

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, October 6, 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: 2491 333 5443

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*2 minutes*)
 - A. Minutes of the September 1, 2021 Committee Meeting -- *Corrections/Approval*
4. City Line Project Update (*Meyer*) (*10 minutes*)
5. Committee Action
 - A. Board Consent Agenda (*20 minutes*)
 1. Division Bus Rapid Transit: Design and Engineering Services Award of Contract (*Otterstrom*)
 2. Passenger Information Digital Displays: Award of Contract (*Otterstrom*)
 3. High Performance Transit: Amenities Fabrication – Contract Amendment (*Otterstrom*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
6. Reports to Committee (*25 minutes*)
 - A. Draft 2022 Action Plan (*Meyer/Otterstrom*)
 - B. Draft 2022 Operating and Capital Budgets (*Liard*)
 - C. I-90 / Valley High Performance Transit: Corridor Planning Update (*Otterstrom*)
7. CEO Report (*15 minutes*)
8. Committee Information
9. November 3, 2021 Committee Meeting Draft Agenda Review (*5 minutes*)
10. New Business (*3 minutes*)
11. Committee Members' Expressions (*5 minutes*)
12. Adjourn

Next Committee Meeting: Wednesday, November 3, 2021, 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

October 6, 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

October 6, 2021

AGENDA ITEM 3A : MINUTES OF THE SEPTEMBER 1, 2021 COMMITTEE MEETING

REFERRAL COMMITTEE: N/A

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

SUMMARY: Draft Minutes of the September 1, 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 September 1, 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
E. Susan Meyer, Chief Executive Officer
Ex Officio

MEMBERS ABSENT

Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*
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
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's request called the meeting to order at 10:00 a.m., and Ms. Vicki Clancy conducted the roll call.

2. COMMITTEE CHAIR REPORT

(No items being presented this month.)

3. COMMITTEE ACTION

A. MINUTES OF THE JUNE 30, 2021 (JULY) COMMITTEE MEETING

Mr. Tim Hattenburg moved to approve the June 30, 2021, Planning and Development Committee meeting minutes. Chair Al French seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. FTA SECTION 5310 FUNDING AWARDS RECOMMENDATION

Mr. Karl Otterstrom reviewed the results of the FTA Section 5310 call for projects, including applications received, evaluation scores, and recommendations for awarding up to \$693,500 in federal and STA funds, subject to Board approval, that supports mobility of seniors and individuals with disabilities. Mr. Otterstrom reviewed the details of the re-issued Call for Projects. Spokane Transit Authority is a designated recipient for these apportionments, and all projects awarded must align with the program's objectives and are consistent with the regional Coordinated Public Transit – Human Services Transportation Plan.

This year is unique in that there is almost twice as much money as usual, and there were more funding requests than dollars available in the past. Because there was no local match required this year, the funds were more enticing to more local agencies to meet needs. Mr. Otterstrom reviewed the funding breakdown, and the 2021 Call for Projects Timeline.

Funding recommendations included awards to Special Mobility Services (Spokane Shopper and Mobility Training), Cancer Can't, COAST Transportation, City of Spokane Valley, SNAP, Volunteers of America, Southside Senior Community Center (Maintenance, and Senior and Disability Transportation). All applicants have been notified and are welcome to attend the Board meeting if they desire.

Mr. Hattenburg moved to recommend the Board award Section 5310 funding and up to \$24,672 in STA local funds as listed in Exhibit A “Funding Recommendations 2021 FTA 5310 Call for Projects” and authorize staff to make administrative modifications to final grant awards as necessary to address projects costs and schedule. Ms. Candace Mumm seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE MAJOR UPDATE: DOCUMENT REVIEW

Mr. Otterstrom presented. *Connect Spokane* is STA's 30-year comprehensive plan that sets forth a vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies. This required update allows the agency to formally recognize placement of a multi-year strategic plan (the STA Moving Forward Plan), and provides opportunity to review and refresh the entire document. Mr. Otterstrom reviewed the work program assumptions. Originally adopted in 2010, the last major update took place in 2017, and the last minor update in 2019.

The Connect Spokane Work Program includes the following:

- Task 1: Develop Work Program
- Task 2: Connect Spokane Review
- Task 3: Plan Organizational Framework
- Task 4: Policy and Vision Development
- Task 5: Draft Amendments
- Task 6: Peer / Public Review and Revision
- Task 7: Adoption

Current work is focused on work program tasks 2, 3, 4 and 5. The following chapters are under review: fixed-route service, high performance transit, system infrastructure, and sustainability. The tasks will continue through Fall 2021 and will include outreach (Task 6) to STA's jurisdictional partners, STA's customers, and the general public with an estimated completion date of early 2022. The Board will be an integral part of this process.

Ms. Mumm suggested breaking out “sustainability” from “reducing environmental impacts” due to the state's request for electrification. Mr. Otterstrom agreed to take this into account but stated

this may be a better fit in the strategic plan where expectations are more specific during a 10-year period. Chair French suggested that the diversity criteria be considered in balance with sustainability to ensure services to all sectors within the Public Transportation Benefit Area (PTBA) boundary. Mr. Otterstrom agreed the inclusion, equity and diversity are key elements of how people are addressed in our community. As part of the overall plan update, staff does intend to review the opportunity to include a new element specific to diversity, equity, and inclusion. Currently, STA has Title VI policies as an annex to the plan which will be brought more fully into the plan.

B. SPRAGUE HIGH PERFORMANCE TRANSIT: PLANNING UPDATE

Mr. Otterstrom reviewed the notable elements of the proposed Sprague High Performance Transit (HPT) Line, an integral component of the *STA Moving Forward* plan. The Sprague HPT Line represents enhancements to the current 90 Sprague route operating between downtown Spokane and the Valley Transit Center, and provides connection to several other STA routes, and other transportation services (i.e., Greyhound, Amtrak). This line is one of the highest ridership routes in the STA system with 866,634 annual boardings in 2019 and 590,490 in 2020. The project has an approved budget of \$6.55 million which includes a Regional Mobility Grant was awarded earlier this year. Mr. Otterstrom reviewed the work to-date, the preliminary corridor analysis, and stop typology. Proposed bus stop revisions and improvements were reviewed.

Mr. Otterstrom reviewed the notable elements of the proposed Sprague High Performance Transit (HPT) Line, an integral component of the *STA Moving Forward* plan. The Sprague HPT Line represents enhancements to the current 90 Sprague route operating between downtown Spokane and the Valley Transit Center, and provides connection to several other STA routes, and other transportation services (i.e., Greyhound, Amtrak). This line is one of the highest ridership routes in the STA system with 866,634 annual boardings in 2019 and 590,490 in 2020. The project has an approved budget of \$6.55 million which includes a Regional Mobility Grant earlier this year. Mr. Otterstrom reviewed the work to-date, the preliminary corridor analysis, and stop typology. Proposed bus stop revisions and improvements were reviewed. There are 24 (7 existing) total sheltered stops proposed, and 54 total stops (62 existing) proposed.

Based on existing and proposed shelter installations, seventy-three percent (73%) of passenger boardings could occur at a sheltered stop or station (2020 data) in the future. Additional improvements for consideration are ADA upgrades and other enhancements to bus stops, and may also include sidewalks/pedestrian crossings, Business Access and Transit (BAT) lanes, and Transit Signal Priority (TSP). Staff seeks to gain public feedback on the draft corridor proposal for inclusion in the Corridor Development Plan. Subject to public input and board approval of a corridor development plan, design activities for remaining improvements in the corridor will begin in 2022, with construction planned to begin in 2023 followed by substantial completion in 2024.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

- August 2021 Voter-Approved Sales Tax Update – Revenue collected on June retail sales: 11.0% above August 2020 actual (\$1.0M), 19.3% YTD above 2020 actual (\$11.0M), and 36.8% YTD above budget (\$18.3M).
- Spokane County Fair Shuttle – September 10 – 19, 2021. STA partnered with Spokane County Fair and Spokane Community College to provide big savings to fairgoers riding STA. All Route

- 342 Fair Shuttle riders who show an STA Day Pass at the fair admission gate will receive \$7.00 off adult tickets and \$4 off senior/children's tickets (regularly \$13/adult and \$10/seniors and children).
- APTA Study: Understanding Post Pandemic Travel – APTA has chosen STA as one of the five agencies (LA Metro, Denver RTD, Pittsburgh, Richmond, VA, and Spokane). This study is being conducted by the Urban Institute and the Center for Neighborhood Technology. It will be released in November at the APTA conference.
- STA has job openings – Please direct those interested in applying to spokanetransit.com. Current openings include paratransit operators, coach operators, mechanics, vehicle cleaners, Chief Operations Officer, facilities, and grounds, etc.
- Washington State Transportation Commission – Spokane Meeting: Virtual on September 21 & 22, 2021. Ms. Meyer will give an update. Larry Krauter will speak. Lois Bollenback (New Executive Director of SRTC) and Mike Gribner (WSDOT) will be involved.
- Shuttle Park Program – Ms. Meyer and staff met with Spokane Public Schools and Public Facilities District to discuss how to continue the shuttle park program (which has a park and ride lot at the Arena) when construction begins on the new stadium. The program goal is to give people who work downtown a place to park so that customers have places to park downtown.
- Strategic Planning Board Workshop - 11:30 a.m. – 1:30 a.m. today. Today's agenda includes two items: consideration of near-term investment opportunities, and the review of the scope to seek a consultant to help support the Board's strategic planning.

7. COMMITTEE INFORMATION

(No items being presented this month.)

8. OCTOBER 6, 2021 COMMITTEE MEETING DRAFT AGENDA REVIEW

Chair French experienced technical difficulties and the committee was unable to hear him; Ms. Candace Mumm stepped in. Karl Otterstrom reviewed the draft agenda.

9. NEW BUSINESS -- *None*

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

11. ADJOURN

With no further business to come before the Board, Chair French adjourned the meeting at 11:15 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, OCTOBER 6, 2021, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,

Vicki Clancy

Vicki Clancy, Executive Assistant

Planning and Development Department

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

October 6, 2021

AGENDA ITEM 4 : CITY LINE PROJECT UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The CEO will provide an update on the City Line Project.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

October 6, 2021

AGENDA ITEM 5A1: DIVISION BUS RAPID TRANSIT: DESIGN AND ENGINEERING SERVICES AWARD OF CONTRACT

REFERRAL COMMITTEE: N/A

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

SUMMARY: The Division Bus Rapid Transit (BRT) project is envisioned to be the second BRT line in the region. Staff, with the support of partner agencies, have conducted a committee-authorized procurement process to select the most qualified consultants to engage with STA in design and engineering services for the project. As described in further detail below, staff are recommending the CEO be authorized to negotiate a contract with Parametrix to engage in design and engineering services on behalf of STA in the advancement of Division BRT.

BACKGROUND: 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 approximately 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.

The scope of work 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. These Design and Engineering services will be essential to implementing fixed-guideway bus rapid transit on Division Street, in line with the recently adopted Local Preferred Alternative (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.

PROCUREMENT PROCESS: On June 2, 2021, the Planning and Development Committee approved the Scope of Work for the Division BRT Design and Engineering services and authorized staff to issue a Request for Qualifications (RFQ). On June 6, 2021, the RFQ was issued, posted to the STA website, and sent to eighty-three (83) consultants during the solicitation period. Notice of the RFQ was published in the local newspaper and nationally in Transit Talent on June 6, 2021.

A pre-proposal meeting was held on June 17, 2021. On July 23, 2021, three proposals were received and deemed responsive to the RFQ from responsible contractors HDR, Parametrix, and WSP.

The initial evaluation committee meeting was held on August 5 and was comprised of STA staff alongside staff representatives from Spokane County, Spokane Regional Transportation Council, and the City of Spokane. Following are the evaluation criteria.

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

After the initial evaluation, the committee invited the three Proposers to participate in presentations, held in person at SRTC, to introduce their proposed team members and their qualifications, present their understanding of the scope of work and project timeline, and answer in-depth questions that demonstrated their previous performance and relevant experience in completion of similar projects. The interviews were held on September 8 and 9. The committee met after the last interview on September 9 to evaluate the three consultants. The evaluation comments and independent scoring results were submitted, calculated, and averaged as follows:

Rank	Proposer	Average Evaluation Points Earned
1	Parametrix	91.14
2	HDR	89.71
3	WSP	84.14

After careful consideration of all submissions, consultant interviews, and evaluation criteria, the evaluation committee determined Parametrix to be the most qualified firm to provide Division BRT Design and Engineering Services.

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 currently estimated to cost between \$120 million and \$150 million over the project implementation period. The subject contract is a component of the Division BRT project, and its full value is subject to scoping and negotiating of specific work orders during the life of the project. Work orders in excess of \$1 million are anticipated to require board approval prior to execution. The Board-approved 2021-2026 Capital Improvement Program (CIP) includes local funds for the Preliminary Engineering (Phase 1) and Project Development (Phase 2) phases, with subsequent phases subject to the commitment of future federal and

state awards, supplemented by local funding commitments, all supported through Board actions. Additionally, initiation of the Project Development Phase (Phase 2) 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, potentially propelling the project toward realization.

NEGOTIATIONS AND CONTRACT: As a qualifications-based procurement process that is required for all engineering and architectural services, STA is required to negotiate final contract terms with Parametrix. If STA and Parametrix cannot successfully agree to a fair and reasonable price for services, negotiations would terminate and negotiations would begin with the second-most qualified firm, HDR.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize contract negotiations between STA and Parametrix for design and engineering services for the Division BRT project consistent with the scope of work as issued on June 6, 2021; and, authorize the CEO to execute said contract if the terms are deemed to be fair, reasonable, and in the best interest of STA. Furthermore, if said terms cannot be agreed to, recommend the CEO be authorized to proceed with said negotiations and contract execution with HDR.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

October 6, 2021

AGENDA ITEM 5A2 : PASSENGER INFORMATION DIGITAL DISPLAYS AWARD OF CONTRACT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Nick Hanson, Capital Projects Manager

SUMMARY: To support an ongoing system improvement plan, STA plans to install digital displays for customer information throughout its system of bus stops and high performance transit facilities over the next three (3) to five (5) years. Customer information will include bus departure and arrival times, service alerts, announcements, dynamic media, social media, etc. These displays will be a combination of new installations and replacements of existing signs. The scope of this project is the provision of approximately 200 digital displays and compatible mounts for outdoor applications. Staff are seeking approval of an award of contract recommendation based on evaluations of the proposals. This project will be funded through a combination of CIP 796 (Digital Monitors for Customer Information) and CIP 347 (City Line).

BACKGROUND: The scope of this project is the provision of approximately 200 digital displays and compatible mounts for outdoor applications.

The Planning and Development Committee approved the scope of work on March 25, 2021, and on July 12, 2021, a Request for Proposals (RFP) to provide Passenger Information Digital Displays was advertised nationally and on the STA website. The RFP was sent to fifty-three (53) potential vendors during the solicitation period, with the deadline to receive submittals posted as August 27.

Three (3) proposals were received and deemed responsive to the RFP from responsible contractors: Daktronics, Global Display Solutions, and Solari. Upon review of the technical specifications of the demonstration unit provided by Solari, it was determined that Solari did not meet the size requirements as specified in the RFP and would not be a viable solution.

The initial evaluation committee meeting was held on September 14 and was comprised of STA staff alongside consultants supporting station design and implementation. The proposals were evaluated based on the following criteria:

- Price Proposal (40 points)
- Product Quality (30 points)
- Warranty (15 points)
- References (10 points)
- RFP Compliance & Quality of Proposal (5 points)

The evaluation comments and scoring were submitted and calculated on September 20. The following compiled results are tabulated based on a maximum score of 100 points:

Proposer	Average Score	Price Proposal*
Daktronics	95.5	\$1,637,690.00
Global Display Solutions	84.6	\$1,754,874.00

** The Independent Cost Estimate total was \$1,660,409.00. As such, the prices proposed were determined to be fair and reasonable.*

After careful consideration by the evaluation team, Daktronics was selected as the recommended vendor to provide Passenger Information Digital Displays for an estimated contract value of \$1.6 million.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize contract negotiations between STA and Daktronics for maximum 5-year term for the provision of Passenger Information Digital Displays at an estimated contract value of \$1.6 million, and authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA.

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

October 6, 2021

AGENDA ITEM **5A3** : HIGH PERFORMANCE TRANSIT: AMENITIES FABRICATION –
CONTRACT AMENDMENT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Nick Hanson, Capital Projects Manager

SUMMARY: Staff is seeking approval of an amendment for the HPT Shelter and Amenities Fabrication contract with Future Systems US, Inc (FSI) to accommodate necessary unit cost increases. These increases, reviewed and determined justified by staff, are due to 1) pricing increases to raw materials largely resulting from COVID-related supply chain challenges and supply/demand volatility, and 2) necessary revisions to the design that was included in the original RFP which called for additional material for production.

BACKGROUND: The contract for HPT Shelters and Amenities Fabrication with FSI was executed on November 2, 2020, for a total price of \$8,679,473 to provide HPT amenities for the City Line, STA Plaza, Monroe-Regal Line and Cheney Line including passenger shelters, light poles and station markers. The value of the contract with FSI reflected the planned quantity of amenities, the materials specified in preliminary drawings and the then going rate of raw materials, along with labor, overhead and profit.

The first price increase relates to the cost of raw materials which have escalated at a rate that exceeds reasonable inflationary assumptions. Notably, the per tonnage price of USA hot rolled steel has increased by about \$1,478 to \$2,200 from approximately \$600 at the time of bid, based on the “SteelBenchMarker” price history report dated September 13, 2021. Similar, though not nearly as significant, price escalations have also been realized for aluminum and stainless-steel materials.

The second driver of the requested price increase stems from the design for manufacture process FSI employed to convert the preliminary drawings to manufacturing drawings. As part of this process, the team maintained a Design Progression Log to capture all adjustments that were made to the initial design. Some examples include revisions to the marker logo and lighting assembly and shifting to a bolted shelter frame/canopy assembly instead of a fully welded assembly to facilitate hot dip galvanizing. All modifications were reviewed and approved by STA Staff and our design consultant, IBI Group, who developed the preliminary design prepared for the RFP. These changes resulted in an additional requirement of materials for the fabrication and assembly of the shelters and other amenities beyond what FSI estimated in the initial contract.

Based on a request by FSI and the information above, Staff determined that a pricing adjustment was justified and has engaged with FSI to establish the resulting price increase.

To quantify the impact of these material pricing and quantity increases, the FSI team calculated the total tonnage of the final design components and compared the price at the time of bid to an assumed price at the anticipated time of order placement in November 2021. For steel, which is the most prominent material by weight and pricing impact, that assumed per tonnage price was \$2,200. Based on this comparison, FSI determined an assumed percentage increase in price and applied that to the total calculated weight of materials to determine a unit cost increase for each shelter and amenity type. This analysis, combined with the necessary revisions to fabrication processes and materials, yield a total estimated increase in cost for City Line shelters and amenities of \$1.13 million and \$270,000 for

amenities to be installed in other facilities and lines for an aggregate total of \$1.4 million, excluding applicable sales tax.

Staff recommends a contract amendment with FSI be entered into account for the anticipated price changes and quantity increases described above for an amount not-to-exceed \$1.4 million. When added to the original contract value plus previous CEO-approved change orders, the revised contract total could amount to approximately \$10.2 million, before applicable sales tax, as shown in the table below. Because the amendment is based on estimated price increases as of September 13, 2021, the amendment will include a clause stipulating the establishment of a final pricing adjustment which is based on the actual market prices of raw materials at the time of order placement.

Table 1 - Pricing Adjustment Summary

	Original Amount	CEO Approved Change Orders	Design & Quantity Adjustment	Approx. Revised Contract Total
City Line	\$ 7,217,800.00	\$ 137,891.42	\$ 1,130,000.00	\$ 8,485,691.42
Non-City Line	\$ 1,461,673.00	\$ 27,924.32	\$ 270,000.00	\$ 1,759,597.32
Totals	\$ 8,679,473.00	\$ 165,815.74	\$ 1,400,000.00	\$ 10,245,288.74

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize the CEO to negotiate and execute a contract amendment with Future Systems US, Inc. to adjust the unit prices of the shelter and amenities to accommodate material price escalations and design-driven material quantity adjustments for an amount not to exceed \$1.4 million.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

October 6, 2021

AGENDA ITEM 6A : DRAFT 2022 ACTION PLAN

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: According to STA Board Resolution 681-11, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. This includes an annual action plan that is operationalized by the annual operating and capital budgets.

A draft of the 2022 Action Plan will be reviewed at the Committee meeting. With committee input and review it will be finalized for action by the November committee and board meetings prior to the adoption of the 2022 operating and capital budgets.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

October 6, 2021

AGENDA ITEM 6B : DRAFT 2022 OPERATING AND CAPITAL BUDGETS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Monique Liard, Chief Financial Officer

SUMMARY: The 2022 Draft Operating and Capital Budgets will be presented.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

October 6, 2021

AGENDA ITEM 6C : 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 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**

October 6, 2021

AGENDA ITEM 7 : 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

October 6, 2021

AGENDA ITEM 9: NOVEMBER 3, 2021 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 November 3, 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, November 3, 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: 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 October 6, 2021 Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda (*10 minutes*)
 1. Draft 2022 Action Plan: Recommendation (*Otterstrom*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
5. Reports to Committee (*40 minutes*)
 - A. Proposed Draft 2022 Operating and Capital Budgets (*Liard*)
(*Public Hearing at the November Board meeting*)
 - B. Sprague High Performance Transit: Draft Corridor Development Plan (*Otterstrom*)
(*Public Hearing at the November Board meeting*)
 - C. Connect Spokane Update (*Otterstrom*)
 - D. Draft 2022 Planning and Development Committee Work Program (*Otterstrom*)
6. CEO Report (*15 minutes*)
7. Committee Information
8. December 1, 2021 Committee Meeting Draft Agenda Review (*5 minutes*)
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, December 1, 2021, 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

October 6, 2021

AGENDA ITEM 10 : 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

October 6, 2021

AGENDA ITEM 11 : 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