

INTER OFFICE MEMO

To: Board of Directors

Date: 10/20/2022

From: Melody Reeb, Director of Planning, Marketing, & Innovation

Reviewed by: *Ref*

SUBJECT: On-Call Planning Services

Background:

Many cities and public transit agencies retain planning services on an on-call basis to enlist support when an abundance of projects exceed the agencies' ability to fulfill all demands. Rates are agreed upon up front, and then specific work orders are developed for each project. Consultants must be able to deliver planning services working in collaboration with internal staff and external parties such as municipalities and other transit agencies. The scope of these services can include operations and capital planning, federal, state and/or local project compliance, evaluation of emerging mobility options, and public outreach.

In 2017, County Connection awarded a contract to Nelson/Nygaard with a not-to-exceed amount of \$1.8M for on-call planning, which expired during the pandemic. Over the five years of that contract, staff issued work orders for various projects including an onboard passenger survey, and expended a total of roughly \$115,000.

New Contract:

As agencies reimagine post-pandemic services, seek new opportunities for grants, and transition to zero-emission fleets, it would benefit County Connection to issue a Request for Proposals (RFP) for a new contract. The contract will be structured similarly to the previous one with no guaranteed minimum level of compensation. Staff anticipates several projects over the next few years that will likely require assistance from a consultant. This includes a comprehensive onboard passenger survey to provide statistically valid demographic data that is required by Federal Transit Administration (FTA) every five years, as well as updating the agency's Title VI program.

Staff will be working with legal counsel to develop the RFP and sample agreement to ensure compliance with state and federal requirements. Staff anticipates releasing the RFP this winter and bringing a recommendation for award in the spring.

Financial Implications:

The contract will include a not-to-exceed amount, but there would be no obligation to spend that amount. As projects are identified, staff will notify the appropriate Committee. Any work orders issued would be consistent with the adopted budget for that year, which typically includes around \$100,000 for service planning and development expenses.

Recommendation:

None, for information only.

Action Requested:

None, for information only.

Attachments:

None