

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY**  
**1362 Rutan Court, Suite 100**  
**Livermore, CA 94551**

**PROJECTS and SERVICES COMMITTEE MEETING / COMMITTEE OF THE**  
**WHOLE**

**COMMITTEE MEMBERS**

**SCOTT HAGGERTY – CHAIR**  
**DAVID HAUBERT – VICE CHAIR**

**KARLA BROWN**  
**STEVEN SPEDOWFSKI**

**DATE:** Monday, September 25, 2017

**PLACE:** Diana Lauterbach Room LAVTA Offices  
1362 Rutan Court, Suite 100, Livermore

**TIME:** 4:00p.m.

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**AGENDA**

**1. Call to Order and Pledge of Allegiance**

**2. Roll Call of Members**

**3. Meeting Open to Public**

- Members of the audience may address the Committee on any matter within the general subject matter jurisdiction of the LAVTA Board of Directors.
- Members of the audience may address the Committee on items on the Agenda at the time the Chair calls for the particular Agenda item.
- Public comments should not exceed three (3) minutes.
- Agendas are published 72 hours prior to the meeting.
- No action may be taken on matters raised that are not on the Agenda.

**4. Minutes of the August 28, 2017 Meeting of the P&S Committee.**

**Recommendation:** Approval

**5. Try Transit to School Results**

**Recommendation:** None – information only.

**6. Dublin School Tripper Service**

**Recommendation:** None – information only.

**7. Transit Signal Priority Upgrade Project Scope of Work for Design and Project**

## Management

**Recommendation:** Approve Resolution 32-2017 awarding the TSP Upgrade Project task order contract to LAVTA's on-call contractor Kimley Horn for a not-to-exceed amount of \$256,285.18 with a contingency amount of \$25,628.51 (10%).

### 8. Final Draft BART to Livermore DEIR Comments

**Recommendation:** None – Information only.

### 9. Management Action Plan

**Recommendation:** None – information only.

### 10. Preview of Upcoming P&S Committee Agenda Items

### 11. Matters Initiated by Committee Members

### 12. Next Meeting Date is Scheduled for: October 23, 2017

### 13. Adjourn

Please refrain from wearing scented products (perfume, cologne, after-shave, etc.) to these meetings, as there may be people in attendance susceptible to environmental illnesses.

In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.

*I hereby certify that this agenda was posted 72 hours in advance of the noted meeting.*

/s/ Jennifer Suda

9/21/17

LAVTA Administrative Services Department

Date

*On request, the Livermore Amador Valley Transit Authority will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. A written request, including name of the person, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service should be sent at least seven (7) days before the meeting. Requests should be sent to:*

*Executive Director  
Livermore Amador Valley Transit Authority  
1362 Rutan Court, Suite 100  
Livermore, CA 94551  
Fax: 925.443.1375  
Email : [frontdesk@lavta.org](mailto:frontdesk@lavta.org)*

## **AGENDA**

### **ITEM 4**

**MINUTES OF THE AUGUST 28, 2017**  
**LAVTA PROJECT AND SERVICES COMMITTEE MEETING**

**1. Call to Order and Pledge of Allegiance**

Committee Chair David Haubert called the meeting to order at 4:00pm.

**2. Roll Call of Members**

**Members Present**

Jerry Pentin, Vice Mayor, City of Pleasanton  
Steven Spedowfski, Vice Mayor, City of Livermore  
David Haubert, Mayor, City of Dublin

**Members Absent**

Scott Haggerty, Supervisor, Alameda County  
Karla Brown, Councilmember, City of Pleasanton

**3. Meeting Open to Public**

Robert S. Allen

Robert Allen addressed the Project & Services Committee regarding the Alameda County Transportation Commission (ACTC) Park and Ride Study. Mr. Allen stated that ACTC is recommending an express bus between Airway Park and Ride and the BART station. Mr. Allen suggested LAVTA work with Caltrans to try and get direct access to and from the I-580 Hot Lanes to BART using Airway and Hacienda overcrossings in both eastward and westward directions. Mr. Allen explained that this would eliminate bus weaving between Airway Park and Ride, Livermore Airport, and the Dublin Pleasanton BART Station.

**4. Minutes of the June 26, 2017 Meeting of the P&S Committee.**

Approved: Spedowfski/Pentin

Aye: Haubert, Spedowfski, Pentin

No: None

Abstain: None

Absent: Brown, Haggerty

**5. FY 2017 4th Quarter Report – Operations**

Staff provided information on the 4<sup>th</sup> Quarter FY2017 (April – June) Operation statistics. Discussed was the fixed route, paratransit, and operational performance metrics. This is the first full Fiscal Year of operations after the system wide COA changes implemented last year. LAVTA had a 6.8% decrease of ridership compared to FY 2016. For Quarter 4 2017 LAVTA saw a year-on-year ridership loss in the order of 6.2% for this quarter. The Ridership trends on weekdays and weekends decreased about 6% compared to a year earlier. On-time performance (OTP) increased slightly to 83.3%. The highest OTP monthly percentage was observed in April, with a reading of 84.2%. Paratransit decreased by 3.5% for

passengers and decreased 1.3% for number of trips, but On-Time Performance increased to 96%. LAVTA's fixed route contractor recorded ten accidents/incidents in the 4<sup>th</sup> quarter, five was determined to be preventable and five deemed non-preventable. No accidents resulted in major damage, and all resulted in minor or no damage to the vehicles. None of the fixed route accidents resulted in bodily injury. In the 4<sup>th</sup> quarter there was zero paratransit accident/incidents. Complaints were increased in the 4<sup>th</sup> quarter. The top valid complaints for fixed route are in the areas of "late" (7 complaints), "early" (11 complaints), and "driver/dispatcher courtesy" (9 complaints). Paratransit valid complaints decreased overall, but increased per 1,000 riders from last year.

This was informational only.

## **6. Memorandum of Understanding with the City of Dublin for the Transit Signal Priority Upgrade Project (Express Bus Phase 2 Project)**

Staff provided the Memorandum of Understanding (MOU) with the City of Dublin for the Transit Signal Priority Upgrade Project (Express Bus Phase 2 Project) to the Project and Services Committee. This project will upgrade the TSP network to GPS-based technology and expand to new locations in Pleasanton and Livermore. This technology is a critical element in ensuring that the Rapid bus routes operate quickly through the Tri-Valley and remain travel-time competitive with the single-occupant vehicle. LAVTA requested an appropriation of \$1.14M in Tri-Valley Transportation Council (TVTC) funds for this project. The funds were approved contingent on the City of Dublin and LAVTA signing an MOU detailing how the funds will be managed.

The Project and Services forward a recommendation to the Board of Director's to approve the MOU with the City of Dublin.

Approved: Pentin/Haubert  
Aye: Haubert, Spedowski, Pentin  
No: None  
Abstain: None  
Absent: Brown, Haggerty

## **7. Management Action Plan**

Executive Director Michael Tree provided the Management Action Plan (MAP) to the Project and Services Committee. Executive Director Michael Tree stated that the new buses will have the new rebranding designs for an unveiling event in October 2017. LAVTA's website is also being updated with rebranding and the homepage will be revised for quicker access to commuter information. Executive Director Michael Tree reported that the Go Dublin Discount Program provided approximately 1,200 rider/month and that a team from Berkeley has been hired to analyze the data to figure out where the program was successful and fell short. Executive Director Michael Tree informed that the Individualized Marketing is complete and in October the Board will receive a report. Executive Director Michael Tree stated that the bus stops at North Canyons Parkway will be upgraded soon and the finalized bid results should be provided at the September Board

meeting. Las Positas College ridership is still going strong and students will have an election in November to put in place a student fee to continue the program long term. LAVTA also picked locations to install Dublin school tripper bus shelters in November/December, but LAVTA is currently developing an IFB that will be released in September for this project. Executive Director Michael Tree informed that the Shared Autonomous Vehicle (SAV) legislation (AB 1444) should be approved by the Senate this week and the Governor shortly afterwards. The Board should see a SAV MOU in the October meeting. In March SAV testing should start in Dublin.

This was informational only.

**8. Preview of Upcoming P&S Committee Agenda Items**

**9. Matters Initiated by Committee Members**

None.

**10. Next Meeting Date is Scheduled for: September 25, 2017**

**11. Adjourn**

Meeting adjourned at 4:33pm.

## **AGENDA**

### **ITEM 5**

## STAFF REPORT

SUBJECT: Try Transit to School Results

FROM: Tony McCaulay, Marketing Manager

DATE: September 25, 2017

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### **Action Requested**

Informational item only. No action required.

### **Background**

Try Transit to School is a two week promotional initiative that targets middle and high school students in the Tri-Valley. The purpose of this campaign is to promote environmentally sustainable transportation solutions to the youth population and increase ridership and awareness of bus routes that serve public middle and high schools. During this two week initiative, Wheels offers free rides on all regular fixed routes seven days a week. Students simply board any Wheels bus and their ride is free. Try Transit to School generally takes place the second and third week after school starts up in the fall, and this year, the campaign was held from August 21-September 1, 2017.

### **Discussion**

During this year's two week Try Transit to School promotion, approximately 19,640 student trips were recorded system-wide, an increase of approximately 35 percent compared to 2016's campaign. The event was promoted through traditional media channels, including our website, Facebook, and Twitter, as well as through the Tri-Valley schools. A poster promoting Try Transit to School was developed and sent to our contacts at each school district for posting at schools. Radio station KKIQ provided public service announcements and provided a link on their website.

### **Budget**

The foregone fare revenue amounted to approximately \$20,367.

### **Next Steps**

Try Transit is an annual promotion so it will occur next year as well.

### **Recommendation**

None – information only.



## **AGENDA**

### **ITEM 6**

## STAFF REPORT

SUBJECT: Dublin School Tripper Service

FROM: Christy Wegener, Director of Planning and Communications

DATE: September 25, 2017

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**Action Requested**

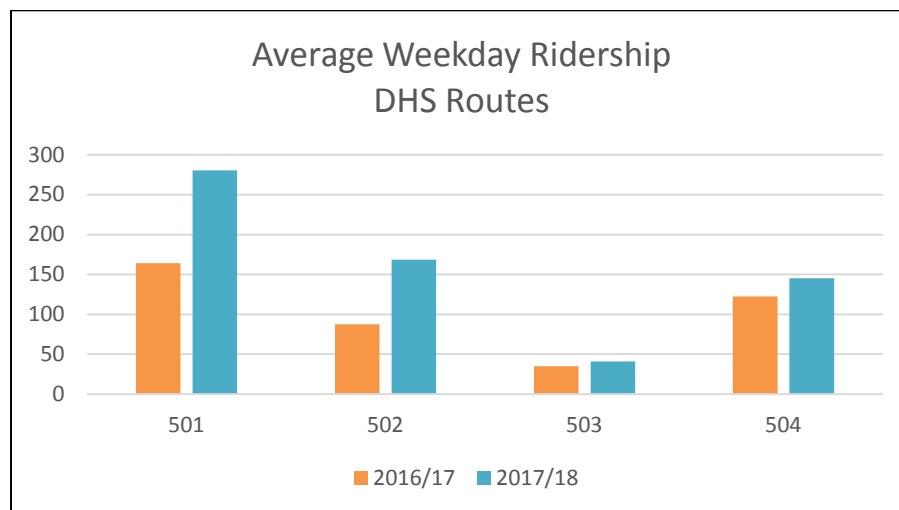
Informational item only. No action required.

**Background**

The Dublin school tripper routes have experienced major increases in ridership due to a growth in student enrollment at Dublin High School (DHS). Additionally, the Dublin Unified School District (DUSD) has diverted students from Fallon Middle School to Wells Middle School due to overcrowding. This staff report includes a summary of actions taken to accommodate the DHS loads as well as to address the growth in student enrollment throughout DUSD.

**Discussion**

Since the start of the 2017/18 school year, the passenger loads on Dublin High School routes have been significantly higher than in years past – over a 50% increase from 2016/17 passenger loads – and high enough that additional resources have been deployed to carry students. The heaviest loads are in the afternoon, but morning buses also fill up after a few stops on the route. Below is a chart summarizing the change in ridership from the current school year to last school year for Dublin High School bus routes:



The normal scheduled fleet for the DHS tripper service includes the following:

Route	Number of AM buses	Number of PM buses
501	1	3
502	1	1
503	1	1
504	1	2

During the first few days of school, when students reported being unable to board buses due to overcrowding in the morning, LAVTA staff approved two additional AM buses – one bus is a second bus on Route 501, and the second bus is a “sweeper” bus picking up students at three high-ridership stops: Positano, Dublin Ranch, and Central. LAVTA has also deployed one additional trailer bus in the afternoon to cover Route 502. The following chart represents current resources deployed for the Dublin tripper service:

Route	Number of AM buses	Number of PM buses
501	2	3
502	1	2
503	1	1
504	1	2
Sweeper Bus	1	0

Adding overflow buses comes at a cost; peak buses are essentially maxed out. LAVTA’s contractor MV Transportation is having a difficult time hiring and retaining drivers after training, and most school days has to reassign supervisors and managers to drive tripper routes. In three instances, resources have been pulled off mainline routes to operate tripper service, causing ‘missed trips’ for regularly scheduled routes. Because the residential growth in East Dublin is unlikely to ebb in the near future, staff have to develop a pilot solution to accommodate the ridership within existing resources by adding service in the “shoulders” of the bell times; in other words, earlier morning and later afternoon trips that are not perfectly timed with the bell that can be operated using existing tripper buses. Students anxious to get a seat could opt for the early morning bus and those with after-school commitments or meetings would have a late-afternoon option. LAVTA staff is meeting with DUSD staff on 9/27 to discuss the proposal and put together an action plan. Following is a mock schedule with the pilot early/late trips:

#### 501 AM SERVICE

Positano/ Valentano	Fallon/Antone	Fallon/Silvera Ranch	Gleason/Emerald Glen Park	Hacienda/Dublin	DHS
6:31A	6:34A	6:37A	6:43A	6:47A	6:58A
7:08A	7:11A	7:14A	7:19A	7:24A	7:35A

#### 501 PM SERVICE

DHS	Hacienda/ Center	Gleason/Tassajara	Fallon/Silvera Ranch	Fallon/Antone	Positano/ Valentano
3:40P	3:51P	3:55P	4:01P	4:04P	4:07P
4:02P	4:13P	4:17P	4:23P	4:26P	4:29P

Early/late bird service would cost approximately \$30,000 per year to operate (for a full year), and fare revenue received would reduce the operating cost. The pilot service could begin operating in October 2017; after several months of data is collected, a decision could be made in early spring as to whether to continue the service for the 2018/19 school year. The service supplied by LAVTA for the pilot would be a one-time allocation of contingency resources, and would not be considered as a part of Dublin's baseline service hours.

### **Fallon-Wells Diversion**

LAVTA was notified the first week of school regarding the Fallon-Wells diversion of students. LAVTA looked at what it would take to provide a bus route connecting East Dublin that was timed with the Fallon bell schedule, and the resource demand would fall in the peak of the peak period when no additional buses were available and all available resources are being used for DHS routes.

LAVTA staff informed DUSD staff that there were a few options to consider given the late nature of the request: Route 30R operates every 15-minutes along Dublin Blvd connecting east and west Dublin, and Wells MS is located less than a mile (20 minute walk) from a bus stop. Kids who could get to/from Dublin Blvd have an option. Staff also suggested that DUSD look at how to implement first/last mile connections (like a bike share or bike stations) that kids can use to get to/from the 30R line on Dublin Blvd. Staff also identified the DHS tripper routes that provide coverage between east Dublin the Wells MS neighborhood (Route 502). Route 502 is an option because it has a stop very close to Wells; however, in the afternoons, Route 502 fills up at DHS and students at Wells were unable to board. LAVTA staff have since worked with operations to ensure that there was space for up to 5 students at Wells to board in the afternoon.

### **DUSD Service Plan**

Given that the growth in DUSD students and associated tripper ridership is likely to continue, staff is proposing to conduct mini-service plan for DUSD which would include community input and the development of recommendations to be implemented in the 2018/19 school year. The study, which has been proposed to DUSD staff as a joint-funding opportunity, could be multi-modal in nature looking at not only transit, but also walking and biking, and could include more creative ways to provide service for students living in the east going to school in the west. Staff would like to release an RFP/Q for the study by the end of the October, so that recommendations can be finalized in spring 2018.

### **Next Steps**

Staff will be meeting with DUSD on Wednesday 9/27. Staff can return to the Committee in October with an update.

### **Recommendation**

None – information only.

# **AGENDA**

## **ITEM 7**

## STAFF REPORT

SUBJECT: Transit Signal Priority Upgrade Project  
Scope of Work for Design and Project Management

FROM: Christy Wegener, Director of Planning and Operations

DATE: September 25, 2017

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### Action Requested

Authorize Executive Director to execute a task-order contract with Kimley-Horn Associates, Inc. to perform project management, design, and construction management services for the LAVTA Transit Signal Priority (TSP) upgrade project pursuant to the terms of LAVTA's existing on-call Engineering Services Contract (Agreement #842, RFP #2016-14) for \$256,285.18, with a 10% contingency to be used at the Executive Director's discretion.

### Background

The Rapid TSP upgrade and expansion project will update the onboard and on-street TSP equipment throughout the Tri-Valley to GPS-based technology, and will expand the TSP network to new Rapid corridors in Pleasanton and Livermore. A map of the existing and potential new locations for TSP is included as Attachment 1.

Upgrading the TSP equipment will ensure that the Rapid buses travel through the Tri-Valley as quickly as possible in order to remain competitive with the Single Occupant Vehicle (SOV) and attract riders. The GPS-based technology is more accurate, is conditionally activated (turns on when the bus is late), provides more accurate reporting and schedule adherence data, and can more reliably impact a corridor's on-time performance.

The funding for this project (\$1.14m) is being provided by the Tri-Valley Transportation Council (TVTC) and was secured on July 17, 2017 (TVTC Resolution 2017-17, Attachment 2). The LAVTA Board and the City Council of Dublin, respectively, approved an MOU in September 2017 which outlined how the TVTC funds would pass through the City to LAVTA for the project. The next step is to procure consultant services to oversee the project, and to begin the design of the network, and develop system and vendor specifications for the procurement and installation of the equipment.

### Discussion

Kimley Horn is one of LAVTA's on-call Engineering services firms. Kimley Horn is the only LAVTA on-call contractor who specified advanced traffic management systems and Intelligent Transportation Systems as areas of service in their proposal. They have extensive experience working with the Tri-Valley traffic engineers, and also with working on similar TSP upgrade

projects at Bay Area transit agencies (AC Transit, for example). The brief project scope of work for the TSP Upgrade Project is provided below, and the detailed scope of work is included as Attachment 3.

#### *Task 1 – Project Management and Meetings*

This task includes project management related tasks and meetings. This includes on-going coordination between Kimley-Horn, LAVTA, the TSP vendor and the cities over the course of the project.

#### *Task 2 – Data Collection and Field Reviews*

Kimley-Horn will coordinate with LAVTA and the cities of Livermore, Dublin and Pleasanton to gather information on the existing TSP elements at the project intersections. This information will be used to conduct an initial assessment of the changes necessary at key locations to implement the new TSP system and provide an initial framework to coordinate the installation process with the new TSP system vendor. Kimley-Horn will also review previous efforts when the existing TSP system was deployed and identify constraints from that deployment to determine if anything needs to be done to install the new TSP system. This includes near side stops, roadway alignments that obscured the optical path between bus and traffic signals, queue jumps and any other field and operational constraints that will affect the new TSP.

#### *Task 3 – Coordination with Local Cities*

Kimley-Horn will coordinate and meet with the local cities (Dublin, Livermore and Pleasanton) to gather specific issues, needs and requirements that will be required of the new TSP system, or the new TSP system will be able to address. This includes the potential for TSP parameters modifications in the traffic controllers, as well as the implementation of TSP at new or additional locations. The team will also coordinate with the cities on different ways of incorporating the new TSP system into each of the local agency's traffic management system.

#### *Task 4 – Detailed Installation Designs*

Kimley-Horn will prepare detailed designs for the installation of the new TSP field elements. The designs will include all necessary details for the installation of the TSP equipment such as mounting details, installation and connection details. It will also include details on re-connecting existing connections within each cabinet to retain any existing functionality, e.g., emergency vehicle preemption. The detailed designs will include plans and technical specifications as necessary for LAVTA to hire a construction contractor to perform the field installations. The detailed designs will be able to be used by the TSP vendor to perform the field installation should that be the preferred direction by LAVTA. The detailed designs will be prepared for up to 54 traffic signal locations (Dublin and Livermore), which includes the potential for TSP installations in Pleasanton at up to 8 intersections.

#### *Task 5 – TSP System Procurement, Installation, Configuration and Integration*

Kimley-Horn will provide project management, construction management, oversight and coordination of the procurement, installation, configuration, integration and testing of the new TSP system. This effort will cover through the TSP system commissioning after the successful completion of the acceptance tests and the final burn-in test.

**Budget**

The cost for project management including design, procurement, and construction management is estimated at 25% of the project budget, or \$285,000. Based on the scope of work detailed in Attachment 3 and briefly described above, Kimley Horn will provide the work for a firm fixed price fee of \$256,285.18. With a standard 10% contingency in place, the total budget for this portion of the project is \$281,913.70.

**Next Steps**

Upon executing the task order contract with Kimley Horn, LAVTA will issue the Notice to Proceed.

**Recommendation**

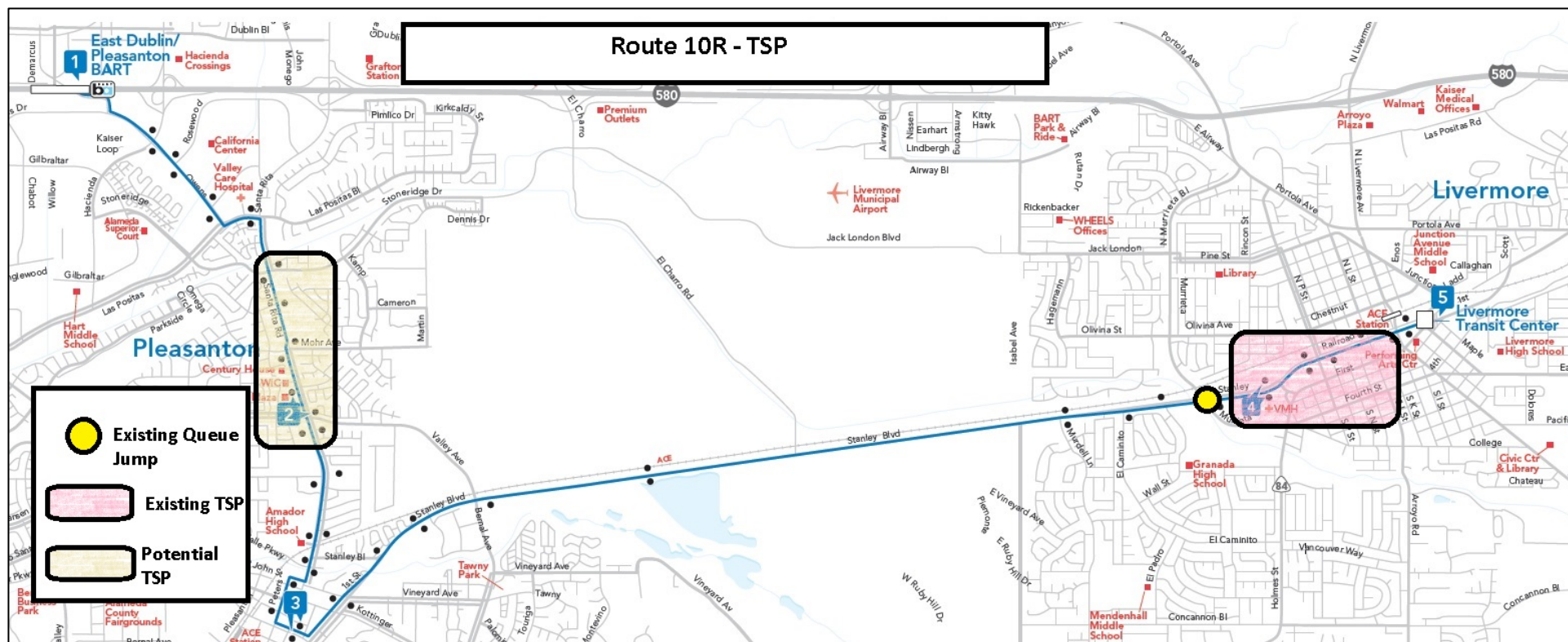
Approve Resolution 32-2017 awarding the TSP Upgrade Project task order contract to LAVTA's on-call contractor Kimley Horn for a not-to-exceed amount of \$256,285.18 with a contingency amount of \$25,628.51 (10%).

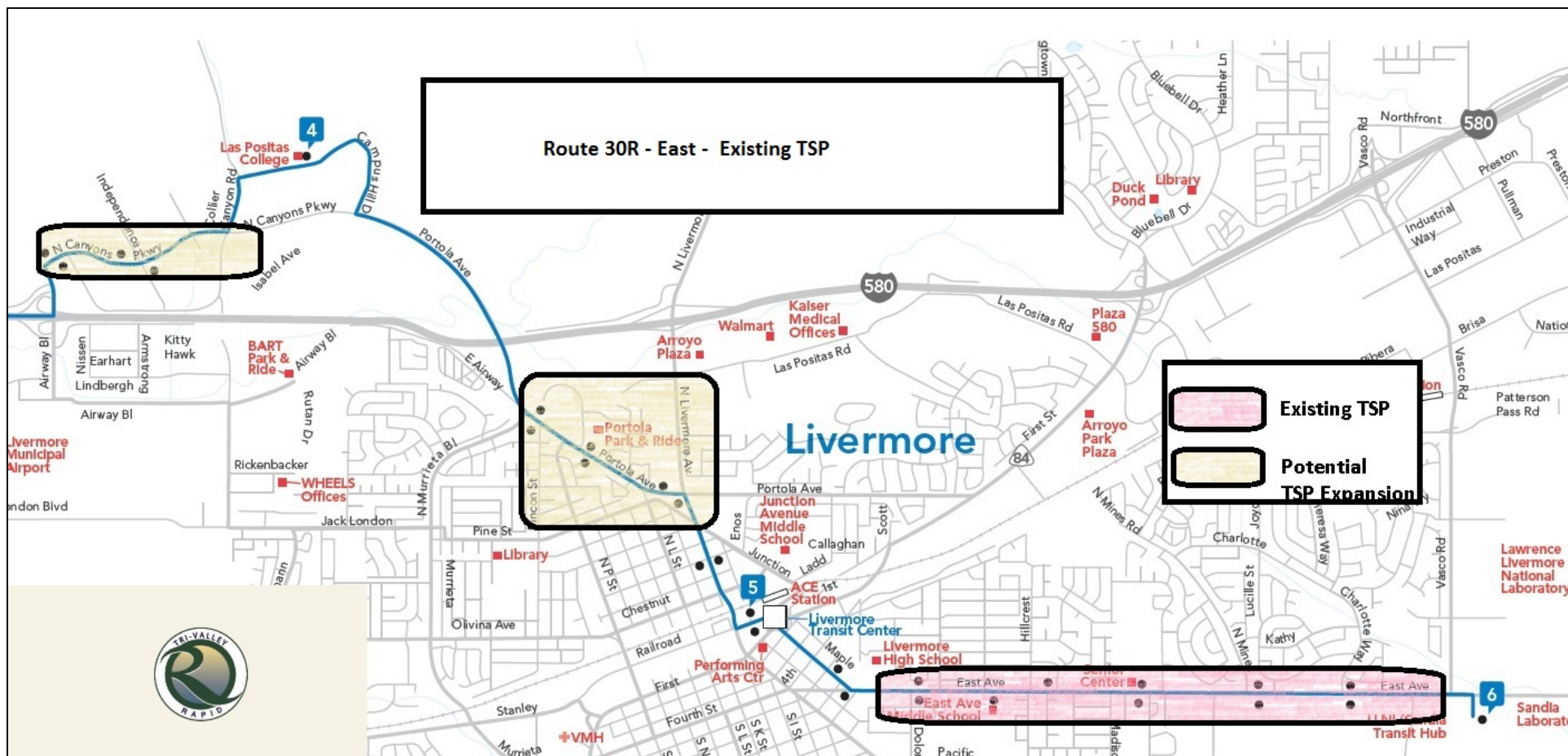
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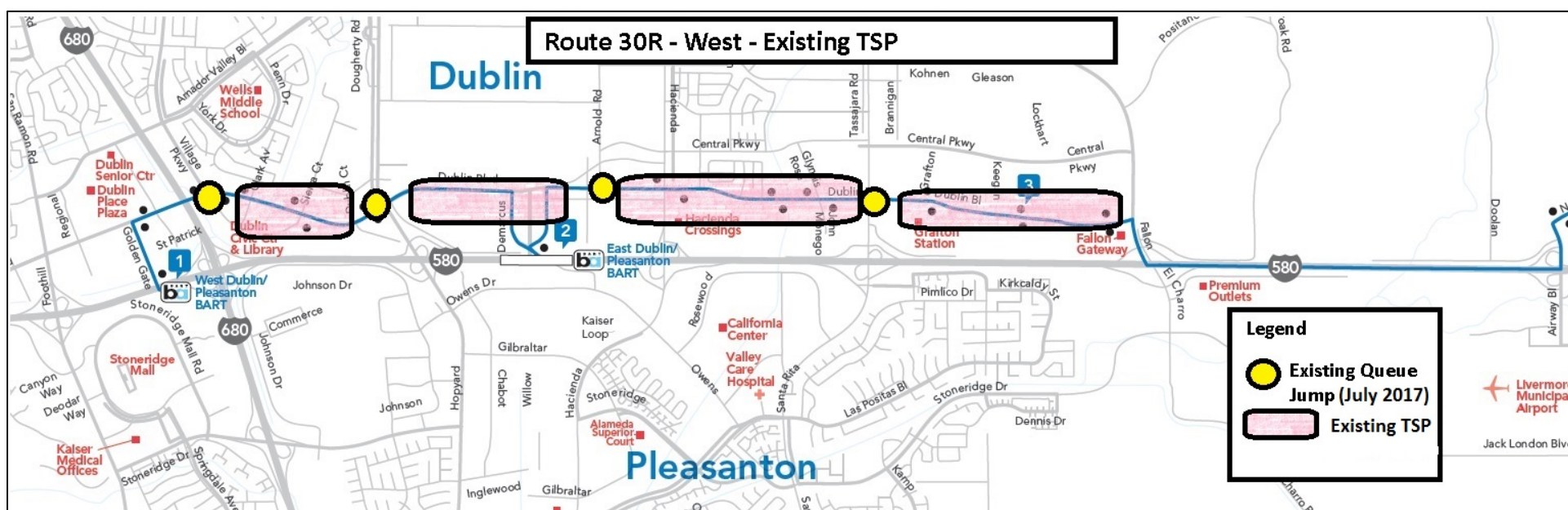
1. Existing and Potential TSP Locations
2. TVTC Resolution 2017-17
3. Kimley Horn - Detailed Scope of Services
4. Resolution 32-2017



# Map of Existing Transit Signal Priority







**TRI-VALLEY TRANSPORTATION COUNCIL  
RESOLUTION NO. 2017-07**

**A RESOLUTION OF THE TRI-VALLEY TRANSPORTATION COUNCIL  
APPROPRIATING \$1,140,000 IN TRI-VALLEY TRANSPORTATION  
DEVELOPMENT FEE (TVTDF) FUNDS FOR THE PURPOSES OF FUNDING  
ADVANCED TECHNOLOGY EXPRESS BUS/BRT PHASE 2**

**WHEREAS**, in 1995, the Tri-Valley Transportation Council (TVTC) adopted the "Tri-Valley Transportation Plan/Action Plan (TVTP/AP) for Routes of Regional Significance; and

**WHEREAS**, the TVTP/AP identified 11 specific transportation improvements to be given high priority for funding; and

**WHEREAS**, in 1998, the TVTC, and entered into a Joint Exercise Powers of Agreement (JEPA) to provide authority to collect a Tri-Valley Transportation Development Fee (TVTDF) to collect impact fees for the traffic mitigation to be applied to the 11 high priority projects; and

**WHEREAS**, in 1999, the TVTC prepared and approved a Strategic Expenditure Plan (SEP), which guides the expenditure of revenue collected from TVTDF; and

**WHEREAS**, the SEP identifies priorities, project sponsors, and funding for TVTDF projects; and

**WHEREAS**, in 2004, the TVTC adopted an update to the SEP that reflected an update to the regional and sub-regional transportation outlook for the Tri-Valley; and

**WHEREAS**, in 2011, the TVTC prepared and approved the 2011 TVTDF Funding Plan that provides guidance for expenditure of the TVTDF on 22 projects (List A and List B) including Express Bus/BRT Phase 2 (Project A-11); and

**WHEREAS**, in 2017, the TVTC prepared and approved an update of the 2011 SEP, and provided a funding plan for the remaining projects; and

**WHEREAS**, the 2017 update of the SEP programmed \$1.00 million in fiscal year 17/18 and \$0.140 million in fiscal year 16/17 for a total of \$1.140 million to Express Bus/BRT Phase 2 (Project A-11); and

**WHEREAS**, the City of Dublin ("Dublin") a signatory agency to the 1991 Joint Powers Agreement governing the TVTC and is the TVTC-member sponsor Agency for the purposes of administering the appropriation of TVTD Fees to the Express Bus/BRT Phase 2 Project; and

**WHEREAS**, the Livermore Amador Valley Transit Authority ("LAVTA") is the Lead Agency for the implementation of Express Bus/BRT Phase 2 Project; and

**WHEREAS**, Dublin and LAVTA will enter into a Memorandum of Understanding (2017 MOU), which outlines how the funds will flow from TVTC through the City of Dublin to LAVTA, who will be managing the Express Bus/BRT Phase 2 Project; and

**WHEREAS**, sufficient revenue in the Joint TVTDF Fee Account is available for the FY 17/18 drawdown of \$1,140,000 for the Express Bus/BRT Phase 2 Project.

**NOW THEREFORE BE IT RESOLVED THAT** the Tri-Valley Transportation Council adopts:

1. The Tri-Valley Transportation Council authorizes an appropriation from the Tri-Valley Transportation Development Fee Account for the Express Bus/BRT Phase 2 TSP Upgrade (Project No. A-11) of \$1,140,000, as programmed in the Strategic Expenditure Plan for fiscal years 2017/18 and 16/17, subject to Dublin and LAVTA's approval and execution of the 2017 MOU. Funds are to be dispersed in accordance with the TVTC Strategic Expenditure Plan.
2. Upon confirmation of Dublin and LAVTA's approval and execution of the 2017 MOU, the Tri-Valley Transportation Council authorizes the TVTC Treasurer to transmit \$1,140,000 in funds in the Tri-Valley Transportation Development Fee Account to the City of Dublin, which will, in turn, pass the funds through to the Livermore Amador Valley Transit Authority, the party responsible for the management and construction of the Express Bus/BRT Phase 2 Project.
3. The Tri-Valley Transportation Council authorizes any related action to further the intent of this Resolution.

**PASSED, APPROVED, AND ADOPTED** at the meeting of July 17, 2017 by the following votes:

**AYES:** 6 (Spedowfski, Perkins, Biddle, Stepper, Haggerty, Anderson)

**NOES:** 0

**ABSENT:** 1 (Olson)

**ABSTAIN:** 0



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Steven Spedowski, Chair  
Tri-Valley Transportation Council

**ATTEST:**



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Debbie Bell, TVTC Administrative Staff





May 25, 2017

1300 Clay Street, Suite 325  
Oakland, CA 94612  
(510) 625-0712  
(916) 858-0885 fax

Ms. Christy Wegener  
Director of Planning and Communications  
Livermore Amador Valley Transit Authority  
1362 Rutan Court, Suite 100  
Livermore, CA 94551

**RE: Proposal for Professional Services for the Planning, Design and Implementation Oversight and Construction Management of a new GPS-based TSP Solution**

Dear Christy:

Kimley-Horn is pleased to submit our proposal and fee estimate to provide professional engineering services for the planning, design and installation oversight of a new Transit Signal Priority (TSP) system that will replace the existing TSP system that operates along the rapid routes. The new TSP system will be a GPS-based system that will interface and interoperate with the existing Emergency Vehicle Preemption (EVP) system.

We understand that LAVTA will be upgrading and migrating the existing optical-based TSP system to a GPS-based TSP system. We also understand that the existing Emergency Vehicle Preemption (EVP) system functionality that operates with the existing TSP system will need to be retained with the upgrade/migration.

Our services will consist of project management, vendor coordination, design of field equipment installations, coordination with the local cities and overall oversight of the installation, testing and commissioning of the migrated TSP system. It is our intent to provide these services to assist in the delivery of a turnkey system for LAVTA.

Attached is our detailed scope of services, schedule, and fee estimate for your review.

We appreciate the opportunity to work with you on this project. If you have any questions, please do not hesitate to call me at (510) 350-0217 (office) or (510) 393-6232 (cell).

Very truly yours,

**KIMLEY-HORN AND ASSOCIATES, INC.**

A handwritten signature in blue ink, appearing to read "Kevin Aguigui". The signature is stylized with a large loop and a horizontal line extending to the right.

Kevin Aguigui, P.E., T.E., E.E., CSEP  
Project Manager

## SCOPE OF SERVICES

Kimley-Horn and Associates, Inc. (Kimley-Horn) will provide professional engineering and project management and oversight services to deliver the migration of the existing TSP system to a new GPS-based TSP system. This new TSP system includes the field equipment elements, field modifications at traffic signals, equipment installation on LAVTA buses, new central management systems and traffic operating parameters necessary for the new TSP system to operate at the signalized intersections.

It is our understanding that the following list provides an overview of the required items for the implementation of the new TSP system:

- The migration of the existing TSP system will include those intersections along the 10R and 30R routes.
- There are about 20 traffic signals in Livermore that operate with TSP today and about 26 signals in Dublin.
- We understand that Pleasanton does not have any signals that operate with TSP, but there could be up to 8 traffic signals that could benefit LAVTA buses if they were to operate with TSP
- The new TSP system field equipment will be installed at those locations that currently operate with the existing TSP system.
- There are up to 60 buses that will be equipped with the new on-board TSP equipment, but only 28 buses will need the TSP equipment in the first phase.
- The new TSP vendor and/or other contractor will provide the installation, configuration and integration of the on-board TSP equipment on the buses
- There will be a TSP WLAN that will be used to communicate with the LAVTA buses to provide each bus with the route and pattern information that is necessary to operate the new TSP system
- The new TSP system field equipment at the existing traffic signals will be installed by a construction contractor
- The new TSP system vendor will be responsible for furnishing, configuring, integrating and testing the field and on-board TSP equipment

Kimley-Horn will provide overall project management, oversight and coordination of the migration of the existing TSP system to the new TSP system. In addition, Kimley-Horn will provide detailed design services and construction management and assistance for the installation and testing of new TSP field equipment at existing traffic signals currently operating with TSP along the rapid routes and existing traffic signals that are proposed to operate with TSP with the new TSP system (e.g., traffic signals in Pleasanton).

### Task 1 – Project Management and Meetings

This task includes project management related tasks and meetings to consist of preparation of invoices, budget oversight, adherence to project scheduling, and general project coordination. Kimley-Horn will coordinate with the LAVTA throughout the project to track project requirements and expectations, project installation and implementation schedules, gathering of needed project information, and the coordination of project meetings amongst LAVTA and the local cities.





We anticipate that there will be on-going coordination between Kimley-Horn, LAVTA, the TSP vendor and the cities over the course of the project. Initially, there will be two (2) project meetings, one to kick-off the project and one with the TSP vendor to develop the overall project schedule.

We have included in our effort a recurring set of project meetings with LAVTA and/or the TSP vendor to continuously track the project's progress and milestones. We have assumed that this recurring meeting would initially occur on a weekly basis and then transition to a bi-weekly basis after a few months into the installation of the system for a total of up to 20 meetings.

**Deliverables:**

- Meeting agendas and notes
- Preparation and maintenance of the TSP System Implementation Schedule

**Task 2 – Data Collection and Field Reviews**

Kimley-Horn will coordinate with LAVTA and the cities of Livermore, Dublin and Pleasanton to gather information on the existing TSP elements at the project intersections. This information will be used to conduct an initial assessment of the changes necessary at key locations to implement the new TSP system and provide an initial framework to coordinate the installation process with the new TSP system vendor.

Several of elements of the existing TSP system where we will collect relevant information includes, but is not limited to:

- Existing Central Management System (CMS) infrastructure and configurations – what each city has and what they want different from the new TSP system.
- Traffic controller cabinet layouts – what may need to be modified or removed.
- Field issues or constraints for the installation of the new TSP field equipment – obstacles that may interfere with the GPS signals or with the type of operations including queue jumps
- Bus yard field issues with the TSP WLAN – placement of wifi antennas and TSP servers (if required)

We will also review previous efforts when the existing TSP system was deployed and identify constraints from that deployment to determine if anything needs to be done to install the new TSP system. This includes near side stops, roadway alignments that obscured the optical path between bus and traffic signals, queue jumps and any other field and operational constraints that will affect the new TSP.

We will prepare a technical memorandum that will summarize the findings from this information gathering. The memorandum will include recommendations for the detailed designs and installation of the TSP system.

**Deliverable:**

- Summary memorandum of the findings from the information gathering

**Task 3 – Coordination with Local Cities**

Kimley-Horn will coordinate and meet with the local cities (Dublin, Livermore and Pleasanton) to gather specific issues, needs and requirements that will be required of the new TSP system, or the new TSP system will be able to address. This includes the potential for TSP parameters modifications in the traffic controllers, as well as the implementation of TSP at new or additional locations.



Our team will also coordinate with the cities on different ways of incorporating the new TSP system into each of the local agency's traffic management system. Our understanding is that the agencies are currently operating the following traffic management systems:

- City of Dublin – ATMS.now
- City of Pleasanton – ATMS.now
- City of Livermore - StreetWise

We will work closely with the cities, the TSP vendor, LAVTA and the traffic management system vendor, Trafficware to identify possible options for the incorporation of the new TSP system. We will prepare a brief memorandum to document the findings, decisions and directions.

*Deliverable:*

- Meeting agendas and notes
- Brief memorandum on possible options to incorporate the new TSP system

#### **Task 4 – Detailed Installation Designs**

Kimley-Horn will prepare detailed designs for the installation of the new TSP field elements. This includes, but is not limited to:

- GPS/Radio antenna assemblies
- Cabinet phase selectors
- Auxiliary interface panels
- Associated cabling

The GPS/radio assemblies include the required mounting hardware.

The designs will include all necessary details for the installation of the TSP equipment such as mounting details, installation and connection details. It will also include details on re-connecting existing connections within each cabinet to retain any existing functionality, e.g., emergency vehicle preemption.

The detailed designs will include plans and technical specifications as necessary for LAVTA to hire a construction contractor to perform the field installations. The detailed designs will be able to be used by the TSP vendor to perform the field installation should that be the preferred direction by LAVTA.

The detailed designs will be prepared for up to 54 traffic signal locations (Dublin and Livermore), which includes the potential for TSP installations in Pleasanton at up to 8 intersections.

In addition, we will work with the TSP vendor and the local cities to develop and design a mechanism to provide a feedback or indication to the bus operators when a queue jump call has been received and will be served by the traffic signal. This may include provisions for additional indications on existing traffic signal poles, traffic controller configuration changes and cabinet wiring modifications.

*Deliverables:*

- Detailed design plans and technical specifications for the field installation of the new TSP elements
- Detailed design for the field installation of the queue jump feedback indication (if feasible)



### **Task 5 – TSP System Procurement, Installation, Configuration and Integration**

Kimley-Horn will provide project management, construction management, oversight and coordination of the procurement, installation, configuration, integration and testing of the new TSP system. This effort will cover through the TSP system commissioning after the successful completion of the acceptance tests and the final burn-in test.

A few of the work elements that we will provide management, construction management and oversight for the TSP system migration includes, but is not limited to:

- Oversee and manage the procurement and installation of the entire TSP system. This includes, but is not limited to, the preparation of Invitation for Bids (IFB), responding to Requests for Information (RFI), preparation of bid addendums, contract compliance reviews, analysis of bids and/or cost information and the preparation of project background information or clarification as necessary during the procurement process.
- Coordinate with LAVTA and the TSP vendor to gather specific information for the TSP WLAN, particularly information that will be needed to properly design and install the WLAN
- Work with LAVTA and the TSP vendor to lay out a plan for the installation of the new TSP equipment on-board the LAVTA buses. This would include an installation design schematic, installation schedule and a means for tracking the installation and testing progress.
- Coordinate with the local cities on the design and installation of the field TSP equipment at existing traffic signals
- Work with the City of Pleasanton on designing and implementing TSP at their intersections.
- Coordinate the installation of the on-board TSP equipment by the vendor and/or contractor
- Oversee the TSP WLAN installation and testing (integration and acceptance testing) at the Bus Yard
- Design the operator feedback mechanism for when a traffic controller will service a queue jump call
- Coordinate the installation, integration and testing of the new TSP system. The testing stages may include bench testing, integration testing and acceptance testing
- Review the Integration and Acceptance Test Plans to be prepared by the TSP vendor
- Oversee the planning, design and implementation of the data feed with the TSP system (e.g., GTFS feed to the TSP ASM unit)
- Coordinate and oversee the TSP WLAN installation and testing at the Bus Yard
- Coordinate the configuration of the TSP equipment including re-defining and calibrating the TSP parameters with the new GPS-based TSP system in the field and at the central locations
- Coordinate the integration and acceptance testing which will include the TSP equipment, the on-site software, and the CMS software.
- Coordinate the installation and integration of the CMS software at the local cities.
- Provide construction management and coordination services for the installation of the TSP elements in the field, on-board and at the local cities including the associated integration and testing. This includes, but is not limited to, attendance at the pre-construction meeting, preparation of contract change orders (if necessary), reviews of product submittals, responses to RFIs, reviews of shop drawings and block diagrams and field review meetings (as necessary),



Deliverables:

- Preparation of procurement documents (e.g., IFB, addendums, etc.)
- Monthly progress reports
- Progress tracking including action logs, installation checklists and punchlists
- Weekly status reports on field installation activities
- Reviews of product submittals
- Responses to RFIs
- Reviews of vendor and contractor invoices
- Observing and witnessing of tests (bench, integration and acceptance)

## **SCHEDULE**

Kimley-Horn is prepared to begin work immediately upon receipt of the notice to proceed (NTP) and will endeavor to meet your scheduling needs. Kimley-Horn will conduct our services in accordance with the schedule and milestones as follows:

Task	Time
Kick-off Meeting	Within 2 weeks after NTP
Data Collection and Field Review	4 weeks after meeting with TSP vendor
Detailed Designs	TBD
Project Management, Construction Management and Coordination	TBD

## **PROFESSIONAL FEE**

Kimley-Horn will provide the Scope of Services for a Firm Fixed Price fee of \$256,285.18. The fee includes labor cost, direct and indirect expenses incurred in performing these services. Fees will be invoiced monthly based upon the percent completed as of the invoice date. Materials expenditures shall be billed at cost with no mark-ups applied.

Those services other than those set forth in the Scope of Services shall constitute extra services. Extra services, such as attendance at meetings other than those included in the Scope of Services and evaluation of additional intersections, shall be performed only with your authorization, and for additional fees to be negotiated prior to authorization.

The following table outlines the estimated level of effort for each task. The table is provided for information only and the hours shown may not represent the actual hours dedicated by each staff to each task necessary to deliver the system.



Task	Project Manager	Sr. Professional	Professional	Jr. Professional	Analyst	Sr. Support Staff	Admin Staff	TOTAL
Task 1: Project Management and Meetings	30	12		40		8	16	106
Task 2: Data Collection and Field Reviews			16	28	84		8	136
Task 3: Coordination with Local Cities	16	48	8	8	8		4	92
Task 4: Detailed Installation Designs	8	4	16	168	336	8	8	548
Task 5: Procurement/Installation/Const Mgmt	96	40	32	416	128	8	16	736
<b>Total Hours</b>	150	104	72	660	556	24	52	
Direct Rate	\$85.00	\$74.78	\$53.48	\$47.61	\$36.49	\$40.91	\$30.30	
Overhead (204.54% included FCCM of 2.15%)	\$173.86	\$152.96	\$109.39	\$97.38	\$74.64	\$83.68	\$61.98	
Fee (6% Fee not calculated on FCCM)	\$15.43	\$13.57	\$9.71	\$8.64	\$6.62	\$7.43	\$5.50	
Fully Burdened Rate	<b>\$274.29</b>	<b>\$241.31</b>	<b>\$172.58</b>	<b>\$153.63</b>	<b>\$117.75</b>	<b>\$132.01</b>	<b>\$97.78</b>	
<b>Labor Total</b>	\$41,143.28	\$25,096.18	\$12,425.46	\$101,398.34	\$65,469.25	\$3,168.32	\$5,084.34	\$253,785.18
<b>Direct Expenses</b>								\$2,500
<b>TOTAL</b>								\$256,285.18

**RESOLUTION NO. 32-2017**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
AWARDING A TASK ORDER CONTRACT FOR THE TRANSIT SIGNAL  
PRIORITY PROJECT**

**WHEREAS**, LAVTA requires the services of a traffic engineering firm to oversee the Transit Signal Priority (TSP) upgrade project, including providing design and project management services; and

**WHEREAS**, Kimley Horn was awarded an on-call Engineering services contract by LAVTA (RFP #2016-14); and

**WHEREAS**, Kimley Horn is the only on-call firm that has the qualifications to complete the work necessary to execute the TSP upgrade project; and

**WHEREAS**, Kimley Horn and LAVTA have negotiated a detailed scope of work for the TSP upgrade project at a firm fixed fee of \$256,285.18.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Livermore/Amador Valley Transit Authority that the Executive Director may enter into a task order contract with Kimley Horn for \$256,285.18 for this project.

**BE IT FURTHER RESOLVED** that the Board of Directors authorizes the Executive Director to expend a 10% contingency amount not to exceed \$25,628.51, for a total authorized amount not to exceed \$281,913.70.

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to execute a task order contract with Kimley Horn in a form approved by LAVTA's Legal Counsel.

**PASSED AND ADOPTED** this 2nd day of October 2017

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Karla Brown, Chair

**ATTEST:**

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Michael Tree, Executive Director

**APPROVED AS TO FORM:**

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Michael Conneran, Legal Counsel

## **AGENDA**

### **ITEM 8**

## STAFF REPORT

SUBJECT: Final Draft BART to Livermore DEIR Comments

FROM: Christy Wegener, Director of Planning and Operations

DATE: September 25, 2017

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### Action Requested

Receive an update of the Agency's BART to Livermore DEIR comments.

### Background

BART recently released its BART to Livermore Draft Environmental Impact Report (DEIR) and is soliciting comments by October 16, 2017. The DEIR is evaluating four alternatives for the BART to Livermore Project: 1) A full BART extension to Isabel; 2) A diesel or electric multiple unit (DMU/EMU) extension to Isabel; 3) Express-bus service to Dublin/Pleasanton BART; and 4) Enhanced-bus service to Dublin/Pleasanton BART.

BART staff gave a presentation about the DEIR to the LAVTA Board on September 11, 2017. At that meeting, the Board provided some feedback on the DEIR, and directed staff to collect comments on the DEIR from the three Tri-Valley cities and the Tri-Valley San Joaquin Valley Regional Rail Working Group. The Board directed staff to come back to the September Projects and Services Committee with updated comments for review and discussion.

### Discussion

During the September 11<sup>th</sup> BART to Livermore DEIR presentation, the Board provided the following comments/feedback:

- The cost of the DMU/EMU option from Dublin/Pleasanton to Isabel (\$1.6B+) seems excessively high. Other projections for DMU/EMU cost peg an extension from Dublin/Pleasanton to Tracy at \$1.6B. There may be other engineering schematics that could make the DMU/EMU a more affordable option. There were concerns with right-of-way needed for the DMU/EMU.
- ACE ridership is projected to decrease as a result of the full BART alternative, as well as the DMU/EMU option. However, it wasn't clear if the modeling took into account the ACE Forward plans for the 99-corridor, and the increased ridership expected as a result.
- There was concern about the need for a shop and whether the cost (25%) was appropriate for allocation to the BART to Livermore project. The Board commented about the comparison between the shop requirements for the BART to Silicon Valley project, and other BART extensions.



- There was concern about the projected growth in BART ridership from the Central Valley, and those riders not having paid into the BART system.
- There was concern that the parking identified for the BART station would not be sufficient for the ridership, and that if the parking lot is oversubscribed, there would be an impact on the adjacent residential neighborhoods.
- The local traffic conditions projected as a result of the full BART extension show an increase in the traffic on local Livermore streets, and an alleviation of traffic on I-580 west of the Isabel station. However, these local traffic conditions are currently present. Did the BART to Livermore DEIR take into account other roadway projects designed to address local gridlock, for example, the SR-84 widening?

At the time this staff report was due (September 20<sup>th</sup>), comments had only been received from the City of Dublin. Highlights of comments received from Dublin include:

- The City cited concerns about the travel demand model assumptions for 2025 and 2040 concerning the new parking garage at Dublin/Pleasanton, as well as the land-use changes with the Isabel Neighborhood Plan. The City noted some potentially incorrect assumptions about the travel demand model utilized for the projections, including the traffic network assumptions, travel time for transferring in the EMU/DMU and Express Bus alternatives, and bicycle/pedestrian access. The City sought clarification on which projects were used for the Cumulative Conditions in 2025 and 2040, and whether any land-use changes were assumed. The City also questioned the park-and-ride mode share at Dublin/Pleasanton with the no Project and full BART alternative. The City questioned the smaller VMT reduction for both the full Project and the DMU/EMU alternatives, and requested a more detailed explanation of how the VMT was calculated and what percentage of new BART riders were coming from the Central Valley. The City made note of some errors in the document (tables 3.B-32 to 3.B-35, 3.B-40, 3.B-43). Finally, the City had major concerns with the Right-Of-Way needed for all alternatives.

### **Next Steps**

Once comments are received from the City of Livermore, the City of Pleasanton, the Working Group, as well as from the Committee and LAVTA Board, staff will finalize the letter.

### **Recommendation**

None – Information only.

### **Attachment**

1 – Draft BART to Livermore DEIR Comment Letter

October 2, 2017

Bay Area Rapid Transit District  
Attention: BART to Livermore Extension Project  
300 Lakeside, 21<sup>st</sup> Floor  
Oakland, CA 94612

Dear Mr. Tang:

Thank you for providing LAVTA with the opportunity to provide comments on the BART to Livermore Draft Environmental Impact Report (DEIR). Our staff have reviewed the document thoroughly and offer the following comments:

- 1) According to the DEIR, the full BART extension to Isabel would require both a yard to store trains and a shop to maintain train cars. The yard would be constructed to hold 172 train cars (although only 36 train cards are needed to operate the Isabel extension), and the shop would be constructed to include 10 service bays (although only 2 are needed to support the Isabel extension). The justification for the size of both facilities is that the space would be needed eventually when the system shifts to 12-minute headways and 10-car trains by 2040. BART has assigned 25% of the cost of the new shop to the BART to Livermore project as only 2 of the 10 service bays would be used to directly support the Blue Line trains; however, 100% of the cost of the yard is allocated to the full BART to Livermore scenario even though only 20.9% of the capacity is needed to store trains for the Isabel extension service.

The yard will not just benefit the Livermore riders; it is a core upgrade for BART and the cost should be spread across the system accordingly. Therefore, the full cost of the yard should not be carried by this BART to Livermore project; LAVTA recommends assigning 20.9% of the cost of the yard to the project.

Also, the shop cost should be reallocated at 20%, instead of the 25% in the DEIR. BART staff should look at the shop requirements placed on all other BART extensions (existing and underway) to ensure equity with the BART to Livermore analysis.

- 2) Table S-4 indicates that the Enhanced Bus alternative would have a negative impact on Greenhouse Gas emissions (GHG), as the ridership would be low and the bus would produce more GHG than the riders reduced. However, by the year 2040, it should be assumed that the fleet of transit buses are fully electric. The GHG calculations should be revisited.
- 3) For the enhanced and express bus alternatives, the DEIR claims that additional Transit Signal Priority (TSP) would improve overall performance of these services. It remains

unclear as to the specific TSP items or locations that are assumed for these two alternatives. For any bus alternative to be an effective means for transporting people in the Tri-Valley, the TSP must be a significant upgrade from what exists in the LAVTA system today. LAVTA staff suggests examining bus-only lanes for any alternative that suggests keeping buses on local arterials.

- 4) Regarding the full BART alternative, the estimated ridership (boardings and exits) at the future Isabel BART Station is over 16,000 per day by the year 2040, which doesn't include the ridership that could be generated with the City of Livermore Isabel Neighborhood Plan development; however, only 3,500 parking spaces are planned. BART staff have indicated that the future Isabel BART Station ridership (~16,000) is equal to Dublin/Pleasanton today. As many in the Tri-Valley know, it is impossible to find a parking spot after 8am on Weekdays, and there is a wait-list with several thousand people trying to get a reserved parking space. Given that Dublin/Pleasanton parking is full and that spaces rarely turn over throughout the day, what would the other access mode for the riders at Isabel be once the station is oversubscribed with parking?

The 2017 Alameda County Tri-Valley Integrated Park and Ride Study recommends a high-frequency shuttle (every 15-minutes) between the Airway P&R in Livermore and Dublin/Pleasanton BART as a precursor to a full BART to Isabel extension by the year 2020. The study also recommends a shuttle route from a future Laughlin/Greenville Road P&R lot to the Dublin/Pleasanton Station (and then to the future Isabel Station) by the year 2030. A Laughlin/Greenville Road P&R and high frequency shuttle service should be included with the full BART alternative, and also with the DMU/EMU option.

- 5) The additional time needed to transfer between the DMU/EMU and BART, and the Express Bus and BART, should be included in the travel demand forecasting.
- 6) The DEIR has assumed that the BART parking garage at Dublin/Pleasanton would be expanded to include 540 net new spaces; however, the BART Board has elected not to build the expansion and instead implement a hybrid plan to increase the parking spaces by 540. This change in direction might have an impact on local traffic circulation and could change the information utilized in the DEIR analysis.

Respectfully,

Michael Tree  
Executive Director

## **AGENDA**

### **ITEM 9**

# FY2018 Goals, Strategies and Projects

Last Updated – September 21, 2017

# MANAGEMENT ACTION PLAN (MAP)

<p><b>Goal: Service Development</b></p> <p><i>Strategies (those highlighted in bold indicate highest Board priority)</i></p> <ol style="list-style-type: none"> <li><b>1. Provide routes and services to meet current and future demand for timely/reliable transit service</b></li> <li>2. Increase accessibility to community, services, senior centers, medical facilities and jobs</li> <li><b>3. Optimize existing routes/services to increase productivity and response to MTC projects and studies</b></li> <li><b>4. Improve connectivity with regional transit systems and participate in BART to Livermore project</b></li> <li>5. Explore innovative fare policies and pricing options</li> <li>6. Provide routes and services to promote mode shift from personal car to public transit</li> </ol>						
Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Long Range Transit Plan (Agency's 30 Year Plan)	<ul style="list-style-type: none"> <li>Receive draft Long Range Plan from Nelson/Nygaard</li> <li>Present final draft to Board</li> <li>Approval</li> </ul>	DP	Projects/ Services	Apr 2018 May 2018 Jun 2018	→ Staff studying park and ride report, shared mobility and shared autonomous vehicle strategy. Strategic Planning Workshop for Board being planned for spring of 2018.	
Comprehensive Paratransit Assessment	<ul style="list-style-type: none"> <li>Award of Contract</li> <li>Public Outreach</li> <li>Approval of Recommendations</li> </ul>	DP	Projects/ Services	Nov 2016 Jun 2017 Feb 2018	→ Nelson/Nygaard awarded contract. Kick-off meeting held in February. Public meetings held in June. <u>LAVTA Board presentation made in September. Currently developing alternatives. Second workshop in Nov/Dec.</u>	X X
Fare Study	<ul style="list-style-type: none"> <li>Draft Fare Study</li> <li>Public Hearing (proposed changes on fixed route)</li> <li>Board Approval</li> </ul>	DP	Projects/ Services	May 2017 Jan 2018 Feb	→ Draft Fare Study complete. F&A reviewed in May. Decision made to hold study results a few months to see ridership trends on fixed route. Paratransit fare changes to be considered with paratransit study.	X

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
				2018		
Three Queue Jumps On Dublin Blvd	<ul style="list-style-type: none"> <li>Award contract for queue jump</li> <li>Finish project</li> </ul>	DP	Projects/ Services	Jul 2016 Oct 2017	→ Board awarded contract queue jump project in March. Some delays in project. Currently 75% completed. <u>Queue jumps in testing phase. To be operational Oct 2<sup>nd</sup>.</u>	X X
Transit Signal Priority Project in Rapid corridors	<ul style="list-style-type: none"> <li>Engineering Work</li> <li>Finish Project</li> </ul>	DP	Projects/ Services	Oct 2017 Jun 2018	→ Grant by TVTAC approved. <u>Board approved MOU with Dublin. Board to consider approval of engineering contract with Kimley Horn in October.</u>	
Go Dublin Discount Program	<ul style="list-style-type: none"> <li>Get clearance from FTA</li> <li>Implement</li> <li>Results of Program</li> </ul>	DP	Projects/ Services	Nov 2016 Dec 2016 Dec 2017	→ Program providing approximately 1,000 rides/month. Mailing to residents occurring in September. <u>Fehr &amp; Peers held kick off meeting to evaluate program and present results in December.</u>	X X

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
O&M Contract Request for Proposals	<ul style="list-style-type: none"> <li>Develop RFP</li> <li>Award Contract</li> </ul>	DP	Project/ Services	Oct 2017 Mar 2018	→ RFP on track to be released in October. Bids due in December. Board to award in March.	
<p><b>Goal:</b> Marketing and Public Awareness</p> <p><b>Strategies (those highlighted in bold indicate highest Board priority)</b></p> <ol style="list-style-type: none"> <li><b>1. Continue to build the Wheels brand image, identity and value for customers</b></li> <li>2. Improve the public image and awareness of Wheels</li> <li>3. Increase two-way communication between Wheels and its customers</li> <li><b>4. Increase ridership, particularly on the Rapid, to fully attain benefits achieved through optimum utilization of our transit system</b></li> <li>5. Promote Wheels to New Businesses and residents</li> </ol>						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Website Upgrades	<ul style="list-style-type: none"> <li>Update w/Rebranding</li> <li>Revise homepage for quicker access to commuter info</li> </ul>	MKT MGR	Projects/ Services	Nov 2017 Oct 2017	→ Button has been created for commuter area, landing page under construction. Rebranding of website with new Wheels logo to take place in November with Wheels bus design unveiling.	
LAVTA Rebranding Project	<ul style="list-style-type: none"> <li>Selection by LAVTA Board of name/rebranding scheme.</li> <li>Public event to unveil rebranding</li> </ul>	MKT MGR	Projects/ Services	Jun 2016 Nov 2017	→ New design for buses approved. New logo approved. Unveiling event being scheduled for <u>November</u> 2017.	X
					→ SDG awarded contract. Collateral	

Underlined text indicates changes since last report.

Projects	Action Required	Staff	Board Committee	Target Date	Status	Task Done
Individualized Marketing	<ul style="list-style-type: none"> <li>Award Contract</li> <li>Review of results</li> </ul>	MKT MGR	Projects/ Services	Oct 2016  Oct 2017	developed and distributed. Program completed. Post program surveys completed. Project report to P&S Committee in October.	X
N Canyons Parkway Rapid Bus Stop Project	<ul style="list-style-type: none"> <li>Engineering work</li> <li>Improvements to site</li> <li>Relocation of shelters</li> </ul>	DP	Projects/ Services	May 2017  Aug 2017  Jan 2018	→ FTA grant to upgrade stops in this corridor to Rapid style. Engineering work done. <u>Bids came in high. Board rejected all bids. Bid re-advertised. Board to consider award in November.</u>	X
Pleasanton SmartTrips Corridor Rapid Bus Stop Project	<ul style="list-style-type: none"> <li>Engineering work</li> <li>Award of construction contract</li> <li>Finish project</li> </ul>	DP	Projects/ Services	Nov 2017  <u>Apr 2018</u>  <u>Jun 2018</u>	→ ACTC grant received to upgrade stops in this corridor to Rapid style. <u>Working on scope of work with Kimley Horn. Bus shelter type is next step. Project award in April.</u>	
Dublin School Tripper Bus Shelter Project	<ul style="list-style-type: none"> <li>Identify new locations for shelters</li> <li>Install new shelters</li> </ul>	ED	Projects/ Services	Sept 2016  Nov 2017	→ Five locations with high ridership identified. <u>5 art shelters delivered for mural projects. IFB being developed to release in Oct to install shelters in Nov.</u>	X
Replace Shelters Past Useful Life That Are On Current Routes	<ul style="list-style-type: none"> <li>Identify shelters</li> <li>Award contract</li> <li>Install</li> </ul>	ED	Projects/ Services	Nov 2016  Apr 2017  Dec	→ Shelters identified. Current plan in Livermore, where most shelters past useful life are located, is to replace them with flat roof art style shelters to accommodate murals. <u>5 shelters delivered. IFB being developed t release in Oct to install in Nov.</u>	X

Underlined text indicates changes since last report.



<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
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				2017		
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**Goal:** Community and Economic Development

**Strategies** (those highlighted in bold indicate highest Board priority)

1. Integrate transit into local economic development plans
2. Advocate for increased TOD from member agencies and MTC
- 3. Partner with employers in the use of transit to meet TDM goals & requirements**

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
ACTC: Measure BB Transit Student Pass Program	<ul style="list-style-type: none"> <li>• Assist ACTC in promoting the student passes</li> <li>• Monitor effectiveness of the program and capacity issues</li> </ul>	DP	Projects/ Services	Ongoing  Ongoing	→ Four schools in Livermore to have free pass via Clipper for Wheels access. Planning/Marketing Departments working with ACTC and school district to distribute and market Clipper Cards/bus system. <u>Over 660 enrolled with Clipper Card as of Sept 21<sup>st</sup>.</u>	X
Las Positas College Student, Faculty, Staff Pass Program	<ul style="list-style-type: none"> <li>• Marketing campaign on campus</li> <li>• Student Vote to retain Transit Pass on campus</li> </ul>	MKT MGR	Projects/ Services	Ongoing  Nov 2017	→ Transit pass/marketing efforts ongoing. Students to vote on student fee to continue pass in November.	X
Historic Train Depot Relocation at Livermore Transit Center	<ul style="list-style-type: none"> <li>• City Award of Project</li> <li>• Demo of TC Customers Service Buildings</li> <li>• Finish Relocation/Renovation</li> </ul>	DP	Projects/ Services	Jan 2017  Jul 2017  Feb 2018	→ FTA clearance given to demo current building. City Council awarded contract. Temporary facility installed. Demo of LAVTA buildings done. Depot moved. <u>Foundation poured. Next step is moving of Depot onto foundation.</u>	X  X

Underlined text indicates changes since last report.

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Rehab of Shade Structure and Replacement of Furniture at Livermore Transit Center. Rehab of Custom Shelter adjacent to Livermore TC next to Parking Garage.	<ul style="list-style-type: none"> <li>Bid Project</li> <li>Project Completion</li> </ul>	DP	Projects/ Services	Nov 2017 Jan 2018	→In project planning stages.	
<p><b>Goal:</b> Regional Leadership</p> <p><b>Strategies (those highlighted in bold indicate highest Board priority)</b></p> <ol style="list-style-type: none"> <li><b>1. Advocate for local, regional, state, and federal policies that support mission of Wheels</b></li> <li>2. Support staff involvement in leadership roles representing regional, state, and federal forums</li> <li>3. Promote transit priority initiatives with member agencies</li> <li>4. Support regional initiatives that support mobility convenience</li> </ol>						
<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Alameda – San Joaquin Regional Rail Working Group	<ul style="list-style-type: none"> <li>AB 758</li> </ul>	ED	Projects/ Services	Oct 2017	→ <u>AB 758 approved in legislature and sent to Governor for signatures.</u>	X
2017 Legislative Plan	<ul style="list-style-type: none"> <li>Creation of 2017 Legislative Plan and review/approval by the Board and provide support for key legislation.</li> </ul>	ED	Finance/ Admin	Feb 2017	→ Staff monitoring legislation to choose optimal time for correspondence of support. <u>SB 595 approved in legislature and sent to governor for signature. Report to LAVTA Board on our legislative plan and how bills fared overall to be presented in November.</u>	X
State Legislation to Approve SAV Project in Dublin	<ul style="list-style-type: none"> <li>Introduce SAV legislation</li> </ul>	ED	Finance/ Admin	Feb 2017	→ <u>AB1444 approved by legislature and sent to Governor for signature.</u>	X

Underlined text indicates changes since last report.

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
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**Goal: Organizational Effectiveness**

**Strategies (those highlighted in bold indicate highest Board priority)**

1. Promote system wide continuous quality improvement initiatives
2. Continue to expand the partnership with contract staff to strengthen teamwork and morale and enhance the quality of service
- 3. Establish performance based metrics with action plans for improvement; monitor, improve, and report on-time performance and productivity**
4. HR development with focus on employee quality of life and strengthening of technical resources
5. Enhance and improve organizational structures, processes and procedures to increase system effectiveness
6. Develop policies that hold Board and staff accountable, providing clear direction through sound policy making decisions

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
Performance Metrics Improvement	<ul style="list-style-type: none"> <li>Staff setting up aggressive monitoring of key performance metrics: on-time performance, accidents and customer service.</li> </ul>	DP	Projects/ Services	Ongoing	→ Daily and weekly meeting to discuss key metrics at staff level. Baseline for key areas of routes established. OTP increasing into low 80%. Ridership increasing over last year.	

**Goal: Financial Management**

**Strategies (those highlighted in bold indicate highest Board priority)**

- 1. Develop budget in accordance with strategic Plan, integrating fiscal review processes into all decisions**
2. Explore and develop revenue generating opportunities
3. Maintain fiscally responsible long range capital and operating plans

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
FY17 Comprehensive Annual Financial Report	<ul style="list-style-type: none"> <li>Complete financial audit and all required reporting to Board, local, regional and state agencies.</li> </ul>	DF	Finance/ Admin	Nov 2017	→ <u>Audit ongoing in September.</u> <u>Presentation to LAVTA Board in November.</u>	

<i>Projects</i>	<i>Action Required</i>	<i>Staff</i>	<i>Board Committee</i>	<i>Target Date</i>	<i>Status</i>	<i>Task Done</i>
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<i>Other:</i>						
Transit Center Bus Driving Isle Improvement Project	<ul style="list-style-type: none"> <li>Perform demo of asphalt and construction new base and asphalt in driving isle.</li> </ul>	PD	Projects/ Services	Feb 2018	→ Utilizing City pavement contract. Asphalt to be removed and construction completed after the Transit Center cement work is completed. This project to tie in closely with Historic Depot Relocation project. Will be final phase of Depot project.	
SAV Project	<ul style="list-style-type: none"> <li>Acquire funding to begin project</li> <li>Approve legislation to test SAVs.</li> <li>Enter into MOU for testing.</li> </ul>	ED	Projects/ Services	Oct 2016	→ AQMD awarded LAVTA \$1 million over 3 years in funding in exchange for advertising. LAVTA Board received a presentation on this project and next steps at Feb meeting. <u>AB1444 approved by legislature and sent to Governor. Staff working with AQMD, CCCTA, CCTA on MOUs.</u>	X
				Dec 2017		X
				Feb 2018		
Triennial Audit	<ul style="list-style-type: none"> <li>Preparation for audit</li> <li>Audit and report to board</li> </ul>	DF	Finance/ Adm	Ongoing May 2018	→ Comprehensive audit on LAVTA from FTA	

## **AGENDA**

### **ITEM 10**

## LAVTA COMMITTEE ITEMS - September 2017 - January 2018

### Projects & Services Committee

#### September

	Action	Info
Minutes	X	
TSP Project Management Contract Award	X	
Try Transit to School Results		X
Draft BART to Livermore DEIR Comments	X	

#### October

	Action	Info
Minutes	X	
Winter Service Changes (effective February)	X	
Route Analysis		X

#### November

	Action	Info
Minutes	X	
Quarterly Operations		X
DAR Passenger Surveys Results	X	
Wheels on Demand Evaluation		X

#### December

	Action	Info
Minutes	X	
*Typically December committee meetings are cancelled		

#### January

	Action	Info
Minutes (November)	X	
Draft Long Range Transit Plan		X