

To: Marketing, Planning, & Legislative Committee

Date: May 28, 2026

From: Pranjal Dixit, Manager of Planning

Reviewed by: AMS

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 2023, County Connection awarded a contract to Transportation Management & Design (TMD) with a not-to-exceed amount of \$750,000 for on-call planning, which expired in March 2026. Over the three years of that contract, staff issued work orders for various projects which included an onboard passenger survey, the Transit Corridor Study, Title VI Program update, and development of bus stop spacing guidelines. Over the course of this contract, expenditures reached a total of approximately \$398,500.

New Contract:

As transit agencies reimagine services in response to post-pandemic demand, fiscal constraints, and the transition to zero-emission fleets, County Connection seeks to issue a Request for Proposals (RFP) for a new on-call planning consultant contract.

Similar to the current agreement, the new contract will be structured with no guaranteed minimum compensation. Staff anticipates several critical projects over the next few years that will require expert consultant assistance, including:

- Conducting a comprehensive onboard passenger survey to provide statistically valid demographic data (required by the FTA every five years) and updating the agency's Title VI program (required every three years).
- Preparing a Short-Range Transit Plan (S RTP).
- Restructuring local routes and express bus service to improve ridership and service efficiency.
- Scenario planning for the transition to zero emission buses (ZEB).

Staff has collaborated with legal counsel to develop the RFP and sample agreement, ensuring full compliance with state and federal requirements. The RFP is scheduled for release on June 8, 2026, with a recommendation for contract award expected to go before the Committee in September.

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 \$150,000 for service planning and development expenses.

Recommendation:

None, for information only.

Action Requested:

None, for information only.

Attachments:

None.