

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, December 4, 2019, 10:00 a.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*5 minutes*)
4. Committee Action (*45 minutes*)
 - A. Minutes of the November 6, 2019 Committee Meeting -- *Corrections/Approval*
 - B. Approval of 2020 Planning and Development Committee Program – (*Otterstrom/Tresidder*)
 - C. Central City Line: Approval of Scope of Work for Core Construction – (*Otterstrom/Skillingstad*)
 - D. Central City Line: Approval of Scope of Work for Amenities Fabrication – (*Otterstrom/Hanson*)
5. Committee Action (*5 minutes*)
 - A. Board Consent Agenda
 1. 2020 Title VI Plan: Approve Outreach Strategies – (*Otterstrom/Howell*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
6. Reports to Committee (*15 minutes*)
 - A. Connect Spokane Major Update: Review Draft Scope of Work – (*Otterstrom/Tresidder*)
7. Committee Information
(*No information included this month.*)
8. Review February 5, 2020 Committee Meeting Agenda (**No January Meeting**)
9. New Business (*10 minutes*)
10. Committee Members' Expressions (*10 minutes*)
11. Adjourn
12. Next Committee Meeting: Wednesday, February 5, 2020 (**No January Meeting**) at 10:00 a.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

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

December 4, 2019

AGENDA ITEM 2 : PUBLIC EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

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

Anyone wishing to speak should sign in on the sheet provided and indicate the subject of interest.

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

December 4, 2019

AGENDA ITEM 3 : COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chris Grover, 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

December 4, 2019

AGENDA ITEM 4A : MINUTES OF THE NOVEMBER 6, 2019 COMMITTEE MEETING

REFERRAL COMMITTEE: N/A

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

SUMMARY: Draft Minutes of the November 6, 2019 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 &
DEVELOPMENT
COMMITTEE
MEETING**

DRAFT Minutes of the November 6, 2019 Meeting
10:00 a.m. Spokane Transit Southside Conference Room

MEMBERS PRESENT

Al French, Spokane County**
Pam Haley, City of Spokane Valley
E. Susan Meyer, Chief Executive Officer
Ex-Officio

MEMBERS ABSENT

Chris Grover, Small Cities Representative *
(*Cheney*) (*Chair*)
Kevin Freeman, Small Cities Representative
(*Millwood*) *Ex-Officio*
Karen Stratton, City of Spokane

*Chair

**Acting Chair

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Roger Watkins, Chief Operations Officer
Monique Liard, Chief Financial Officer
Brandon Rapez-Betty, Director of Communications & Customer
Service
Nancy Williams, Director of Human Resources
Dan Wells, Deputy Director of Capital Development
Emily Arneson, Ombudsman & Accessibility Officer
Dana Infalt, Executive Assistant to the CEO & Clerk of the Authority
Sam Guzman, Executive Assistant, Operations

GUESTS

Mike Kunder, AFSCME 3939, President

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. **CALL TO ORDER AND ROLL CALL**

Acting Chair Al French called the meeting to order at 10:02 a.m. Roll was called and introductions were made.

2. **PUBLIC
EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

None.

4. **COMMITTEE ACTION**

A. **MINUTES OF THE OCTOBER 2, 2019 COMMITTEE MEETING**

Acting Chair French moved to recommend approval of the October 2, 2019 Planning and Development Committee meeting minutes. The motion was seconded by Ms. Pam Haley and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

(No items being presented this month.)

B. BOARD DISCUSSION AGENDA

1. FINAL PROPOSED 2020 OPERATING AND CAPITAL BUDGETS

Ms. Monique Liard reviewed the line items that have changed since the committee last reviewed the Proposed 2020 Operating Budget. There were no changes to the 2020 Capital Budget. The narrated public presentation of the Proposed 2020 Operating and Capital Budgets has been available on the Spokane Transit website beginning October 4 and presented at the following meetings:

- October 2, 2019 Planning and Development Committee Meeting
- October 2, 2019 STA All Employee Meetings
- October 9, 2019 Citizen Advisory Committee Meeting
- October 17, 2019 Public Hearing at the Board of Directors Meeting

Ms. Pam Haley moved to recommend the Board adopt by resolution the final proposed 2020 Operating and Capital Budgets. The motion was seconded by Acting Chair French and passed unanimously.

6. REPORTS TO COMMITTEE

A. CENTRAL CITY LINE UPUPDATE

Mr. Karl Otterstrom provided an updated on the Central City Line. The Central City Line Steering Committee, which has been meeting since 2015, held its last meeting until the construction phase begins. This meeting has provided helpful feedback over the project development phase of the project. When asked if the Steering Committee would like to continue meeting, there was a resounding agreement to continue. The Steering Committee members wish to continue to in the project during construction and as we launch the service in 2022.

The FTA Readiness Report and FTA Financial Report are completed. All critical third party agreements have been executed, and Right Of Way (ROW) and Temporary Construction Easements (TCEs) are in process. The Design Review Board approved the station design and praised STA for their work with the public. City plan reviews are progressing. Agency/partner coordination continues, particularly with the universities.

Mr. Otterstrom reviewed the upcoming Milestones:

FTA Administration Review (Nov. 2019)	Contract Award (Feb. 2020)
Congressional Review (Dec. 2019)	Contract Execution (Mar. 2020)
Grant Agreement Execution (Dec. 2019)	Pre-construction Open House (Apr. 2020)
Project Out To Bid (Dec. 2019)	Construction Start (May 2020)
Project Bids Due (Jan. 2020)	

B. DRAFT 2020 PLANNING AND DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Otterstrom reviewed the draft 2020 Planning and Development Committee Work Program which includes the four planning documents founded on the principles and policies of *Connect Spokane* that require annual updates: the Transit Development Plan, the Service Implementation Plan, the Capital Improvement Program and the Annual Strategic Plan/Budget. The Work Program also identifies other major planning efforts that will take place during 2020. The Central City Line enters into construction during the first half of 2020. STA will complete an update of it's Title VI plan in the first quarter of 2020. The Division Street High Performance Transit Study,

the *Connect Spokane* 2020 update, and the Facilities Master Plan update are all projects that the Committee will engage in during 2020. STA also intends to implement one or more “Mobility on Demand” (MOD) pilot projects with committee involvement.

C. 2020 TITLE VI UPDATE

Mr. Otterstrom presented and update on the 2020 Title VI program. Public transit agencies are required to establish a Title VI program and update the program every three years. Spokane Transit’s existing 2017 Title VI Program must be updated and approved by the Board of Directors by March 31, 2020, when the current program expires. A public engagement component must be included as part of the update. Mr. Otterstrom reviewed the proposed timeline to update the Title VI Programs.

Acting Chair French was curious as to why Title VI is presented at the Planning and Development (P&D) Committee meeting and not the Performance Monitoring and External Relations (PMER) Committee meeting stating that it is more operational by nature. Ms. Susan Meyer and Mr. Otterstrom replied that this is a “plan” and all plans move through P&D. Mr. Otterstrom shared that in the past Title VI has affected the composition of the Strategic plan: how we conduct public outreach, how we provide for shelters so STA does not discriminate based on race, income, national origin, etc.

7. COMMITTEE INFORMATION

(No information included this month.)

8. REVIEW DECEMBER 4, 2019 COMMITTEE MEETING AGENDA

No changes were suggested at this time.

Mr. French moved to approve the December 4 meeting agenda, Ms. Haley seconded the motion and it was unanimously passed.*

**Please note, that this agenda item is not typically voted upon.*

9. NEW BUSINESS

(No information included this month.)

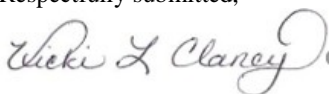
10. COMMITTEE MEMBERS’ EXPRESSIONS

11. ADJOURN

Chair Grover adjourned the meeting at 10:32 a.m.

12. NEXT COMMITTEE MEETING: WEDNESDAY, DECEMBER 4, 2019 at 10:00 a.m. (STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,



Victoria L. Clancy, Executive Assistant

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

December 4, 2019

AGENDA ITEM 4B : APPROVAL OF 2020 PLANNING AND DEVELOPMENT COMMITTEE PROGRAM

REFERRAL COMMITTEE: N/A

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

SUMMARY: According to STA Board Resolution 681-11, adopted at the September 21, 2011 STA Board Meeting, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, in this capacity:

Reaching agreement with the Chief Executive Officer on the detailed design of the STA planning and budget development cycle—with special attention to the Board's role in planning—and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process, *Connect Spokane: A Comprehensive Plan for Public Transportation* identifies four planning documents: the Transit Development Plan, Service Implementation Plan, Capital Improvement Program and Annual Strategic Plan/Budget, that need to be updated annually. These plans are founded on the principles and policies of *Connect Spokane*.

The work program is focused primarily on the annual planning calendar. As in prior years, there are some planning projects that augment the committee's work program. As projects move beyond the planning and preliminary engineering stages, implementation work is generally transferred to the Performance Monitoring and External Relations (PMER) Committee. We have included the following projects that necessitates involvement by the Committee in 2020:

- The Central City Line will enter construction during the first half of 2020.
- As required by the Federal Transit Administration, STA will complete an update of its Title VI report, documenting compliance with federal laws and regulations, as well as STA Board policy, related to Title VI of Civil Rights Act.
- The collaborative Division Corridor Reimagine Study, led by SRTC, will identify preferred corridor outcomes for transit, including alignment, lane configuration and preliminary station locations. Committee involvement will include updates on the study and endorsing preferred outcomes for a board-supported "locally preferred alternative."
- STA will launch a major update to its comprehensive plan, *Connect Spokane*, in 2020. The plan will explore transit needs and opportunities through 2045 and beyond and will be closely coordinated with SRTC's update to the Metropolitan Transportation Plan.
- As a follow-up to the zero-emission fleet transition study, STA will update its facilities master plan, addressing needs for additional vehicle storage and maintenance, and administrative needs.
- Implementation of one or more "Mobility on Demand" (MOD) pilot projects and supporting performance evaluation. The earlier draft of the work program projected action in May which has now moved to April.

DRAFT 2020 Planning & Development Committee Work Program

Month	Annual Planning Calendar	Other Planning Projects
December 2019	<ul style="list-style-type: none"> Approval of Work Program 	
January 2020	No Committee Meetings in January	
February 2020	<ul style="list-style-type: none"> Review Work Program 2020 Transit Development Plan (TDP): Overview 	<ul style="list-style-type: none"> Division Street Corridor Study: “State of the Corridor” overview Central City Line: award of construction contract Draft Title VI Report: review prior to public hearing
March 2020	<ul style="list-style-type: none"> 2020 TDP: Develop mid-range planning guidance. Present and discuss draft submittal for the SRTC 2020/2021 Unified Planning Work Program (UPWP) 	<ul style="list-style-type: none"> Connect Spokane Major Update: review scope and outreach plan Facilities Master Plan: Scope of work and planning horizon Draft Title VI Report: recommend approval
April 2020	<ul style="list-style-type: none"> 2020 TDP <ul style="list-style-type: none"> Finalize mid-range planning guidance Review preliminary revenue and expenditure forecast assumptions Identify major activities (2021-2026) 	<ul style="list-style-type: none"> Division Street Corridor Study: review transit framework Central City Line: approve Construction Communications Plan Mobility on Demand: approve pilot project implementation plan and performance measures
May 2020	<ul style="list-style-type: none"> 2020 TDP <ul style="list-style-type: none"> Proposed 2021-2023 Service Improvements Preliminary Capital Improvement Program (2021-2026) 	<ul style="list-style-type: none"> Connect Spokane Major Update: document review update – subtractions, edits, missing categories
June 2020	<ul style="list-style-type: none"> 2020 TDP: Complete draft plan Public hearing conducted on draft 2020 TDP 	
July 2020	<ul style="list-style-type: none"> 2020 TDP: Finalize and approve Annual Strategic Plan/Budget guidance workshop (full Board) 	<ul style="list-style-type: none"> Division Street Corridor Study: draft locally preferred alternative
August 2020	No Board/Committee Meetings in August	
September 2020	<ul style="list-style-type: none"> Draft 2021 operating and capital budgets submitted to Committee and Board Review draft 2021 Annual Strategic Plan 	<ul style="list-style-type: none"> Division Street Corridor Study: recommend locally preferred alternative Central City Line: Construction update
October 2020	<ul style="list-style-type: none"> Adoption of 2021 Annual Strategic Plan Public hearing on draft 2021 operating and capital budgets 	<ul style="list-style-type: none"> Connect Spokane Major Update: review plan framework – policy, strategy and vision development
November 2020	<ul style="list-style-type: none"> Finalize and approve 2021 operating and capital budgets Prepare 2021 Committee work program 	<ul style="list-style-type: none"> Division Street Corridor Study: potential short- and long-term improvements Facilities Master Plan: Review preliminary program of projects
December 2020	<ul style="list-style-type: none"> Finalize 2021 Committee work program 	<ul style="list-style-type: none"> Connect Spokane Major Update Draft Amendments status 2020 Title VI Update

RECOMMENDATION TO COMMITTEE: Approve the 2020 Planning & Development Committee Work Program and forward to the Board of Directors for information.

COMMITTEE ACTION:

RECOMMENDATION TO THE BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

December 4, 2019

AGENDA ITEM 4C : CENTRAL CITY LINE: APPROVAL OF SCOPE OF WORK FOR CORE CONSTRUCTION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Don Skillingstad, Capital Projects Manager

SUMMARY: Staff is seeking committee approval of the Central City Line Core Construction Scope of Work and authorize the release of an invitation for bid (IFB). This is a significant milestone for the implementation of the Central City Line, the first bus rapid transit service for the region.

BACKGROUND:

The Central City Line project final design is nearing completion. The total estimated project cost (as prescribed by the FTA and PMOC) for the CCL project is \$92,231,000. In Resolution 774-19 as adopted July 25, 2019, the STA Board has authorized the full project budget of \$92.231 million, including the anticipated \$53.425 million federal Small Starts funding and \$41.806 million in matching funds through a combination of state, local and federal CMAQ funds. Implementation of the project requires a variety of services, construction activities and equipment which are being provided by a variety of contracts, consistent with board-adopted procurement policy (Board Resolution 702-13).

The core construction scope of work represents the vast majority of sitework and construction for stations and roadwork along the Central City Line. For the general public, property owners and customers, it will be among the most visible construction activities during the next two years along the Central City Line. Staff and STA's engineer of record for the project, Jacobs Engineering Group, are working toward a bid advertisement for the core construction scope before the end of the year and a bid opening in late January 2020. On the bid due date, all bid proposals will be evaluated based on STA's bid policies and contract documents to determine the lowest responsible, responsive bidder. Once the successful bidder is selected and all of the appropriate evaluations have been completed per STA policies, staff will seek Board approval to award a contract for the bid amount. The award of a contract will be contingent upon the successful execution of a Small Starts Grant Agreement with FTA.

Below is the planned schedule up to the start of construction (schedule is subject to change). Substantial completion of the core construction scope will be followed by the installation of amenities, testing of equipment and start of revenue operations in May 2022.

Milestone	Date
Bid Advertisement	12/23/19
Bid Due Date	1/30/20
Award of Contract	2/20/20
Notice to Proceed	March 2020
Start of Construction	May 2020

The engineer's estimated cost range for the construction work is \$21,000,000 to \$25,000,000. In addition to procurement of other professional services, materials and vehicles, the core construction scope does not include the following construction activities which will be bid separately:

- Reconstruction of Wall Street between Riverside and Main avenues, which is expected to be ready for advertisement in the first quarter of 2020.
- Station and on-route charging infrastructure at Spokane Community College Transit Center.
- Civil construction for stations along Riverside Avenue, which will be performed in concert with road resurfacing project led by the City of Spokane.

The general statement of work of the core construction project for the Central City Line is provided in the attached document. It is a very brief summary documented extensively in hundreds of engineered plan sheets and over a thousand pages of project specifications intended to deliver durable improvements to support the operations of the Central City Line and the passenger safety, comfort and experience.

In addition to reviewing the scope of work, staff will present the relationship of the core construction scope and schedule with other elements of project work, both construction, fabrication and installation of hardware, vehicle procurement and integration of the many systems for testing and service startup.

RECOMMENDATION TO COMMITTEE: Recommend approval the general Scope of Work and authorize staff to release an Invitation for Bid for the construction of the Central City Line stations and roadway projects as described above.

COMMITTEE ACTION:

RECOMMENDATION TO THE BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Central City Line - Core Construction

General Scope of Work

The construction of twenty-eight (28) stations/stops that generally include, at a minimum:

- Ten (10) inch high concrete platforms, railings, ramps, steps and ADA features
- Power and communications cabinets/pedestals for each station
- Underground features such as footings and electrical and communications conduit in preparation for future station amenities (amenities to be installed by others)
- Drainage features and landscaping at some locations
- Relocation of existing above and below ground utilities

The construction of street projects, that generally include:

- Reconstruction of a portion of Maple Street between Pacific Avenue and Riverside Avenue
- Reconstruction of a portion of Cincinnati Street north of Springfield Avenue and south of the Centennial Trail
- Reconstruction of Cincinnati Street between Desmet Avenue and Mission Avenue
- Construction of a roundabout at the intersection of Cincinnati Street and Sharp Avenue
- Installation of a new traffic signal at Mission Ave. and Cincinnati Street intersection
- Installation of pedestrian crossing signalization at two locations along Mission Avenue
- Reconstruction/replacement/installation of ADA ramps, sidewalks, striping and signage at a number of locations
- Relocation and installation of traffic signal poles, streetlight poles and pedestrian scale lighting and associated power infrastructure
- Construction of sidewalk adjacent to City parks

Relocation and installation of underground and above ground utilities.

The project will be constructed in phases. Several construction locations are subject to specific construction timelines. The final construction schedule will be negotiated with the Contractor prior to the start of construction. The construction phasing is generally defined below.

2020 Construction Projects	
Stations	
1	Cannon St. and 4th Ave. (EB)
2a	2 nd Ave. and Spruce St. (EB)
2b	2 nd Ave. and Spruce St. (WB)
12	Main Ave. & Howard St. (EB)
14	Main Ave. & Bernard St. (EB)
16	Main Ave. and Division St. (EB)
18	Main Ave. and Pine St. (EB/WB)
21a	Desmet Ave. and Cincinnati St.
21b	Desmet Ave. and Cincinnati St.
22	Mission Ave. and Hamilton St. (EB/WB)
23	Mission Ave. and Perry St. (EB)
27a	Mission Ave. and Regal St. (WB)
27b	Mission Ave. and Regal St. (EB)

Roadway Improvements	
Mission Ave. - Cincinnati St. Intersection	
Cincinnati St. - Sharp Ave. Roundabout	
Cincinnati St. - North (Desmet Ave. to Boone St.)	
Layover - Spruce St. and 3rd Ave.	
2021 Construction Projects	
Stations	
3	Pacific Ave. and Hemlock St. (Median, EB/WB)
5	Pacific Ave. and Oak St. (Median, EB/WB)
6	1 st Ave. and Adams St. (EB)
7	Sprague Ave. and Adams St. (WB)
8	1 st Ave. and Monroe St. (EB)
9	Sprague Ave. and Monroe St. (WB)
11	Wall St. and Sprague Ave. (EB)
19a	WSU (Spokane Falls Blvd, WB)
19b	WSU (Spokane Falls Blvd, EB)
20	Cincinnati St. and Springfield Ave. (EB/WB)
24	Mission Ave. and Perry St. (WB)
25a	Mission Ave. and Napa St. (WB)
25b	Mission Ave. and Napa St. (EB)
26a	Mission Ave. and Cook St. (WB)
26b	Mission Ave. and Cook St. (EB)
Roadway Improvements	
	Spokane Falls Blvd at WSU
CNT-S	Cincinnati St. - South (Springfield Ave. to Centennial Trail)
MP	Maple St. and Pacific Ave. Roadway Improvements

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

December 4, 2019

AGENDA ITEM 4D : CENTRAL CITY LINE: APPROVAL OF SCOPE OF WORK FOR AMENITIES FABRICATION

REFERRAL COMMITTEE: N/A

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

SUMMARY: Staff is seeking committee approval of the Central City Line Amenities Fabrication Scope of Work and authorize the release of a request for proposals (RFP). This is a key procurement for the timely implementation of the Central City Line (CCL).

BACKGROUND: The High Performance Transit (HPT) network, as envisioned in STA's comprehensive plan, *Connect Spokane*, and as implemented in part by the *STA Moving Forward* plan, defines a system of corridors for heightened and long-term operating and capital investments. A major aspect of these investments is distinctive stop and station amenities which include shelters, iconic markers and site furnishings. These project elements elevate the public perception of service, improve service legibility and are viewed by experts as essential elements for bus rapid transit service and other successful HPT investments.

STA has developed a design for shelters and amenities to be applied on the Central City Line. It is envisioned that some if not many of these elements will be applied to other HPT corridors. These elements have been developed with consideration for site constraints, transit best practices, crime prevention through environmental design and durability. They have undergone stringent review including additional public outreach, careful consideration and review by STA staff and City of Spokane Design Review Board.

On November 28, 2018, the PMER Committee approved the Scope of Work for High Performance Transit Stations (later renamed the Scope of Work for High Performance Transit Shelters and Amenities) and authorized staff to issue a Request for Proposals (RFP). The scope of work included final engineering, procurement of site furnishings, fabrication of shelters and marker, delivery and installation training for all HPT improvements.

On August 17, 2019, the RFP was issued, posted to the STA website and distributed to 20 potential proposers. On October 18, 2019, a single proposal was received from Future Systems Inc. STA received non-response statements from multiple firms who were unable to provide a proposal due a current backlog of work. Additional feedback from experts indicated the wide variety of furnishings and materials may have been a burden on competitive bids by companies primarily in the business of fabricating passenger shelters.

On October 25, 2019 an evaluation committee made up of STA planning and operations staff and IBI Group (design consultant) rejected the single proposal because the pricing was much higher than expected. As a result, the team is exploring multiple options to fabricate and procure these amenities.

For the Central City Line, because the shelter design is more complex and integrates with the station marker, the plan is to advertise the original RFP with a revised scope. The new scope includes the "CCL Type" shelters and the station markers. It would also include "CCL Type" shelters that are planned to be installed at non-CCL facilities such as Moran Station Park and Ride. By revising the RFP, the team hopes to receive more proposals with more favorable pricing which would be consistent with feedback received on the original RFP. Additionally, the CCL timeline is much more favorable and should allow proposers to appropriately program their additional work.

The independent cost estimate total for the revised CCL Shelters and Markers RFP required for the Central City Line is \$6.5 million, funded within the Central City Line budget, as authorized in Board Resolution 774-19 and included in the most recent cost estimate of the Central City Line in standard cost category (SCC) 20.01. The per-unit cost for additional shelters (with a minimum order of one for the Moran Station Park and Ride) is estimated at \$200,000 and funded within the relevant capital budget which may include the Moran Station Park and Ride, Plaza HPT Platform project and Cheney HPT Line, among others.

The anticipated timeline is summarized in the table below. Award of Contract is contingent upon the execution of the Small Starts Grant Agreement and as indicated, requires board approval.

Milestone	Date
Advertise RFP	January 2020
Proposals Due & Evaluation	February 2020
Board Award of Contract	March 2020
Notice to Proceed	April 2020

The proposal submissions will be evaluated using the following criteria.

Evaluation criteria	Weighting
Proposer Experience, Qualifications and Financial Stability	40 Points
Project Management and Delivery Approach	20 Points
Warranty	10 Points
Price Proposal/Cost	30 Points
TOTAL POSSIBLE	100 Points

The general scope of work accompanies this staff report and embodies a more in-depth scope of work, including architectural plans, specifications and performance criteria.

RECOMMENDATION TO COMMITTEE: Recommend approval of the revised Scope of Work and authorize staff to release a Request for Proposals (RFP) for CCL Shelters and Amenities.

COMMITTEE ACTION:

RECOMMENDATION TO THE BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Central City Line – Amenities Fabrication

General Scope of Work

Final engineering, fabrication, delivery and installation support for a Shelter and Station Marker at all thirty-two (32) CCL stations.

- Coordination with STA's Installation Contractor (separate, future RFP) for assembly and installation;
- Collaborative review, recommendations and completion of the 90% design. To include regular meetings, a station shelter mockup and an engineering design charette;
- Provision of all aspects of engineering (structural, mechanical & electrical) in drawings to be reviewed and approved by STA, construction management, and the engineer of record;
- Branding and Neighborhood Art incorporation into final design;
- Fabrication of all shelter components, markers and spare parts;
- Schedule coordination and delivery approach;
- Field installation support and training to include a limited onsite presence during training and field installation and the production of training/installation manuals; and
- Design support during installation.

This contract will also include the fabrication of a minimum of one (1) "CCL Type" shelter for installation at Moran Station Park and Ride; others as warranted for future STA improvements.

The Shelters and Amenities consist of a structural steel frame and glazing for the roof and side and back windscreens. They are designed as a kit-of-parts, meaning that there is a set quantity and arrangement of amenities and Shelters installed at a given station. This offers the flexibility to meet STA's program requirements for a variety of site conditions while maintaining uniform assembly and detailing for maintenance and operational concerns. Additionally, the Shelters are designed to be expandable so that additional bays can be added to an existing shelter (e.g. a Shelter with two bays can be expanded to accommodate a third bay) with minimal construction and installation effort. This expandability provides flexibility to accommodate right-of-way limitations, varying site conditions, and other site-specific considerations.

The Shelters utilize a naming convention that indicates the stop location type and the number of bays. For the CCL, there are three different stop location types where a Shelter could be installed:

- Type S: curbside on a sidewalk with a standard width; or
- Type C: on a center island

For example, a Shelter with 3 bays that is installed on a sidewalk with a standard width is called an "S3". These components will be painted in accordance with the CCL specific branding scheme. The structures have been designed to be vandalism resistant, require minimal maintenance that can be performed by STA forces and provide longevity in harsh winter conditions.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

December 4, 2019

AGENDA ITEM 5A1 : 2020 TITLE VI PLAN: APPROVE OUTREACH STRATEGIES

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Gordon Howell, Principal Transit Planner
Emily Arneson, Ombudsman and Accessibility Officer

SUMMARY: Public transit agencies are required to establish a Title VI program and update that program every three years. Spokane Transit’s existing 2017 Title VI Program must be updated and approved by the Board of Directors by March 31, 2020, when the current program expires. Title VI is a federal statute that states “no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Title VI, Executive Order 12898 directs each federal agency to include environmental justice as part of their analysis relating to activities and policies to evaluate whether a policy or activity will have a disproportionately high and adverse effect on minority and low-income populations.

A public engagement component must be included as part of the Title VI update. Attached is an outline of outreach strategies to be employed during the update. The attached strategies are proposed to be approved by the Board of Directors at the December 19, 2019, meeting.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve the 2020 Title VI Plan outreach strategies.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

December 4, 2019

AGENDA ITEM 6A : CONNECT SPOKANE MAJOR UPDATE: REVIEW DRAFT SCOPE OF WORK

REFERRAL COMMITTEE: N/A

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



SUMMARY: *Connect Spokane* is STA's Comprehensive Plan that sets forth a vision and policy framework for at least the next 30 years to guide decisions made by the Board of Directors, staff and partnering agencies. *Connect Spokane Monitoring and Improvement Policy 3.1* states,

STA shall update Connect Spokane routinely. Spokane Transit will review and update as appropriate the Comprehensive Plan for Public Transportation beginning no later than three years following the last major adoption and/or revision. Significant public outreach shall be required as part of the update process, consistent with the policies of the Communications and Public Input Element.







The last major update was completed in 2017 and an update for the plan is due to begin no later than 2020. A proposed Update Work Program, Outreach Program and Schedule are attached for review and are proposed to be approved by the Board of Directors during the first quarter of 2020.





RECOMMENDATION TO COMMITTEE: Information only.

Connect Spokane Update Schedule

Task	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	Mar. 2020	Apr. 2020	May 2020	Jun. 2020	Jul. 2020	Aug. 2020	Sep. 2020	Oct. 2020	Nov. 2020	Dec. 2020
1: Adopt Work Program & Outreach Program														
2: <i>Connect Spokane</i> Document Review														
3: Plan Organizational Framework Update														
4: Policy, Strategy, and Vision Development														
5: Draft amendments														
6: Peer/Public Review and Revision														
7: Adopt amendments														

Connect Spokane Update Schedule (con't)

Task	Jan. 2021	Feb. 2021	Mar. 2021	Apr. 2021	May 2021	Jun. 2021	Jul. 2021	Aug. 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021
1: Adopt Work Program												
2: <i>Connect Spokane</i> Document Review												
3: Plan Update Framework												
4: Policy, Strategy, and Vision Development												
5: Draft Amendments												
6: Peer/Public Review and Revision												
7: Adopt amendments												

-  Board Adoption
-  Stakeholder Workshops
-  Online Survey
-  Public Hearing

Outreach

The Board Planning and Development Committee and Citizen Advisory Committee will be engaged periodically throughout the update process. A project webpage will also be maintained throughout the duration of the project.

DRAFT

Spokane Transit Authority

Connect Spokane *A Comprehensive Plan for Public Transportation*

Update Work Program

The *Connect Spokane* principle, *Course Corrections* states, “Course corrections and goal modifications do occur and, if done deliberately, can support dynamic adaptation and improvement.”

Consistent with the existing principles of *Connect Spokane*, this Work Program outlines the tasks to be conducted for the 3-year major update to begin in 2020. *Connect Spokane Monitoring and Improvement Policy 3.1* states:

STA shall update Connect Spokane routinely. Spokane Transit will review and update as appropriate the Comprehensive Plan for Public Transportation beginning no later than three years following the last major adoption and/or revision. Significant public outreach shall be required as part of the update process, consistent with the policies of the Communications and Public Input Element.

The effort will engage stakeholders and the public to review and update *Connect Spokane* in order to support deliberate adaptations and improvements.

- Task 1: Adopt Work Program and Outreach Program
- Task 2: *Connect Spokane* Document Review
- Task 3: Policy and Vision Development
- Task 4: Draft amendments
- Task 5: Review and revise draft amendments
- Task 6: Adopt amendments

Note: Public and stakeholder outreach will be conducted where noted.

Task 1 – Adopt Work Program and Outreach Program (Jan 2020 – Feb 2020)

The Board adopted work program for this update outlines the scope, process and expected outcomes of the update and provides agreement, guidance and transparency regarding what the update will and will not include.

The *Connect Spokane Communications and Input Policy* states that, “Any change which affects the substance of the Comprehensive Plan will require a public hearing and supporting public outreach.” The Board will also adopt an outreach program that outlines the process for public and stakeholder input in the update.

ASSUMPTIONS:

- This document is the work program
- The update process will begin in early 2020 and be completed by the end of 2021
- The *High Performance Transit network* will continue to be a key component of the *Connect Spokane*.
- The Planning & Development Committee will review and make a recommendation to the Board of Directors on the Work and Outreach Program, then the Board of Directors will adopt them.

DELIVERABLES:

- Draft Update Work Program
- Draft Outreach Program
- Final Update Work Program
- Final Outreach Program

Task 2 – *Connect Spokane* Document Review (Feb 2020 – May 2020)

STA will conduct an internal review of *Connect Spokane*, looking at the following:

- a. Overall organization of the Plan
- b. Sections/policies that are no longer needed and can be combined/deleted
- c. Sections and policies that need refresh/update
- d. Sections that should be added

Staff will develop a review matrix that clearly identifies those items noted above and which the later tasks will build upon.

ASSUMPTIONS:

- While *Connect Spokane* contains sections that will clearly remain in this Update, no section is exempt from review and possible adjustments.

DELIVERABLES:

- *Connect Spokane* document review matrix
- Staff Report on Task 2 findings
- Presentation(s) to the Planning & Development Committee and Board

Task 3 - Plan Organizational Framework Update (May 2020 – July 2020)

There are two primary objectives in undertaking this Plan Update now:

- (a) Increasing the readability of the document and clarifying its relationship to other STA guiding documents (Task 3); and
- (b) Developing updated strategies that will see STA through the next 20 years of growth in the region (Task 4)

Like most long-range plans, *Connect Spokane* contains background information that defines the conditions at the starting point of the plan. However, there is not a section that clearly ties the chapters of *Connect Spokane* together, or define its relationship to the other guiding documents for Spokane Transit. Task 3 will build on Task 2 a.-d. to provide greater context both within the document and to other STA guiding documents. This is envisioned to include the addition of a new forward to the document that will consolidate the existing strategies, while as we strive to keep the goals and policies timeless, strategies have timelines.

DELIVERABLES:

- Memo and/or matrix identifying proposed updates for Task 3
- Presentation(s) to the Planning & Development Committee and Board

Task 4 - Policy, Strategy and Vision Development (July 2020 – June 2021)

The objective of this task will be to develop updated policies, strategies and vision that will see STA through the next 20-25 years of growth in the region.

First working internally and in collaboration with our jurisdictional partners, and then extending to broader conversations with our customers, the purpose of this task is to identify key policies and strategies for STA over the next 25 years. As the region continues to grow over the next 25 years, roadway congestion will have a larger impact on our daily lives. Some solutions are large and expensive projects needing regional partners to come together, while others might require STA to pay attention to smaller trends and making appropriate tweaks as necessary. This is an opportunity to identify the next wave of major projects after 2025 and as late as 2045 (prelude to the next iteration of STA Moving Forward). Potential policy and strategy themes, as well as more specific issues and opportunities, are identified in the tasks below.

Task 4.1 Dedicated Infrastructure

Exploring downtown transit operations beyond 2025, given the build-out capacity planned for in the 2018 Plaza Operations Study. In addition, the opportunity to explore potential new transit centers in the region.

Task 4.2 Regional Connectivity

Looking at identifying and prioritizing areas of expansion, both in and out of the PTBA. Provides the opportunity to explore more strategic regional connectivity.

Task 4.3 Transit Frequency

The opportunity to explore additional peak routes, as well as new HPT lines among other strategies.

Task 4.4 Partnerships

Partnerships will be critical for STA moving forward. Continuing to work with our partners to explore opportunities such as the summer youth pass, as well as facility improvements such as dedicated bus lanes, among other strategies.

Task 4.5 Funding

Working with legislators to clarify RWC Chapter 81.104 on the funding availability and taxing authority for high capacity transportation system. The opportunity to explore fare strategies.

Task 4.6 Environmental Strategy

The opportunity to continue the exploration in the transition of the fleet to non-carbon fuel sources, building on the 2019 Zero Emission Fleet Transition Study.

Staff will engage stakeholders and the public to vet the principles, policies and strategies of *Connect Spokane*, based on the findings in Task 2 as well as what is developed in Tasks 3 and 4, with the objective of identifying high-level planning course corrections towards achieving STA's established mission and vision, prior to drafting the update language.

ASSUMPTIONS:

- The activities in Task 4 will be the first meaningful touchpoint with the public, as outlined in Task 5.2.
- The identification of major investments may require consultant resources for planning-level analyses of ridership benefits, cost estimates and network integration.

DELIVERABLES:

- Memo and/or matrix identifying proposed updates for Task 3.2
- Stakeholder and public high-level concept vetting engagement
- High-level concept vetting findings staff report
- Presentation(s) to the Planning & Development Committee and Board

Task 5 - Draft Amendments (May 2021 – Sept 2021)

Based on the findings of Tasks 2-4, staff will draft a package of proposed amendments to *Connect Spokane*. Additional research and outreach on specific topics will likely be required as a part of this task.

ASSUMPTIONS:

- Draft amendments to *Connect Spokane* will be updates that reflect changing times and course corrections towards achieving STA's established mission and vision.

DELIVERABLES:

- Package of Draft Amendments, including one or more new sections of the plan
- Amendments Summary Staff Report
- Presentation(s) to the Planning & Development Committee and Board

Task 6 – Peer/Public Review and Revision (Oct 2020 – Sept 2021)

Staff will engage stakeholders and the public to review materials from task 4 and 5.

Task 6.1 Peer Review

STA staff will conduct two separate external reviews of the compiled matrix:

1. The PTAC (Planning Technical Advisory Committee) an advisory body to the SCEO (the Steering Committee of Elected Officials), will allow for staff of local jurisdictions to review with an eye towards how transit can best serve their residents; and
2. The WSTA Planners Group, which will provide a statewide transit planning perspective

These external reviews will provide STA with additional grounding for potential changes to the document.

Task 6.2 Public Review

Goals of the Outreach Program

Engagement with the public will be a serious undertaking to engage the public in a meaningful manner.

- Developing outreach strategies to reach LEP (Limited English Proficiency) and Title VI populations within Spokane County.
- Involve stakeholders in the process to assist with specific areas of expertise, as well as vet current Connect Spokane principles and policies to help identify the changing opportunities and challenges of furthering STA's mission and vision over the next 30 years.
- Receive feedback on draft amendments to Connect Spokane.
- Identify opportunities for partnerships in achieving shared goals.
- Engaging and collaborating with SRTC as they complete an update to the MTP.

Stakeholder Workshops

2-4 stakeholder workshops will be held to elicit input during key points in the update process:

- Work Program Task 3 – Plan Update Framework
- Task 5 – Peer / Public Review and Revision

At a minimum, representatives from the following interests will be invited to participate in the stakeholder workshops:

- Jurisdiction Elected Officials
- Agencies and Advocacy Groups representing disabled, low income, minorities, and people who speak limited English.
- Educational Institutions

- STA Citizen Advisory Committee
- Relevant Government Agency and Jurisdiction Staff
- Utilities
- Labor Representatives
- Chambers of Commerce
- Other Civic Groups

Stakeholder workshops will be open to the public but targeted at representative interests.

Public Engagement

Public Engagement will begin in Task 3 as STA develops new/updated policies and strategies. The Public Engagement will consist of 2-3 Open Houses, as well as staff engaging in such activities as:

- Farmers Markets and other Community/Neighborhood events
- School activities
- Community Assembly meetings and other neighborhood group meetings

This section will be more developed through internal meetings in Winter of 2019 to continue to develop outreach strategies, including developing strategies to reach LEP (Limited English Proficiency) and Title VI populations within Spokane County.

Online Stakeholder Survey

An online stakeholder survey will be conducted to supplement the workshops and to reach others who may not be able to participate in person. The survey will focus on the substance of Work Program Task 3.

Website

STA will develop and host a public-facing webpage for the project. The webpage will provide summary information about the project and its milestones, including draft amendments. It will also provide an email link for site visitors to send comments.

State Environmental Policy Act (SEPA) Compliance

Once amendments to *Connect Spokane* have been drafted and revised, staff will complete a SEPA Checklist, a SEPA Determination and all required noticing.

Committee Engagement and Review

The Planning and Development Committee and the Citizen Advisory Committee will be engaged periodically throughout the update process.

Public Hearing

After the Planning and Development Committee make a recommendation, the Board of Directors will hold a public hearing before taking action on the updates. The hearing will be noticed in the *Spokesman Review* and on STA's website.

Task 6.3 Revise Amendments

Based on the feedback provided in Tasks 6.1 and 6.2, Staff will revise Connect Spokane for presentation to the Planning & Development Committee and the Board.

DELIVERABLES:

- Revised Package of Amendments

- Peer Review meetings and meeting summaries
- Public Open House meeting and meeting summaries
- Tabling events and summaries
- Summary Staff Report on Amendment Feedback
- Presentation to the Planning & Development Committee and Board
- Final package of Draft Amendments

Task 7 – Adopt Amendments (Sept 2021 – Nov 2021)

After the Planning and Development Committee has made a recommendation on the proposed amendments, the Board of Directors will hold a public hearing at a regularly scheduled meeting. Revisions will be made as appropriate based on hearing testimony. The Board would then take action at their following regularly scheduled meeting.

DELIVERABLES:

- Public Hearing
- Resolution amending *Connect Spokane*
- Final *Connect Spokane* Amendment

DRAFT

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

December 4, 2019

AGENDA ITEM 8 : REVIEW FEBRUARY 5, 2020 **(NO JANUARY MEETING)** DRAFT COMMITTEE MEETING AGENDA

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 February 5, 2020 Committee meeting. Proposed agenda items include:

- Minutes of the December 4, 2019 Committee meeting – *Corrections/Approval*
- Central City Line: Award of Contract – Core Construction Contract – *Board Consent*
- 2020 Draft Title VI Plan and Policy Updates – *Report*
- Review 2020 Planning and Development Committee Program – *Report*
- 2020 Transit Development Plan Overview – *Report*
- Division Line: Public Outreach Update – *Report*

RECOMMENDATION TO COMMITTEE: Review and discuss.

COMMITTEE ACTION:

RECOMMENDATION TO THE BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

December 4, 2019

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

December 4, 2019

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