

AGENDA

**RICHMOND REGIONAL
 TRANSPORTATION PLANNING ORGANIZATION
 PUBLIC TRANSPORTATION WORK GROUP**

Monday, November 2, 2020

3:00 p.m.

Members of the public may observe the meeting via YouTube Live Streaming on the [PlanRVA YouTube Channel](#). Opportunities for sharing comments are described in the [Public Participation](#) guide.

WELCOME AND INTRODUCTIONS (Parsons)

Statement Regarding Virtual Meetings

(Parsons) page 1

1. Consideration of Amendments to the Agenda

(Parsons)

2. Approval of October 5, 2020 Meeting Summary

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3. Scope Consensus

(Torres/GRTC)..... page 5

- *Final Review and Agreement on Content*
- *Action Recommendation for TAC*

4. Next Steps

(Parsons)

5. Next Public Transportation Work Group Meeting – TBD

(Parsons)

6. Adjournment

(Parsons).....

CAP/nm

Opening Statement for Electronic Meetings

Due to the 2020 COVID-19 virus and current guidance regarding physical distancing to reduce the potential for spread, meetings of the Richmond Regional Planning District Commissions have transitioned to a virtual format in accordance with provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the period of the Governor's State of Emergency Declaration for COVID-19.

While we meet in a remote/virtual format, we remain committed to public accessibility and opportunity to participate. Staff provided notice of this meeting to members and the public on October 26, 2020 through electronic posting on the PlanRVA website and email distribution of notice to members, alternates, and known interested parties, including the media.

This meeting will be recorded. Audio and visual recordings of the meeting and materials will be posted on the PlanRVA website within 48 hours of this meeting.

Any member of the public participating as an observer during the meeting today may submit comments or questions at any time prior to or during the meeting via email at rrtpoinput@PlanRVA.org. All comments and questions submitted at this time will be reviewed following the meeting and to the extent practical, responses will be provided or posted on the PlanRVA website.

We ask that members identify themselves first when speaking so we can more accurately record the activities of the meeting. All lines should be muted to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the Chair.

Does anyone have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate?

By reading this statement, staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

Now, please indicate your presence by saying "HERE" when your name is called during a roll call. Anyone who wishes to identify themselves following the roll call of members will be invited to do so.

<Pause for Roll Call>

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
PUBLIC TRANSPORTATION WORK GROUP**

**MEETING SUMMARY
Zoom Virtual Meeting
October 5, 2020
3:00 p.m.**

MEMBERS PRESENT:

Chesterfield County		City of Richmond		Hanover County	
Barbara K. Smith	x	Dironna Moore Clarke	x	Joe E. Vidunas	x
Henrico County		CTAC		DRPT	
Sharon Smidler	x	Lisa Guthrie	x	Tiffany Dubinsky	x
GRTC		PlanRVA		RideFinders	
Adrienne Torres	x	Ken Lantz	x	John O'Keeffe	x

The RRTPO Public Transportation Work Group meeting was held by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by Zoom and was open and accessible for participation by members of the public. A recording of this meeting is available on the [Plan RVA website](#).

CALL TO ORDER

Chet Parsons, the Richmond Regional Transportation Planning Organization (RRTPO) Secretary, presided and called the October 5, 2020 RRTPO Public Transportation Work Group meeting to order at 3:04 p.m.

1. Considerations of Amendments to the Agenda

There were no requested changes to the meeting agenda. Seeing and hearing no objections, the agenda was approved by acclamation as distributed on October 5, 2020.

2. Approval of August 24, 2020 Meeting Summary

There were no comments or corrections to the August 24, 2020 meeting summary. The RRTPO Public Transportation Work Group unanimously approved by acclamation the meeting summary of the August 24, 2020 meeting as presented.

3. Project Update

a. Code Requirements

Chet Parsons referenced the Virginia Code § 33.2-3701. Section G. stating “the GRTC shall develop a plan for regional public transportation within Planning District 15 in collaboration with the Richmond Regional Transportation Planning Organization. The GRTC shall annually provide to the Authority sufficient documentation, as required by the Authority, showing that the revenues distributed under subdivision D.2. were applied in accordance with Authority approval and the guidelines required by § 33.2-286.”

The development of a plan for regional public transportation has to conform with the guidelines required by the [Code of Virginia § 33.2-286 Urban transit agency strategic plans](#).

**A copy of the referenced code is available at [Code of Virginia § 33.2-3700, et seq. 2020](#)

b. CVTA, RRTPO, GRTC Roles

- GRTC has a responsibility to develop a regional public transportation plan.
- RRTPO has a responsibility to collaborate, assist, and provide feedback to GRTC as they develop the plan.
- CVTA has a responsibility to ensure that the regional public transportation plan meets the requirements set forth by the Code of Virginia and to monitor CVTA funding streams authorized by the Code.

4. Scope Discussion

At the last meeting, the work group discussed a draft scope of work that is used as an outline to define a starting point for the collaboration of this work group. Adrienne Torres, Director of Planning & Scheduling at GRTC Transit System, briefed the group on the development of the draft scope and the project tasks required to complete the development of a Regional Public Transportation Plan. The following project tasks are required to complete the work:

- GRTC data review, local and regional plan and data review, transit trends, and development of infographics;
- Financial scenario analysis, grant opportunities (incl. other capital projects), and a financial evaluation of preferred concepts;
- Development of performance measures;
- Public outreach strategies as required by the Title VI Public Participation Plan.
- Draft alternatives should be developed by December 31, 2020, and the target completion date is July 1, 2021.

In conformance with the guidelines outlined in § 33.2-286, the plan shall include the following elements in the final product:

1. An assessment of state of good repair needs;
2. A review of the performance of fixed-route bus service, including schedules, route design, connectivity, and vehicle sizes;
3. An evaluation of opportunities to improve operating efficiency of the transit network, including reliability of trips and travel speed;
4. An examination and identification of opportunities to share services where multiple transit providers' services overlap; and
5. An examination of opportunities to improve service in underserved areas.

6. Next Steps

Additional comments and revisions from this work group will be distributed via email and incorporated in the draft scope. A final draft scope will be developed and come back to the work group with a due date for review so GRTC can start the procurement process.

7. Next Public Transportation Work Group Meeting: 2 November 2020

Chet Parsons noted the next meeting will be held on November 2, 2020, beginning at 3:00 p.m. in Richmond, Virginia.

8. Adjournment

The meeting was adjourned at 3:45 p.m. on October 5, 2020.

CAP/nm

Overview

During the 2020 session of the Virginia General Assembly, HB 1541 was approved as an amendment to the Virginia State Budget and enacted into law. § 33.2-3701.G of the Code of Virginia directs the Greater Richmond Transit Company (GRTC) to develop a plan, in collaboration with the Richmond Regional Transportation Planning Organization (RRTPO), for regional public transportation in the Richmond Region.

The GRTC shall create a separate, special fund in which all revenues received pursuant to subdivision D 2 shall be deposited. The GRTC shall develop a plan for regional public transportation within Planning District 15 in collaboration with the Richmond Regional Transportation Planning Organization in conformance with the guidelines required by § [33.2-286](#). The GRTC shall annually provide to the Authority sufficient documentation, as required by the Authority, showing that the revenues distributed under subdivision D 2 were applied in accordance with Authority approval and the guidelines required by § [33.2-286](#).”

This scope of work documents the steps necessary to support GRTC in the development of a Regional Public Transportation Plan in alignment with Code of Virginia 33.2 – 286. Urban transit agency strategic plans (TSP). This plan will be incorporated in the annual update required for the TDP/TSP to be provided to DRPT. It includes coordination with PlanRVA and the Transportation Working Group as well as reviewing relevant plans to identify enhancement priorities for transportation in the region. GRTC’s current regional network will be a base for the plan. The scope takes a strategic look at financial scenarios to understand the long-term financial environment and to ensure the plan is robust and sustainable. The scope includes the review of GRTC’s current service standards and performance metrics set in the TDP to confirm they will support the plan after implementation. All of these elements will provide a clear vision and executable regional public transportation plan for implementation in FY22. This will

Overarching Assumptions

- Duration of contract is approximately October 2020 – July 2021. Initial draft alternatives completed by December 31, 2020.
- All strategies should be cognizant of GRTC’s Federal Transit Administration Title VI Program.
- This plan will be incorporated in the annual update required for the TDP/TSP to be provided to DRPT. (Guidelines attached).

The following project tasks are required to complete the work:

1. Project Management and Outreach Strategy

This task encompasses the high-level management of the process and meetings.

- 1.1. Attend and facilitate a project kick-off meeting with GRTC staff.
- 1.2. Prepare for and attend meetings with the Transportation Advisory Committee (TAC) Public Transportation Working group.
- 1.3. Coordinate scope of work execution on a weekly basis with GRTC’s project manager.
- 1.4. Support GRTC staff in preparing material for outreach meetings.
- 1.5. Support GRTC staff in stakeholder update meetings.

2. Planning Context and Transit Trends Analysis

- 2.1. *GRTC Data Review* - Consultant will review all necessary existing conditions data provided by GRTC, including but not limited to: ridership, route structure, operational metrics, capital facilities, and passenger amenities. GRTC's current system will be a base for the plan.
- 2.2. *Local and Regional Plan and Data Review* - Consultant will review relevant plans and programs, including but not limited to: Jurisdictional Comprehensive plans and supplements, land use and transportation forecasts, transit plans, relevant documents from Vision Plan Phase II, Greater RVA Transit Vision Plan, GRTC TDP, and other adjacent jurisdiction planning documents.
- 2.3. *Transit Trends and Infographics* - Consultant will develop infographics that detail how transit is currently being used in the Richmond Region and how recommendations from local, regional and transit plans can be complementary to the current regional network. Trend analysis and projections should acknowledge effects of the pandemic.

3. Financial Scenario Analysis

- 3.1. *Cost and Revenue Analysis* - Consultant will analyze GRTC's operational service costs and revenues to include local, state, federal, and CVTA funds (sales and fuel tax revenues). The analysis will also include development of a cost allocation model for all revenue sources for funding the preferred concept. Cost analysis will look at how costs have changed over time and how they scale with service. The analysis will also look at how the number and type of employees change with changes in service and the implications for future service needs.
- 3.2. *Grant Opportunities Assessment* – The consultant will research grant opportunities and trends for bus fleet replacement and other capital projects to include federal, state, and regional. Consultant will also analyze the number and amount of past grant awards for GRTC.
- 3.3. *Financial Evaluation of Preferred Concept*- The revenue and costs for the preferred concept will be displayed by cost allocation. This will also include the analysis of a regional transit system reserve fund needed to maintain established regional operations through economic downturns and other states of emergency. This task will use the analysis and findings from Task 3.1 to evaluate financial implications of the preferred service plan. Consultant's evaluation will assess the potential for sales and fuel tax revenue, fares, grants, and other revenue sources to pay for the annual operating costs and needed capital improvements for the plan implementation in most likely a phased approach. The evaluation will consider a number of scenarios assuming different growth in revenues and costs.

4. Service Plan Concepts Evaluation and Outreach

This task will develop two distinct service plan concepts for evaluation. Full enhancement priorities will most likely be implemented in a phased approach. The base of the plan will be GRTC's current regional network. The two draft alternatives should be developed by December 31, 2020.

- 4.1. *Performance Measure Development* – Consultant will work with GRTC staff to develop a set of performance measures to use in the service plan evaluation process. The metrics are expected to be consistent with measures identified in the GRTC TDP as well as metrics common throughout the transit industry.
- 4.2. *Service Plan Concepts Evaluation* - Consultant will leverage the input gathered from internal meetings with GRTC staff, existing plans, and prioritization from the transportation working group to develop a set of two (2) distinct service plan concepts for evaluation. It is expected that the service plan concepts will be developed in coordination with GRTC staff.

- 4.3. Feedback on the Service Plan Concepts – Consultant will support GRTC staff on feedback efforts.

5. Service Standards and Draft Plan Development

This task will incorporate the feedback from Task 4 to develop and evaluate a preferred service plan concept, determine a set of service standards, and to consolidate all supporting information into a draft Regional Public Transportation Plan document. Outreach will primarily be informative in nature, with updates detailing how the feedback from prior tasks and led to the current draft planning document.

- 5.1. *Preferred Service Plan Development and Evaluation* - Consultant will work with GRTC staff to incorporate the previously evaluated performance measures, and the feedback received on the service plan concepts in order to develop a preferred service concept for inclusion in the plan.
- 5.2. *Service Standards Development* – Consultant will work with GRTC staff to develop the appropriate service standards and thresholds for measuring and implementing the plan. The standards will provide guidance for when operational or capital investments are needed based upon changes in demand or service operation characteristics and will be developed to allow GRTC to monitor them periodically to calibrate future service plans.
- 5.3. *Preferred Service Plan Support Analysis* – With an understanding of the preferred service plan, Consultant will work with GRTC to determine and document the capital and administrative support necessary to implement the plan. This includes fleet and maintenance base needs, passenger amenities, human resource requirements, and technology needs and the estimated high-level costs associated with these investments.
- 5.4. *Draft Plan Development* – Consultant will incorporate the material generated in the above tasks to develop a draft plan document that provides a clear vision for GRTC with a summary of the financial and capital support needed to achieve that vision.

6. Final Plan Development

This task provides resources for the necessary modifications to the draft plan based in order to finalize the Regional Transportation Plan.

- 6.1. *Final Regional Public Transportation Plan* – Consultant will support GRTC in finalizing the draft plan based on public, agency, and stakeholder feedback. The final Plan document will leverage graphics and figures to convey the message of the plan, with more detailed information provided in the appendices developed in prior tasks.
- 6.2. *Plan Adoption* – Consultant will provide support to GRTC staff during the plan adoption process. It is assumed that a majority of the in-person and document updates will be completed by GRTC staff.

7. Schedule

The desired project start date is upon execution of agreement, draft alternatives developed by December 31, 2020, and the target completion date is July 1, 2021.

8. Contract Structure

GRTC will utilize DRPT’s General Transit Planning consultant contract and associated rates and terms. Costs will be billed to GRTC on a monthly basis as described herein. DSBSD certified usage

value shall be shown in accordance with DRPT standards. All costs associated with the proposal need to be communicated by line item.

9. Project Management

9.1 Project Approach

The consultant shall describe in detail the approach they propose for the project. The approach should address all elements of the process described above.

9.2 Project Management Plan and Schedule

The consultant shall provide project management plan at project initiation that addresses the consultant's roles and responsibilities, communication protocols, quality control plan, schedule, invoicing requirements, and document control procedures.

9.3 Invoicing

Invoices shall be submitted by the consultant to GRTC on a monthly basis. At the time of invoice submittal, the consultant shall submit a monthly progress report to GRTC.

DRAFT