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## BOARD OF DIRECTORS MEMORANDUM

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**TO:** RTA Board of Directors

**FROM:** Julia Roberts, Planning and Innovation Director

**SUBJECT:** WSP Agreement 6-Month Extension Proposal

**DATE:** August 17, 2023

**REQUESTED ACTION:** Review and Approval of Program Management Services Contract Extension, not to exceed 6 months

### Schedule Changes from FY 2023

As a proposed extension of up to six months for RTA's ongoing Program Management Services contract, WSP has provided attachments to document the proposed continued scope of services and detailed cost breakdown. The RTA staff kindly asks its Board of Directors to review and approve the extension of WSP's Program Management Services Contract attached for a period not to exceed six months of the next fiscal year (FY) 2024, up to March 31, 2024.

The purpose of a half-year extension is to permit sufficient time with new RTA team leadership to engage in a competitive Request for Proposals as is best practice every few years. The prior original contract began January 17, 2020. It was amended on June 1, 2020, then February 1, 2021, and October 1, 2021. Most recently, the agreement was extended effective October 1, 2022 for FY 2023. The existing extension of services is currently set to end September 30, 2023.

The total value of the updated final extension shall not exceed \$224,000 (see Attachment 1 for details). This includes the option for grant writing support under the previously-set agreement scope Task 3. That can involve the prospective Reconnecting Communities and Neighborhoods federal funding opportunity, which could significantly assist with the potential of millions of dollars awarded toward regional corridor partnerships, planning, and project development such as for bus rapid transit (BRT). The extension proposal also allows partial time contributed from a fourth consultant team member to help with Program Management Services under Task 2, given the preparation needed for our Regional Transit Master Plan (RTMP) update with community engagement and other related or requisite initiatives, such as the Coordinated Public Transit and Human Services Transportation Plan (CHSTP).

Please note, the level of engagement is reflective of the available budget. As the contracted Program Manager, Ben Stupka will prioritize the level of engagement in open-ended tasks to manage the budget until the completion of the agreement.

## **EXTENSION OF SECOND AMENDMENT TO AGREEMENT OF SERVICES**

This Extension of Second Amendment to Agreement of Services (“Extension Agreement”) is made and entered into as of October 1, 2023 (“Effective Date”) by and between **WSP Michigan Inc.** (“Contractor”), and the **REGIONAL TRANSIT AUTHORITY OF SOUTHEAST MICHIGAN** (“RTA”). Contractor and RTA shall each be referred to in this Memorandum as a “Party,” and collectively as the “Parties.”

### **RECITALS**

**WHEREAS**, the Parties entered into an Agreement of Services (“Services Agreement”) effective January 17, 2020 through January 31, 2021, whereby Contractor was to provide program, planning and administrative services (“Services”); and

**WHEREAS**, effective June 1, 2020, the Parties amended the Services Agreement through January 31, 2021 (First Amendment Agreement); and

**WHEREAS**, effective February 1, 2021, the Parties amended the First Amendment Agreement through September 30, 2023 (Second Amendment Agreement); and

**WHEREAS**, the Parties have agreed to an extension of the Second Amendment Agreement for a period not to exceed six (6) months.

### **AGREEMENT**

**NOW, THEREFORE**, in consideration of the foregoing and the mutual representations, warranties, covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby acknowledge, ratify, and agree as follows:

1. RTA hereby agrees to engage Contractor and Contractor hereby agrees to perform the Services set forth in Attachment 1, as requested by RTA, and other services, if any, set forth in a scope of services accompanied by a detailed cost breakdown, mutually agreed to in writing by the Parties.

2. Contractor shall do, perform, and carry out in a satisfactory and proper manner as determined by the RTA, the Services detailed in Attachment 1, and any other services the Parties mutually agree to be performed by Contractor.

3. Services performed and expenses incurred by Contractor with respect to the Services set forth in Attachment 1, will be billed on a cost plus fee basis not to exceed \$\_\_\_\_\_, as set forth in Attachment 2. No expenses incurred in excess of this amount may be billed absent express written agreement of the Parties.

4. Services performed and expenses incurred by Contractor with respect to Services in addition to those set forth in Attachment 1, if any, will be billed on a not to exceed, cost plus fee basis, as agreed to in writing by the Parties. No expenses incurred in excess of this amount may be billed absent express written agreement of the Parties.

5. With respect to the Services provided, the reimbursement process will be as follow:

Submission of monthly invoices and progress reports by Contractor to:

Regional Transit Authority of Southeast Michigan  
1001 Woodward - Suite 1400  
Detroit, Michigan 48226  
Attn: Accounts Payable

Or

Via email at rtamichigan@bill.com.

Invoices should document expenses by task indicating hours charged and dollars for labor and other direct costs. RTA shall pay all undisputed portions of Contractor's invoices within 45 days of receipt without holdback or retention.

6. If not terminated thereto pursuant to ARTICLE XIV, Section A or Section B of the Services Agreement, this Extension Agreement will terminate effective March 31, 2024.

7. Except as provided for in the First Amendment Agreement, the Second Amendment Agreement, and this Extension Agreement, all provisions of the Services Agreement remain in full force and effect.

8. The Parties acknowledge that in entering into this Extension Agreement, neither is relying, nor have they relied, on any promise, representation or statement made by or on behalf of the other Party which is not set forth and referenced herein.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be made and executed by their proper officials.

WSP MICHIGAN INC.

REGIONAL TRANSIT AUTHORITY OF  
SOUTHEAST MICHIGAN

BY: \_\_\_\_\_  
Matt Wending, P.E.

BY: \_\_\_\_\_  
Dave Massaron

TITLE: Senior Vice President

TITLE: Board Chair

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

FEDERAL ID: \_\_\_\_\_

**ATTACHMENT 1**  
**SCOPE OF SERVICES**



## **Attachment 1**

### **Program Management Services - Extension of up to 6 months**

August 14, 2023

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WSP Michigan, Inc. ("WSP") appreciates the opportunity to present a scope and cost proposal to the Regional Transit Authority of Southeast Michigan ("RTA") as part of our ongoing Program Management Services contract. Per Section A, Article 2 of the contract, WSP is providing this document as our scope of services and detailed cost breakdown.

This extension to the Program Management Service contract shall not exceed six (6) months with an anticipated service completion date up to March 31, 2024. The total value of this extended contract shall not exceed \$224,875.42 (see Attachment 1 for detailed cost breakdown). Note that the level of support is reflective of the available budget. The WSP Program Manager will prioritize the level of engagement in open ended tasks to manage the budget throughout the extension.

#### **Task 1 – Project Management**

This scope section identifies the project coordination and administration activities that will be necessary to manage this project.

- Managing WSP's project budget and schedule.
- Developing monthly project invoices and progress reports.
- Development of additional work orders.

#### **Task 2 – Program Management and Administration**

This scope section identifies the program management and administration activities that will be performed during the period of performance.

- Serve as the primary point of contact with the Southeast Michigan Council of Governments ("SEMCOG").
- Calls with RTA Board Chair and Legal Counsel.
- Serve as the primary point of contact for the Michigan Department of Transportation (MDOT) and the Federal Transit Administration ("FTA") for agency-related issues.
- Serve as the primary point of contact for agency-related issues from the regional transit providers (Ann Arbor Area Transit Authority, Detroit Department of Transportation, Detroit Transportation Corporation, M1 Rail, and Suburban Mobility Authority for Regional Transportation).
- Serve as the primary point of contact for agency contractors.
- Serve as the primary point of contact and lead spokesperson for stakeholder or public engagement activities as directed by the Board of Directors.
- Attend weekly check-in meetings with RTA Staff for the duration of the contract (up to 25 meetings).
- Develop agendas, content, and lead presentations for Providers Advisory Committee ("PAC"), RTA Board ("Board"), Planning and Service Coordinating Committee ("PSCC"), Executive and Policy Committee ("EPC"), and Finance and Budget Committee ("FBC") meetings (up to 26 meetings total).



- Coordinate with Citizens Advisory Committee (“CAC”), including attending quarterly CAC meetings on behalf of the RTA (up to 2 meetings total).
- Attend meetings with RTA Board members, transit providers, and stakeholders as needed.
- Serve as staff lead for the RTA; including managing staff, recommend staff resource decisions for RTA Board approval, and developing and managing new contracts.

#### Grants Management, Fund Programming, and Compliance

This scope section identifies the grants management, fund programming, and compliance that will be performed during the period of performance.

Grants Management - The RTA has several ongoing FTA and MDOT grants that will continue to require reporting throughout the duration of the contract. In addition, the RTA will require active grant identification and acquisition to continue to support its ongoing regional transit functions, and to expand its base functions. The following support activities will be conducted:

- Develop and work with RTA staff to submit non-financial progress reports associated with active grants in formats approved by funders.
- Work with RTA staff to monitor the financial and milestone status of active grants.
- Coordinate with FTA, MDOT, and other funders to discuss grant status and any potential amendment needs.
- Identify and submit grant renewals and applications for new grants that support and advance the RTA’s regional transit functions (see Task #3 below for more information).

State and Federal Funding Programming - The RTA manages several federal and state funding programs for the region. The following support activities will be conducted:

- Develop analysis of available funding and programming options for federal and state programs.
- Draft staff memorandums that will support Board fund programming actions.
- Lead discussions with the existing transit providers on their funding needs from the federal and state programs.

Compliance Oversight and Guidance - Beyond general grant compliance and reporting (as described above) the RTA has periodic needs for guidance on items concerning compliance and strategy with FTA grants and programs. The following support activities will be conducted:

- Review RTA policies and key compliance documents and recommend changes as needed.
- Assist the RTA in preparation for standard FTA audits; including response to pre-audit questions, coordination with auditors, participation in audit, and develop of audit response.





### Planning Project and Pilot Management

The RTA has active planning and pilot projects that require ongoing project management. The following support activities will be conducted:

- Conduct technical and quality control/assurance reviews of consultant deliverables.
- Participate in progress meetings with the project teams.
- Attend up to 12 project stakeholder, public engagement, and technical committee meetings.
- Overseeing project teams' compliance with their established document control procedures and record keeping systems.
- Develop project summaries, basic analysis, and talking points for RTA leadership and stakeholders.
- Review and recommend for acceptance/rejection consultant invoices/progress reports working in close coordination with RTA staff and SEMCOG.
- Develop regional transit recommendations based on conclusions from plans and pilot projects.

### Task 3 – New Grant Development (Optional)

This scope section identifies the broad activities that would be included with supporting a new competitive grant opportunity. RTA can trigger the use of the funding associated with this task through an email approval.

WSP will develop up to one (1) grant project application for a program of interest as identified by RTA. WSP will provide as-needed assistance with the grant narrative and the development of Benefit Cost Analysis (BCA), if required by the grant program.

A detailed list of data collection items for both the narrative and BCA (if applicable depending on the grant program) will be provided to key RTA personnel. WSP shall work with RTA to develop an in-depth grant application narrative. RTA shall provide WSP with supporting documentation, as requested by WSP, in a timely manner, to aid the narrative development. WSP's comprehensive analysis of the project Narrative and BCA report (if applicable) will identify specific areas for improvement. WSP will prepare the Project Narrative for the grant application subject to the current Grantor agency requirements. WSP will also provide final formatting in Word and in PDF for the application and transmit completed documents to RTA for their online transmission of the application, including the required forms. WSP will not be responsible for any costs associated with the application. WSP will provide graphics and maps and collect application materials within a common electronic location such as a WSP OneDrive. WSP will also draft letters of support and material partnership letter templates, as well as provide guidance on key supporters and partners RTA could consider soliciting. WSP will not mail letters of support or reach out to supporters to elicit support.

#### Benefit Cost Analysis:

If a BCA or similar technical analysis is required based on the grant program criteria, the process that will be followed is described herein. WSP will develop one (1) BCA for a grant application. Using data collected from RTA and found in publicly accessible places, WSP will conduct the necessary data processing and technical analyses required to complete the BCAs for a RTA grant application, focusing on supporting transportation, economic and other benefits at local, regional, and national levels in accordance with revised BCA guidance issued by U.S. Department of Transportation ("USDOT"). A separate revised BCA report will be produced for each project. WSP's benefit-cost methodology is consistent with the most



recent guidelines developed by USDOT. Conducting the BCA requires numerous data inputs, which will need to be provided by or obtained by RTA.

**Deliverables for Task 3:**

- List of data collection items tailored to specific grant program in email
- One (1) Draft Project Narrative in Word
- One (1) Final Project Narrative in Word and PDF
- Graphics & Maps as required by each grant package, unless prohibited or discouraged by Grantor Agency in PDF
- One (1) Final application grant packages including attachments and forms in PDF
- One (1) Draft BCA Report in Word
- One (1) Final BCA Report in Word and PDF

**Assumptions and Exclusions for Task 3:**

- RTA staff will distribute and collect requests for letters of support and/or material partnerships from partners
- RTA staff will submit the complete grant application package through the required Grantor agency portal and will provide necessary information for forms
- RTA staff will provide project timing, completed phases, next phase, and timing information
- RTA will lead the alignment of key partnerships needed to indicate project support

If the terms of this agreement meet your approval, please sign, and date this letter and return to Ben Stupka, WSP's Program Manager. WSP's receipt of a signed copy constitutes its Notice to Proceed. If you have any questions regarding the scope, schedule or budget please feel free to contact us.

**ATTACHMENT 2**  
**BUDGET**



## Attachment 2

### Detailed Cost Breakdown

	Base Rate	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	TOTAL Hours	TOTAL Cost
Task 1 - Project Management											
Planning Director	\$ 82.55			8	8	8	8	8	8	48	\$ 3,962.39
Senior Accountant	\$ 43.63			2	2	2	2	2	2	12	\$ 523.56
Task 2 - Program Management											
Planning Director	\$ 82.55			88	88	88	88	88	88	528	\$ 43,586.28
Lead Planner	\$ 52.40			24	24	24	24	24	24	144	\$ 7,545.78
Associate Consultant	\$ 39.69			32	32	32	32	32	32	192	\$ 7,620.99
Associate Planner	\$ 36.69	24	24	32	32	32	32	32	32	240	\$ 8,805.85
Task 3 - New Grant Development (Optional)											
Supervising Consultant	\$ 71.57	16	24							40	\$ 2,862.84
Associate Consultant	\$ 39.69	24	48							72	\$ 2,857.87
Lead Planner	\$ 52.05	16	48							64	\$ 3,330.89
Associate Planner	\$ 36.69	24	48							72	\$ 2,641.76
		104	192	186	186	186	186	186	186	1412	\$ 83,738.22
									Overhead	140.30%	\$ 117,484.72
									FCCM	0.32%	\$ 267.96
									Margin	11%	\$ 22,134.52
<b>Expenses</b>											
Mileage	\$ 0.625	1,000.00	\$ 625.00							Total Labor	\$ 223,625.42
Parking	\$ 25.00	25.00	\$ 625.00							Expenses	\$ 1,250.00
<b>TOTAL</b>			<b>\$ 1,250.00</b>							<b>TOTAL</b>	<b>\$ 224,875.42</b>



## PROGRAM MANAGER REPORT

**AUGUST 2023**

The purpose of this report is to provide the RTA Board information and updates on advancement of the RTA's work program.

### OPERATIONS

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#### Staffing

- We are happy to welcome Kameron Bloye to the RTA! Kameron is a Detroit Challenge Fellow that will be assisting the team with policy and planning research. He will be with the RTA through summer 2024.

#### Policy and Compliance

- Scheduling training on Open Meetings Act (OMA) and Freedom of Information Act (FOIA) for the RTA team through the Michigan Municipal League.
- Reviewing all internal policies and procedures to identify areas in need of update and improvement. Our next focus will be internal financial management procedures.

#### IT Infrastructure & Performance Tools

- Program Director Piana continues to examine the RTA's internal IT infrastructure to address team member issues, increase collaboration, asset management and cybersecurity support.

### ENGAGEMENT

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- RTA participated in the Council for Future Mobility and Electrification monthly meeting. RTA has been supporting the development of Transit and Micro Mobility needs for their overall policy platform.
- Established and conducted multiple staff and stakeholder meetings, including meetings with the following groups:
  - MDOT and Michigan Infrastructure Office, I-375 project, Oakland County transit staff, Ann Arbor Transportation Commission, Downtown Detroit Partnership Transportation Committee, and SEMCOG's 2050 Vision Regional Transportation Plan.

### FUNDING AND GRANTS

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#### Fund Programming

##### Section 5310 Call for Projects

In June, RTA Board approved the recommended program of approximately \$13 million in Enhanced Mobility of Seniors and People with Disability funding (Section 5310). The selected projects cover multiple project categories that include vehicle replacement, vehicle expansion, continuing operations, expanded operations, mobility management, and capital projects (e.g.,



scheduling software upgrades). RTA has commenced working with the direct recipients and subrecipients to begin implementing the grant process for these funds.

### **Fiscal Year 2023 Federal Funds**

In June 2023, RTA staff began work with eligible recipients of federal transit funding (i.e., AAATA, DDOT, DTC, RTA, and SMART) to develop an annual capital program and system performance metrics for federal formula funding. This includes the largest federal formula program, Urbanized Area Grant program, with over \$70 million in funding available for capital projects like vehicle replacements, facility rehabilitations, communications equipment upgrades, and preventive maintenance. We have requested that the providers send the RTA the pertinent information by July 7 to help us provide the Board with more clarity on capital planning and system performance. RTA staff is in the process of reviewing this information. We anticipate providing an update to the RTA Board in September.

### **American Rescue Plan Call for Projects**

In August 2021, the RTA Board set aside 15% of American Rescue Plan (ARP) funds, ~\$25 million, for regional projects. In November 2022, the RTA Board approved a process for distributing those in a manner that advances the goals and strategies in the Regional Transit Master Plan. At that time, the plan was to execute the distribution in summer 2023.

**Update:** During the recent negotiations for a federal debt limit increase the idea of rescinding ARP funds came through as a high priority issue. This caused the RTA, along with transit providers throughout the country, to move as quickly as possible to obligate the funding on a federal grant to ensure as much protection as possible. The RTA obligated \$9.2 million to planning and \$15,096,213 to operations. These were the categories that provided the most future flexibility and allowed for quick protection of the funding. We will return to the Board in the coming months with an alternative strategy for using this funding for advancing regional priorities.

### **Access to Transit Call for Projects**

In fall 2023, RTA staff will launch the inaugural Access to Transit Grant program. RTA secured \$2 million in funding to support communities improving infrastructure around their transit stations and stops, making connections for pedestrians, bicyclists, and transit riders safer, more accessible, and more attractive. This will be the first time a grant program like this has been run in the State of Michigan.

### **Grants Management**

RTA completed the following grants management activities:

- Began development and submission of necessary documentation to secure the Mobility Wallet grant, the Downtown to Airport Pilot service grant, and an amendment to the state funding that supports the MyRide2 service.
- Submitted quarterly Federal Financial Reports and Milestone Progress Reports for several FTA grants
- Began updating FTA and MDOT funding contacts and permissions to include new employees.



## New Grants

On July 5, the USDOT released a NOFO for the Reconnecting Communities and Neighborhoods program. That program combines the Reconnecting Communities and Neighborhood Access and Equity programs into one ~\$3 billion program. Regional leadership has participated in meetings over the last few weeks to discuss advancing an application or grouping of applications for regional corridors investments. They have requested that the RTA develop a project framework for this program to determine if there is an opportunity to pursue a grant. Grants are due on September 28<sup>th</sup>. We will have a better sense of next steps over the next few weeks.

## PROJECTS

### Regional Master Transit Plan Update

The Regional Master Transit Plan (RMTP) update was approved by the Board in February 2023. It can be read here: <https://rtamichigan.org/rmtp-update/>

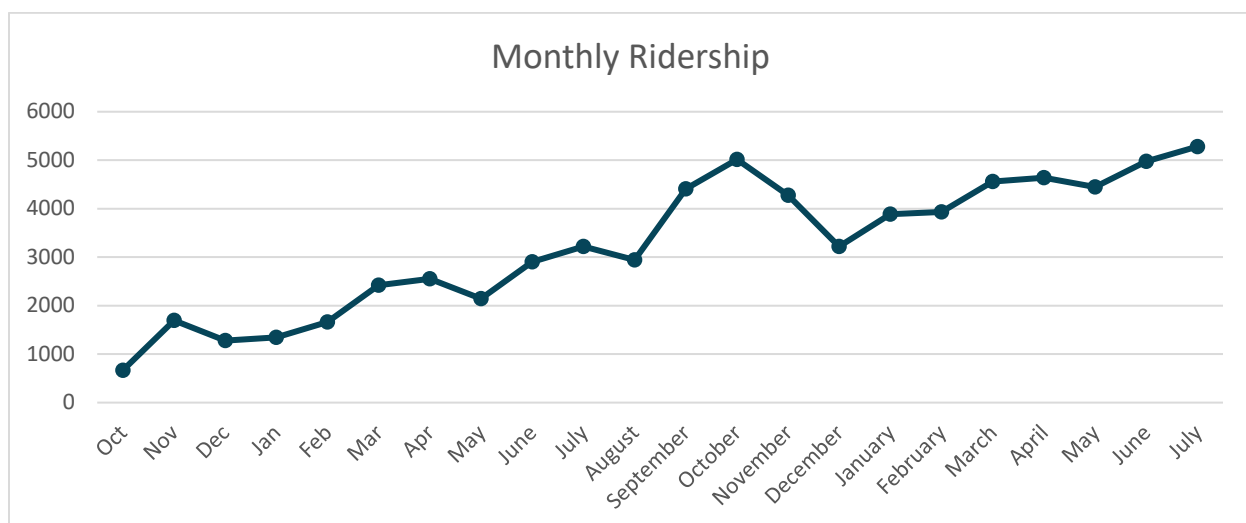
RTA is in the process of developing a regional corridor capital investment program to support potential future state and federal discretionary funding. This is focused on the RTA Board approved Locally Preferred Alternatives for Gratiot, Michigan, Washtenaw, and Woodward Bus Rapid Transit (BRT) projects.

RTA is in process of developing the 2023 update to the RMTP. The goal is to have that approved by the Board in early 2024.

### D2A2 Service Pilot

D2A2 has been operating since October 2021. Here are the performance metrics through July 2023:

- Monthly ridership (July) = 5,281
- Weekday average (July) = 176
- Monthly ridership (12-month average) = 4,214





RTA is actively working with the D2A2 vendor (Indian Trails/Michigan Flyer) to develop a monthly pass option for riders. Staff is also working with the vendor, the People Mover, and the City of Detroit to integrate the Grand Circus Park D2A2 stop with the Grand Circus Park People Mover station.

### **MyRide2**

The MyRide2 program continues to provide mobility management services to seniors and people with disabilities throughout the RTA region. The service worked with over 5,000 callers in Fiscal Year 2022, which is a 12% increase over Fiscal Year 2021.

### **Universal Basic Mobility Pilot**

MDOT and MEDC informed RTA staff that it will receive a \$1,150,00 grant from the Mobility Wallet Challenge program of a Universal Basic Mobility pilot. On June 7, RTA hosted a kick-off meeting with all the partners (DDOT, DTC, SMART, MoGo, Detroit OMI, United Way of Southeast Michigan, Detroit at Work, DDP, Menlo Innovations, and HNTB). We began the Program Development and Technical working groups in July.

### **Airport Service Pilot**

The RTA was notified that it received funding for a pilot transit service to create an express connection between Detroit Metropolitan Airport and Downtown Detroit. Staff is starting to lay out a schedule for developing a pilot service proposal for Board approval. The tentative schedule is as follows:

- Spring 2023 – program federal funding and state match
- Spring/Summer 2023 – develop preliminary service proposals with stakeholders
- Fall 2023 – develop and release and RFP for service provider (if necessary)
- Winter 2023 – public hearings on service proposal
- Early 2024 – launch service

## **2023 BOARD SCHEDULE LOOK AHEAD**

Month	Funding	Administration	Projects
<b>August</b>		Draft Budget	2023 RMTP Update - Launch
<b>September</b>	Annual Federal Funding and ARP Funding – Information	Final Budget	RTA Projects Update
<b>October</b>	Annual Federal Funding and ARP Funding – Action		RTA Projects Update
<b>November</b>			RTA Projects Update
<b>December</b>	5310 Program Report		RTA Projects Update