



## **TRANSIT PLANNING & OPERATIONS COMMITTEE**

Thursday, January 20, 2005

### **MINUTES**

#### **1. CALL TO ORDER**

The Regular Meeting of the Transit Planning and Operations (TP&O) Committee was called to order at 4:34 p.m. by Chairperson Cortese in Room 106-E, San Jose City Hall, 801 North First Street, San Jose, California.

#### **ROLL CALL**

##### **Members Present**

David Cortese, Chairperson  
Ron Gonzales  
Joe Pirzynski, Vice Chairperson

##### **Members Absent**

Liz Kniss

##### **Alternates Present**

None

##### **Alternates Absent**

Pete McHugh  
Dolores Sandoval  
Ken Yeager

\*Alternates do not serve unless participating as a Member.

**A quorum was present.**

#### **2. PUBLIC PRESENTATIONS**

There were no Public Presentations.

#### **3. ORDERS OF THE DAY**

There were no Orders of the Day.

## CONSENT AGENDA

4. **Minutes of December 16, 2004**

M/S/C (Gonzales/Pirzynski) to approve the Minutes of December 16, 2004.

5. **Contract Award for Light Rail Vehicle (LRV) Facility Minimum Improvements Project**

M/S/C (Gonzales/Pirzynski) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to execute a contract in the amount of \$555,000 with PICC, Inc., the lowest responsible bidder for the Light Rail Vehicle (LRV) Facility Minimum Improvements Project. This project is 80 percent federally funded.

6. **Community Oriented Design Enhancements (CODE) Program Update – December 2004 through January 2005**

M/S/C (Gonzales/Pirzynski) to receive and file the Community Oriented Design Enhancements (CODE) Program Update - December 2004 through January 2005.

7. **Report on the Vasona Light Rail Project for the Month of December 2004**

M/S/C (Gonzales/Pirzynski) to receive and file the Report on the Vasona Light Rail Project for the Month of December 2004.

8. **Joint Powers Board Monthly Status Report**

M/S/C (Gonzales/Pirzynski) to receive and file the Joint Powers Board Monthly Status Report.

9. **Committee for Transit Accessibility Report**

M/S/C (Gonzales/Pirzynski) to receive and file the Committee for Transit Accessibility Report.

10. **Monthly Legislative Reports**

M/S/C (Gonzales/Pirzynski) to receive and file the Monthly Legislative Reports.

**NOTE:** M/S/C MEANS MOTION SECONDED AND CARRIED AND, UNLESS OTHERWISE INDICATED, THE MOTION PASSED UNANIMOUSLY.

## **REGULAR AGENDA**

### **11. Elect a Vice Chairperson for 2005**

**On order of Chairperson Cortese**, there being no objection, the Committee deferred to Elect a Vice Chairperson for 2005 to the February 17, 2005 Transit Planning & Operations (TP&O) Committee Meeting.

### **12. Service Planning Support Services**

Mike Aro, Service and Operations Planning Deputy Director, reported that at the August 13, 2004 VTA Board of Directors' Workshop Meeting, staff provided presentations on the following future initiatives that could be implemented to better segment VTA services based on market needs: 1) Bus Rapid Transit (BRT), 2) Community Bus, and 3) Market Segmentation Analysis. Since the Board of Directors' Workshop Meeting, staff has conducted preliminary analysis and met with key stakeholders regarding possible implementation of new initiatives. Mr. Aro noted that in order to move forward towards possible implementation, additional analysis and planning needs to be conducted.

Mr. Aro noted that staff is recommending that task order contracts be issued with the following four firms to help support staff with the planning and/or implementation of the Enhanced Bus/BRT, Community Bus Service, Market Segmentation Analysis, and Transit Service Optimization studies: 1) Cambridge Systematics, Inc., 2) DKS Associates Transportation Solutions (in association with IBI Group and Apex Strategies), 3) Korve Engineering, Inc., and 4) Transportation Management and Design, Inc.

Mr. Aro reported that \$200,000 has been included in the FY 2005 budget to move forward with some of the studies and in future years line items will be added to the budget to address other task orders for the project.

Chairperson Cortese queried about the criteria used in determining the most qualified firms. Mr. Aro reported that 102 firms requested a Request For Proposals (RFP). He indicated that 20 firms submitted proposals, noting that several firms out of the 20 teamed up together. Mr. Aro noted that VTA based its selection on the firms' experience in the specific study areas, pricing, and local preference. VTA interviewed eight different firms or combination of firms, which comprised of 20 different firms.

Chairperson Cortese requested that staff provide back-up documentation describing criteria system used in selection process.

**M/S/C (Gonzales/Pirzynski)** to approve submitting a recommendation to the Board of Directors to authorize the General Manager to execute task order contracts, as funds become available, for on-call consultant services to assist staff with the planning and/or

implementation of Enhanced Bus/Bus Rapid Transit (BRT), Community Bus Service, Market Segmentation Analysis, and Transit Service Optimization studies with the firms listed below for a maximum three-year period with an option for two additional years. The total value is not to exceed \$1,500,000 for all agreements over the next five years. Those firms are: Cambridge Systematics, Inc., Oakland, CA; DKS Associates Transportation Solutions (in association with IBI Group and Apex Strategies), San Jose, CA; Korve Engineering, Inc., San Jose, CA; and Transportation Management and Design, Inc., Carlsbad, CA.

## **OTHER ITEMS**

### **13. Progress Report on the Zero Emission Bus (ZEB) Demonstration Program**

**On order of Chairperson Cortese**, there being no objection, the Progress Report on the Zero Emission Bus (ZEB) Demonstration Program was received and filed.

### **14. FY 2004 Transit Operations Performance Report**

Matthew O. Tucker, Chief Operating Officer, directed attention to the document distributed entitled FY 2004 Transit Operations Performance Report and provided a report, highlighting: 1) FY 2004 Key Operating Expense Performance Drivers, 2) FY 2004 Operating Cost Per Total House, 3) System Recovery Performance, 4) Ridership vs. Employment, and 5) Bus Operations Service Quality.

Member Gonzales directed attention to the Transit Operations Performance Report, Page 5, Ridership Summary FY 2004, Light Rail category, Total Boarding Riders, increase of 10.7%, and queried about the total of months the Capitol Light Rail line was in operation in 2004. Jack J. Collins, Chief Construction Officer, noted the Capital Light Rail line began operation in July 2004. Member Gonzales expressed an interest in knowing, based on the boardings for that period of time, the projected ridership numbers for this year. Mr. Aro noted that VTA is currently running 27 percent over last year's numbers on light rail.

Member Gonzales queried if the FY 2004 Transit Operations Performance Report would be forwarded to the Board of Directors at their February 3, 2005 Meeting. Mr. Tucker noted that the Administration and Finance Committee requested that the Report be placed on the February 3, 2005 Board Agenda.

Member Gonzales encouraged staff to provide ridership information whenever possible to highlight accomplishments.

**M/S/C (Gonzales/Pirzynski)** to receive and file the FY 2004 Transit Operations Performance Report.

### **15. Committee Work Plan**

Denise Daly, Chief of Staff, noted the following items to be agendaized at the February 17, 2005 TP&O Meeting: 1) Revised Eligibility Certification Process for Paratransit and 2) Certification of Final EIS/EIR for Downtown East Valley.

**On order of Chairperson Cortese**, there being no objection, the Committee Work Plan was reviewed and accepted.

**16. Committee Staff Report**

There was no Committee Staff Report.

**17. Chairperson's Report**

There was no Chairperson's Report.

**18. Determine the Consent Agenda for the February 3, 2005 Board Meeting**

**CONSENT: Item #5.** Authorize the General Manager to execute a contract in the amount of \$555,000 with PICC, Inc., the lowest responsible bidder for the Light Rail Vehicle (LRV) Facility Minimum Improvements Project. This project is 80 percent federally funded and **Item #12.** Authorize the General Manager to execute task order contracts, as funds become available, for on-call consultant services to assist staff with the planning and/or implementation of Enhanced Bus/Bus Rapid Transit (BRT), Community Bus Service, Market Segmentation Analysis and Transit Service Optimization studies with the firms listed below for a maximum three-year period with an option for two additional years. The total value is not to exceed \$1,500,000 for all agreements over the next five years. Those firms are: Cambridge Systematics, Inc., Oakland, CA; DKS Associates Transportation Solutions (in association with IBI Group and Apex Strategies), San Jose, CA; Korve Engineering, Inc., San Jose, CA; and Transportation Management and Design, Inc., Carlsbad, CA.

**REGULAR:** None

**19. Announcements**

There were no Announcements.

**20. ADJOURNMENT**

**On order of Chairperson Cortese**, there being no objection, the meeting was adjourned at 4:52 p.m.

Respectfully submitted,

Tracene Y. Crenshaw, Board Assistant  
VTA Board of Directors