

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, June 2, 2021
10:00 a.m. – 11:30 a.m.

Via Video Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to view the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 187 409 6276

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*15 minutes*)
 - A. Minutes of the May 5, 2021 Committee Meeting -- *Corrections/Approval*
 - B. Division BRT: Design and Engineering Services Scope of Work Approval (*Otterstrom*)
 - C. City Line: Stations 13, 15, 17 – Riverside Avenue Construction Scope of Work Approval (*Otterstrom*)
4. Committee Action
 - A. Board Consent Agenda
(*No items being presented this month.*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
5. Reports to Committee (*35 minutes*)
 - A. 2022-2027 Transit Development Plan: Complete Draft Plan (*Otterstrom*)
(*Public Hearing at the June 17, 2021 Board Meeting*)
 - B. I-90 / Valley High Performance Transit Corridor Planning Update (*Otterstrom*)
6. CEO Report (*15 minutes*)
7. Committee Information (*5 minutes*)
 - A. FTA Section 5310 Funding Call for Projects Update (*Otterstrom*)
8. June 30, 2021 (July) Committee Meeting Draft Agenda Review (*5 minutes*)
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, June 30, 2021 (**July**), 10:00 a.m. via Webex.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate.

Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

June 2, 2021

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Chair, Planning and Development Committee

SUMMARY: At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

June 2, 2021

AGENDA ITEM 3A : MINUTES OF THE MAY 5, 2021 COMMITTEE MEETING

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Vicki Clancy, Executive Assistant, Planning and Development

SUMMARY: Draft Minutes of the May 5, 2021 Planning and Development Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

COMMITTEE ACTION:

RECOMMENDATION TO THE BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Authority
1230 West Boone Avenue
Spokane, Washington 99201-2686
(509) 325-6000

PLANNING AND DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the May 5, 2021 Meeting
Via Video Conference

MEMBERS PRESENT

Al French, Spokane County – *Chair*
Candace Mumm, City of Spokane
Karen Stratton, City of Spokane
Tim Hattenburg, City of Spokane Valley
Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS ABSENT

Hugh Severs, Small Cities Representative
(Liberty Lake) *Ex Officio*

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Brandon Rapez-Betty, Director of Communications
& Customer Service
Fred Nelson, Chief Operations Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Director of Human Resources &
Labor Relations
Vicki Clancy, Executive Assistant to Director of
Planning and Development

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Al French called the meeting to order at 10:00 a.m. and Ms. Vicki Clancy conducted roll call.

2. COMMITTEE CHAIR REPORT

Chair French reported that the Legislature concluded the regular session without a new revenue transportation bill. There is conversation about convening a special session and movement on a transportation bill, but Chair French is not overly optimistic. He opined that it will most likely will take place in 2023.

3. COMMITTEE ACTION

A. MINUTES OF THE MARCH 31, 2021 (APRIL) COMMITTEE MEETING

Ms. Candace Mumm moved to approve the March 31, 2021, Planning and Development Committee meeting minutes. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. DIVISION BRT: ACCEPTANCE OF CORRIDOR DEVELOPMENT PLAN

Mr. Karl Otterstrom presented. The Corridor Development Plan documents the process of selecting the locally preferred alternative (LPA). This plan sets the foundation for future high performance transit (HPT) development along Division Street, identifies LPA for bus rapid transit (BRT), serves as a data resource for pursuing grant funding, and sets the stage for upcoming Preliminary Engineering (PE) activities on the project. Mr. Otterstrom presented the plan organization, and implementation steps. Upcoming activities include procuring planning and preliminary engineering services and NEPA scoping which is a precursor to FTA Project

Development phase of Small Starts. The DivisionConnects study will continue into a second phase with focus on land use vision which will inform the future land use actions. This second phase is led by SRTC with continued involvement by STA.

Mr. Tim Hattenburg made a motion to recommend the Board accept the Division BRT Corridor Development Plan. Ms. Karen Stratton seconded, and the motion was approved unanimously.

2. CITY LINE: AWARD OF CONTRACT FOR WALL STREET RECONSTRUCTION, AND STATION 28

Mr. Otterstrom presented. This project scope represents components of awarding the City Line project. The Planning and Development Committee approved the Scope of Work (SOW) and authorized staff to release an invitation for bid for City Line Wall Street Reconstruction and Station 28 Construction at SCC Transit Center on March 3, 2021. These elements were removed from the overall City Line design because design and scope relied on factors that were not yet determine in late 2019 when City Line Core Construction was put out to bid. This scope will reconstruct the entirety of the public right-of-way of Wall Street between Riverside Avenue and Main Avenue, and construct City Line Station 28 in the center island of the SCC Transit Center. Mr. Otterstrom reviewed renderings, the procurement process, and the contract financials. Given STA received one bid, a price analysis was completed. STA determined that the opportunity for competition was sufficient and that the Cameron-Reilly, LLC bid was responsive, responsible and the bid price fair, and reasonable. Total bid value is \$1,932,878. Staff propose a 20% construction contingency of \$386,575. Physical construction is tentatively expected to start in July of 2021.

Ms. Candace Mumm made a motion to review and recommend the Board approve an Award of Contract for the Wall Street Reconstruction and Station 28 project to Cameron-Reilly, LLC, for \$1,932,878 including applicable Washington State sales tax, and allow the CEO to apply 20% contingency funds, as necessary, within the project budget. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

Chair French asked Ms. Mumm for the status of the land use changes along the City Line. Ms. Mumm responded that Councilmember Kinnear is now the City Council liaison for the City Plan Commission and she believes there will be an update on the process soon.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. 2022-2027 TRANSIT DEVELOPMENT PLAN: MID RANGE PLANNING GUIDANCE

Mr. Otterstrom presented. According to STA Board Resolution 681-11, the Planning and Development Committee is responsible for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. The agency's primary mid-range planning document is the Transit Development Plan (TDP). The 2022-2027 TDP is expected to be adopted in July 2021 and will include the Capital Improvement Program and the Service Improvement Program. Mr. Otterstrom reviewed the TDP background, project timeline, organization, and board guidance text revisions. Staff is proposing text revisions for discussion today (see redline on cover sheet).

Ms. Mumm requested adding language for committee consideration that reflects the impact of the City Line on the other routes. Mr. Otterstrom agreed; this revised language will be brought forward in June.

B. 2022-2027 TRANSIT DEVELOPMENT PLAN: MAJOR ACTIVITIES (2022-2027)

Mr. Otterstrom presented this step in the annual preparation of the agency's Transit Development Plan; the Committee reviews the planned major activities for the agency for inclusion in the 2022-2027 Plan. The major activities list will remain in draft form as it is incorporated into a complete draft of the 2022-2027 TDP in June for broader public input. Major activities organization categories includes: 1.) Customer Tools and Technology 2.) Community Outreach 3.) Service Development 4.) Facilities and Fleet 5.) Systems and Programs, and 6.) Planning.

Ms. Mumm requested the consideration of new service improvements, such as extending the city line to SFCC. Mr. Otterstrom responded that staff are presenting a new connection from North Central area to SFCC to the PMER Committee later this afternoon.

C. 2022-2027 TRANSIT DEVELOPMENT PLAN: 2022-2027 CAPITAL IMPROVEMENT PROGRAM

Mr. Otterstrom presented. The most robust of the components in the TDP is the Capital Improvement Program (CIP). The CIP is developed in accordance with *Connect Spokane*. The development of a six-year Capital Improvement Program provides a mid-term horizon for prioritizing resources, enhancing the transit system, and maintaining existing assets and resources in good repair. The CIP, in companionship with the TDP and Service Improvement Program (SIP), connects the long-range vision, goals and policies of the Comprehensive Plan to the near-term strategies outlined in the Annual Strategic Plan. The CIP programs are organized into five distinct program categories: Vehicles, Facilities-Maintenance & Administration, Facilities-Passenger & Operational, Technology, and High Performance Transit Implementation. Mr. Otterstrom reviewed the programs of the draft CIP and the relative costs. The 2022-2027 CIP represents \$207,869,778 in programmed capital projects and programs. Replacement coaches and the implementation of the City Line are presently the two largest programs by expenditures in the draft CIP. The CIP, along with the other plan elements, will be compiled into the draft Transit Development Plan and presented at the June committee meeting.

Chair French mentioned the state legislation concerning fleet electrification that recently passed and asked if STA has given any consideration to the mandate. Ms. Meyer responded that electrified replacements for current buses is dependent upon the ability to purchase more buses and the room to store them in current garages. Expansion beyond the current estimate of about 35-40 electric buses would require an additional facility. Ms. Mumm shared a hope that federal partners would assist with funding some of the money to expand since it is one of their priorities. The average cost of an electric bus today is about \$1.1M. Mr. Otterstrom noted that this topic will be addressed at the upcoming workshop.

D. 2022-2027 TRANSIT DEVELOPMENT PLAN: PROPOSED 2022-2024 SERVICE IMPROVEMENTS

Mr. Otterstrom presented. The draft Service Improvement Program (SIP) is updated annually and, in this iteration, outlines planned fixed-route service changes to take place in 2022, 2023 and 2024. The most significant changes are planned to take place in 2022 with the start of the City Line. Double decker buses begin operating in 2023 on the Cheney HPT Corridor with minor routing and schedule adjustments as needed, and then minor routing and scheduling adjustments

continue as needed in 2024. The SIP is developed in close coordination with the agency's financial projections.

Ms. Mumm requested a map with columnar information, and a heat map of the PBTA. Chair French suggested adding employment centers for a 2-3 year look. Ms. Meyer commented that minority and low-income demographics can be added as well. Mr. Otterstrom responded that staff can provide these additional maps.

6. CEO REPORT

Ms. Meyer presented the CEO Report:

- Legislative Update – Washington legislature adjourned as planned in the regular session on April 25 and passed an operating, a capital, and a transportation budget, but not a new revenue transportation package. Ms. Meyer reported on approved grants, and reviewed the State Transportation Budget Summary for 2021-2023.
- April 2021 Voter-Approved Sales Tax Update – Revenue collected on February retail sales: 19.7% above April 2020 actual (\$1.2M), 7.9% YTD above 2020 actual (\$2.2M), and 24.6% YTD above budget (\$6.1M).
- Miscellaneous –
 - Mask Mandate -- TSA has extended the mask requirement on buses, airplanes, airports and stations from May to September 13, 2021.
 - Vaccines – Almost 40% of STA's employees have been vaccinated
 - Vaccine Clinic -- STA had to cancel the vaccine clinic that had been schedule with Rite Aid. Staff will continue to try and reschedule a clinic.
 - Utilities and Transportation Commission – approved the Avista proposed commercial rate structure to go into effect that will reduce the cost of energy for the STA battery electric bus charging.
 - Electric Bus Charging Video – a demonstration of how STA electric buses are charged at “fast chargers”.

7. COMMITTEE INFORMATION

(No items being presented this month.)

8. JUNE 2, 2021 COMMITTEE MEETING DRAFT AGENDA REVIEW

9. NEW BUSINESS -- *None.*

10. COMMITTEE MEMBER'S EXPRESSIONS -- *None.*

11. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 11:11 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, JUNE 2, 2021 at 10:00 a.m. VIA WEBEX.

Respectively submitted,

Vicki Clancy

Vicki Clancy, Executive Assistant
Planning and Development Department

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

June 2, 2021

AGENDA ITEM **3B** : DIVISION BUS RAPID TRANSIT (BRT): DESIGN & ENGINEERING SERVICES SCOPE OF WORK APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Hamid Hajjafari, Senior Transit Planner

SUMMARY: The Division Street Bus Rapid Transit (BRT) project is envisioned to be the second BRT line in the City of Spokane. Predicated on the recent adoption of the Division BRT Locally Preferred Alternative (LPA) and the acceptance of the Division BRT Corridor Development Plan, staff are seeking to begin the preliminary engineering phase of the project by procuring qualified design and engineering services according to state and federal procurement rules for architectural and engineering services. Because the Division BRT Design and Engineering Services will exceed \$1 million, the scope of work is required to be approved by the Committee prior to release of a Request for Qualifications (RFQ).

BACKGROUND:

Request for Qualifications - Scope of Work

Spokane Transit envisions bus rapid transit extending from downtown Spokane along the Division Street corridor for approximately nine miles to the Mead area. The future BRT corridor will include at least 28 substantial stations, business access and transit (BAT) lanes for most of the corridor, the reconfiguration of the Division/Ruby couplet and other related multimodal investments to improve mobility in the corridor. STA is soliciting qualifications from engineering firms to initiate the implementation of Division BRT by undertaking design and engineering services as described in greater detail in the proposed Scope of Work that is attached.

This project includes design, engineering, and related services during four major phases of the project: 1) Preliminary Engineering, 2) Project Development and Final Engineering, 3) Bidding and Construction, and 4) Testing and Startup. The scope of work will be further developed at each phase of the project, with work initiated through a series of task-specific work orders, with one or more work orders issued during each project phase. These Design and Engineering services will be essential to implementing fixed-guideway bus rapid transit on Division Street, in line with the recently adopted LPA and the Division BRT Corridor Development Plan. The project also completes STA's vision for high performance transit (HPT) on Division Street as articulated in *Connect Spokane*, STA's comprehensive plan for public transportation.

Funding and Estimated Contract Value

There will be a variety of contracts related to the Division BRT project, including but not limited to, design and engineering services, special inspections, construction management and administration, materials, equipment, and construction activities. Additionally, certain staff time will be attributed to the project time. The complete Division BRT project is estimated to cost between \$120 million and \$150 million over the project implementation period.

The Board-approved 2021-2026 Capital Improvement Program (CIP) includes \$2 million in local funds for the Division BRT Preliminary Engineering phase (Phase 1). Staff has proposed to include \$12 million in local funding in the 2022-2027 CIP for Project Development (Phase 2), with subsequent phases subject to the commitment of future federal and state awards, supplemented by local funding commitments, all supported through Board actions. Additionally, Phase 2 initiation is conditioned on the approval to enter Project Development by FTA. Upon entry into Project Development, project expenditures are eligible for

federal reimbursement should STA be successful in obtaining a future Small Starts grant. Additionally, the transportation committees of the Washington State Legislature have proposed providing up to \$50 million in funding for the project.

Based on conceptual cost estimates and the anticipated distribution of professional services, the total value of the design and engineering services contract for which staff is presently seeking authority to procure, is estimated between \$16.1 million and \$20.1 million. As stated previously, work and expenditures will only proceed by means of daily-authorized work orders and within Board-approved capital programs and budgets.

Procurement and Evaluation Method and Timeline

Pursuant to state and federal law, procurement of Architectural and Engineering (A&E) services by public agencies must be qualifications-based, requiring agencies to evaluate prospective contractors based on demonstrated competence and qualifications, without regards to price. Prospective contractors are required to submit statements of qualifications to be evaluated. Once qualifications are evaluated and ranked, staff will seek board authority to negotiate with the most qualified firms to arrive at a fair and reasonable price, including reasonable profit markup. Should STA be unsuccessful in arriving at a fair and reasonable price with the top-ranked firm, STA will begin negotiations with the second-most qualified firm.

STA is seeking design and engineering services from firms that have robust experience in designing BRT systems and supporting transit agencies in successfully launching BRT projects. STA intends to use the following evaluation criteria and scoring method. Further details on the considerations for each criterion can be found in the attached Scope of Work. Similar to past procurements for A&E services, STA expects to invite staff from partnering agencies, including Washington State Department of Transportation (WSDOT), Spokane County, the City of Spokane and Spokane Regional Transportation Council (SRTC) to participate on the evaluation committee. Following a preliminary evaluation, STA will invite up to three of the top-ranked firms for in-person interviews to aid in finalizing the evaluation scoring and ranking.

Evaluation Criteria	Maximum Point Value
Previous Performance and Relevant Experience	30
Key Personnel	30
Project Management and Coordination Experience	20
Understanding of project and proposed delivery approach	10
References	10

Subject to Committee’s approval of the Scope of Work, following are key milestones in the anticipated timeline for the solicitation, evaluation process and contract award. The timeline is subject to change.

Procurement Activity	Anticipated Date
-----------------------------	-------------------------

Advertisement of RFQ	June 6
Deadline for submitting Statements of Qualifications (SOQs)	July 22
Qualifications Evaluation Process	Late July – Late August
Committee and Board authorization to negotiate and execute the Design and Engineering services contract	September
Negotiate and execute contract and initiate first work order	By November 1

RECOMMENDATION TO COMMITTEE: Approve the general Scope of Work and authorize staff to release a Request for Qualifications for Division BRT Design and Engineering Services.

COMMITTEE ACTION:

RECOMMENDATION TO THE BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____



Division Street BRT Design and Engineering Services Scope of Work

Draft 6/1/2021

Table of Contents

Project Overview	4
1. Phase 1: Preliminary Engineering.....	6
1.1. Project Management and Coordination.....	6
1.2. Planning and Feasibility Activities	7
1.3. Preliminary Design and Engineering	7
1.4. Traffic and Transit Analysis	8
1.5. Capital Investment Grant (CIG) Program Guidance & Support.....	9
1.6. NEPA/SEPA Consultation and Environmental Planning	9
1.7. Social Equity and Title VI Compliance	10
1.8. Station Area Planning	10
1.9. Public Outreach and Stakeholder Involvement.....	10
1.10. Quality Assurance and Quality Control (“QA/QC”)	11
1.11. Review and Identify Conflicts and Issues.....	11
1.12. Refined LPA Report.....	11
2. Phase 2: Project Development	12
2.1. Project Management	12
2.2. NEPA/SEPA Consultation and Strategic Guidance.....	12
2.3. Capital Investment Grant (CIG) Program Support	13
2.4. Small Starts Financial Plan	14
2.5. Public Involvement/Communications.....	14
2.6. Quality Assurance and Quality Control (QA/QC).....	15
2.7. Design and Engineering Development	15
2.8. Mead Transit Center (“MTC”) Design	16
2.9. Right-of-Way Support.....	16
2.10. Branding & Wayfinding.....	17
2.11. Survey and Mapping	17
2.12. Permitting.....	17
2.13. Transportation Analysis	18
2.14. Construction Cost Estimates	18
2.15. Safety and Security Certification Plan (“SSCP”) for Project.....	18
2.16. FTA Project Management Oversight Consultant (“PMOC”) Support.....	19
2.17. ITS Design	19
3. Phase 3: Bidding and Construction.....	20
3.1. Project Management	20

Division BRT Design and Engineering Services SOW

3.2.	Pre-Bid Consultations and Meetings.....	20
3.3.	Support during the Bid Period	21
3.4.	Prepare Conforming Construction Document Set.....	21
3.5.	Construction Administration Support	21
3.6.	Review Shop Drawing Submittals	21
3.7.	Assistance with Change Orders and Field Authorizations.....	22
3.8.	Record Drawings	22
3.9.	Miscellaneous Services	22
3.10.	Facility Maintenance Plan.....	22
3.11.	Construction Quality Management Plan	22
4.	Phase 4: Testing and Startup	24
4.1.	Project Management & Project Accountability	24
4.2.	Final Systems Implementation Plan.....	24
4.3.	Test Planning	24
4.4.	Project Closeout.....	24

Project Overview

The Division Street Bus Rapid Transit (“BRT”) Project (the “Project”) is envisioned to be the second BRT line in the City of Spokane, WA. Division Street is the most heavily traveled principal arterial in Spokane. On a local scale, it connects downtown Spokane to retail, residential, healthcare, and academic activities to the north. Served by Spokane Transit Authority (“STA”) bus service, Division bus route #25 is among the highest ridership routes in STA’s system.

STA has been collaborating with local and regional partners, including the Spokane Regional Transportation Council (“SRTC”), the City of Spokane, Spokane County, and the Washington State Department of Transportation (“WSDOT”) on a transportation and land use study of the Division Street corridor known as “DivisionConnects”. The DivisionConnects phase 1 had a large public engagement component, in-depth BRT alternatives analysis, and multimodal operational analyses to establish baseline and future conditions for the corridor.

Through the evaluation process guided by a steering committee that includes members of the boards for STA and SRTC, a draft recommendation was formulated for a locally preferred alternative (LPA) for BRT in the Division Street corridor. On April 15, 2021, the STA Board of Directors adopted Resolution No. 785-21, selecting a locally preferred alternative (“LPA”) for Division BRT. The LPA for fixed guideway Division BRT has several elements, which are as follows:

Element	Description
Mode	Fixed-guideway bus rapid transit using zero-emission 60’ buses
Service Level	Weekdays: 10-minute frequency or better Nights & Weekends: 15-minute frequency during most hours of the span
Northern Termini	Short-term: Current Route 25 terminal at Hastings Park & Ride Long-term: New transit center at Farwell and US2
Southern Termini	Spokane Central Business District near the STA Plaza
Alignment (Exhibit A.1)	Downtown: to be refined in Preliminary Engineering phase Couplet: right-side Ruby Street and Division Street Mainline: Division Street North of “Y”: short- and long-term phased approach
Station Locations	Major intersections and destinations (see Exhibit A.2)
System Operations	Operating techniques for speed and reliability, such as Transit Signal Priority (“TSP”), all-door boarding, and near-level platforms
Lane Configuration	Side-running, dedicated Business Access and Transit (“BAT”) lanes for a majority of the alignment, primarily between North River Drive and the “Y”

Other Multimodal Treatments	Protected bicycle facilities, including cycle tracks where practicable, along Ruby Street with pedestrian, ADA and bicycle improvements throughout the corridor.
-----------------------------	--

After completing phase 1 of the Division Street Corridor Study, STA is soliciting qualifications from engineering firms (“Consultant”), including sub-consultants, to initiate the Project by undertaking design and engineering services. This project includes design, engineering, and related services during four phases of the Project:

- Preliminary Engineering (“Phase 1”)
- Project Development (“Phase 2”)
- Bidding and Construction (“Phase 3”)
- Testing and Startup (“Phase 4”).

It is anticipated that STA will seek state and federal funding for this Project. Currently, Phase 1 is funded, with Phase 2 under consideration for inclusion in the agency’s capital improvement program. Phases 3 and 4 are yet to be fully funded and will depend on the success of preceding phases. All elements of work must comply with state and Federal Transportation Administration (“FTA”) requirements as STA is working toward the project being financially supported by the FTA’s Capital Investment Grant program.

Spokane Transit intends to be under contract and advancing Phase 1 in the 4th quarter of 2021. Phase 2 will be dependent on capital funding approval and entry into FTA Project Development. STA anticipates requesting entry into Project Development 12 to 15 months after initiating Phase 1. Construction activities associated with Phase 3 could begin in early 2025. STA envisions the Project could begin revenue service as early as the second half of 2027.

The following description of services are intended to be representative of the anticipated work. More detailed Scopes of Work will be negotiated with the successful firm through the issuance of successive work orders. The scope of work expressly excludes construction management and construction administration (“CM/CA”) services that will be provided under a future solicitation for CM/CA and oversight engineering services during the Project Development phase.

1. Phase 1: Preliminary Engineering

The objective of this phase is to refine the locally preferred alternative selected as part of the DivisionConnects Study and conduct other planning, design, and engineering services in order to successfully advance the project to the Project Development phase. The outcome of this phase will include up to 30 percent (30%) design plan sets, a conceptual design/engineering report including a preliminary construction schedule and cost estimate, preliminary ridership forecasts, station locations, preliminary design of non-motorized transportation elements, service network design changes, and traffic analyses.

Additional detail of the anticipated tasks for the Preliminary Engineering phase is provided below. The Consultant may recommend other elements as part of their Scope of Work that aligns with the general objectives described in this section. Furthermore, many tasks may be shifted to the Project Development phase depending on the timing of FTA approval of entry into Project Development.

1.1. Project Management and Coordination

This task includes regular and ongoing Project Management and Coordination. The purpose of this task is to develop and implement the systems and protocols to manage the Consultant effort in coordination with STA. This task may include but is not limited to the following activities:

- Project Management Plan (“PMP”) and applicable sub-plans. The Consultant will support STA to prepare the PMP consistent with the requirements of FTA’s Oversight Procedure 20 (OP20). It will include, at a minimum, key elements such as Project Schedule, Scope Changes, Staffing Capacity, Safety and Security, Real Estate Acquisitions, and Fleet Management.
- Prepare and update project scope, budget, and schedule by preparing a cost-loaded Critical Path Method (“CPM”) schedule and using the CPM schedule to track and report on project progress.
- Attend regularly scheduled progress calls and meetings, responding to questions and information requests from STA, and coordinating with agencies of jurisdiction.
- The Consultant will also organize coordination meetings with other agencies, stakeholders, or other entities to be identified by STA including, but not limited to, the City of Spokane, Spokane County, WSDOT, SRTC, and other local, state, and federal jurisdictions.
- Additional meetings may be held at the direction of STA or at the request of the Consultant to address unresolved issues, and unforeseen needs and circumstances.
- Provide support and meeting materials and presentations as needed for STA Board meetings.
- Develop procedures and prepare the communications and conflict resolution plan.
- Prepare monthly progress reports and invoices including all back-up documents, and a Cost Report, as defined herein, in the format and level of detail as specified by STA. The Cost Report will include cost data regarding original budget, current budget (original + approved modifications), actual cost for the period, actual cost to date, earned value,

estimate to complete, estimated cost at completion, and the variance between current budget and estimate at completion.

- Provide additional deliverables as needed and as requested by STA.

1.2. Planning and Feasibility Activities

This task will include providing project planning assistance and expertise to STA for future transit improvements along, or specifically related to the Division BRT corridor. Elements of this task include, but are not limited to:

- Refine project definition, purpose, and need.
- Based on the regional travel demand model, define the transit network for the build year and 2045 planning horizon that incorporates the project and considers likely routing alternatives into the future.
- STA envisions the project will include, or at minimum, anticipate, a future transit center in the general vicinity of US 2 and Farwell Road. The scope includes a type, size and location (“TSL”) study for this transit center to consider potential cost, scope, and integration with the Project. It is possible the outcome of the envisioned transit center, which may include park-and-ride facilities and opportunities for integrated mixed-use development, could be incorporated into the Project scope.
- Coordinate with other land use planning initiatives, including DivisionConnects Phase 2, and land use planning and development occurring within the City of Spokane and Spokane County in the vicinity of the corridor.
- Collaborate with STA’s operations and planning staff to identify likely operating costs of the Project, including revenue and non-revenue service hours, maintenance activities and other operational considerations.

1.3. Preliminary Design and Engineering

The purpose of this task is to provide engineering, cost estimating, and value engineering analysis. This task includes but is not limited to the following subtasks:

- Design Team Management.
- Prepare the basis of the design report.
- Prepare design quality management plan and coordinate with agencies having jurisdiction.
- Use ArcGIS to incorporate project plans, locations, routing, etc. into GIS for analysis and exporting of project files to shapefiles for use by STA.
- Finalize station locations.
- Complete transit center location identification and design at the northern terminus of the alignment to include parking, stormwater, landscaping, lighting, bus platform loading, and bus charging infrastructure siting facilities at a minimum.
- Perform geotechnical exploration, testing, and reporting that comprise of, at a minimum, pavement design report/recommendations, geotechnical site investigation and lab testing plan and geotechnical data report.
- Run utilities analysis that results in franchise and permit documentation requests, utility as-builts request, its and traffic signal as-builts request and utility relocation strategy and relocation cost estimates.

- Perform Right-of-way (“ROW”) engineering, acquisition, and surveying services to identify potential ROW acquisition needs, impacts and mitigation approaches. This subtask will include rights-of-entry services, right-of-way monumentation plans (if required), ALTA Surveys (if required), and acquisition services.
- Coordinate Fieldwork. The Consultant will develop a fieldwork tracker spreadsheet to coordinate, track, and document the progress of fieldwork activities.
- Develop up to 30% engineering design which comprises of preparation of plans including but not limited to the following: roadway civil, drainage civil, station architectural, retaining wall, bridge, traffic signals, traffic control planning, landscaping, irrigation, stormwater planning, and utility relocation design plans that meet WSDOT specifications and City of Spokane and Spokane County standards as applicable.
- Prepare a project schedule to include planning through construction.
- Develop Third-Party Agreement Tracking Matrix. The consultant will track agreements that are needed and place them in a matrix that will be updated into future phases.
- Prepare stream modeling and floodplain stream Report.
- High performance transit station amenities developed for the City Line are assumed adopted into the Division BRT Project. The identification of lessons learned, and identification of adaptations or design refinements may be undertaken in this phase in advance of later stages of design.
- The Consultant will develop a priority and action item list that will be continuously updated and maintained throughout the life of the project.
- Act as Engineer of Record for the project.
- Complete construction cost estimating.
- Focus on value engineering.

1.4. Traffic and Transit Analysis

In conjunction with task 1.3, preliminary engineering and design, the Consultant will also conduct a traffic analysis that may include an intersection analysis of different intersections. The analysis will also include a review and discussion of roadway capacity throughout the corridor in order to identify possible impacts of the conceptual designs of the proposed Project and opportunities for addressing these.

- Attend meetings and provide materials developed under other tasks to coordinate the preliminary design with STA staff work on BRT system requirements such as operating headways, and fleet requirements.
- Prepare Traffic Analysis Methods and Assumptions. The Consultant will meet with STA and agency partners to discuss traffic analysis and modeling needs and interests, then prepare a written memorandum summarizing the methodology and assumptions proposed for the traffic analysis.
- Develop Traffic Forecasting and Simulation Modeling. The Consultant will develop a Synchro/Sim Traffic Analysis of existing year and future year conditions along the Division St corridor for the AM and PM peak periods, adjusting input parameters as appropriate to approximate the influence of the proposed project on traffic operations as needed or as required by the agency having jurisdiction. VISSIM simulation models may be required as needed or as required by the agency having jurisdiction.

- Forecast Ridership. The Consultant will provide ridership analysis in support of the development of the opening year service plan.
- Prepare any necessary intersection control evaluation.

1.5. Capital Investment Grant (CIG) Program Guidance & Support

The Consultant will provide strategic guidance to support the scope to be considered in Phase 2, Project Development, with respect to solicitation of federal grant funds for major transit capital projects under the FTA CIG Program.

- Conduct an initial funding assessment to identify a strategy moving forward and grant application and funding compliance requirements.
- Review potential federal, state, and local funding sources that may be available for project development and construction.
- Project phases may be identified to aid in funding strategy. Award evaluation criteria will be determined to estimate the competitiveness of each implementation phase given various funding sources.
- Review STA's FTA warrant analysis for the Project and prepare an FTA CIG Program strategy memorandum.
- Prepare draft and final FTA CIG and funding strategy memorandum for the Project.
- Draft a letter requesting entry into FTA Small Starts Project Development with all necessary documentation pursuant to FTA policy guidance.
- Up to three Consultant staff will attend Project Funding and FTA CIG Program Meeting up to two hours in length. Additional hours are included for FTA CIG strategy meetings.

1.6. NEPA/SEPA Consultation and Environmental Planning

The Consultant will work with STA and agency partners to review the LPA and preliminary design for potential project impacts and environmental considerations and provide strategic guidance with respect to National Environmental Policy Act ("NEPA") / Washington State Environmental Policy Act ("SEPA") compliance. The Consultant will also complete the necessary environmental analysis as required by the agencies with jurisdiction that includes all required environmental technical analyses, report preparation, exhibit, and graphic development necessary to complete the NEPA and SEPA environmental processes.

- Provide strategic guidance with respect to NEPA/SEPA compliance, and the applicable environmental review process Standard Operating Procedures as defined by the FTA Office of Environmental Programs.
- Provide guidance and recommendations pertaining to the proposed project for further environmental work, design refinements, and a proposed NEPA class of action.
- Provide guidance and recommendations for either creating separate environmental documents for NEPA and SEPA compliance or a joint NEPA/SEPA document.
- Provide consultation with STA and the FTA, and at STA's request consultation with regulatory agencies and project partners to strategize, answer questions and minimize the likelihood of moving the NEPA class of action from a Documented Categorical Exclusion ("DCE") to an Environmental Assessment ("EA") or an Environmental Impact Statement ("EIS"). It may include identifying minimization and mitigation strategies that reduce risks to the Project schedule and budget.

- Prepare environmental review documentation which may include but not necessarily be limited to an environmental justice analysis, historic and cultural resources analysis, NEPA Section 4(f) policy paper review and zoning, air quality, water quality, noise and vibration, wildlife, neighborhood and business, and geologic impact review.

1.7. Social Equity and Title VI Compliance

STA is committed to complying with and advancing the spirit of Title VI of the Civil Rights Act. In accordance with Title VI of the Civil Rights Act of 1964, Spokane Transit does not discriminate on the basis of race, color, or national origin. This task may include analyses and technical memoranda documenting Title VI-related outreach, equity considerations during design development and other activities, both in design and project definition to advance equity in support of the Project. As such, this task may adjust other tasks in Phase 1 as well as subsequent phases.

1.8. Station Area Planning

To inform station area planning decisions, the Consultant will continue to incorporate the corridor / station area transit-oriented development (“TOD”) and non-motorized access analysis work from Division Connects Phase 2 and other land use planning conducted by others. The Consultant will rely on a combination of data analysis, urban design assessment, and key stakeholder meetings(s) to inform the findings.

- Incorporate TOD Planning completed by others, including Division Connects Phase 2 and subsequent planning activities.
- Complete a system access analysis and identify accessibility improvements that may be incorporated into the project or addressed by others.
- Coordinate meetings with SRTC, City of Spokane and Spokane County.

1.9. Public Outreach and Stakeholder Involvement

The fundamental objective of public outreach is to ensure that the concerns and issues of those with a stake in the proposed Project are identified and addressed. Deliverables will include, at a minimum, a public engagement plan and stakeholder/event tracking database, graphics, and materials necessary for outreach. Public outreach task includes, but is not limited to the following subtasks:

- Plan, attend, and prepare materials for the public hearing, stakeholder, and STA meetings.
- Coordinate in-person and online open houses.
- Prepare and distribute public surveys through mailings and/or online venues (websites, Survey Monkey, etc.).
- Develop public information materials/web support/special graphics.
- Support engagement strategies with elected officials, technical staff, and community representatives.
- Prepare and update as needed public information materials/web support/special graphics.
- Provide property owner outreach plan and supporting briefings with groups, businesses, or individuals.

- Provide and maintain a database to track public comment and stakeholder engagement.
- Support STA in the administration of the Project Steering Committee throughout the life of the Project by providing meeting agendas, meeting materials, presentations, and meeting minutes.

1.10. Quality Assurance and Quality Control (“QA/QC”)

The Consultant will prepare a Quality Management Plan (“QMP”) that will include outlines, procedures, and processes for performing ongoing and pre-submittal reviews for documents, plans, figures, and calculations.

- Prepare a QA/QC Plan that describes specific quality-related activities and how they are to be performed, verified, and documented.
- Maintain quality records as specified in the QMP.
- Oversee quality assurance of the Consultant and its subcontractors, suppliers, and vendors as appropriate.
- Develop a Project risk assessment, identifying potential risks to the delivery of the Project. The risk assessment will be monitored and updated through the duration of the Project.

1.11. Review and Identify Conflicts and Issues

In anticipation of entering Phase 2, Project Development, and beginning appropriate environmental analysis and documentation under NEPA, the Consultant will meet with STA and agency partners to discuss design refinements to the LPA based on design development, input from the STA Board of Directors and the Steering Committee, best practices, and corridor opportunities and constraints. The Consultant will propose a method for developing design concepts to be shared with the stakeholders and the general public.

- Identify Conflicts. The Consultant will review the conceptual engineering/designs, the Traffic Analysis, and the environmental reconnaissance work done in previous tasks to identify potential conflicts and/or obstacles for the project to successfully complete the DCE and SEPA project-level checklist.
- Modify conceptual engineering/designs and project components to avoid and minimize conflicts. The Consultant will modify the conceptual engineering/designs to avoid and minimize impacts and conflicts identified in the previous subtask of the conceptual design(s) of the Project.

1.12. Refined LPA Report

- As necessary, refine the conceptual designs of the LPA as the project develops.
- Prepare a final report, including a description of the LPA/proposed project to advance into Phase 2, Project Development.

2. Phase 2: Project Development

The objective of Phase 2 is to support STA in completing the necessary requirements of Project Development in the Federal Transit Administration Small Starts process and complete final engineering. Phase 2 of the project will build upon the results of the Preliminary Engineering phase of the Project. Phase 2 will further the Project from Preliminary Engineering through final engineering, include supplemental public involvement support, complete activities required to comply with NEPA and SEPA, complete all necessary activities to successfully be considered for FTA's Small Starts grant funding, and overall project management and administration. Phase 1 tasks that may not be completed prior to entry into Project Development may be completed as part of Phase 2.

STA will procure separately services from an independent consultant during the later stages of Phase 2 that will take the lead on construction management and construction administration as well as support activities, such as value engineering and risk reviews. Some tasks listed below will be performed in coordination with this future consultant. Phase 2 includes but is not limited to the following tasks and subtasks:

2.1. Project Management

This task includes regular and ongoing project management and team coordination, project management meetings, Phase 2 kick-off meeting, STA Board meeting attendance, and Phase 3 scope development.

- Provide Project Administration. The Consultant will schedule and coordinate the performance of tasks within this phase as needed, and maintain coordination with STA.
- Facilitate Project Management Team ("PMT") Meetings. The Consultant will facilitate PMT meetings to include STA staff and up to three Consultant staff to discuss and report progress on Phase 2.
- Prepare monthly progress reports and invoices.
- Coordinate Phase 2 Project Kick-Off Meeting.
- Facilitate internal coordination meetings.
- Support STA at STA Board meetings.
- Support STA at Steering Committee meetings.
- Support STA for updating PMP and sub-plans.
- Prepare details of Phase 3 work order(s).
- Prepare Construction Management Plan ("CMP"), and quality control plans as needed.
- Maintain master project schedule.

2.2. NEPA/SEPA Consultation and Strategic Guidance

The purpose of this task is to conduct the required analysis and completion of the NEPA and SEPA requirements. The Consultant will provide planning services under the NEPA and SEPA to complete environmental documentation with all necessary approvals. The Consultant will provide strategic guidance for NEPA/SEPA compliance and the applicable environmental review process Standard Operating Procedures as defined by the FTA Office of Environmental Programs.

- Prepare DCE Documentation. The FTA Region 10 Categorical Exclusion and DCE Worksheet will be used for NEPA documentation.
- Prepare Technical Memoranda. Preparation of the DCE assumes incorporation of or reference to other technical memoranda prepared, including but not limited to, Noise and Vibration Technical Memorandum, Air Quality Memorandum, Hazardous Materials Memorandum, Historic and Cultural Resources Report, NEPA Section 4(f) Technical Memorandum, Environmental Justice Memorandum, Sole Source Aquifer Analysis, and Phase I Environmental Site Assessment.
- Perform Noise Analysis. The Consultant will perform an FTA noise analysis to assess potential impacts to sensitive receivers from the Project. The methods will follow the most current version of the FTA Transit Noise and Vibration Assessment Manual.
- Conduct Historic and Archaeological Resources Study. The Consultant will complete a resource study for the Project to meet federal, state, and local review.
- Coordinate agency review. The Consultant will assist STA in submitting the draft DCE to FTA for review. The Consultant will coordinate with STA and FTA staff to clarify and address comments.
- Coordinate with tribal agencies. The Consultant shall coordinate with affected tribes as required by FTA. Coordination may include, but not be limited to verbal or written coordination by phone, email or letter requesting consultation, review and approval of environmental documentation by the tribes.
- Develop SEPA Strategy. The Consultant will aid STA with the adoption of the approved DCE document to satisfy SEPA requirements including drafting of the adoption notice (WAC 197-11-965).
- A joint NEPA/SEPA document will be prepared. If separate documents are prepared, an amendment will be required for additional schedules and budget.
- A DCE is assumed to be the required NEPA document. If it is an EA or EIS, an amendment will be required for additional schedule and budget.
- Attend FTA coordination meetings with STA staff to help develop the agenda and discuss talking points and provide support to STA on FTA discussions pertaining to the NEPA process.
- Attend non-FTA coordination meetings with STA staff to help develop the agenda and discuss talking points and provide support to STA on non-FTA discussions pertaining to the NEPA process.
- Provide designs of the proposed project in Phase 1 to FTA and other reviewing parties as requested.

2.3. Capital Investment Grant (CIG) Program Support

STA ~~intends to seek~~~~will be submitting~~ a Small Starts ~~funding grant~~~~Application for the Division BRT Project~~ as part of the FTA's Section 5309 Capital Investment Grant Program, ~~as early as the~~ fiscal year (FY) ~~2025 application process.~~ ~~2021 Application Process.~~ ~~Specifically, STA is requesting the Division BRT Project be recommended for Small Starts funding in the President's FY 2021 Federal Budget.~~

- Complete Small Starts Project Justification Rating and Application. The Consultant will assist STA with the preparation of draft and final applications for a rating and funding request through FTA's Small Starts Program. The Consultant will provide a detailed

definition of the final alternative to evaluate in a subsequent appropriate environmental process. The Consultant will use the Small Starts criteria established under the FAST Act to analyze and summarize the following measures for the LPA, assuming both existing and horizon year conditions. The Consultant will review STA's effort to evaluate the Project using the Project justification warrants approach allowed by FTA's Small Starts Program. The criteria considered currently include Mobility Improvements, Environmental Benefits, Cost Effectiveness, Transit Supportive Land Use and Future Patterns, Congestion Relief, and Economic Development.

- Prepare Project Readiness Documentation. The Consultant will prepare the draft and final project readiness documents, including the following:
 - Updated PMP
 - Safety and Security Management Plan ("SSMP")
 - Real Estate Acquisition and Management Plan ("RAM")
 - Operations and Maintenance Plan ("OMP")
 - Quality Assurance Plan ("QAP")
 - Bus Fleet Management Plan ("FMP")
 - Risk and Contingency Management Plan ("RCMP")
 - Updated CMP
 - Project Delivery Method Review
 - Buy America Compliance Plan

2.4. Small Starts Financial Plan

The Consultant will work with STA to prepare the simplified financial plan, complete the Small Starts Finance Template and funding worksheets in the Standard Cost Category ("SCC") workbook, and provide assistance in addressing questions from the FTA as part of their evaluation and rating process. Consultant will:

- Obtain and Review Cost, Revenue and Operating Information: The preliminary data will be provided by STA staff and Consultant in order to complete FTA's required financial analyses including project description and map; project capital costs, project revenues, BRT operating plan, system-wide operating costs and revenues; and local financial checklist materials.
- Prepare Streamlined Financial Plan. Based on feedback provided by STA, the Consultant will revise and submit the final financial plan for inclusion with the Small Starts Application as may be request by STA.
- Provide support in Addressing FTA Comments. FTA will review STA's Small Starts Application. The Consultant will provide support in addressing questions related to the financial plan.

2.5. Public Involvement/Communications

In this task, a continuation of task 1.9, the Consultant will continue to provide public outreach support to STA as the Project moves from Phase 1 through 100 percent design.

- coordinate public involvement planning & management including market research/information gathering, internal brainstorming of concepts, STA internal workshop, and refinement of concepts.
- Develop Online Engagement Tools. The Consultant will provide support to develop content for an online open house during Phase 2.
- Support Pre-Construction Planning. The Consultant will contribute to prepare the community for upcoming construction. Potential tasks could include, but are not limited to, developing, coordinating, and disseminating construction messaging, flyers, and mailings.
- Lead Pre-Construction Open House. The Consultant will lead a preparation meeting, prepare a meeting plan, manage meeting logistics, provide meeting supplies, and prepare meeting materials.
- Prepare and distribute public surveys through mailings and/or online venues (websites, Survey Monkey, Qualtrics, etc.).
- Develop public information materials/web support/special graphics.
- Support engagement strategies with elected officials, technical staff, and community representatives.
- Provide property owner outreach plan and supporting briefings with groups, businesses, or individuals.
- Provide and maintain a database to track public comment and stakeholder engagement.

2.6. Quality Assurance and Quality Control (QA/QC)

The Consultant will perform internal QA/QC checks prior to submitting documents and ensure comments from reviews have been incorporated. A QMP will be established by the Consultant to ensure a proper quality review process has been followed. Ensure that each design discipline has coordinated its design aspects with all other design disciplines and that all potential conflicts between disciplines have been addressed and eliminated.

2.7. Design and Engineering Development

The Consultant will develop the design at various levels for review, refinement and full review, based on the tasks in Preliminary Engineering phase. Drawings will be prepared consistent with industry standards.

- Manage design.
- Develop and submit a list of proposed drawings. Update the list not less often than monthly during design development.
- Complete Cost and Schedule Risk Analysis and Value Engineering.
- Develop, prepare, and submit plans, specifications and estimates at varying levels of design as may be required. Cost estimates should be prepared following best practices with appropriate design and construction contingencies and with the appropriate FTA standardized cost categories. Levels of design will include:
 - 30% Design (if not achieved during Phase 1)
 - 60% Design
 - 90% Design
 - 100% Design

- Develop final plans specifications and estimates.
- Coordinate utilities, including identification of relocation requirements, necessary upgrades and so forth.
- Develop final cost estimate. Final estimates should include all project costs and be provided in multiple outputs, including by procurement activities and by FTA standardized cost categories.
- Complete all lighting analysis and provide photometrics for the Project as needed.
- Provide landscape and irrigation design services in conjunction with overall design.
- Develop systems communications plans and designs in conjunction with overall design. The Consultant will provide design and engineering services to develop the specifications and plans for systems communications. They should align with the regional Intelligent Transportation Systems (“ITS”) Architecture and coordinate with other ITS infrastructure in use or planned by STA.

2.8. Mead Transit Center (“MTC”) Design

If determined to be incorporated into the project scope, complete all design and engineering aspects of a new MTC.

- Provide design management.
- Complete MTC 30 Percent Design. The purpose of this subtask is to provide detailed design drawings, specifications, and the basis of design documents required for 30 percent design of the MTC project.
- Complete MTC 60 Percent Design. The Consultant will create a design for the MTC project area using the 30 percent design details developed in the previous subtask to advance the project to a 60 percent design level. Design submittals will include 60 percent level engineering drawings, specifications, and the basis of the design narrative.
- Complete MTC 90 Percent Design. The Consultant will create a design for the MTC project area using the 60 percent design details developed in the previous task to advance the project to a 90 percent design level. Design submittals will include 90 percent level engineering drawings, specifications, and the basis of the design narrative.
- Create MTC Final Plans. The Consultant will create a design for the MTC project area using the 90 percent design details developed to advance the project to a final plan level. Design submittals will include Final plan submittal, sealed final plan engineering drawings, and sealed final plan specifications.

2.9. Right-of-Way Support

At the sole discretion of STA, complete property acquisition negotiations and obtain all necessary properties and construction easements. STA may elect to procure these support services directly through a separate procurement.

- Identify Rights of Entry. The Consultant will contact property owners to obtain rights of entry for design studies. Each owner will be given a copy of the right of entry, a description or exhibit of the area needed for access, and information about the Project, if available.

- Obtain and review Preliminary Title Reports and General Information Notices. The Consultant will obtain and review preliminary title reports (“PTR”) for each acquisition and work with STA to resolve title issues.

2.10. Branding & Wayfinding

The purpose of this task is to support branding and wayfinding needs for the Project.

- STA anticipates extending branding and architectural elements developed for the City Line into the Project to convey integration with the City Line as a system of BRT lines. Adaptations appropriate to promote the distinctiveness of the Project may occur at STA’s discretion. The Consultant will provide the assistance as necessary to support refinements and revisions to design elements, renderings and necessary specifications in procurement and project definition projects to align with STA’s preferred branding of the Project.
- Wayfinding support may include standard wayfinding plans for stations, definition and Project-specific standards for types of signage, including service information, accessibility, and landmark information. Wayfinding plans may be integrated with design standards prepared by other agencies or STA contractors or consultants.
- Follow all applicable rules and regulations pertaining to signage, or support in efforts for variances and modifications in support of the Project goals and objectives.
- Provide alternative methods for wayfinding, service signage and distribution of customer information to ensure clear and efficient information delivery.

2.11. Survey and Mapping

The purpose of this task is to provide surveying and base-mapping for preferred station locations and other improvements defined in Phase 1 of the Project.

- Complete all survey and mapping as needed for all design and engineering activities and requirements and obtain permit approvals from the agency(ies) having jurisdictions for all improvements.
- Prepare multi-layer corridor map, including updated topographic base map, digital terrain model and utility survey base map.

2.12. Permitting

This task will address regulatory permitting strategies and land use permits as required for the Project.

- Prepare all necessary application and submittal packages for the construction of the Project.
- Assist STA in obtaining necessary building, engineering, traffic control, obstruction, and any other permits from the agency having jurisdiction.
- Prepare all necessary application and plan materials needed to obtain a Construction Stormwater General Permit (“CSWGP”), and associated Stormwater Pollution Prevention Plan (“SWPPP”) approval through the Washington State Department of Ecology (“WSDOE”).

- Prepare Regulatory Strategy and Feasibility Analysis. The Consultant will prepare a Draft and Final Land Use Feasibility and Permitting Work Plan.
- Provide Permitting Support. The Consultant will provide general permitting support up to the amount budgeted for this task. Support can include preparation of permit applications, attend pre-application meetings with local jurisdictions, submit permit materials, etc.

2.13. Transportation Analysis

- Prepare Traffic Analysis. The Consultant will prepare a brief technical memorandum for inclusion in the DCE documentation summarizing the Synchro and VISSIM modeling results for existing, future no build, and future build conditions conducted as part of Phase 1.
- Complete Transit Analysis. The Consultant will refine transit travel estimates for the LPA based on information developed during Phase 1. The Consultant will summarize ridership results developed by STA using the STOPS model methods and results.
- Evaluate Transit Signal Priority (TSP). The Consultant will provide services such as TSP concept of operations, TSP design, coordination with the agency having jurisdiction in which the TSP system is located, coordination with vendors on the design and implementation of the system.
- Update Ridership Forecasting. The Consultant will provide one additional update of the BRT ridership forecast in support of the development of the opening year service plan. Ridership forecasting conducted during Phase 1 included the current year and horizon year. During Phase 2, the consultant developed an opening year ridership forecast (2024) primarily for confirming capacity needs and fleet size.

2.14. Construction Cost Estimates

To provide estimates of the construction cost of the Project at the 60% and 90% design level of completion.

- Identify the basis of cost estimate including cost year and basis for escalation to the implementation schedule.
- Estimate physical construction costs based on 60% and 90% design documents.
- Apply suitable contingency and escalation factors for costs estimated at the preliminary stage of design.
- Provide an electronic copy of the cost estimate with the 60% and 90% submittals.

2.15. Safety and Security Certification Plan (“SSCP”) for Project

The Consultant will ensure all projects maintain systematic, documented, comprehensive, verifiable, and continuous System Safety and Security processes that are applied throughout the duration of the contract to implement the intent of the SSMP and SSCP.

- Facilitate a hazards analysis workshop and prepare a preliminary workshop report.
- Review and comment on draft SSMP.
- Prepare project specific Certifiable Item List (“CIL”) and hazard log.
- Provide monthly report of certification activities and updates.

2.16. FTA Project Management Oversight Consultant (“PMOC”) Support

The Consultant will support STA in necessary activities, workshops, and document reviews for oversight activities undertaken by, or conducted under the direction of, a PMOC that may be assigned to the Project by FTA. This may include, but is not limited to, the following:

- Risk and Project Readiness Workshops.
- Project Management Review.
- Value Engineering workshops and activities.

2.17. ITS Design

- The Consultant will design the necessary communications infrastructure for Intelligent Transportation Systems.
- The Consultant will integrate the regional ITS architecture in the review of Project ITS requirements.

3. Phase 3: Bidding and Construction

This task will provide design services during Project bidding and throughout construction. It will initiate after the Project is approved by the FTA to enter the construction phase, will be for the Consultant to provide bid and construction support services as well as coordination with a construction-phase FTA PMOC (if assigned during this phase), the CM/CA consultant, and construction contractors. The potential tasks of this phase may include but are not limited to, the following activities listed in the following subsections. Importantly, at STA's sole discretion, some tasks may be performed by others, such as the CM/CA consultant, or may be performed in a more limited fashion than expressed herein, to best deploy staff and consultant resources on the Project. Additionally, there may be activities that are important to supporting BRT construction activities that are not explicitly listed here but are generally understood to align with the technical strengths and responsibilities of the Consultant. Accordingly, these activities may be included in Phase 3.

3.1. Project Management

This task includes providing overall project management services, coordination with STA, monthly progress reports, and invoicing. This effort will include the following tasks:

- Organize and layout work for the Project staff.
- Prepare schedule updates monthly.
- Prepare monthly expenditures and PM Consultant scope activities.
- Prepare invoices along with progress reports describing PM services provided monthly.
- Provide monthly invoicing estimates for the PM team in coordination with the Project director prior to the initiation of services the following month.
- Provide weekly progress reports for all PM team members.
- Other duties associated with leading the PM team effort.

3.2. Pre-Bid Consultations and Meetings

As requested by STA, this task assists STA in conducting pre-bid meetings, reviewing bids, and preparing conformed contract documents. Pre-bid work elements may include construction bid and contract award support, providing responses to Bidder Requests for Clarification during the bid period, and assisting STA in issuing addendums. The Consultant may participate, in a pre-bid conference and bid evaluation support.

- Assist in the preparation of the pre-bid agenda.
- Attend pre-bid meetings and site inspections with plan holders.
- Attend bid opening if requested by STA.
- Make a presentation on technical aspects of the Project work at pre-bid meetings.
- Assist STA in responding to technical questions raised at the pre-bid meetings.
- Review and comment on pre-bid meeting minutes.
- Respond to technical issues raised by bid irregularities, bid protests or budgetary issues.
- Provide STA with a written recommendation regarding knowledge of and experiences encountered by the Consultant with the apparent low bidders, if requested by STA.

3.3. Support during the Bid Period

Responding to significant comments received and to implement corrections discovered during the bid period.

- Provide STA with responses to any questions raised by potential bidders and other plan holders and to incorporate any revisions, changes, additions or deletions identified by the design team, STA, or others.

3.4. Prepare Conforming Construction Document Set

The objective of this task is to prepare a complete, final construction document set, which incorporates all bid addenda into the drawings and specifications.

- Incorporate all bid addenda into the drawings and specifications.
- Seal and sign all documents, plans and reports as needed.
- Deliver construction document set in hard copy and electronic form, to STA for reproduction.

3.5. Construction Administration Support

The purpose of this task is to support STA construction administration and its contractors and/or consultants, in ensuring compliance with the contract documents. STA intends to procure a CM/CA firm and independent testing and special inspections firm. A matrix enumerating roles and responsibilities will be developed prior to the procurement of these firms to clearly establish roles and responsibilities.

- Act as and perform all duties necessary as Engineer of Record for the Project.
- Attend pre-construction conference and planning meetings.
- Attend on-site meetings as needed.
- Attend permit meeting.
- Attend scheduled construction meetings, as directed by the project manager, and conduct unscheduled site visits as requested. Construction meetings will be as needed during the construction phase. Be available by telephone at the time of construction meetings when attendance is not requested (assume weekly for the duration of construction).
- Provide assistance with Buy America compliance verification.
- Provide a written response for all Request For Information (“RFI”).
- Maintain files of all RFIs, design changes and/or design clarifications.
- When requested by STA, communicate and coordinate specific project needs with the construction contractor.
- Participate in site visits to prepare punch lists of outstanding or deficient work.
- At the end of the Project, close out Project files.

3.6. Review Shop Drawing Submittals

This task aims to review vendor and contractor submittals and ensure compliance with the contract documents.

- Receive and log all contractor submittals.
- Review and provide comments or approval of submittals as appropriate, including shop drawings and certified test reports.

- Return submittals to STA marked with appropriate comments promptly.
- Maintain files of all submittals, as received and as returned.
- Submit weekly reports on the status of submittals.

3.7. Assistance with Change Orders and Field Authorizations

This task provides assistance to STA's construction administration personnel, contractors and consultants in preparing documentation for change order requests and field authorizations, and furnishes STA with documentation of such changes for the project.

- Review proposed changes and determine need for additional calculations, drawings and/or specifications. Notify STA if needed and obtain STA's direction before proceeding with a design change.
- Evaluate additional material and communicate written opinion on proposed change.
- Prepare reproducible original design changes. Design support
- information will be certified by a professional engineer or architect, as appropriate, registered in the State of Washington.

3.8. Record Drawings

The Consultant shall prepare and deliver record drawings documenting alterations in the work that has occurred during construction that affect the contract documents based on information provided by the contractor and other sources.

- Update all electronic files to incorporate all changes that have occurred in the Contract Documents to date since the issuance of the Bidding Documents.
- Produce additional drawings when necessary, to provide supplemental detail.
- Following substantial completion of construction, prepare and submit the final Contract Documents. Submittal shall include all electronic files, produced per industry standards.

3.9. Miscellaneous Services

The objective of this task is to provide services, support, or assistance not defined in previous tasks as necessary and as authorized by STA's project manager. Evaluate the defined scope of service to be performed and provide an estimate of costs.

- Perform authorized additional services as defined by STA's project manager.

3.10. Facility Maintenance Plan

The Consultant will prepare a preventive maintenance plan for the bus stop facilities that define the maintenance requirements of all components, systems, and equipment that need to be maintained on a regular basis and the frequency of maintenance required.

3.11. Construction Quality Management Plan

The most critical and complex phase for implementing the Quality Management Plan is during construction. One of the products of the final design will be specifications for the QA/QC program to be included within the construction contract, as well as the definition

of the larger QA/QC program that will be implemented within the Project as a whole. Major elements of the construction program's QA/QC program may include:

- Document control.
- Change orders and field authorizations.
- Inspections, measurements, and testing equipment.
- Materials testing policies and procedures.
- Definition of nonconformance and corrective measures and procedures.
- Quality audits specifications.
- Definition of startup, testing and training procedures in coordination with Phase 4.

4. Phase 4: Testing and Startup

Testing and startup to assure that the system is safe and secure and meets operational requirements. This phase may overlap with Phase 3 that are designed to open in segments, since component, subsystem, and installation verification tests are performed while construction continues on other segments.

4.1. Project Management & Project Accountability

The Consultant's project manager will provide oversight, direction, and management of the Consultant project team for execution of work identified herein while managing the schedule, scope, budget, and quality for work performed, and assure quality during the Project timeline and for all Project deliverables.

4.2. Final Systems Implementation Plan

In the Project context developed through other phases of the Project, the Consultant prepares a final systems implementation plan to deliver integration of all systems toward testing and the revenue service date. This work will be commensurate with systems defined in earlier phases of design and engineering and represents the culmination of design work leading to a finished, operational product that meets the purpose, need and Project definition statement developed earlier in preliminary engineering and project development.

4.3. Test Planning

Project systems testing will be implemented based on requirements and best practices. This will include support for test planning and implementation and troubleshooting activities toward revenue service.

4.4. Project Closeout

Provide Project closeout support as needed, including documentation support, lessons learned and data collection and reporting activities. This task shall also include providing all Project files to STA in electronic form at minimum and other files as requested.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

June 2, 2021

AGENDA ITEM 3C : CITY LINE: STATIONS 13, 15, 17 – RIVERSIDE AVENUE
CONSTRUCTION SCOPE OF WORK APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Rob Bielaski, Capital Projects Manager

SUMMARY: As part of the City Line project, STA has three (3) stations planned on westbound Riverside Avenue: Stations 13, 15, and 17. These three stations were removed from the overall City Line design package because design decisions were not able to be made in time for inclusion in the City Line bid package that was advertised in December 2019. At that time, the City of Spokane was planning a full reconstruction of Riverside Avenue and it was anticipated that these three Riverside Avenue stations would be constructed as part of the City of Spokane led construction project. The City's Riverside Avenue project has since been revised to a grind and overlay project and it was collectively determined (between STA and the City) that STA would finish the design and construction of these three stations.

STA subsequently tasked Coffman Engineers, under the existing on-call architectural and engineering services contract, to prepare design, specifications, and bidding documents for Stations 13, 15, and 17. The proposed general scope of work is attached.

STA has elected to release the three Riverside Avenue City Line stations as one bid package for the purpose of reducing contract administration efforts and receiving more competitive bids. Since the federal funding requirements of these City Line projects require the contractor to prepare additional documents and paperwork regardless of project size, combining these three projects into one bid package should reduce the contractor's administration costs and result in lower bids.

The current engineer's estimate for the City Line Stations 13, 15, 17 – Riverside Avenue is \$1,213,441. The costs for the project are anticipated to be within the overall City Line budget of \$92.231 million comprised of local, state and federal resources.

As required by STA's Procurement Policy, Committee review and approval of the scope of work is required prior to advertising the project and inviting contractors to bid. If approved, an Invitation for Bid (IFB) will be issued for procurement of a general contractor that will carry out the scope of work (SOW). Once bids have been received, as required by STA's Procurement Policy, this committee will then be tasked to recommend Award of Contract to the Board of Directors.

RECOMMENDATION TO COMMITTEE: Approve the general scope of work and authorize staff to release an invitation for bid for City Line Stations 13, 15, 17 – Riverside Avenue Construction Project.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

General Scope of Work

City Line Stations 13, 15, 17 – Riverside Avenue

~~Design and Engineering~~ **Construction** of City Line Stations 13, 15, 17. The scope generally includes, but is not limited to:

- Demolition of existing asphalt roadway, concrete curb and sidewalk, trees, lighting, and utilities
- Utility relocation
- Electrical and Communication conduits and cabinets for future HPT platform amenities
- Concrete footings for future HPT platform amenities
- Concrete station platforms
- Railing

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

June 2, 2021

AGENDA ITEM 5A : 2022-2027 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT PLAN

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

SUMMARY: The Transit Development Plan (TDP) is a state-required plan that STA prepares annually to convey how we intend to implement public transportation service and related capital and operating projects over a six-year period. STA stipulates it should be submitted to WSDOT no later than September 1 of each year following approval by the governing board of the agency. The 2022-2027 Transit Development Plan is in draft form. During the committee meeting, staff will review with committee members the main contents of the draft plan and the process by which it was prepared. The Public Hearing is scheduled for the June 17, 2021, Board Meeting. Subject to board direction, staff anticipate preparing a final draft of the plan for board approval in July.

The draft Transit Development Plan: 2022-2027 can be found here:
https://www.spokanetransit.com/files/content/draft_tdp_2022-2027.pdf

BACKGROUND:

Over the past several months, the committee has been involved in providing input and reviewing several sections that are incorporated into the TDP. Additionally, some sections of the TDP have already been reviewed during committee meetings and provided to full Board for information as noted below.

Sections	Notes
1. Introduction and Overview	Updated from last year and included in the June 2021 packet in the Draft TDP.
2. 2020 in Review	Provided in the draft TDP
3. Mid-Range Planning Guidance, State Policy Goals and Major Activities	Reviewed and discussed by the Planning and Development Committee in March and May 2021.
4. Service Improvement Program (2022-2024)	A review of major service improvements and opportunities was conducted by the Planning and Development Committee in May 2021.
5. Capital Improvement Program	The committee reviewed the detail list of capital programs and projects in May 2021.
6. Operating and Financial Projections	Key assumptions reviewed and affirmed at the March 31, 2021 Planning and Development Committee meeting. Projections reflect key assumptions, the proposed capital, and operating plans.
Appendix A	Provided for reference. Approved by the STA Board of Directors November 19, 2020
Appendices B-F	Performance Measures, System Ridership/Miles/Hours, 2020 Fuel Consumption, 2020 Reportable Collisions/Injuries/Fatalities, Bus Fleet Contingency Plan
Appendix G: Transit Asset Management Plan	Provided for reference. Approved by the CEO, February 2021

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

June 2, 2021

AGENDA ITEM 5B : I-90 / VALLEY HIGH PERFORMANCE TRANSIT CORRIDOR
PLANNING UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Hamid Hajjafari, Senior Transit Planner

SUMMARY: Interstate 90 between downtown Spokane and Spokane Valley is one of the most congested corridors in eastern Washington. As part of the *STA Moving Forward* plan, Spokane Transit is preparing to deliver new services and infrastructure to provide residents with expanded mobility choices. The I-90/Valley High Performance Transit (HPT) project extends from downtown Spokane to Liberty Lake with a planned pilot extension of service into Idaho subject to a cross-state partnership. It will include increased night and weekend service and increased parking capacity for commuters for those choosing vanpool or bus to complete their commute. In 2020, STA contracted with KPFF Engineers for planning, design and engineering and other professional services for the infrastructure projects that make up the I-90/Valley HPT program of projects.

The corridor planning phase of the project began in March 2021. Staff will provide an update on the status of planning efforts during the committee meeting.

RECOMMENDATION TO COMMITTEE: Information only.

**SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING**

June 2, 2021

AGENDA ITEM 6 : CEO REPORT - INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, the CEO will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

June 2, 2021

AGENDA ITEM 7A: 2021 FTA SECTION 5310 CALL FOR PROJECTS UPDATE

REFERRAL COMMITTEE: Planning and Development

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Kristine Williams, Principal Transit Planner
Madeline Arredondo, Assistant Transit Planner

SUMMARY: Spokane Transit Authority (STA) is the designated recipient for federal funds apportioned to the Spokane urbanized area (UZA) for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, also known as Section 5310. The primary goal of the Section 5310 program is to provide transportation options for seniors and individuals with disabilities when conventional public transportation services are unavailable, insufficient, or inappropriate. STA is responsible for administering Section 5310 funds in accordance with an approved FTA Program Management Plan, which outlines how funds will be distributed to eligible subrecipients. Up to \$683,500 is available to eligible projects under the current call for projects.

BACKGROUND:

Spokane Transit issued a Section 5310 Call for Projects funding notice on April 2, 2021, stating that applications were due May 3, 2021. This notice was published in the *Spokesman-Review* and posted on the STA and Spokane Regional Transportation Council websites. Spokane Transit also sent emails directly to area agencies that serve the needs of seniors and people with disabilities inviting them to submit project applications. An informational meeting was held on April 16, 2021 (via WebEx) with interested agencies. The following eight project applications were received:

Table 2: 2021 Call for Projects Application Summary

Applicant	Project Name	Funding Category	Total Funding Requested	Total Project Cost
Cancer Can't	Transportation Support for Cancer Patients	Other	\$40,049.00	\$213,884.00
COAST Transportation	Demand Response Transportation	Other	\$108,112.00	\$108,112.00
COAST Transportation	Spokane Shuttle Service	Other	\$92,156.00	\$92,156.00
COAST Transportation	Vehicle Purchase to support Shuttle Service	Traditional	\$65,904.46	\$65,904.46
City of Spokane Valley	Sprague Ave. Accessible Crossing Improvement	Traditional	\$225,000.00	\$469,000.00
Special Mobility Services	Spokane Shopper	Other	\$257,124.00	\$257,124.00
Special Mobility Services	Vehicle Purchase to support Spokane Shopper	Traditional	\$103,500.00	\$103,500.00
SNAP	Neighbors on the GO	Other	\$193,912.00	\$193,912.00
Total			\$1,085,757.46	\$1,503,592.46

Project applications were reviewed by STA staff for eligibility and assigned a risk assessment score. The applications were then forwarded to an evaluation committee comprised of STA and SRTC staff. Following a review of the evaluation committee's scoring and funding recommendations by the CEO, staff will bring forward funding recommendations to the Planning and Development Committee for consideration with board review approval scheduled for July 15, 2021.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

June 2, 2021

AGENDA ITEM 8 : JUNE 30, 2021 (JULY) COMMITTEE MEETING DRAFT AGENDA
REVIEW

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: At this time, members of the Planning and Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the meeting of June 30, 2021.

RECOMMENDATION TO COMMITTEE: For discussion.

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, June 30, 2021 (July)

10:00 a.m. – 11:30 a.m.

Via Video Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to view the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: XXX XXX XXXX

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
 - A. Minutes of the June 2, 2021 Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda (40 minutes)
 1. High Performance Transit (HPT) Amenities Installation Award of Contract (*Otterstrom*)
 2. 2021 FTA Section 5310 Funding Award Recommendation (*Otterstrom*)
 3. 2022-2027 Transit Development Plan: Finalize and Approve by Resolution (*Otterstrom*)
 4. City Line: Stations 13, 15, 17 – Riverside Avenue Construction Award of Contract (*Otterstrom*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
5. Reports to Committee (10 minutes)
 - A. Connect Spokane Major Update: Document Review (*Otterstrom*)
6. CEO Report (15 minutes)
7. Committee Information
8. September 1, 2021 (No August Meeting) Committee Meeting Draft Agenda Review (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, September 1, 2021 (No August Meeting), 10:00 a.m. via Webex.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate.

Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

June 2, 2021

AGENDA ITEM 9: NEW BUSINESS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Planning and Development.

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

June 2, 2021

AGENDA ITEM 10 : COMMITTEE MEMBER'S EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, members of the Planning and Development Committee will have an opportunity to express comments or opinions.

RECOMMENDATION TO COMMITTEE: N/A