



Board Members

<i>Charis Austin</i>	<i>Stephen Kepley, Chair</i>	<i>David Bilardello, Vice-Chair</i>	
<i>Steven Gilbert</i>	<i>Rick Baker</i>	<i>Gary Carey</i>	<i>Tracie Coffman</i>
<i>Paul Troost</i>	<i>Andy Guy</i>	<i>Robert Postema</i>	<i>Terry Schweitzer</i>
	<i>Rosalynn Bliss</i>		<i>Randy Gelderloos</i>
	<i>Jack Hoffman</i>		<i>Amna Seibold</i>

RAPID BOARD MEETING

October 30, 2019 – 4 p.m.

Rapid Central Station Conference Room, 250 Grandville SW

AGENDA

	<u>PRESENTER</u>	<u>ACTION</u>
1. PUBLIC COMMENT		
2. MINUTES – September 25, 2019 Board Meeting	Stephen Kepley	Approval
3. COMPREHENSIVE OPERATION ANALYSIS ITEMS		
a) State of the System Presentation	Max Dillivan	Presentation
b) Guiding Principles Discussion	Thomas Wittmann (Nelson\Nygaard)	
4. AGENDA ITEMS		
a) CAC Membership Appointment	Jason Prescott	Approval
b) CAC Membership Renewal	Jason Prescott	Approval
c) Intelligent Transportation System Support Agreement	Brian Pouget	Approval
d) Replacement Bus Wash Rack	Deron Kippen Mark Fedorowicz	Approval
e) Laker Line BRT Real Time Information System	Nick Monoyios Mark Fedorowicz Andy Prokopy	Approval
f) Contract for Administrative Relocation Project	Dina Reed Mark Fedorowicz	Approval
g) CEO Compensation	Stephen Kepley	Approval
h) Lobbying Services	Andrew Johnson	Approval
5. STAFF REPORTS - Questions		
a) Ridership & Productivity – August 2019	Max Dillivan	Information
b) Paratransit Ridership – September 2019	Jason Prescott	Information
c) Financial Report – August 2019	Linda Medina	Information
6. CEO'S REPORT	Andrew Johnson	Information
7. CHAIR'S REPORT	Stephen Kepley	Information
8. COMMITTEE REPORTS – Nothing to report		
9. ADJOURNMENT		

**MINUTES OF
INTERURBAN TRANSIT PARTNERSHIP BOARD**

As Recorded on September 25, 2019

ATTENDANCE:

Board Members Present: Charis Austin, Rick Baker, David Bilardello, Rosalynn Bliss, Tracie Coffman, Steven Gilbert, Andy Guy, Jack Hoffman, Terry Schweitzer, Amna Seibold, Paul Troost

Board Members Absent: Gary Carey, Randy Gelderloos, Stephen Kepley, Robert Postema

Staff: Judy DeVries-Eppinga, Max Dillivan, Evie Dzomba, Mark Fedorowicz, Peggy Galt, Nancy Groendal, Andrew Johnson (CEO), Deron Kippen, Scott Maki, Linda Medina, Nick Monoyios, Brian Pouget, Jason Prescott, Dina Reed, Brittany Schlacter, Steve Schipper, Mary Spalding, Emily Swank, Kevin Wisselink, Conrad Venema, Lisa Young, Arslan Zecic

Others: Denise Bartolome (OUTFRONT Media), Brad Eldridge (OUTFRONT Media), Laurel Joseph (GVMC), Hank Kelley (Mobile GR), Devery Krupchak (MV Transportation), Laura St. Louis (DAKC), Chris Pezzello (OUTFRONT Media), Chris Swank (GVSU), Mike Verhulst (Rockford Construction)

Mr. Bilardello called the meeting to order at 4:01pm.

1. PUBLIC COMMENT

Mr. Verhulst, Vice President of Rockford Construction, made a call to action for board members to support the partnership between Rockford Construction and Progressive. They are creating an immersive 13 week course from October, 2019 to March, 2020 for local high school students to learn more about construction (designing buildings, document reading, cost estimation, etc). Mr. Verhulst requested the support of The Rapid as some students may need rides. Mr. Verhulst left flyers at the stand.

2. MINUTES – August 28, 2019

Mr. Bilardello asked for corrections to the minutes. None were offered. The minutes of the August 28, 2019 Board meeting were approved as written.

3. AGENDA ITEMS**a. Bus Tire Lease**

Ms. DeVries-Eppinga stated that this process is unique to public transit agencies, as it is one of the only industries who still lease tires. She explained the pricing process is computed by using the contracted billing rate per tire mile reported and that the ITP currently contracts with Bridgestone Americas Tire Operations, LLC (Firestone).

Ms. DeVries-Eppinga listed the three (3) bidding firms; Firestone, Goodyear and Michelin and stated that each bid was carefully reviewed and analyzed. In conclusion, Ms. DeVries-Eppinga and her team found Firestone to have submitted the lowest, responsive and responsible bid of \$1,382,417 as the firm fixed pricing of the entire five (5) year contract.

No questions were asked. The motion made by Mr. Hoffman, was supported by Ms. Seibold, to pass the Contract Award for Bus Tires. The motion passed unanimously.

b. TOD Silver Line Planning Study

Mr. Monoyios explained that the purpose of the grant, which was awarded in December 2018 for the Federal Transit Administration's (FTA) competitive Pilot Program for TOD Planning, is to spearhead a revitalization on the South Division corridor. The ITP staff submitted an RFP directly to over twenty (20) consultant firms and received three (3) in return from HR&A, MKSK, and AECOM. Mr. Monoyios concluded that AECOM's cost was fair and well-researched. They developed a 14-month project schedule, kicking off in October 2019, and will be receiving deliverables in December 2020. Funding would be covered by the FTA grants, MDOT, and by the cities of Grand Rapids, Kentwood, and Wyoming with no local operating funds used within the project.

Mr. Hoffman expressed his excitement for this project and the upcoming COA workshop.

Ms. Seibold asked for clarification on locating other bids and costs within the packet of provided information. Mr. Monoyios referred to Table 1 – Written Proposal Scores within the packet and stated that the pricing difference was approximately \$25,000 between the three (3) proposals.

Mr. Bilardello asked for clarification on why only three (3) agencies responded and created proposals. Mr. Monoyios stated that the ITP staff submitted an RFP directly to over 20 consultant firms and that this RFP is highly competitive due to circumstances of all communities coming in at once.

Mayor Bliss asked for clarification on whether this work will cover the Heartside neighborhood and other underserved areas of the community. Mr. Monoyios confirmed that these areas were reflected in the received proposals.

Mr. Schweitzer expressed that as a part of the procurement process; he was impressed by all three (3) agencies, and confirmed that he believed the AECOM was the best suited team for this project.

The motion made by Mr. Bilardello and was supported by Mayor Bliss to pass the Silver Line BRT TOD Planning Study. The motion passed unanimously.

c. Network 180 Trips

Mr. Pouget explained the request for authorizing two five (5) year contracts of service; the first being an agreement with Hope Network for physically providing trips to persons and the second being an authorization to execute an annually negotiated contract with Network 180 (formerly Community Mental Health) for reimbursement of the trips provided, less state operating assistance.

Mr. Bilardello asked if there were financial risks from working with Network 180, specifically if there was a risk of The Rapid not being paid back. Mr. Pouget replied that risks have declined as services have evolved. He shared that it has the same risk as any other monthly invoices we send. Mr. Johnson confirmed that, to date, The Rapid has had no problems with receivables from Network 180.

The motion made by Ms. Coffman was supported by Mr. Hoffman, to pass the Network 180 Trips. The motion passed unanimously.

d. Transit Advertising Sales Services

Ms. Young explained the request for authorization for award and execution of a revenue contract with Mesmerize for Transit Ad Services on ITP vehicles. She explained that this process was planned as an RFP and sent thirteen (13) RFP's with three (3) firms responding. She further explained that other two firms that applied were Outfront and Crosstown Communications, but only Mesmerize and Outfront were deemed to be competitive due to guarantees of revenue increases. Ms. Young explained that Mesmerize was the most competitive with a minimum area guarantee of \$2.3 million dollars over the five (5) year contract. She expressed that their references both saw a revenue increase by over 50% and mentioned that the basic terms were listed in the packet and had a fifty-fifty split.

Mr. Bilardello asked whether there would be significant difference between The Rapid's current contract and this arrangement with guarantees. Ms. Young confirmed that there would be more than a 50% increase.

The motion made by Ms. Seibold was supported by Mr. Guy, to pass the Transit Advertising Sales Services. The motion passed unanimously.

e. Conversion to 4G Technologies for Vehicles

Mr. Pouget explained that the requested contract w/ Avail Technologies, in an amount that will not exceed \$540,890, will upgrade all fixed route and paratransit vehicles to 4G tech, install automatic passenger counters on fixed routes, and provide Pre-Trip and Pullout / Yard Management software. He stated that The Rapid has been working with Avail since 2006 and the current equipment has been in operation since 2008. He expressed the importance of a rider being able to check their smartphone to know when their bus is coming. Cellular technology is changing through Verizon from 3G to 4G by the end of the year.

Mr. Pouget stated that The Rapid has been discussing possible cost-effective solutions for months with Avail, since they would be touching all buses within the fleet. He explained that all Paratransit vehicles will have new 4G modems installed and all Fixed-Route buses will have existing modems removed and use the INIT wireless routers (currently used for Wave Card transactions), which support 4G and have already been tested by Avail. He stated that APC units will be installed on 41 Fixed-Route buses and the entire fleet will have automatic passenger counters, which would benefit planning department. He explained that this upgrade in technology will help track pre-trips electronically and track all buses in yard for Dispatchers, both systems currently use paper.

Mr. Pouget concluded that Avail will provide all training for all software and hardware used and that they plan on completing this process by the end of this upcoming December. He stated that

this was a sole source procurement because conducting a competitive bid at this point would result in the Substantial Duplication of Costs, which is against the FTA.

Mr. Gillbert asked whether this will be a system that we will need to be updated again within a year with 5G rolling out. Mr. Pouget replied that 5G is not currently supported by system. He also stated that in the future The Rapid will need to evaluate to see if working with Avail is still the best system to use since it has not been evaluated in thirteen (13) years.

The motion made by Mr. Gillbert was supported by Ms. Austin, to pass the Conversion to 4G Technologies for Vehicles. The motion passed unanimously.

4. STAFF REPORTS – Questions

a. Financial Report – July 2019

No questions or comments on this report.

b. Ridership & Productivity – July 2019

Mr. Schweitzer asked if Planning has seen the same kind of increases in ridership going into August and September. Mr. Dillivan referred to page 3 of the July 2019 Ridership and Productivity Report, which shows how the numbers are affected on a month to month basis over the previous three fiscal years. He stated that The Rapid has achieved what we were at for fiscal year 2016. He explained that there typically is a bump in ridership in August as school comes back into session. Mr. Hoffman expressed excitement in seeing the increase.

c. Paratransit Ridership – July 2019

No questions or comments on this report.

5. CEO'S REPORT

Mr. Johnson stated that he has been closely watching for the state budget to be completed, but confirmed that in case there was ever a government shutdown that The Rapid would be prepared. He noted that public transportation funding is the same as the previous year and that inflation is going to be lower than what was hoped for. He explained some positive news within the federal budget within public transportation that will have an increase in budgets for build grants, CIG projects, and more. He noted that the Service Transportation bill is expiring within the year, which means that efforts are underway to figure out the next bill and maintain framework for public transportation. He stated that he would keep the Board updated through these budget processes.

Lastly, Mr. Johnson spoke about a panel that he participated in during the Rise Up conference with individuals from across the state. He noted that it was a positive shine on West Michigan's public transportation system and that it showed the collaborative and innovative solutions in place.

7. COMMITTEE REPORTS

a. Future Planning & Technology Committee

Mr. Schweitzer stated that Grand Rapids Inc. representatives came in to speak during the most recent meeting and that Mr. Guy presented. Mr. Guy discussed during the meeting the Grand Rapids goals for pedestrian experience, reconfiguring DASH services (frequencies, hours, etc), parking strategies, and incentives for transit use.

Mr. Schweitzer also stated that during the meeting there was a discussion about Wave Card updates. Ms. Reed was asked to re-cap the notes from the meeting. She explained that the go and no-go live timeframe to stop selling paper tickets is still being determined, but did state that it was determined to be pushed off for another month to provide additional testing and ensure everything will be ready. She stated that retail cards are currently in hand, that The Rapid is getting ready to provide cards at customer service center and at all retail locations. She further explained that the preliminary plans and allocated funds are ready for The Rapid to stop selling paper tickets in one month and to stop accepting paper tickets six months later. She confirmed that cash will always be accepted.

b. Consumer Advisory Committee

Mr. Bilardello shared that in Mr. Covey resigned as chair at the August meeting.

Mr. Prescott shared they are looking to add more members to CAC.

8. ADJOURNMENT

The meeting was adjourned at 4:48 p.m.

Respectfully submitted,

 10-23-19

Evie Dzomba, Interim Board Secretary

MISSION: *To create, offer and continuously improve a flexible network of public transportation options and mobility solutions.*



COMPREHENSIVE OPERATION ANALYSIS ITEMS

- a) State of the System Presentation
- b) Guiding Principles Discussion

Presentation from: Thomas Wittmann, Nelson\Nygaard Consulting Associates

Date: October 22, 2019
To: ITP Board
From: Jason Prescott, Special Services Manager
Subject: CONSUMERS ADVISORY COMMITTEE APPOINTMENT

ACTION REQUESTED

The Consumer Advisory Committee (CAC) recommends the appointment of Laura St. Louis and John Kleff for terms of membership expiring on December 31, 2021.

BACKGROUND

The ITP Board maintains a Consumer Advisory Committee (CAC) to review and comment on public transit service plans and policies as they relate specifically to the needs and concerns of seniors and persons with disabilities. The by-laws of the CAC provide for between 10 and 12 members, of whom at least five must be senior or disabled consumers. The remaining members may be representatives of human service agencies serving seniors and/or persons with disabilities.

Laura St. Louis is the Advocacy Project Manager/Community Organizer III with Disability Advocates of Kent County. Laura has been supportive of The Rapid and continues to assist in developing a community outreach for a pilot paratransit transportation program. Laura also continues to foster the relationships with The Rapid and the clients we serve by hosting the Concerned Citizens for Improved Transit (CCIT) meetings.

John Kleff comes as a recommendation from previous CAC member Todd Jones. John is the Lead Administrator with the Community Transition Campus (CTC) - Kent ISD. John sees the value in public transportation as many of the young adults he serves utilize The Rapid fixed route and Go!Bus systems as their main means to independence and meaningful employment.

At its meeting of 22 October 2019, CAC members unanimously recommended the appointment of Ms. St. Louis and Mr. Kleff to the CAC.



INTERURBAN TRANSIT PARTNERSHIP BOARD

RESOLUTION No. 103019-1

Fiscal Year: 2019-2020

Moved and supported to adopt the following resolution:

Approval for the Consumer Advisory Committee (CAC) to confirm appointments of new members to the committee.

BE IT RESOLVED that the ITP CEO is hereby authorized to confirm the appointments of Laura St. Louis and John Kleff for terms of membership expiring on December 31, 2021, in accordance with information presented to the ITP Board on October 30, 2019.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date

Date: October 22, 2019
To: ITP Board
From: Jason Prescott, Special Services Manager
Subject: CONSUMERS ADVISORY COMMITTEE MEMBERSHIP RENEWAL

ACTION REQUESTED

The Consumer Advisory Committee (CAC) recommends the re-appointment of Dr. Gerald Thomas Behler and Kristen Kelling for terms to expire on December 31, 2021.

BACKGROUND

The ITP Board maintains a Consumer Advisory Committee (CAC) to review and comment on public transit service plans and policies as they relate specifically to the needs and concerns of seniors and persons with disabilities. The by-laws of the CAC provide for between 10 and 12 members, of whom at least five must be senior or disabled consumers. The remaining members may be representatives of human service agencies serving seniors and/or persons with disabilities.

Dr. Gerald Thomas Behler has his PH.D in Sociology and enjoyed a 34 year career as a University Professor of Sociology. In his retirement, Dr. Behler spends his time volunteering at the Association for the Blind and Visually Impaired (ABVI), working with various local agencies to promote emergency preparedness among various population groups and assisting various organizations for the blind and visually impaired. Dr. Behler is also a current Go!Bus rider.

Kristen Kelling is a resident of the Grand Rapids area. She has utilized the Rapid Fixed routes as well as the Go!Bus Paratransit system. Kristen received her bachelor's degree in social work from Grand Valley State University. Kristen works with Disability Advocates of Kent County and the Association for the Blind and Visually Impaired (ABVI).

Both are currently members in good standing, attend meetings regularly, and have the approval of the committee to remain as active members.



INTERURBAN TRANSIT PARTNERSHIP BOARD

RESOLUTION No. 103019-2

Fiscal Year: 2019-2020

Moved and supported to adopt the following resolution:

Approval to re-appoint Dr. Gerald Thomas Behler and Kristen Kelling as members of the ITP Consumers Advisory Committee for terms ending on December 31, 2021.

BE IT RESOLVED that the ITP CEO is hereby authorized renew the memberships on behalf of the ITP Board in accordance with the information presented to the ITP Board on October 30, 2019.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date

Date: October 18, 2019
To: ITP Board
From: Brian Pouget, Deputy CEO of Operations
Subject: Intelligent Transportation System Support Agreement

ACTION REQUESTED

Authorization is requested from the ITP Board to enter into a three-year support agreement with Avail Technologies, in an amount not to exceed \$436,409, for the purpose of maintaining the Intelligent Transportation System (ITS).

BACKGROUND

In 2014, The Rapid Board approved a five-year agreement with Avail Technologies to maintain the Computer Aided Dispatch/Automatic Vehicle Location (CAD/AVL) system. The CAD/AVL system is comprised of many technology components: a voice and data communication system, mobile data terminals, automated passenger counting system, automated annunciation system, navigation assistance, Real-Time information system, Interactive Voice Response for the telephone system, and Rapid Connect, a web-based passenger information. The CAD/AVL system has become a critical component of our transportation operations as well as an important tool for enhancing the overall customer experience. Ensuring that this system is well-maintained is key to maximizing the value of the investment in the CAD/AVL system.

ANALYSIS

The proposed agreement continues the provision of maintenance support for the technologies noted above for a period covering three (3) years, from October, 2019 through September, 2022, at an average annual cost of \$145,470. Because the service must be obtained from the system integrator, Avail Technologies, it is technically a “sole source” procurement, which makes it necessary to determine that the cost be reasonable. To do so, two “comparable” pricing structures were obtained from transit properties utilizing Avail. The table below illustrates the relative cost, number of vehicles and number of signs at each system.

Transit Agency	# of Vehicles	# of Signs	Added Services	Avg. Annual Cost
The Rapid	164	34	\$0	\$145,470
State College, PA	75	16	\$30,000	\$157,535
Akron, OH	163	0	\$45,000	\$175,891

While the comparison of The Rapid pricing to those in State College and Akron does not provide an absolute answer to the comparability of pricing, it definitely indicates that each of the transit properties is in the same general price range. Based on these factors, the average annual cost of \$145,470 during the life of the agreement is deemed both fair and reasonable.

As indicated above, this agreement is for three (3) years as opposed to the previous agreement for five (5) years. A five-year agreement was presented as an option that staff considered. As noted at the September, 2019 Board meeting, it will be prudent for The Rapid to examine all CAD/AVL options over the next few years. The proposed agreement affords The Rapid flexibility as it considers those options.

FUNDING

Funding for this agreement will be derived annually from local operating revenues.



INTERURBAN TRANSIT PARTNERSHIP BOARD

RESOLUTION No. 103019-3

Fiscal Year: 2019-2020

Moved and supported to adopt the following resolution:

Approval to execute a three-year agreement with Avail Technologies for the purpose of maintaining the Intelligent Transportation System.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a three-year agreement with Avail Technologies not to exceed \$436,409 for the purpose of maintaining the Intelligent Transportation System in accordance with information presented to the ITP Board on October 30, 2019.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date

Date: October 18, 2019

To: ITP Board

From: Deron Kippen, Facilities Manager
Mark Fedorowicz, Manager of Procurement

Subject: PURCHASE AND INSTALL REPLACEMENT BUS WASH

ACTION REQUESTED

Staff recommends that the Board authorize the Executive Director to execute a contract with Inter Clean Equipment, Inc. in an amount not to exceed \$374,766 which includes a 5% contingency (\$17,846) for the purchase and installation of a new bus wash rack to replace an existing unit at the Rapid Operations Center, which is more than 11 years old and has met its useful life.

BACKGROUND

This bus wash is a replacement for a bus wash that is beyond its useful life. Although maintenance has been able to extend the life of the bus wash with proper maintenance and repair, many of the repair parts are now obsolete. The new proposed bus wash will require less maintenance in the near term and be more efficient and effective in several ways.

First, the new bus wash includes a rear bus wash. Currently the rear of the bus is washed by hand, requiring additional labor hours by the cleaning crews. Adding the rear bus wash alone would cost approximately 50% of a new wash, so upgrading the unit with the rear bus wash at the time of replacement is the most cost effective approach.

Second, the new bus wash will have a water stripper to dry the bus. The current bus wash does not dry the bus which results in water tracking through the garage. Drying the bus will keep the water in the wash area and improve safety in the garage by preventing slip hazards that can be caused by excess water in the garage.

Finally, new technologies in bus wash rack systems are easier on the bus surface. With the bus designs changing slightly with each new purchase, it is important to stay current with wash rack technology to reduce the risk of damage to the bus's surface and paint. Replacing the bus wash will ensure our buses get proper cleaning with minimal risk of damage to exterior surfaces.

PROCUREMENT OF SERVICES

The ITP elected to use a Request for Proposals format for this procurement because we were aware of several different technologies available but not sure which was the best. The proposal format allowed us to evaluate the proposal from a qualitative standpoint, as opposed to an evaluation based strictly on price. The RFP format also allowed us the ability

to negotiate with the proposer rather than just accept the low bid. These factors were all clearly spelled out in the RFP.

The specifications, which were developed by our architectural and engineering consultants, Progressive AE and Christman, were actually for two wash racks, one for the Laker Line Light Maintenance Facility, and one to replace our existing 11-year old wash rack in the Rapid Operations Center. Staff anticipated that receiving quotes for two wash racks and not just one could afford us some economies of scale that would result in lower prices. In addition, working with the Christman staff also reduced significantly the amount of Rapid staff time invested in the project. The RFP was sent to local construction plan rooms. This posting resulted in receiving proposals from two firms. Those firms and their prices and scores are listed below:

Table 1
Bus Wash Rack Proposers

FIRM	PRICE	SCORE
Inter Clean Equipment Ypsilanti MI	\$356,920	254
Ross and White Cary, IL	\$557,000	147

EVALUATION

Staff conducted a thorough review of both proposals. In the end, staff believed both firms could do the work required with the new wash rack; however a 56% price differential put the Ross and White wash rack beyond our available budget. Furthermore, Ross and White did not provide all of the information we requested. This impacted their scores significantly.

Staff's Independent Cost Estimate (ICE) had indicated that the new wash rack should cost approximately \$407,000. The price from Inter Clean was actually 12% lower than the ICE estimate. Based on this information, pricing was judged to be both fair and reasonable for the Inter Clean wash rack. Inter Clean also had strong references and was very thorough in responding to the RFP.

FUNDING

Funding for the wash rack project is contained in State and Federal Grants. No local money is required.



INTERURBAN TRANSIT PARTNERSHIP BOARD

RESOLUTION No. 103019-4

Fiscal Year: 2019-2020

Moved and supported to adopt the following resolution:

Approval to award and execute a contract with Inter Clean Equipment to replace the current bus wash rack.

BE IT RESOLVED that the ITP CEO is hereby authorized to award and execute an Agreement with Inter Clean Equipment in an amount not to exceed \$374,766 (which includes a 5% contingency of \$17,846) to purchase and install a new bus wash rack at the Rapids Operation Center, in accordance with information presented to the ITP Board on October 30, 2019.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date

Date: October 16, 2019

To: Rapid Board of Directors

From: Nick Monoyios, Laker Line Project Manager
Mark Fedorowicz, Manager of Procurement
Andy Prokopy, IT Manager

Subject: AUTHORIZATION TO APPROVE CONTRACT WITH AVAIL TECHNOLOGIES INC. FOR PURCHASING AND DEPLOYING LAKER LINE BRT REAL TIME INFORMATION SYSTEM HARDWARE AND SOFTWARE

ACTION REQUESTED

Staff is requesting authorization to approve a contract with Avail Technologies Inc. for a fixed fee contract in the amount of \$605,426 for the purchase of Real Time Information System (RTIS) hardware and software for 27 platform locations on the Laker Line BRT.

BACKGROUND

As an integral component of the Laker Line BRT scope, RTIS provides riders with real-time arrival and departure information at each platform. This technological feature has proven extremely valuable to the customer experience and has become an expected service provision for BRT.

Originally, staff included the procurement of RTIS as a Construction Manager At-Risk (CMAR) activity with the assumption to provide the same system installed for the Silver Line BRT. Through further evaluation of the Silver Line BRT RTIS functionality and potential technological improvements, staff determined that issuing a new RFP for RTIS could greatly improve the functional effectiveness of the system while improving customer service.

PROCUREMENT OF SERVICES

In August 2019, after advertising the RFP in the Transit Talent (a national publication targeting the transit industry) the ITP sent out 20 proposal packets to interested firms. A pre-proposal meeting was held on September 9, 2019 with five attendees. Proposals were due on September 26, 2019. At that time the ITP received proposals from two firms. Those firms were Avail Technologies and *gvm*Synchromatics. Staff was disappointed with the response given that the proposal was sent to so many potential bidders. After calling several firms that attended the pre-proposal meeting, the sentiment seemed to be that they believed that Avail Technologies, as the provider for our Computer Aided Dispatch/Automatic Vehicle Locating (CAD/AVL) system would have been the odds on favorite to get the contract. This however was not the case since Avail had always stated that their system was an “open architecture” design and that any firm could basically plug into the existing system. Staff had no pre-conceptions about who would win the contract. One firm was from Italy and they requested an extension but

staff felt that four weeks was adequate to respond and that staff was also concerned about being able to meet “Buy America” if they were based in Italy.

Procurement staff issued notice to both submitting firms regarding interviews to discuss their proposals. Interviews were scheduled for October 10, 2019. The interview with Avail and Synchronomatics staff went well. There were two key differences in the proposals. Synchronomatics uses off-the-shelf materials. Their technology tends to be less advanced but pricing is also less expensive. On the other hand, Avail demonstrated a stronger technical sophistication. Both firms can supply either Light Emitting Diode (LED) or Liquid Crystal Displays (LCD) signage (the current signs on the Silver Line BRT platforms and Central Station are LED). Staff overwhelmingly favors use of the LCD technology as these signs have more flexibility to provide customizable passenger route/schedule information along with possible advertising and/or put public service announcements. Both firms will also provide the ability to for audio messages in either English or Spanish. After the demonstrations, staff issued a Best and Final Offer (BAFO) to both firms.

Figure 1 – Example of Avail’s proposed RTIS signage and screen design.



The table below shows the pricing and scores for Avail and *gvm*Synchronomatics. During the BAFO stage Avail’s price went down as they applied a discount while *gvm*Synchronomatics pricing increased as they budgeted the same type of LCD (Liquid Crystal Display) as Avail proposed.

Staff also looked at references for the two firms. Avail’s references were very good while the reference for *gvm*Synchronomatics were not supportive at all.

Table 1

Evaluation Scores

FIRM	Price	Final Score
Avail Technologies	\$ 605,423	352.5
<i>gvm</i> Synchronomatics	\$ 632,107	337.5

After evaluating the scores and the post-BAFO pricing, staff believes that the Avail team proposed the best overall solution for the Rapid's Laker Line. It allows crystal clear signs with the ability to show not only the next bus arrival but gives us the capability to show public service announcements and even advertising. Staff is recommending an award to Avail Technologies based on the following reasons:

- ❑ Avail was the lowest price option.
- ❑ Avail product will meet our requirements completely.
- ❑ Successful implementation of previous technology (CAD/AVL, Stop Announcement, APC and Radio Equipment).
- ❑ Strong references.
- ❑ Broader capability with the Avail system insofar as public service announcements, news and even advertising.

SCHEDULE FOR DELIVERY OF SERVICES

Avail's RTIS project planning will begin in November 2019. Installation will begin in April 2020 with fully operational functionality testing completed in early July 2020.

FUNDING

Funding for the RTIS is covered solely by the Laker Line BRT grant. No local funds will be used for this project.



INTERURBAN TRANSIT PARTNERSHIP BOARD

RESOLUTION No. 103019-5

Fiscal Year: 2019-2020

Moved and supported to adopt the following resolution:

Approval for Avail Technologies to provide the RTIS for the Laker Line BRT.

BE IT RESOLVED that the ITP CEO is hereby authorized to award and execute a contract with Avail Technologies in an amount not to exceed \$605,426 on behalf of the ITP Board to purchase and deploy the Laker Line Real Time Information System for the Laker Line BRT in accordance with information presented to the ITP Board on October 30, 2019.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date

Date: October 14, 2019

To: ITP Board

From: Dina Reed, Deputy CEO of Finance and Administration
Mark Fedorowicz, Manager of Procurement

Subject: AUTHORIZATION TO APPROVE CONTRACT WITH PROGRESSIVE AE FOR
ADMINISTRATION RELOCATION PROJECT

ACTION REQUESTED

Staff is requesting authorization from the ITP Board to enter into a fixed fee contract with Progressive AE (PAE) in the amount of \$83,200 in order to design renovations for the Rapid Central Station. The renovation will allow most administrative functions to relocate there. The rehabilitation project will create a new collaborative environment that will allow more and better interaction between departments and make use of newer and more efficient facilities.

BACKGROUND

PRE-DESIGN WORK

In an effort to improve communication and collaboration between administrative departments, the Rapid's Leadership team asked our A&E firm, PAE, to develop ideas to move virtually all administrative departments (with the exception of Special Services) to the Rapid Central Station. The CEO authorized \$72,940 in conceptual design and design work with Progressive. After considerable deliberation, a design concept was approved that enabled the kind of communication and collaboration that was desired.

Staff is now prepared to move forward with the project but additional expenses will exceed the CEO's approval level. Therefore staff is requesting the Board to authorize a purchase order with PAE in the amount of \$83,200 to develop construction documents, conduct bidding and perform Construction Administration.

NEGOTIATION

The proposal provided by PAE is consistent with Board approved contract rates. Staff has negotiated a scope and schedule for optimal services for the project resulting in a 6.4% A&E fee, which is deemed fair and reasonable by comparison.

To determine if PAE's cost was fair and reasonable staff first looked at the historical range of projects conducted by PAE. Typically architecture and engineering costs fall in the range of 6.0-12.0%. The range characterizes the level of risk in the project; 6.0% being a relatively standard building that is fairly utilitarian like a school building while 12.0% could call for an architecturally complex building or one that has many unknown issues, such as a renovation project. Given the complexity of our project, staff expected A&E costs to be in the vicinity of 6.0% or less. A closer look showed that overall A&E fees are 8.0% of the overall construction costs. However, of the 8.0% in fees,

approximately 1.6% is for construction administration. This cost, which the ITP usually takes advantage of when we don't employ a Construction Manager (CM), provides the Rapid with the kind of construction support that we would get from a CM on a much larger project (e.g. Laker Line). When deducting out the construction administration cost of 1.6%, the actual A&E fees for the project are approximately 6.4%.

This request is for A&E fees only. The actual construction authorization will come back to the Board once design development is complete.

SCHEDULE FOR DELIVERY OF SERVICES

The anticipated construction schedule is 26 weeks once all design, estimating, construction documents and bidding have been completed by the Progressive team. It is anticipated that renovations will be completed and staff will move into the renovated space in the fall of 2020.

FUNDING

The A&E work will be completely funded through Federal and State grants. No local money is required.



INTERURBAN TRANSIT PARTNERSHIP BOARD

RESOLUTION No. 103019-6

Fiscal Year: 2019-2020

Moved and supported to adopt the following resolution:

Approval to award a contract to Progressive AE to design renovations for the Rapid Central Station.

BE IT RESOLVED that the ITP CEO is hereby authorized to award and execute an Agreement with Progressive AE on behalf of the Interurban Transit Partnership Board of Directors in an amount not to exceed \$83,200 for architectural and engineering services for the Rapid Administration Relocation Project, in accordance with information presented to the ITP Board on October 30, 2019.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date

Date: October 24, 2019
To: ITP Board
From: Stephen Kepley, Board Chair
Subject: CEO ONE YEAR REVIEW

ACTION REQUESTED

Authorization of a 5% salary increase for the CEO is requested.

BACKGROUND

When Andrew Johnson was hired by the Board as CEO, a contract was approved by the Board which stated that a yearly review will be conducted using established performance benchmarks as set forth in the first year of employment. It has been determined that Mr. Johnson has satisfactorily accomplished the Board's objective for this time period. As a result, it is recommended that the Board authorize a 5% salary increase for Mr. Johnson retroactive to his one-year anniversary of August 13, 2019.



INTERURBAN TRANSIT PARTNERSHIP BOARD

RESOLUTION No. 103020-7

Fiscal Year: 2019-2020

Moved and supported to adopt the following resolution:

Authorization of a salary increase for the CEO.

BE IT RESOLVED that the ITP Board hereby authorizes a 5% salary increase for Andrew Johnson, CEO, to be retroactive to August 13, 2019 based on the annual evaluation of Mr. Johnson's performance, in accordance with the information presented to the ITP Board on October 30, 2019.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date

Date: October 21, 2019

To: ITP Board

From: Andrew Johnson, CEO
Mark Fedorowicz, Manager of Procurement

Subject: AUTHORIZATION TO ENTER INTO A CONTRACT WITH CARDINAL
INFRASTRUCTURE FOR PROVIDING FEDERAL LOBBYING SERVICES FOR
THE RAPID

ACTION REQUESTED

Staff recommends that the Board authorize the CEO to execute a contract with Cardinal Infrastructure in an amount not to exceed \$ 295,260 to provide lobbying services at the Federal level for the ITP for a three year period.

BACKGROUND

The ITP has not had a Federal lobbyist for more than two years. Given the nature of Federal funding, Staff believes that ITP will be able to compete more effectively by securing the services of a Federal lobbyist. Past efforts which relied greatly on the services of a lobbyist include: the complete renovation of the Rapid Operations Center, The Silver Line BRT and the Laker Line BRT to name just a few.

PROCUREMENT OF SERVICES

The ITP elected to pursue the services of a Federal Lobbyist through the use of a Request for Proposals. Had price been the sole criteria for acquiring lobbyist services, a straight bid situation (Invitation for Bids) would have been appropriate. However, the acquisition of lobbyist services relies on connections within the transit industry, the integrity of the lobbying firm and the understanding of both the Federal Transit Administration and Congress's grant making requirements. These issues are best dealt with in a Request for Proposal that provides more freedom to the evaluation team to focus in on these concerns.

The ITP sent out requests for Lobbying Services to seven firms on September 20, 2019. Advertisements were also placed in Transit Talent, one of the leading industry newsletters. Proposals were due on October 11, 2019 and the ITP received proposals from four firms at that time. Those firms are Van Scoyoc, Cardinal Infrastructure, Barnes and Thornburg and Holland and Knight. The RFP was specific that the firm with the highest score on both the technical and business proposals would be selected as the most qualified to perform this project.

	Cardinal Infrastructure Score / Price / Return	Van Scoyoc Score / Price / Return	Holland & Knight Score / Price / Return	Barnes and Thornburg Score / Price / Return
Total	196 / \$295,260 / \$2 Billion	180 / \$264,000 / \$1 Billion	153 / \$360,000 / \$465 Million	87 / \$744,000 / Not Stated**

Notes** Barnes and Thornburg did not indicate a specific dollar figure in their proposal.

The evaluation committee met on October 23rd to review the proposals. Proposals were scored based on qualifications and experience, understanding of the scope of work, and total cost. Cardinal received perfect scores on both qualifications and understanding of the scope of work, and was also the second lowest price of all four firms. Cardinal also had an outstanding track record of bringing federal dollars back to the local transit agencies that they represented. Based on only a partial listing of relevant projects, Cardinal was able to help secure more than \$2 Billion in Federal grant awards. Cardinal also has extensive experience working with not only very large transit agencies but also small transit properties as well.

After tabulation of scores, it was determined that in person interviews were not required and that the evaluation committee was prepared to recommend Cardinal Infrastructure as the most qualified firm.

SCHEDULE FOR DELIVERY SERVICES

It is anticipated that the Cardinal team will be able to begin work with the Rapid before the end of November, 2019.

FUNDING

Funding for the Lobbyist services are provided by local funds. No Federal dollars may be used for Lobbying services.



INTERURBAN TRANSIT PARTNERSHIP BOARD

RESOLUTION No. 103019-8

Fiscal Year: 2019-2020

Moved and supported to adopt the following resolution:

Approval to execute a three-year contract with Cardinal Infrastructure for the purpose of lobbying services at the Federal level.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a three-year agreement with Cardinal Infrastructure not to exceed \$295,260 for the purpose of providing lobbying services at the Federal level in accordance with information presented to the ITP Board on October 30, 2019.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date

Date: October 16, 2019
To: ITP Board
From: Maxwell Dillivan, AICP / Planning Department
Subject: AUGUST 2019 RIDERSHIP AND PRODUCTIVITY REPORT

BACKGROUND

August 2019 performance compared to August 2018 was predominantly commensurate. While Fixed Route ridership decreased 0.8%, August 2018 had the benefit of one additional weekday. Adjusting for the additional weekday, Fixed Route ridership increased 2.8% for the month. DASH and Route 19 continue to bolster strong ridership compared to the same month of the previous year. Notably, Route 3 – Madison continues a month-over-month increase for the fourth consecutive month. Overall, system ridership is performing at levels last experienced in FY2016.

RIDERSHIP SUMMARY

August 2019 compared to August 2018

Total Ridership	Monthly Total	Percent Change	Total Change
Routes 1 – 44 ridership	608,801	-0.8%	-4,878
Routes 1 – 44 (excluding Route 19) ridership	502,993	-3.7%	-19,087
Contracted/Specialized Service ridership	165,264	17.5%	24,666
Demand-Response ridership	28,495	-2.9%	-857
Total Monthly Ridership	802,460	2.4%	18,931

Daily Average	Monthly Average	Percent Change	Total Change
Average Weekday total ridership	30,866	4.4%	1,298
Average Weekday Evening ridership	4,939	10.5%	469
Average Saturday ridership	13,740	10.1%	1,264
Average Sunday ridership	6,577	8.2%	499

Fiscal Year 2019 compared to Fiscal Year 2018

Total Ridership	Monthly Total	Percent Change	Total Change
Routes 1 – 44 ridership	6,643,026	-0.5%	-35,757
Contracted/Specialized Service ridership	2,470,692	2.9%	69,366
Demand-Response ridership	314,377	-2.8%	-8,964
Total Monthly Ridership	9,428,095	0.3%	24,645

Daily Average	Monthly Average	Percent Change	Total Change
Average Weekday total ridership	34,780	0.6%	-223
Average Weekday Evening ridership	4,984	6.2%	232
Average Saturday ridership	13,386	9.1%	1,121
Average Sunday ridership	6,338	9.4%	546

ROUTE PERFORMANCE SUMMARY (Routes 1-44 Only)

August 2019 fixed-route system performance compared to August 2018 (contracted services not included). The fixed-route summary is as follows:

Performance Category	Monthly Average	Percent Change	Total Change
Average passengers per hour	1.84	-4.0%	-0.4 points
Average passengers per mile	1.50	-3.9%	-0.5 points
Average farebox recovery percent	24.8%	-1.4%	-0.2 points
Average daily passengers	19,461	-4.1%	-1.8 points
Monthly system performance	75.4 points	-3.6%	-2.8 points
Fiscal year system performance	77.5 points	-3.9%	-3.1 points

RELATIVE ROUTE PERFORMANCE (Routes 1-44 Only)

- 17 of 23 (73.9%) fixed-routes performed within the average range (within one standard deviation of the system mean)
- The Silver Line performed above standard (greater than 66.7% above the system mean)
- Route 1 – Division, Route 2 – Kalamazoo, Route 9 – Alpine, and Route 19 – Michigan Crosstown performed one standard deviation above the system mean
- Route 17 – Woodland/Airport performed one standard deviation below the system mean
- No routes performed below standard (less than 66.7% below the system mean)

August 2019 Fixed Route Ridership Change: **2.82%**

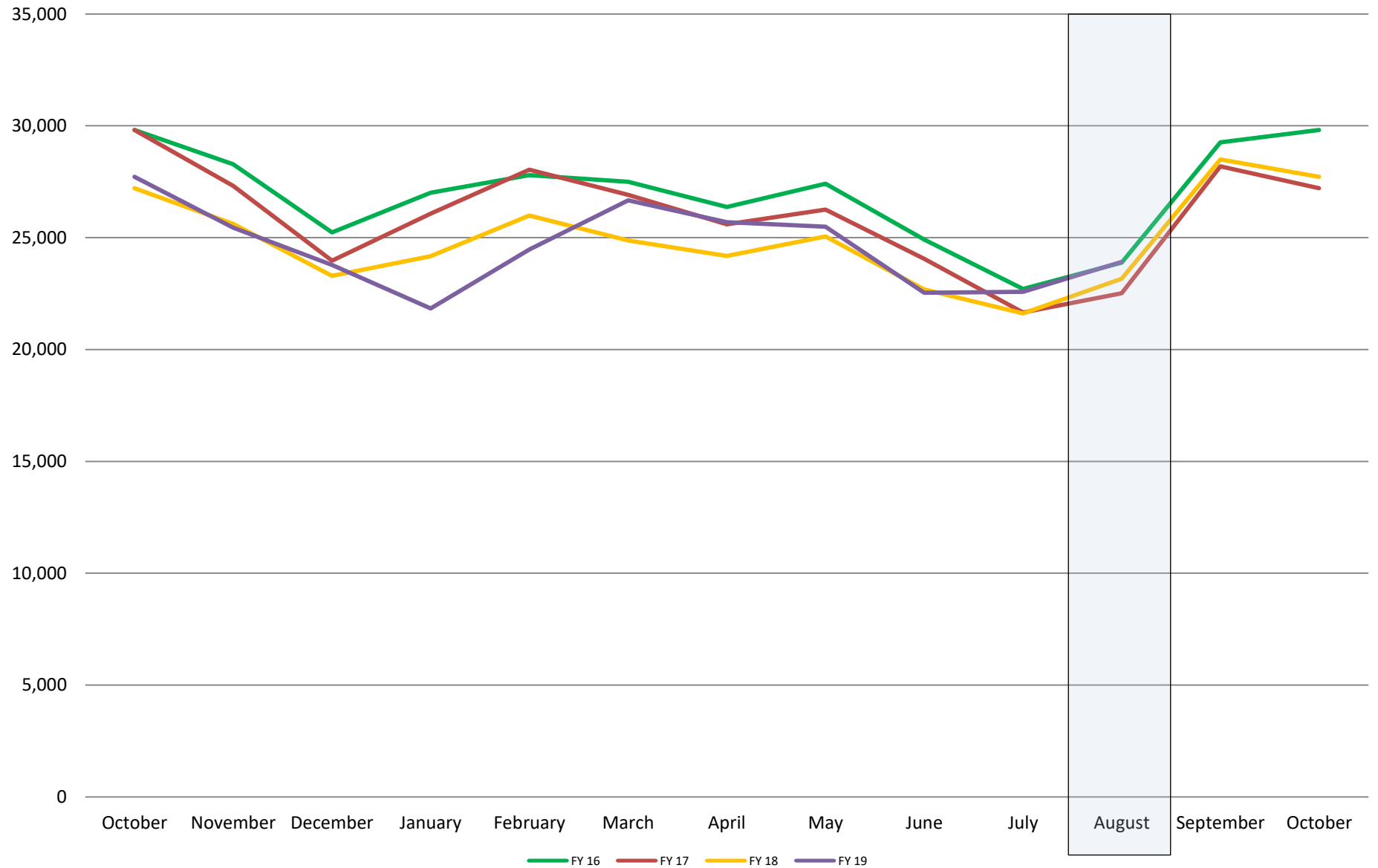
August 2019 Total Ridership Change: **6.81%** (note: figures now include DASH ridership)

Change in service days from August 2019 to August 2018

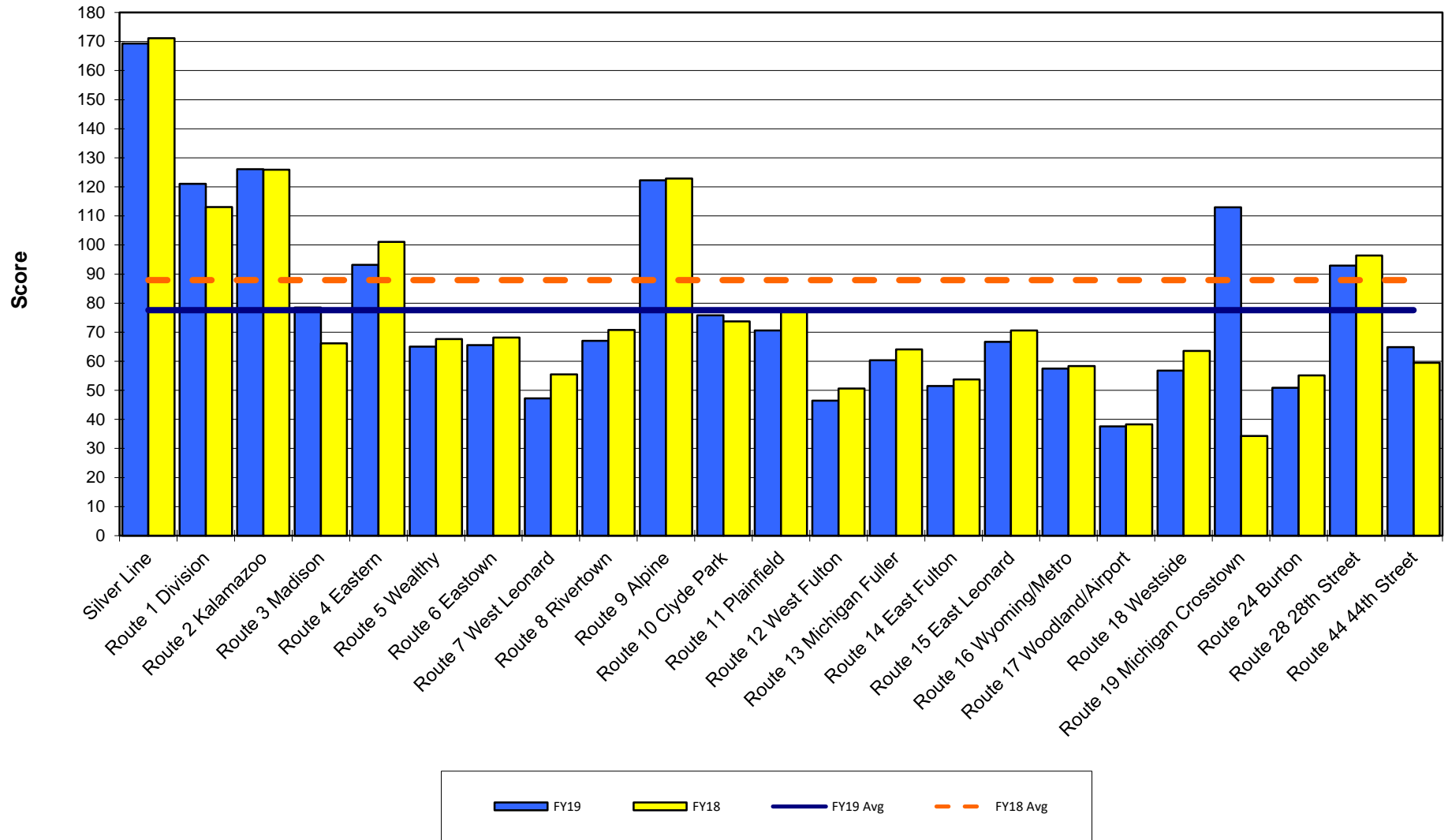
	FY 2019	FY 2018	Change
Total Service Weekdays	22	23	-1
Total Service Saturdays	5	4	1
Total Service Sundays	4	4	0

Attached is a graphical summary of the system and individual fixed-route performance

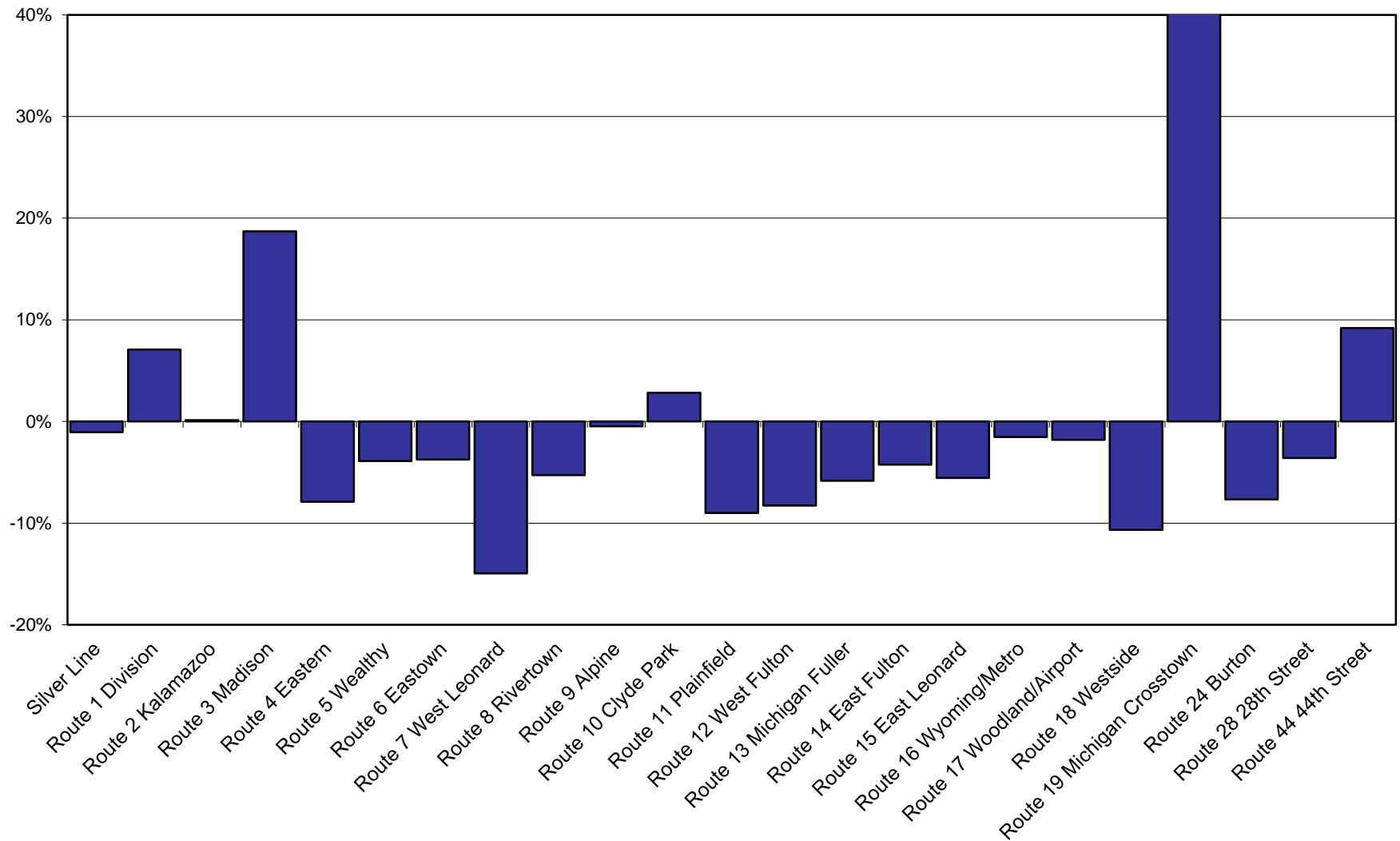
Monthly Weekday Average Ridership History



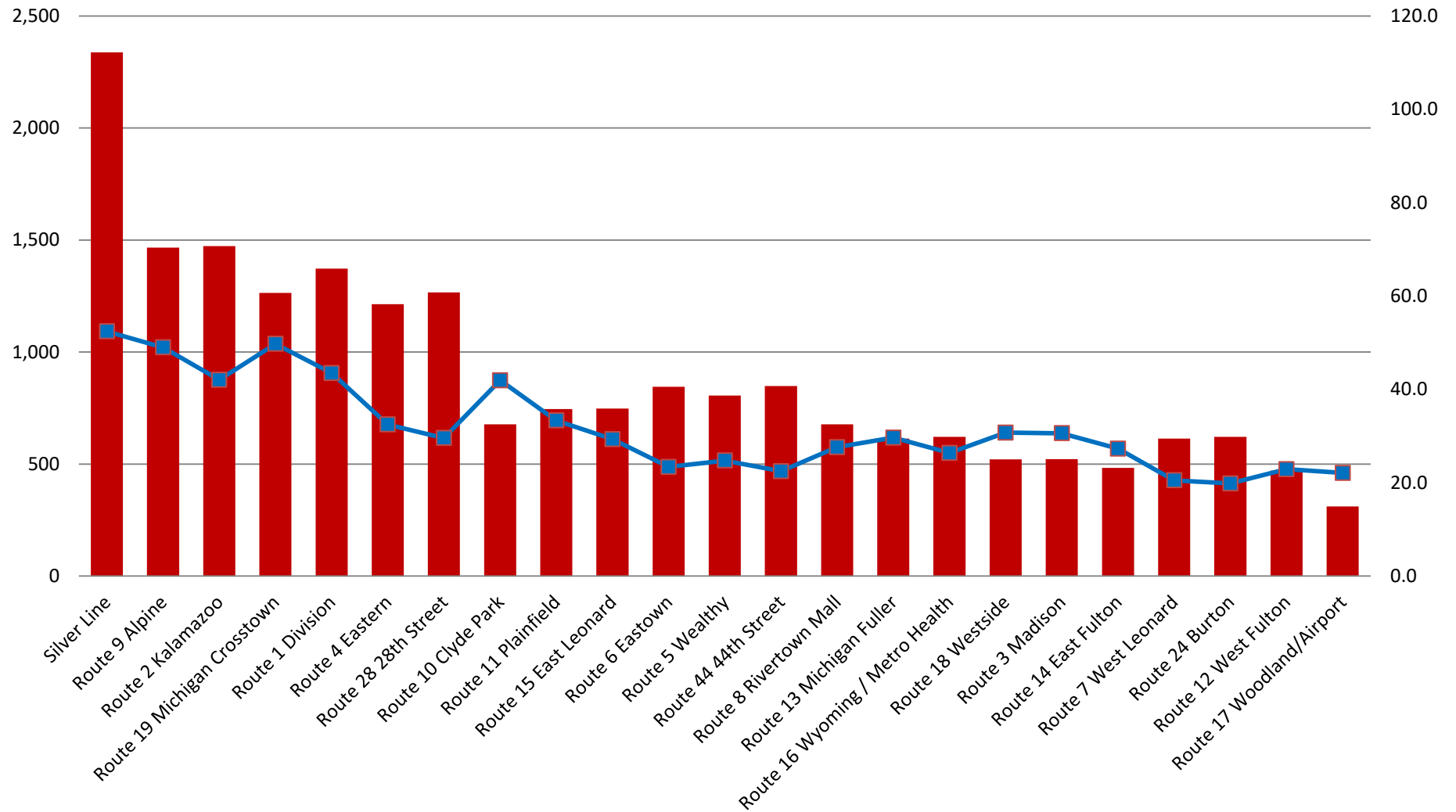
Fixed-Route Scoring Summary: August 2019 Compared to August 2018



Percent Change by Route: August 2019 Compared to August 2018



Fixed Route Efficiency Score and Ridership Levels - August 2019



The Efficiency Score is an average of Farebox Recovery Rate, Passengers/Mile and Passengers/Hour.

Effectiveness Score Efficiency Score

August 2019 Ridership Report
Ridership by Fare Category

Regular Route Summary	August 2019	August 2018	Actual Change	% Change
\$1.75 Cash Fare	75,913	79,101	-3,188	-4.0%
\$1.75 Adult One-Ride Ticket	7,615	8,446	-831	-9.8%
\$1.35 Adult Ticket	22,316	31,234	-8,918	-28.6%
\$1.05 Student Ticket, Aquinas, Calvin and Kendall Tickets	32,398	46,659	-14,261	-30.6%
\$0.85 Senior / Disabled Ticket and Cash	19,966	24,368	-4,402	-18.1%
\$47 Regular and \$30 Reduced 31-Day Month Pass	75,767	105,349	-29,582	-28.1%
\$3.50 One-Day Pass	30,765	30,951	-186	-0.6%
\$16.00 Seven-Day Pass	12,532	13,893	-1,361	-9.8%
Spectrum Health Employee Pass and Route 19	35,318	9,558	25,760	269.5%
Free ADA	9,070	15,112	-6,042	-40.0%
GVSU Students on Routes 1-44	8,691	10,878	-2,187	-20.1%
Miscellaneous Fare	26,725	60,980	-34,255	-56.2%
Wave Card	105,061	17,457	87,604	n/a
Transfers	74,172	86,090	-11,918	-13.8%
Silver Line	72,492	73,603	-1,111	-1.5%
Total Regular Route Ridership	608,801	613,679	-4,878	-0.8%

Contracted/Specialized Services Summary

DASH	64,055	29,919	34,136	114.1%
GRCC Shuttle	6,949	6,606	343	5.2%
GVSU Campus Connector	49,131	52,237	-3,106	-5.9%
GVSU Off-Campus Shuttle	19,689	22,866	-3,177	-13.9%
GVSU South Campus Express	22,570	25,707	-3,137	-12.2%
FSU	296	177	119	67.2%
Vanpools	2,575	3,087	-512	-16.6%
Total Contracted Ridership	165,264	140,598	24,666	17.5%

Demand Response Summary

GO!Bus	27,866	28,841	-975	-3.4%
PASS North Ridership (Including Transfers)	224	244	-20	-8.2%
PASS SE Ridership (Including Transfers)	231	168	63	37.5%
PASS SW Ridership (Including Transfers)	174	99	75	75.8%
Total Demand Response Ridership	28,495	29,352	-857	-2.9%

	2019	2018	Change	YTD Change
Total Service Weekdays	22	23	-1	0
Total Service Saturdays	5	4	1	1
Total Service Sundays	4	4	0	-1
Total Holidays	0	0	0	0
Total Service Days	31	31	0	0
Total Days	31	31	0	0

Total Weekday Fixed-Route Ridership	570,404	577,268	-6,864	-1.2%
Total Weekday Evening Fixed-Route Ridership	108,652	102,793	5,859	5.7%
Total Weekday and Weekday Evening Fixed-Route Ridership	679,056	680,061	-1,005	-0.1%
Total Saturday Fixed-Route Ridership	68,702	49,905	18,797	37.7%
Total Sunday Fixed-Route Ridership	26,307	24,311	1,996	8.2%
Avg Weekday Daytime Fixed-Route Ridership	25,927	25,099	829	3.3%
Avg Weekday Evening Fixed-Route Ridership	4,939	4,469	469	10.5%
Avg Weekday and Weekday Evening Fixed-Route Ridership	30,866	29,568	1,298	4.4%
Avg Saturday Fixed-Route Ridership	13,740	12,476	1,264	10.1%
Avg Sunday Fixed-Route Ridership	6,577	6,078	499	8.2%

	2019	2018	Change	% Change
Fixed-Route Ridership Month to Date	608,801	613,679	-4,878	-0.8%
Contracted/Specialized Service Ridership Month to Date	165,264	140,598	24,666	17.5%
Demand Response Ridership Month to Date	28,495	29,352	-857	-2.9%
Total Monthly Ridership	802,560	783,629	18,931	2.4%
	2019	2018	Change	% Change
Fixed-Route Ridership Year to Date	6,643,026	6,678,783	-35,757	-0.5%
Contracted/Specialized Service Ridership Year to Date	2,470,692	2,401,326	69,366	2.9%
Demand Response Ridership Year to Date	314,377	323,341	-8,964	-2.8%
Total Ridership Year to Date	9,428,095	9,403,450	24,645	0.3%
Projected Annual Ridership	10,493,895	10,466,464	27,431	0.3%

Date: October 7, 2019
To: ITP Board
From: Jason Prescott
Subject: SEPTEMBER 2019 PARATRANSIT RIDERSHIP REPORT

Paratransit ridership information for September 2019, as compared to September 2018

	2019	2018	% Change
Total Paratransit Ridership	27,402	27,341	.2%
ADA Ridership	21,146	20,334	4.0%
Non-Disabled Senior (NDS) Ridership	99	83	19.3%
PASS Ridership	509	458	11.1%
Network 180	223	287	-22.3%
Cascade Township	640	690	-7.2%

Ridership averages, as compared to September 2018

	2019	2018	% Change
Weekday Ridership	988	933	5.9%
Saturday Ridership	336	321	4.7%
Sunday Ridership	327	325	0.6%

Other Performance Measures

	2019	2018	% Change
On-Time Performance	94.14%	92.60%	1.6%
On-Time Drop-Off	94.39%	92.59%	1.9%
Average Cost Per Trip	\$24.83	\$24.44	1.6%

September 2019 Paratransit Ridership and Operating Statistics

ADA	2019	2018	Change	% Change
Clients	1,618	1,510	108	7.2%
Passenger Trips	21,146	20,334	812	4.0%

NDS				
Clients	17	18	(1)	-5.6%
Passenger Trips	99	83	16	19.3%

PASS				
Clients	29	32	(3)	-9.4%
Passenger Trips	509	458	51	11.1%

CONTRACTED	(includes KCCA)			
Clients	1	1	0	0.0%
Passenger Trips	4	14	(10)	-71.4%

RIDELINK				
Clients	366	346	20	5.8%
Passenger Trips	969	989	(20)	-2.0%
Phone Calls	3,688	3,905		
Total Trips sched. thru Rapid call center	4,845	4,624		

TOTALS				
Clients	2,031	1,907	124	6.5%
Passenger Trips	22,727	21,878	849	3.9%
Average Weekday Ridership	988	933	55	5.9%
Average Saturday Ridership	336	321	15	4.7%
Average Sunday Ridership	327	325	2	0.6%
All Ambulatory Passengers	15,424	14,963	461	3.1%
All Wheelchair Passengers	7,303	6,915	388	5.6%
No - Shows	484	457	27	5.9%
Cancellations	4,986	4,862	124	2.6%
MV				
Average Cost per Trip	\$24.83	\$24.44	\$0.39	1.6%
Riders per Hour	2.0	2.0	0.0	0.0%
Accidents per 100,000 Miles	0.0	1.1	(1)	-100.0%

Trip Denials	9	1	8	300.0%
NTD Travel Time (minutes)	28	30	-2	-6.7%

NETWORK 180				
Passenger Trips	4,675	5,463	(788)	-14.4%
Average Weekday Ridership	223	287	(64)	-22.3%

TOTAL PASSENGER TRIPS	27,402	27,341	61	0.2%
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Paratransit Service Quality Statistics: network 180 Excluded

	2019	2018	% of Trips	% Change
Complaints				
MV Complaints	34	15	0.1%	126.7%

On-Time Performance		
On-Time Compliance - Pick-up	94.14%	92.60%
On-Time Compliance - Drop-off	94.39%	92.59%



Date: October 30, 2019
To: ITP Board
From: Linda Medina, Finance Manager
Subject: August 2019 Financial Report

We are working through the year-end process and do not anticipate any major changes. Revenues are anticipated to be under budget by approximately 3% and expenses to be close to the budgeted amount.

Please feel free to reach out to me directly at (616) 774-1149 or lmolina@ridetherapid.org with any additional questions regarding the financial report.

**Interurban Transit Partnership
Combined Operating Statement**

Month Ended 08/31/19

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target= 92%
Revenue & Operating Assistance						
Passenger Fares						
1. Passenger Fares - Linehaul	5,613,189	5,613,189	254,376	4,767,276	845,913	85%
2. Passenger Fares - Paratransit	797,316	797,316	69,407	869,163	71,847+	109%
3. Passenger Fares - Other	21,350	21,350	3,210	36,424	15,074+	171%
4. Total Passenger Fares	6,431,855	6,431,855	326,993	5,672,863	758,992	88%
Sale Of Transportation Services						
5. CMH Contribution	909,370	909,370	58,246	667,524	241,846	73%
6. Dash Contract	2,165,936	2,165,936	208,354	2,176,960	11,024+	101%
7. Grand Valley State University	2,446,547	2,446,547	135,922	2,137,088	309,459	87%
8. Employment Transportation (Van Pool)	150,000	150,000	9,363	97,074	52,926	65%
9. Township Services	548,036	548,036	45,670	502,366	45,670	92%
10. Route 19	468,547	468,547	40,423	431,660	36,887	92%
11. Other	718,021	718,021	33,692	507,698	210,323	71%
12. Total Sale Of Transportation Services	7,406,457	7,406,457	531,670	6,520,370	886,087	88%
Other Revenue & Support						
13. State Operating	15,415,231	15,415,231	1,004,115	13,801,510	1,613,721	90%
14. Property Taxes	16,815,000	16,815,000	1,347,120	14,818,290	1,996,710	88%
15. Advertising	150,000	150,000	0	131,705	18,295	88%
16. Interest & Miscellaneous	595,031	595,031	8,473	304,063	290,968	51%
17. Total Other Revenue & Support	32,975,262	32,975,262	2,359,708	29,055,568	3,919,694	88%
18. TOTAL REVENUE & OPERATING ASSISTANCE	46,813,574	46,813,574	3,218,371	41,248,801	5,564,773	88%
Expenditures Route Service & Demand Response						
Labor						
19. Administrative Salaries and Wages	4,347,030	4,370,392	351,461	3,984,632	385,760	91%
20. Operators Wages	12,220,039	12,220,039	916,965	11,506,009	714,030	94%
21. Maintenance Wages	1,739,706	1,739,706	139,111	1,694,480	45,226	97%
22. Total Labor	18,306,775	18,330,137	1,407,537	17,185,121	1,145,016	94%
Pringe Benefits						
23. FICA/Medicare Tax	1,508,241	1,508,241	112,493	1,399,214	109,027	93%
24. Pension	1,770,353	1,770,353	104,777	1,891,874	121,521-	107%
25. Group Medical	4,028,068	4,028,068	15,905	4,204,662	176,594-	104%
26. Unemployment Taxes	70,000	70,000	0	51,342	18,658	73%
27. Worker's Compensation	450,000	450,000	27,129	332,952	117,048	74%
28. Sick Leave	169,974	169,974	14,429	165,474	4,500	97%
29. Holiday	469,784	469,784	33	346,028	123,756	74%

**Interurban Transit Partnership
Combined Operating Statement**
Month Ended 08/31/19

Page 2

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target= 92%
30. Vacation	1,149,252	1,149,252	94,999	1,035,928	113,324	90%
31. Bereavement	26,250	26,250	1,573	22,114	4,136	84%
32. Uniforms	138,277	138,977	7,777	99,269	39,708	71%
33. Personal Days	393,846	393,846	22,664	224,316	169,530	57%
34. Fringe Benefits Distributed to Grants	10,000-	10,000-	403-	12,409-	2,409	124%
35. Total Fringe Benefits	10,164,045	10,164,745	401,376	9,760,764	403,981	96%
Services						
36. Audit, Legal, and Consultant	273,500	286,342	29,657	235,798	50,544	82%
37. Contract Service: Janitor & Bus Cleaning	1,412,544	1,558,994	152,977	1,256,012	302,982	81%
38. Contract Service: Other	1,304,564	1,293,984	67,569	854,823	439,161	66%
39. Total Services	2,990,608	3,139,320	250,203	2,346,633	792,687	75%
Materials & Supplies						
40. Fuel & Lubricants	3,117,945	2,962,745	242,416	2,395,246	567,499	81%
41. Tires & Tubes	44,218	44,218	0	27,084	17,134	61%
42. Office Supplies	60,821	62,968	5,393	44,089	18,879	70%
43. Printing	339,475	300,745	2,087	116,880	183,865	39%
44. Repair Parts	1,566,579	1,569,579	125,876	1,475,042	94,537	94%
45. Other Supplies	118,259	121,649	8,167	77,759	43,890	64%
46. Total Materials & Supplies	5,247,297	5,061,904	383,939	4,136,100	925,804	82%
Utilities						
47. Electronic Communications	125,721	123,821	8,590	78,789	45,032	64%
48. Gas Heat	210,000	184,500	2,988	167,802	16,698	91%
49. Electric	598,400	626,150	38,245	497,194	128,956	79%
50. Other	120,300	120,300	4,579	40,298	80,002	33%
51. Total Utilities	1,054,421	1,054,771	54,402	784,083	270,688	74%
Casualty & Liability						
52. Pl & PD Insurance	1,039,600	1,039,600	7,310	1,266,167	226,567-	122%
53. Building & Other Insurance	285,614	297,925	300	295,092	2,833	99%
54. Total Casualty & Liability	1,325,214	1,337,525	7,610	1,561,259	223,734-	117%

**Interurban Transit Partnership
Combined Operating Statement**
Month Ended 08/31/19

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	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target= 92%
<u>Other</u>						
55. Dues & Subscriptions	79,188	82,091	36,009	68,039	14,052	83%
56. Professional Development	124,480	142,316	12,883	79,536	62,780	56%
57. Marketing & Promotion	200,000	182,778	1,065	126,155	56,623	69%
58. Community Outreach	300,000	300,000	20,062	86,707	213,293	29%
59. Office Equipment	23,000	23,000	2,030	13,372	9,628	58%
60. Shop Tools	45,523	45,523	2,858	35,634	9,889	78%
61. Miscellaneous	108,355	104,796	1,027	66,271	38,525	63%
62. Total Other	880,546	880,504	75,934	475,714	404,790	54%
63. Purchased Transportation	6,018,527	5,986,527	441,502	5,374,363	612,164	90%
64. Purchase Transp. - CMH	1,337,226	1,337,226	72,989	987,247	349,979	74%
65. Purchase Transp. - Other	333,853	333,853	24,644	298,026	35,827	89%
66. Purchase Transp. - Suburban Paratransit	155,062	187,062	14,042	169,792	17,270	91%
67. Transfer Out - Grant Budget	0	0	0	0	0	100%
68. Operating Expenses - Capitalized	1,250,000-	1,250,000-	0	0	1,250,000-	0%
69. Designated Board Reserve	250,000	250,000	0	0	250,000	0%
70. TOTAL OPERATING EXPENDITURES	46,813,574	46,813,574	3,134,178	43,079,102	3,734,472	92%
71. Net Surplus	0	0	84,193	1,830,301-	1,830,301	100%
	46,813,574	46,813,574	3,218,371	41,248,801	5,564,773	88%

Interurban Transit Partnership
Grant Revenues & Expenditures
Month Ended 08/31/19

GL0376

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	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target
1. <u>Federal Grant Assistance</u>	45,823,710	45,823,710	5,490,750	22,134,725	23,688,985	48%
2. State Grant Assistance	11,455,928	11,455,928	1,372,687	5,533,681	5,922,247	48%
3. Transfer In - Operating Budget	0	0	0	0	0	100%
4. Use of Restricted Net Assets	0	0	0	0	0	100%
5. Other Local	0	0	0	0	0	100%
6. Total Grant Revenue	57,279,638	57,279,638	6,863,437	27,668,406	29,611,232	48%
7. <u>Administrative Salaries</u>	20,000	20,000	4,327	25,603	5,603-	128%
8. Driver Wages	0	0	0	0	0	100%
9. Temporary Wages	0	0	0	0	0	100%
10. Fringe Benefit Distribution	10,000	10,000	403	12,409	2,409-	124%
11. Total Labor	30,000	30,000	4,730	38,012	8,012-	127%
12. <u>Tires & Tubes</u>	416,160	416,160	45,818	262,784	153,376	63%
13. Office Supplies	0	300	3,669	4,100	3,600-	820%
14. Printing	0	100	181	265	165-	263%
15. Total Material & Supplies	416,160	416,760	49,668	267,149	149,611	64%
16. <u>Purchased Transportation</u>	700,000	700,000	77,329	660,663	39,337	94%
17. Specialized Services	463,289	463,289	115,075	458,061	5,228	99%
18. Total Purchased Transportation	1,163,289	1,163,289	192,404	1,118,724	44,565	96%
19. <u>Dues & Subscriptions</u>	4,000	3,400	0	575	2,825	17%
20. Professional Development	12,000	12,000	346	7,313	4,687	61%
21. Miscellaneous	0	0	0	0	0	100%
22. Total Other Expenses	16,000	15,400	346	7,888	7,512	51%
23. <u>Office Lease</u>	0	0	0	0	0	100%
24. Transit Center Lease	0	0	0	0	0	100%
25. Storage Space Lease	0	0	0	0	0	100%
26. Total Leases	0	0	0	0	0	100%
27. <u>Rolling Stock</u>	11,527,392	13,227,392	773-	12,851,866	375,526	97%
28. Facilities	32,272,495	30,572,495	5,424,164	9,054,356	21,518,139	30%
29. Equipment	4,468,180	4,468,180	518,768	620,647	3,847,533	14%
30. Other	5,823,461	5,823,461	663,288	3,504,779	2,318,682	60%
31. Total Capital	54,091,528	54,091,528	6,605,447	26,031,648	28,059,880	48%
32. Planning Services	312,661	312,661	10,842	204,985	107,676	66%
33. Capitalized Operating	1,250,000	1,250,000	0	0	1,250,000	0%
34. Total Expenditures	57,279,638	57,279,638	6,863,437	27,668,406	29,611,232	48%

PROFESSIONAL DEVELOPMENT REPORT
ALL EMPLOYEES
AUGUST 2019

AMOUNT	PURPOSE	EMPLOYEE (s)	LOCATION
\$ 1,277.58	MPTA Annual Meeting and Golf	A. Johnson, B. Pouget, D. Reed	Thompsonville, MI
\$ 200.00	Inclusive Recruitment & Retention Conference	Various	Grand Rapids, MI
\$ 836.94	APTA Board Administrator Conference	S. Radke	Jacksonville, FL
\$ 1,191.30	ATI Conference	S. Green, C. Dennany	Atlanta, GA
\$ 2,493.08	Schedule Masters Conference	J. Bunn, A. Lockwood	Santa Rosa, CA
\$ 2,400.00	GR Urban Leader Delegation	A. Johnson	Austin, TX
\$ 894.49	CoMotion LA Conference	B. Kirk	Los Angeles, CA
\$ 1,795.00	Integrated Marketing Communications	B. Schlacter	Online
\$ 1,411.00	Avail Users Conference	A. Prokopy, T. Divers	San Antonio, TX
\$ 641.47	Pygor+ Unlimited Training - Excel	K. Stephens, D. Larson, S. Bultema	Online
\$ 346.07	Quarterly Laker Line Meeting at FTA	N. Monoyios	Chicago, IL
\$ 775.99	FTA PTASP Workshop	M. Wieringa, B. Olejniczak	Chicago, IL
\$ 395.00	National Institute of Crime Prevention Seminar	M. Wieringa	Grand Rapids, MI
\$ 151.89	OPTA Maintenance Committee Meeting	S. Clapp	Columbus, OH
			<u>\$14,809.81</u>

*This total does not include incidental travel and meeting expenses such as mileage, parking, lunch meetings, etc.