



Agenda
Linn-Benton Loop Technical Advisory Committee

Date: Thursday, August 7, 2018
Time: 2:30 – 4:30 pm
Location: OCWCOG Downstairs Conference Room, 1400 Queen Ave, SE Albany OR
Conference: 541-497-7311, pin #841
Contact: Phil Warnock, Community & Economic Development Director, (541) 924-8474

1. **2:30 Call to Order & Introductions/Agenda Review** Chair, Lee Lazaro
2. **2:33 Public Comment** Chair
3. **2:35 Approval of April 26, 2018 Meeting Minutes (Attachment A)** Chair
Action Requested: Approval of Minutes
4. **2:40 Service Analysis Scope of Work & Contract Status (Attachment B1&B2)** Chair/Phil
Action Requested: Review Nelson Nygaard Loop Scope of Work
5. **3:00 Set Project Kick-off Date with DKS/Nelson Nygaard** Chair
Action Requested: Discussion
6. **3:20 Public Involvement Plan (Attachment C)** Tarah & Nick
Action Requested: Review Public Involvement Plan
7. **3:40 Final Review of 2018-2019 Loop Budget (Attachment D)** Ted
Action Requested: Review and feedback
8. **3:50 Review of Loop Budget and Ridership Reports (Attachment E1&E2)** Ted
Action Requested: Information only
9. **4:10 Next Meeting and Future Agenda Items** Chair
Action Requested: Discussion only
10. **4:20 Adjourn** Chair

**LINN-BENTON LOOP TAC
DRAFT MINUTES**

Tuesday, April 26, 2018

3:00 – 4:30 pm

Oregon Cascades West Council of Governments
Upstairs Conference Room / 1400 Queen Ave. SE, Albany

Board Members: Ali Bonakdar, Mark Bernard, M'Liss Runyon, Lee Lazaro, Mark Volmert (phone), Tarah Campi, and Tim Bates

Member At-Large: Andrew Koll

Staff Members: Barry Hoffman, Phil Warnock, and Emma Chavez

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order and Agenda Review		The Chair, Lee Lazaro called the meeting to order at 3:00 pm. Introductions were conducted.
2. Public Comment		There were no public comments.
3. Approval of the November 7, 2017 meeting minutes	Tarah Campi moved to approve the minutes, Ali Bonakdar seconded. Minutes approved by consensus.	Consensus by the Loop TAC to approve the meeting minutes with as written.
4. Loop Service Analysis Review of NN Proposal	Lazaro advised that he sent an email to the Policy Board on April 20 th which included a report of Loop TAC March through April activities, a Nelson Nygaard (NN) Draft SOW proposal, and the TAC's input. At this time the TAC is asked to provide additional comments and ask any clarifying questions. Next steps are to finalize the TAC's input and submit to Terry Cole and NN. NN would need to do an amended proposal to incorporate the changes and a contract would need to be developed.	Lazaro will update the comments provided today and submit to Terry Cole at ODOT, and Nelson Nygaard. Staff will provide a Draft Public Outreach proposal sample at the next meeting.

	<p>The NN overall total budget is just below the \$60,000 maximum outlined by the TAC. It was recommended that the onboard survey be taken out of the budget and not be something NN automatically completes and bills for; those funds could be used at the Loop’s discretion as needed and required.</p> <p>Campi questioned whether NN needs to present to the MPOs. It was decided that the TAC members (specifically MPO staff), can present to the MPO Boards; additionally, the MPO Boards are already represented on the Loop Policy Board which facilitates information-sharing.</p> <p>Lazaro noted that NN utilizes the word “strategies” throughout the proposal. It is advised in the comments that the Loop wants very specific recommendations/actionable items (e.g. routes, and schedules). To this, Bonakdar cautioned not to limit their work to schedules and routes. He noted that the Loop may also want to receive marketing recommendations and other suggestions that enhance the service. He stated that it is important to make the plan receptive to HB 2017 funding opportunities. Warnock added, that it is important for the plan to not become quickly outdated due to an implementable route and timing coordination, including changes by individual transit systems that the Loop connects with and the scenarios should reflect this dynamic.</p> <p>Members discussed edits to the tasks that could address these concerns, and made the following changes:</p> <ul style="list-style-type: none"> • Task 2.1; include Linn Shuttle in the analysis • Task 2.2; should ensure end product should allow all four transit partners to move forward in coordinated efforts <p>Mark Bernard questioned why a public outreach process is not included in the plan. Campi advised that this was discussed during the scoping meetings and it was concluded that this was more of a technical background document and did not need a formal public comment period or a round of public engagement meetings, but that public outreach would be conducted via the MPOs (including public meeting notices and</p>	<p>Members also concluded to put together survey samples to develop a draft survey.</p>
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	<p>website postings available to regional stakeholders). Bernard questioned the decision, noting that the document will be an adopted plan and those require a public outreach. Campi noted that the TAC Ad Hoc also discussed this and concluded that the work product might not need to be a formal Plan. Warnock stated that if the document is not to be considered a local Plan, than it cannot be adopted in to the STIF Plan.</p> <p>After discussion, members met consensus that the document should be considered a formal Plan, and include details of how it meets public outreach requirements. Staff will provide a short Public Outreach proposal at the next meeting.</p> <p>Bernard advised that in order to qualify for FTA’s Low or No grant funds, there must a reference to electric buses in the Plan.</p> <p>Barry Hoffman noted that completing a survey by June 1st is not a good timeline due to the end of the school year, and less students riding the bus. Members discussed and concluded that due to the plan timeline, and the need to poll non student riders, the timeline may be appropriate.</p>	
<p>5. Review of Budget and Recommendation</p>	<p>Hoffman advised that the City of Albany will go to the Budget Hearing in May, at which point the Loop budget needs to be presented. He noted that the LBCC and OSU contributions have not been formally requested, and that it is his understanding that this process is what will become the formal request. Hoffman went on to review the 2018-2019 budget with members.</p> <p>Hoffman pointed out that the \$36,000 of FTA Section 5307 Grant PM funds were previously provided by AAMPO. However, it had been decided that CAMPO and AAMPO will split that cost. This reflects at \$18,000 each for FY 2018-2019. Members clarified that these are ATS and CTS funds, therefore should be noted as “AAMPO/ATS Preventative Maintenance,” and “CAMPO/CTS Preventative Maintenance.”</p>	<p>Consensus from the TAC to Recommend the 2018-2019 Budget to the Policy Board with corrections, and after LBCC and OSU approval of contribution.</p>

	<p>Mark Volmert requested for the \$27,500 of FTA Section 5310 Grant funds to be noted as being received from Linn County STF. Volmert also questioned why employees show paid benefits of 90% of salary paid. Hoffman advised he would need to request an answer from the Finance Department.</p> <p>The decrease of 25% in cost of fuel was questioned due to the recent gas price increases. Hoffman advised that these are projected calculations and that operating reserve may be used if needed.</p> <p>Volmert wanted clarification on whether the Loop Service Analysis funds needed to be included in the budget. Staff advised that ODOT will be contracting with OWCOG for the services therefore, the funds do not need to be reflected on this budget.</p> <p>Mark Volmert made motion for the Linn-Benton Loop TAC to recommend the FY2018-2019 Budget to the Policy Board with discussed edits, and follow up with LBCC and OSU on their approval of contribution.</p> <p>Additional Agenda Item: Lazaro provided a handout of the bulletin from Region 10 from USDOT for an opportunity to apply for the FTAs lower no emission bus program.</p>	
6. Review of Loop Budget and Ridership Report	Ridership has leveled out and picked up slightly.	
7. Next Meeting and Future Agenda Items	<p>Next week's regularly scheduled meeting has been cancelled. The next meeting is scheduled for Tuesday, August 7th.</p> <p>Agenda items for August:</p> <ul style="list-style-type: none"> • LBL SOW Update and Public Outreach 	
8. Adjournment	Meeting adjourned at 4:40 pm.	



MEMORANDUM

To: Terry Cole, Oregon Department of Transportation;
Phil Warnock, Cascades West Council of Governments and Loop TAC;
Lee Lazaro, Benton County Transportation and Loop TAC

From: Nelson\Nygaard

Date: May 22, 2018

Subject: Linn-Benton Loop Service Development Plan

Schedule: June 1, 2018 – January 31, 2019

Budget: NTE \$60,000

Project Purpose: To develop detailed near-term service improvements with associated schedule changes, route changes, bus stop locations and other projects and activities. The transit improvements or projects will be described by cost estimates, phases, Linn-Benton Loop partner roles, and estimated service benefits. The project must meet the priority needs of the Linn-Benton Loop members. Projects should be created with ODOT's State Transportation Improvement Fund (STIF) and other funding programs in mind, addressing STIF and Local Plan needs.

Client: Oregon Cascades West Council of Governments, via Oregon DOT Region 2

Prime: DKS Associates

Advisory Committee: Linn-Benton Loop Technical Advisory Committee

Management Team: Loop Governing Board Chair, CWCOG staff member, consultant team

SCOPE OF WORK

This project scope of work describes how DKS Associates and Nelson\Nygaard Consulting Associates (Consultant) will deliver the Linn-Benton Loop Service Development Plan (Plan). The outcome of the project will be detailed near-term service improvements for the Linn-Benton Loop (Loop), summarized by associated scope, deliverables, costs, and benefits. The Plan strategies should meet the priority needs of the Linn-Benton Loop Governing Board and be created with Oregon Department of Transportation transit funding programs in mind, addressing STIF and Local Plan needs.

All deliverables described in the tasks below include a draft and final version. The final version will include changes reflecting edits and suggestions from one consolidated set of comments from the Agency Project Manager or designated project lead.

A successful project relies upon the buy-in from community stakeholders and decision makers. Local communities in Linn and Benton Counties have recently completed Transportation System Plans and Transit Development Plans that provide overarching policy direction for this Plan.

Consultant and the Agency Project Manager will build from input gathered from those plans, and focus interaction with two groups guiding the Linn-Benton Loop.

- *Linn-Benton Loop Governing Board (Board)* – The Board consists of six Board members, reflecting the six primary funding partners for the Loop. The Board established a Technical Advisory Committee to advise the Board and staff regarding transit operations and performance. The Board meets quarterly. The Board will provide final decision making for the Loop but will not engage the project directly. The Consultant will present the draft final Plan to the Board in the last project phase.
- *Technical Advisory Committee (TAC)* – The TAC is an advisory committee to the Board. The TAC will review Plan deliverables and technical work, and will represent regional stakeholders who affect or are affected by the Loop services. This group will meet with Consultant five times by phone and two times in person meetings. The TAC will have project-level decision responsibility. The TAC may bring additional advisory members to the project meetings as needed, to be facilitated by the Linn-Benton Loop staff.
- *Project Management Team (PMT)* – The Linn-Benton Loop Governing Board will provide at least one staff liaison to support day-to-day contact with the project team. The Loop project manager will meet with the project team on a bi-weekly basis to provide ongoing day-to-day support and oversee the project.

Definitions:

Plan – Linn-Benton Loop Service Development Plan

Agency Project Manager – Oregon Department of Transportation staff representative

Loop Project Manager – Linn-Benton Loop staff representative

Project Team – Linn-Benton Loop staff and consultant team

Consultant – Nelson Nygaard Consulting Associates and DKS Associates

TAC – Technical Advisory Committee

Board – Linn-Benton Loop Governing Board

TASK 1 PROJECT MANAGEMENT AND OVERSIGHT

1.1 – Kickoff meeting

Nelson Nygaard will facilitate a project kickoff meeting with the TAC. The purpose of this meeting is to:

- Establish administrative and communication procedures
- Discuss initial project goals and objectives
- Discuss work plan scope and schedule
- Obtain data and information for technical analysis
- Review regional planning outcomes to date

Nelson Nygaard will present a project overview to the Governing Board on the same day as the TAC kickoff meeting. The presentation address project goals and objectives, plan scope and schedule, and collect feedback on stakeholder priorities, needs, and resources. Alternatively, the Governing Board members may be invited to the TAC meeting time.

1.2 – Monthly TAC meetings

Consultant will facilitate monthly meetings with the TAC. The purpose of the meetings will be to provide a project update, coordinate key tasks, seek clarification and direction approach, and discuss comments and revisions to deliverables. The Consultant will meet with the TAC six times; including Task 1.1 Kickoff meeting and Task 3.4 Strategies Workshop. Consultant will plan to attend and facilitate TAC meetings in the Albany area; should meetings occur by phone, consultant will provide web-based conference call system allowing for real-time presentation and screen sharing.

1.3 – Bi-weekly PMT meetings

Consultant will facilitate bi-weekly Project Team phone meetings of up to 1-hour in duration throughout the project period. The purpose of the calls will be to review current project work, discuss key questions or issues, review upcoming tasks, and share comments on recent deliverables or other work products.

1.4 – Linn-Benton Loop Governing Board presentation

Consultant will present the final draft Plan to the Linn-Benton Loop Governing Board to present information and strategies, answer questions, and facilitate a discussion with Governing Board members about the Plan and the future of the Loop.

Deliverables

- Kickoff Meeting/ TAC #1 agenda; Kickoff meeting facilitation; Kickoff meeting notes including a summary of action items
- Data and information request
- Monthly TAC meetings
- Bi-weekly call agenda and meeting notes
- Presentation to the Linn-Benton Loop Governing Board

TASK 2 EXISTING CONDITIONS AND NEEDS ASSESSMENT

The purpose of this task is to develop a shared understanding of interregional transportation needs for people whose location and travel needs the Loop can reasonably address in its current form. Consultant will use information and data from completed or concurrent projects, recent service performance data, and feedback from an on-board survey, as available. The resulting Technical Memorandum will summarize key needs and opportunities in relatively brief form and focused on key issues affecting service planning priorities and decision points, as the TAC is highly fluent in service area, ridership markets, and analysis completed in recent plans.

Task 2.1 - Transportation Market Analysis

- Collect and analyze relevant origin and destination studies, surveys and analysis from past plans, or as available from the CALM model or other analysis tools.
- Analyze Corvallis Transit System, Albany Transit System and Linn-Benton Loop trip origins and destinations, including any rider survey data available.

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- Define low income by identifying data and thresholds acceptable to all TAC members, to support Oregon State Transit Improvement Fund metrics and applications.
- With STIF program start-up in 2019, Linn Shuttle, ATS TDP, and CTS TDP service enhancements may also be taking place. The market analysis should move the Loop service forward in coordination with at least known planned improvements in those services.
- Create one map illustrating key activity centers and markets relevant to the Loop service type. Consultant will use data available from existing plans (e.g. Corvallis Transit Development Plan, Albany Transit Development Plan, Benton County Transportation System Plan). Map may be illustrative to summarize service area demands and to reflect the geographic / distance issues related to regional service coverage.

Task 2.2 – Transportation Services Analysis

- Assess existing transportation services based on information and analysis from regional Transportation System Plans and Transit Development Plans completed in 2017 or expecting completion in 2018. Measures include but are not limited to service hours, frequency, revenue hours, revenue miles, ridership, operating cost, vehicle type, bus stop amenities, and fare policies.
- Inventory on-demand transportation services such as transportation network companies, taxis, carsharing, carpooling, bikesharing, park-and-rides, and incentive programs, inasmuch as these services may relate to public transportation use and service design.
- Identify and assess transportation needs relevant to the Linn-Benton Loop, given the existing resources, transportation services, and existing and potential rider market needs.
- Consultant will discuss Task 2.1 and 2.2 findings with TAC during a phone meeting

Task 2.3 – Loop On-Board Survey Support

- Support the Loop and partners to develop and deliver an on-board survey that will yield rider information to support service market analysis and service planning. Survey support will at least include a review and comment on survey instrument, and review and comment on survey delivery plan and logistics.
- The on-board survey must be completed by June 1 while regional academic institutions are in session, to yield ridership data that can support Loop strategy development within the Plan schedule. Survey analysis must be completed and submitted to Consultant by July 15, 2018 to be included in Consultant Task 2 deliverables. Survey data collected or completed after that date will be incorporated into strategy development process, though not necessarily documented in Consultant deliverables.

Task A (optional) – Loop On-Board Survey Delivery

- If required and authorized by the Project Manager, Consultant will develop and deliver an on-board survey that will yield rider information to support service market analysis and service planning.
- Survey development and delivery will include staff and local project management to create survey instrument, deliver surveys on Loop vehicles

Deliverables

- Technical Memorandum #1: Existing Conditions and Needs Assessment; preliminary strategy development approach
- TAC Meeting #2: Existing conditions
- Loop rider survey instruments and analysis report (optional)

TASK 3 TRANSIT SERVICE SCENARIOS

The purpose of this task is to understand which transit service outcomes are most important to achieve, understand and prioritize service markets, and develop potential short-term service improvements.

Task 3.1 – Develop Evaluation Framework

- The Consultant will build on the existing conditions analysis and past plans to develop an evaluation framework. The evaluation framework will describe performance measures and process stemming from mobility goals and overall service vision guiding the Loop Governing Board and partners today. A brief memorandum and TAC Meeting #2 will help Consultant develop an evaluation process that will inform TAC member decision-making.
- The performance measures will be designed through the evaluation framework to ensure evaluation answers questions relevant to the Loop transportation goals, stakeholder interests, and plans. The Consultant will develop and measure five performance metrics, to provide a concise comparison. Suggested measures include:
 - Estimated quantitative descriptions such as route frequency, hours of service, and end-to-end travel time.
 - Quantitative measures such as jobs and residents within one-quarter mile of stops, cost, and ridership effects available from sketch planning tools.
 - Qualitative measures such as schedule clarity and traveler comfort.

Task 3.2 – Funding Assessment

Consultant will summarize planned funding sources between fiscal years 2019 and 2023 (i.e. two ODOT funding biennia), partnerships and service methods to support the Plan. The funding information will include sources accessible for Loop services, and sources used by partner transit agencies for related regional services. The funding information will provide information for TAC to assess opportunities and constraints, prioritize strategies and prepare funding applications. A brief memorandum and discussion at TAC Meeting #2 will help Consultant develop accurately reflect expected resources.

Task 3.3 – Strategy Development and Evaluation

Consultant will develop up to three near-term (4-year) operating scenarios, each including linked or related near term service improvements to Loop service addressing needs and opportunities identified in Task 2. The operating scenarios will be described and evaluated to help TAC understand the tradeoffs, or costs and benefits, of each service approach. Each scenarios will include a route and schedules, capital needs (e.g. vehicles, bus stops, equipment), operating needs, and programmatic projects (e.g. marketing, outreach). Service improvements will be

considered in how they coordinate Loop efforts with existing partners' efforts to evolve services for the individual systems.

Task 3.4 – Strategies Workshop (TAC Meeting #4)

Consultant will facilitate an in-person workshop / TAC meeting to evaluate and prioritize markets and strategies service improvements addressed through the operating scenarios (Task 3.3). “Strategy” is understood to include detailed service improvements to bus routes, schedules, bus stop locations, and other projects and activities serving the Linn-Benton Loop service goals and priorities. The meeting will include a summary of evaluation results by scenario, including benefits to travel markets identified in Task 2. The goal of the meeting is to prioritize service areas and travel markets over the next four years, and identify the service scenario or approach best addressing those priorities. The outcome of the meeting will be one preferred operating scenario including up to six operating, capital, and programmatic strategies (aka “projects”) to carry forward to the Service Plan (Task 4).

Deliverables

- Technical Memorandum 2: Evaluation framework
- Technical Memorandum 3: Funding scan
- TAC Meeting #3: Evaluation framework, funding scan
- Workshop agenda, evaluation summary materials, and meeting outcomes summary.
- TAC Meeting #4: Strategies workshop

TASK 4 SERVICE PLAN

The purpose of this Task is to describe strategies selected for the Loop Governing Board and partners to implement over the next four years, detailing route and schedule, vehicle and equipment needs, financial plan, and action steps and partner roles.

Task 4.1 Linn-Benton Loop Service Development Plan

The Plan will include data and information developed through Tasks 1 through 3, documenting the process and illustrating the travel needs and opportunities leading to the proposed service improvements. The Plan will include:

- Clear, accessible language to reach a broad audience familiar with transportation but not necessarily public transportation operations and funding.
- Financial plan in two-year increments to support funding applications and plans required for ODOT programs.
- Actions for specific institutional partners to ensure implementation is clearly communicated.
- Expected implementation benefits (e.g. ridership, access to low income communities)

The Consultant will meet with the TAC two times through this process: once to review strategies developed after TAC Meeting #4, and once to review the final draft Plan.

Task 4.2 – Loop Governing Board Presentation

Consultant will attend one Linn-Benton Loop Governing Board meeting to present the Draft Final Plan. The Consultant will develop the presentation materials, respond to questions and

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comments. Consultant expects that the Loop Project Manager will provide meeting recording and summary as part of regularly scheduled meeting facilitation.

Deliverables

- TAC Meeting #5 Draft Service Enhancement Strategies
- TAC Meeting #6 Draft Service Enhancement Plan
- Governing Board Presentation
- Draft / Final Draft Plan (considered Final after one round of edits following Governing Board presentation)

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Figure 1. Budget

Task Description	Nelson\Nygaard Labor Costs					Subconsultant Costs		Total Labor Hours	Total Labor Costs	Total Direct Expenses	Total Costs		
	Stephanie Wright	Jamey Dempster	Paul Leitman	Corinna Kimball-Brown		DKS Associates Reah Flisakowski Principal Engineer	Total Subconsultants Labor Hours					Total Subconsultants Labor Costs	
	Principal 1	Senior Associate 1	Associate 3	Associate 2	NN Labor								
Base Rate	60.78	46.86	31.76	29.61									
Overhead 178.31%	108.38	83.56	56.63	52.80									
Profit 10%	16.92	13.04	8.84	8.24									
Total Billing Rate	\$186.07	\$143.46	\$97.23	\$98.65	Hours	Cost	\$165.18						
1 Project Management and Outreach													
1.1 Kickoff TAC and Board meeting #1	7	10	9		26	\$3,612	4	4	\$661	30	\$4,273	\$4,273	
1.2 Monthly TAC meetings in person (4)	10	16	16		42	\$5,712	1	1	\$165	43	\$5,877	\$5,877	
1.3 Bi-weekly project management meetings (10)	5	8	8		21	\$2,856		0	\$0	21	\$2,856	\$2,856	
Task Total	22	34	33	0	89	\$12,180	5	5	\$826	94	\$13,006	\$100	\$13,106
2 Existing Conditions and Needs Assessment													
2.1 Transportation Market Analysis	2	8	24	8	42	\$4,579	8	8	\$1,321	50	\$5,900	\$5,900	
2.2 Transportation Service Analysis	4	8	24		36	\$4,225		0	\$0	36	\$4,225	\$4,225	
2.3 Loop On-Board Survey Support	2	4	16		22	\$2,502		0	\$0	22	\$2,502	\$2,502	
Task Total	8	20	64	8	100	\$11,306	8	8	\$1,321	108	\$12,627	\$0	\$12,627
3 Strategy Development													
3.1 Evaluation Framework	1	4	16		21	\$2,316		0	\$0	21	\$2,316	\$2,316	
3.2 Funding Assessment	1	10	16		27	\$3,176		0	\$0	27	\$3,176	\$3,176	
3.3 Strategy Development and Evaluation	4	16	40		60	\$6,929	6	6	\$991	66	\$7,920	\$7,920	
3.4 Strategies Workshop / TAC #3	2	8	16		26	\$3,075		0	\$0	26	\$3,075	\$3,075	
Task Total	8	38	88	0	134	\$15,496	6	6	\$991	140	\$16,487	\$100	\$16,587
4 Loop Service Development Plan													
4.1 Draft / Final Draft Linn-Benton Loop Service Development Plan	10	24	30	6	70	\$8,765	2	2	\$330	72	\$9,095	\$9,095	
4.2 Linn-Benton Loop Commission presentation		6	2	2	10	\$1,237		0	\$0	10	\$1,237	\$1,237	
Task Total	10	30	32	8	80	\$10,001	2	2	\$330	82	\$10,331	\$100	\$10,431
TOTAL HOURS	48	122	217	16	403		21	21		424			
TOTAL LABOR COST	\$8,931	\$17,502	\$21,099	\$1,450		\$48,983	\$3,469		\$3,469		\$52,451	\$300	\$52,751
TOTAL COSTS									\$3,469		\$55,920	\$300	\$56,220
OPTIONAL TASKS													
A Loop On-Board Survey Delivery (optional)	6	20	34		60	\$7,291		0	\$0	60	\$7,291	\$7,291	
TOTAL OPTIONAL TASK HOURS	6	20	34	0	60		0	0		60			
TOTAL OPTIONAL TASK COST	\$1,116	\$2,869	\$3,306	\$0		\$7,291	\$0		\$0		\$7,291	\$0	\$7,291
TOTAL LABOR COST	\$10,047	\$20,371	\$24,405	\$1,450		\$56,274	\$3,469		\$3,469		\$59,743	\$300	\$60,043
TOTAL COSTS									\$3,469		\$63,212	\$300	\$63,512

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Figure 2. Schedule

		2018																																						
Task	Description	May				June				July					August				September				October					November				December								
		7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31				
1	Project Management and Outreach																																							
1.1	Kickoff TAC and Board meeting #1					■																																		
1.2	Monthly TAC meetings in person (4)										■								■						■								■							
1.3	Bi-weekly project management meetings (10)				■		■			■		■		■		■		■		■		■		■		■		■		■		■		■		■		■		
2	Existing Conditions and Needs Assessment																																							
2.1	Transportation Market Analysis				■	■	■	■	■																															
2.2	Transportation Service Analysis				■	■	■	■	■																															
2.3	Loop On-Board Survey Support				■	■																																		
3	Strategy Development																																							
3.1	Evaluation Framework									■	■																													
3.2	Funding Assessment									■	■	■																												
3.3	Strategy Development and Evaluation									■	■	■	■	■	■	■	■	■																						
3.4	Strategies Workshop / TAC #3																■																							
4	Loop Service Development Plan																																							
4.1	Draft / Final Draft Linn-Benton Loop Service Development Plan																																							
4.2	Linn-Benton Loop Commission presentation																																						■	■
OPTIONAL TASKS																																								
Task	Description																																							
A	Loop On-Board Survey Delivery (optional)				■	■	■	■	■																															

WORK ORDER CONTRACT # 8**PRICE AGREEMENT ("PA") # B33873****Project Name/Location: Linn Benton Loop Transit Development Plan**

This Work Order Contract ("WOC") is entered into by and between the State of Oregon, by and through its Oregon Department of Transportation ("Agency" or "ODOT"), and DKS Associates an Oregon corporation ("Consultant" or "Contractor"). This WOC incorporates by this reference:

- a. all of the Terms and Conditions contained in Part II of the above referenced PA;
- b. the provisions from the PA Exhibits with the exception of: E.1
- c. the attached Statement of Work and Delivery Schedule;
- d. the attached Breakdown of Costs ("BOC") {except for Fixed-Price, file copy only};
- e. the attached DBE Provisions
- f. the Committed DBE Breakdown and Certification Form(s);

WOC EXPIRATION DATE: April 30, 2019. The required schedule for performance under the WOC is specified in the Statement of Work and Delivery Schedule.

DBE (WOC includes federal funds? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>)		No DBE Goal	
Certified Small Business Aspirational Target (for State-only funded WOCs over \$100,000, including as amended; see PA Exhibit K): N/A			
Expenditure Account ("EA") #IN 2021-000	Fed Aid #: N/A	ODOT Key #N/A	
The Total Not-to-Exceed ("NTE") amount for this WOC. This total includes: all allowable costs, profit, and fixed-fee amount (if any), shown in section H.4; and \$9,146.00 for contingency tasks, each of which must be separately authorized by Agency.			\$ 60,719.00

This WOC is effective on the date it has been signed by the Parties and all required State of Oregon approvals have been obtained. No Payment shall be made for Services that are performed before: i) the WOC effective date and ii) a Notice-To-Proceed has been issued by Agency.

Certification:**A. Any individual signing on behalf of Consultant hereby certifies under penalty of perjury:**

- (1) Consultant has provided its correct taxpayer identification number to Agency for the above-referenced PA.
- (2) Consultant is not subject to backup withholding because (a) Consultant is exempt from backup withholding, (b) Consultant has not been notified by the IRS that Consultant is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified Consultant that Consultant is no longer subject to backup withholding.
- (3) S/he is authorized to act on behalf of Consultant, s/he has authority and knowledge regarding Consultant's payment of taxes, and to the best of her/his knowledge, Consultant is not in violation of any Oregon tax laws. For purposes of this certification, "Oregon tax laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.657; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

B. Any individual signing on behalf of Consultant hereby certifies they are authorized to sign this WOC and that:

- (1) Consultant has read, understands and agrees to comply with the requirements set forth in the PA and in all Exhibits and other documents incorporated by reference in the PA.
- (2) Consultant understands and agrees that any exhibits or other documents not physically attached to the PA that are incorporated by reference have the same force and effect as if fully set forth herein.
- (3) **[Check one of the following two certifications as applicable (the COI Guidelines and COI Disclosure Form are available at: <http://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx>):**
 - (a) Consultant understands and has provided to all Associates the ODOT COI Guidelines and COI Disclosure Form. Consultant and (to the best of the undersigned's information, knowledge and belief) Consultant's Associates are in compliance with the COI Guidelines and have no conflicts of interest, no ODOT employees hired within the last one-year period, and no other disclosures required per the COI Guidelines and COI Disclosure Form. "Associate" has the meaning provided in the COI Guidelines.
 - (b) All disclosures required, per the COI Guidelines and COI Disclosure Form, for Consultant and (to the best of the undersigned's information, knowledge and belief) Consultant's Associates (as defined in the COI Guidelines) have been indicated on the Conflict of Interest Disclosure Form(s) submitted regarding this WOC, and if determined necessary by Agency, a mitigation plan has been approved by Agency.
- (4) (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of Consultant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a

Attachment B2

Member of Congress in connection with this WOC, the undersigned shall complete and submit [Standard Form-LLL, "Disclosure Form to Report Lobbying,"](#) in accordance with its instructions.

(c) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(d) Consultant shall require that the language of this certification be included in all subcontracts in excess of \$100,000 at all tiers and that all such subcontractors shall certify and disclose accordingly.

(5) Consultant is an independent contractor as defined in ORS 670.600 and as described in [IRS Publication 1779](#).

(6) In the event that Consultant is a general partnership or joint venture, Consultant signature(s) on this WOC constitutes certifications to the above statements pertaining to the partnership or joint venture, as well as certifications of the above statements as to any general partner or joint venturer signing this WOC.

CONSULTANT: _____
Signature & Title Date

LEGAL SUFFICIENCY: Not required per OAR 137-045-0050(18)

ODOT (Procurement Authority)

Signature Print Name Date

**STATEMENT of WORK and DELIVERY SCHEDULE
for
WOC #8 under PA #33873**

Project Name: Linn-Benton Loop Service Development Plan

Name: Address: Phone: Fax: Email:	Agency’s Project Manager (“APM”) and Contract Administrator James Feldmann 3700 SW Philomath Blvd. Corvallis, OR 97333 (541) 757-4197 James.feldmann@odot.state.or.us	Name: Address: Phone: Fax: Email:	Consultant’s Project Manager (“PM”) Reah Flisakowski DKS Associates 720 SW Washington St., Suite 500 Portland, OR 97205 (503) 243-3500 (503) 972-1242 rlf@dksassociates.com
Name: Phone: Email:	WOC Administrator (if not APM)	Name: Phone: Email:	Alternative Contact for Consultant Carl Springer 503-243-3500 cds@dksassociates.com

A. PROJECT DESCRIPTION and OVERVIEW of SERVICES

Agency is contracting with Consultant for Services in connection with the following project (the “Project”): the Linn-Benton Loop Service Development Plan. The primary objective of the Project is to develop detailed near-term service improvements with associated schedule changes, route changes, bus stop locations and other projects and activities. The transit improvements or projects will be described by cost estimates, phases, Linn-Benton Loop partner roles, and estimated service benefits. The project must meet the priority needs of the Linn-Benton Loop members. Projects should be created with ODOT’s State Transportation Improvement Fund (STIF) and other funding programs in mind, addressing STIF and Local Plan needs.

The outcome of the project will be detailed near-term service improvements for the Linn-Benton Loop (Loop), summarized by associated scope, deliverables, costs, and benefits. The Plan strategies should meet the priority needs of the Linn-Benton Loop Governing Board and be created with Oregon Department of Transportation transit funding programs in mind, addressing STIF and Local Plan needs.

All deliverables described in the tasks below include a draft and final version. The final version will include changes reflecting edits and suggestions from one consolidated set of comments from the Agency Project Manager or designated project lead.

A successful project relies upon the buy-in from community stakeholders and decision makers. Local communities in Linn and Benton Counties have recently completed Transportation System Plans and Transit Development Plans that provide overarching policy direction for this Plan. Consultant and the Agency Project Manager will build from input gathered from those plans, and focus interaction with two groups guiding the Linn-Benton Loop.

- Linn-Benton Loop Governing Board (Board) – The Board consists of six Board members, reflecting the six primary funding partners for the Loop. The Board established a Technical Advisory Committee to advise the Board and staff regarding transit operations and performance. The Board meets quarterly. The Board will provide final decision making for the Loop but will not engage the project directly. The Consultant will present the draft final Plan to the Board in the last project phase.

- Technical Advisory Committee (TAC) – The TAC is an advisory committee to the Board. The TAC will review Plan deliverables and technical work, and will represent regional stakeholders who affect or are affected by the Loop services. This group will meet with Consultant five times by phone and two times in person meetings. The TAC will have project-level decision responsibility. The TAC may bring additional advisory members to the project meetings as needed, to be facilitated by the Linn-Benton Loop staff.
- Project Management Team (PMT) – The Linn-Benton Loop Governing Board will provide at least one staff liaison to support day-to-day contact with the project team. The Loop project manager will meet with the project team on a bi-weekly basis to provide ongoing day-to-day support and oversee the project.

Acronyms and Definitions

Agency, ODOT – Oregon Dept. of Transportation	PM – Consultant’s Project Manager
APM – Agency Project Manager	PMT – Project Management Team
BOARD – Linn-Benton Loop Governing Board	PSES – Public and Stakeholder Engagement Strategy
EJ – Environmental Justice	SOW – Statement of Work and Delivery Schedule
FP – Fixed Price	TAC – Technical Advisory Committee
MWESB – Minority, Women & Emerging Small Businesses	TAZ – Traffic Analysis Zone
NEPA – National Environmental Policy Act	TSP – Transportation System Plan
NTP – Notice to Proceed	UGB – Urban Growth Boundary
PA - Price Agreement	WOC – Work Order Contract

B. STANDARDS and GENERAL REQUIREMENTS

The standards and general requirements applicable to this WOC are stated in the parent PA.

C. REVIEW, COMMENT and SCHEDULE OVERVIEW

- Consultant shall coordinate with Agency staff as necessary and shall revise draft deliverables to incorporate Agency draft review comments. It is assumed that draft deliverables will be revised one time prior to public release and then will be revised one more time following public review, unless otherwise noted. Consultant shall convey deliverables to the APM for distribution. The review cycle for these non-technical materials is five (5) business days for intermediate products, and ten (10) business days for final products unless otherwise specified. The review cycle for these technical materials is ten (10) business days for intermediate products, and ten (10) business days for final products unless otherwise specified. All references to “days” in the WOC are in Business Days as defined in the PA (not calendar days).
- Board and ODOT shall each submit one set of consolidated, coordinated comments on draft deliverables to Consultant within ten (10) working days after receipt or corresponding set of meetings, unless otherwise directed by PMT.
- Consultant is not required to make major or extensive revisions outside of the scope of this WOC without an approved WOC amendment. This provision does not limit the right of Agency to require correction of deliverables that do not meet the requirements of this SOW.

D. FORMAT REQUIREMENTS

Expectations about Written and Graphic Deliverables

Consultant shall provide one electronic copy of all deliverables. All written and graphic products must be provided in PDF format and be reproducible in hardcopy as handouts for broad distribution in black and white without loss of clarity. The Board will provide all hard copies required for the Project, unless otherwise specified.

All written deliverables must be professionally written and include the Project name, a title that refers to the WOC deliverable, draft number, subtask number and date of preparation. All draft written deliverables shall be provided in an editable file format compatible with MS Office 2007 and include redline/strikeout format as drafts are revised. Where possible, information must be presented in tabular or graphic format, with a simple and concise accompanying narrative (e.g. system inventories, traffic conditions). Final written deliverables must also be provided in an editable format compatible with MS Office 2010.

All map deliverables shall be provided in both PDF and ESRI-compatible format (shape file, coverage, or geo database), or other acceptable format determined by Agency (in consultation with the Board). The spatial reference system must be NAD83 HARN, Oregon State Plane North. Maps must include details necessary to ensure usability, including but not limited to Board limits, UGBs, street names, relevant environmental and cultural features, legend, and date. Maps included in the TSP must be at a scale that is legible, including font size. Consultant shall provide any GIS layers created for inventory and graphic deliverables (i.e., volumes, level of traffic stress) to both ODOTs Transportation Planning Analysis Unit (“TPAU”) and Geographic Information Services Unit (“GISU”). All graphics, including but not limited to vector based graphics including perspectives, axonometric drawings and elevations created digitally, must be delivered to the PMT digitally in both the native format in which they are created (such as Adobe InDesign, Photoshop, Sketch up, AutoCAD etc.) and in an open universally readable format (such as PDFs and or JPGs), as agreed between the Consultant, Board and Agency.

E. TASKS, DELIVERABLES and SCHEDULE

Unless the WOC is terminated or suspended, the Consultant shall complete the tasks and provide the deliverables covered under this WOC (collectively, the “Services”) within the timeframe stated for each task, and in accordance with the performance requirements and delivery schedules included in this WOC, unless specifically identified as the responsibility of the Agency or other entity.

TASK 1: Project Management and Oversight

Task 1.1 Kickoff Meeting

Consultant shall facilitate a project kickoff meeting with the TAC. The purpose of this meeting is to:

- Establish administrative and communication procedures
- Discuss initial project goals and objectives
- Discuss work plan scope and schedule
- Obtain data and information for technical analysis
- Review regional planning outcomes to date

Consultant shall present a project overview to the Governing Board on the same day as the TAC kickoff meeting. The presentation address project goals and objectives, plan scope and schedule, and collect feedback on stakeholder priorities, needs, and resources. Alternatively, the Governing Board members may be invited to the TAC meeting time.

Task 1.2 Monthly TAC meetings

Consultant shall facilitate monthly meetings with the TAC. The purpose of the meetings will be to provide a project update, coordinate key tasks, seek clarification and direction approach, and discuss comments and revisions to deliverables. The Consultant shall meet with the TAC six times; including Task 1.1 Kickoff meeting and Task 3.4 Strategies Workshop. Consultant shall plan to attend and facilitate TAC meetings in the Albany area; should meetings occur by phone, consultant will provide web-based conference call system allowing for real-time presentation and screen sharing.

Task 1.3 Bi-weekly PMT meetings

Consultant shall facilitate bi-weekly Project Team phone meetings of up to 1-hour in duration throughout the project period. The purpose of the calls will be to review current project work, discuss key questions or issues, review upcoming tasks, and share comments on recent deliverables or other work products.

Task 1.4 Linn-Benton Loop Governing Board presentation

Consultant shall present the final draft Plan to the Linn-Benton Loop Governing Board to present information and strategies, answer questions, and facilitate a discussion with Governing Board members about the Plan and the future of the Loop.

Consultant Deliverables for Task 1

- Kickoff Meeting/ TAC #1 agenda; Kickoff meeting facilitation; Kickoff meeting notes including a summary of action items; due within four (4) weeks from NTP
- Data and information request; due within four (4) weeks from NTP
- Monthly TAC meetings; ongoing throughout the Project
- Bi-weekly call agenda and meeting notes; ongoing throughout the Project, meeting notes due within one (1) week of call
- Presentation to the Linn-Benton Loop Governing Board; due within four (4) weeks from NTP

Task 2 Existing Conditions and Needs Assessment

The purpose of this task is to develop a shared understanding of interregional transportation needs for people whose location and travel needs the Loop can reasonably address in its current form. Consultant will use information and data from completed or concurrent projects, recent service performance data, and feedback from an on-board survey, as available. The resulting Technical Memorandum will summarize key needs and opportunities in relatively brief form and focused on key issues affecting service planning priorities and decision points, as the TAC is highly fluent in service area, ridership markets, and analysis completed in recent plans.

Task 2.1 Transportation Market Analysis

Consultant Shall:

- Collect and analyze relevant origin and destination studies, surveys and analysis from past plans, or as available from the CALM model or other analysis tools.
- Analyze Corvallis Transit System, Albany Transit System and Linn-Benton Loop trip origins and destinations, including any rider survey data available.
- Define low income by identifying data and thresholds acceptable to all TAC members, to support Oregon State Transit Improvement Fund metrics and applications.

- With STIF program start-up in 2019, Linn Shuttle, ATS TDP, and CTS TDP service enhancements may also be taking place. The market analysis should move the Loop service forward in coordination with at least known planned improvements in those services.
- Create one map illustrating key activity centers and markets relevant to the Loop service type. Consultant will use data available from existing plans (e.g. Corvallis Transit Development Plan, Albany Transit Development Plan, Benton County Transportation System Plan). Map may be illustrative to summarize service area demands and to reflect the geographic / distance issues related to regional service coverage.

Task 2.2 Transportation Services Analysis

Consultant Shall:

- Assess existing transportation services based on information and analysis from regional Transportation System Plans and Transit Development Plans completed in 2017 or expecting completion in 2018. Measures include but are not limited to service hours, frequency, revenue hours, revenue miles, ridership, operating cost, vehicle type, bus stop amenities, and fare policies.
- Inventory on-demand transportation services such as transportation network companies, taxis, carsharing, carpooling, bikesharing, park-and-rides, and incentive programs, inasmuch as these services may relate to public transportation use and service design.
- Identify and assess transportation needs relevant to the Linn-Benton Loop, given the existing resources, transportation services, and existing and potential rider market needs.
- Consultant shall discuss Task 2.1 and 2.2 findings with TAC during a phone meeting

Task 2.3 Loop On-Board Survey Support

Consultant Shall:

- Support the Loop and partners to develop and deliver an on-board survey that will yield rider information to support service market analysis and service planning. Survey support will at least include a review and comment on survey instrument, and review and comment on survey delivery plan and logistics.
- The on-board survey must be completed by June 1 while regional academic institutions are in session, to yield ridership data that can support Loop strategy development within the Plan schedule. Survey analysis must be completed and submitted to Consultant by July 15, 2018 to be included in Consultant Task 2 deliverables. Survey data collected or completed after that date will be incorporated into strategy development process, though not necessarily documented in Consultant deliverables.

Consultant Deliverables for Task 2

- Technical Memorandum #1: Existing Conditions and Needs Assessment; preliminary strategy development approach; due within six (6) weeks from NTP
- TAC Meeting #2: Existing conditions; meeting will take place within eight (8) weeks from NTP

Task 3 Transit Service Scenarios

The purpose of this task is to understand which transit service outcomes are most important to achieve, understand and prioritize service markets, and develop potential short-term service improvements.

Task 3.1 Develop Evaluation Framework

The Consultant shall build on the existing conditions analysis and past plans to develop an evaluation framework. The evaluation framework will describe performance measures and process stemming from

mobility goals and overall service vision guiding the Loop Governing Board and partners today. A brief memorandum and TAC Meeting #2 will help Consultant develop an evaluation process that will inform TAC member decision-making.

The performance measures will be designed through the evaluation framework to ensure evaluation answers questions relevant to the Loop transportation goals, stakeholder interests, and plans. The Consultant will develop and measure five performance metrics, to provide a concise comparison. Suggested measures include:

- Estimated quantitative descriptions such as route frequency, hours of service, and end-to-end travel time.
- Quantitative measures such as jobs and residents within one-quarter mile of stops, cost, and ridership effects available from sketch planning tools.
- Qualitative measures such as schedule clarity and traveler comfort.

Task 3.2 Funding Assessment

Consultant shall summarize planned funding sources between fiscal years 2019 and 2023 (i.e. two ODOT funding biennia), partnerships and service methods to support the Plan. The funding information will include sources accessible for Loop services, and sources used by partner transit agencies for related regional services. The funding information will provide information for TAC to assess opportunities and constraints, prioritize strategies and prepare funding applications. A brief memorandum and discussion at TAC Meeting #2 will help Consultant develop accurately reflect expected resources.

Task 3.3 Strategy Development and Evaluation

Consultant shall develop up to three near-term (4-year) operating scenarios, each including linked or related near term service improvements to Loop service addressing needs and opportunities identified in Task 2. The operating scenarios will be described and evaluated to help TAC understand the tradeoffs, or costs and benefits, of each service approach. Each scenarios will include a route and schedules, capital needs (e.g. vehicles, bus stops, equipment), operating needs, and programmatic projects (e.g. marketing, outreach). Service improvements will be considered in how they coordinate Loop efforts with existing partners' efforts to evolve services for the individual systems.

Task 3.4 Strategies Workshop (TAC Meeting #4)

Consultant shall facilitate an in-person workshop / TAC meeting to evaluate and prioritize markets and strategies service improvements addressed through the operating scenarios (Task 3.3). "Strategy" is understood to include detailed service improvements to bus routes, schedules, bus stop locations, and other projects and activities serving the Linn-Benton Loop service goals and priorities. The meeting will include a summary of evaluation results by scenario, including benefits to travel markets identified in Task 2. The goal of the meeting is to prioritize service areas and travel markets over the next four years, and identify the service scenario or approach best addressing those priorities. The outcome of the meeting will be one preferred operating scenario including up to six operating, capital, and programmatic strategies (aka "projects") to carry forward to the Service Plan (Task 4).

Consultant Deliverables for Task 3

- Technical Memorandum 2: Evaluation framework; due within three (3) months from NTP
- Technical Memorandum 3: Funding scan; due within three (3) months from NTP
- TAC Meeting #3: Evaluation framework, funding scan; meeting will take place within four (4) months from NTP
- TAC Meeting #4: Strategies workshop; meeting will take place within four (4) months from NTP

- Workshop evaluation summary materials, and meeting outcomes summary; due within one (1) week after meeting

Task 4 Service Plan

The purpose of this Task is to describe strategies selected for the Loop Governing Board and partners to implement over the next four years, detailing route and schedule, vehicle and equipment needs, financial plan, and action steps and partner roles.

Task 4.1 Linn-Benton Loop Service Development Plan

The Plan will include data and information developed through Tasks 1 through 3, documenting the process and illustrating the travel needs and opportunities leading to the proposed service improvements. The Plan will include:

- Clear, accessible language to reach a broad audience familiar with transportation but not necessarily public transportation operations and funding.
- Financial plan in two-year increments to support funding applications and plans required for ODOT programs.
- Actions for specific institutional partners to ensure implementation is clearly communicated.
- Expected implementation benefits (e.g. ridership, access to low income communities)

The Consultant will meet with the TAC two times through this process: once to review strategies developed after TAC Meeting #4, and once to review the final draft Plan.

Task 4.2 Loop Governing Board Presentation

Consultant shall attend one Linn-Benton Loop Governing Board meeting to present the Draft Final Plan. The Consultant will develop the presentation materials, respond to questions and comments. Consultant expects that the Loop Project Manager will provide meeting recording and summary as part of regularly scheduled meeting facilitation.

Consultant Deliverables for Task 4

- TAC Meeting #5 Draft Service Enhancement Strategies; meeting will take place within five (5) months from NTP
- Draft Plan; due within five and a half (5.5) months from NTP
- TAC Meeting #6 Draft Service Enhancement Plan; meeting will take place within six (6) months from NTP
- Governing Board Presentation; meeting will take place within seven (7) months from NTP
- Final Plan (after one round of edits following Governing Board presentation); due within eight (8) months from NTP

Task 5 Loop On-Board Survey Delivery and Analysis (Contingency)

Consultant Shall:

- Develop and deliver an on-board survey that will yield rider information to support service market analysis and service planning.
- Provide survey analysis and reporting support as needed to support route analysis and developing service improvements.
- Support other activities related to analyzing and presenting survey results and related effects on analysis and service improvements.

F. CONTINGENCY TASKS

The table below is a summary of contingency tasks that Agency, at its discretion, may authorize Consultant to perform. Details of the contingency tasks and associated deliverables are stated in the Task section of the SOW. Consultant shall complete only the specific contingency task(s) identified and authorized via written (email acceptable) Notice-to-Proceed (“NTP”) issued by Agency's APM. If requested by Agency, Consultant shall submit a detailed cost estimate for the agreed-to contingency Services (within the NTE amount(s) in the Contingency Task Summary Table) within the scope of the contingency task.

If Agency chooses to authorize some or all of these tasks, Consultant shall complete the authorized tasks and deliverables per the schedule identified for each task. The NTP will include the contingency task name and number, agreed-to due date for completion and NTE for the authorized contingency task.

Each contingency task is only billable (up to the NTE amount identified for the task) if specifically authorized per NTP. In the table below, the “NTE for Each” amount for a contingency task includes all labor, overhead, profit, and expenses for the task. The funds budgeted for contingency tasks may not be applied to non-contingency tasks without an amendment to the WOC. The total amount for all contingency tasks authorized shall not exceed the maximum identified in the table below. Each authorized contingency task must be billed as a separate line item on Consultant’s invoice.

Contingency Task Summary Table

Contingency Task Description	NTE for Each	Max Quantity	Method of Comp.	Total NTE Amount
C.5 Loop On Board Survey Delivery and Analysis	\$9,146.00	1	T&M	\$9,146.00
Total NTE For All Contingency Tasks:				\$9,146.00

G. ADDITIONAL PROVISIONS FOR WOCs

1. Project Cooperation. All Project Cooperation provisions, as detailed in Attachment 1 to PA Exhibit F, shall apply to this WOC.

2. Meetings and Public Involvement.

The SOW describes several types of meetings that will occur over the course of the Project. These include PMT meetings, TAC, PAC meetings, Board Council and Planning Commission Hearings, and community events, which are identified as specific tasks elsewhere in the SOW. Unless specified otherwise, the Consultant shall collaborate with the Board, and ODOT as necessary, to organize and conduct these meetings and events. The Board is responsible for taking the presentation lead at all meetings, unless otherwise delegated to the Consultant. The Consultant shall attend all meetings, unless otherwise specified. All public meetings must be conducted in accordance with the Oregon Attorney General's Public Records and Meetings Manual.

Board staff will provide guidance on the informational materials and graphics for the meetings. The Consultant shall use this guidance to prepare draft meeting announcements, agendas, press releases, and informational materials and graphics. (The Board will be responsible for finalizing, printing, and distributing this information.) Consultant shall provide easels and note pads, lead presentations and discussions (as requested by the Board), and prepare meeting summaries. Board shall be responsible for meeting summaries at Board Council and Planning Commission briefings. Consultant shall provide

electronic copies of draft meeting materials to the PMT for their review and approval at least ten (10) days in advance of meetings and events.

Consultant shall provide written meeting summaries for all committee meetings, work sessions, workshops and presentations. Meeting summaries are not intended to be detailed accounts of meetings, but shall at least provide attendance, significant issues raised, identify the person(s) raising issues, resolution of any issue, and decisions made at such meetings, work sessions, workshops and presentations. Electronic copies of meeting summaries shall be sent to the PMT within one (1) week following the meeting. In addition, the Consultant shall be responsible for maintaining the public record for the Project, including a log of meeting minutes, information received, comments on documents or Web site materials, and list containing contact information for interested parties.

The Board will coordinate all other meeting arrangements, which may be referred to elsewhere in this SOW as “logistics.” This includes identifying meeting locations, making reservations, ensuring that tables and chairs are available if necessary, posting directional signs to meeting rooms, post-meeting cleanup, and making any other arrangements necessary to conduct the meetings. Board will help staff the meetings and participate in discussions. For Committee meetings, Board will finalize, print and distribute meeting announcements, agendas, and discussion materials (prepared by Consultant). For community events, Board will finalize meeting announcements and press releases (prepared by Consultant), print and distribute to the local media and the public, and if necessary post special meeting announcements on the Board website (in addition to providing a link to the Project Website).

If food or refreshments are provided at any advisory committee meetings or community events they shall be provided and paid for by the Board.

The “Public Involvement” program must comply with Statewide Planning Goal 1 (Citizen Involvement), which calls for “the opportunity for citizens to be involved in all phases of the planning process.”

Board and Consultant shall consider EJ issues, which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

Fair treatment means that no group of people, including a racial, ethnic, or a socioeconomic group including those with limited English proficiency (“LEP”), should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies.

The term “meaningful involvement” means that:

- (1) Potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and health;
- (2) The public's contribution can influence the regulatory agency's decision;
- (3) The concerns of all participants involved will be considered in the decision making process; and
- (4) The decision makers seek out and facilitate the involvement of those potentially affected.

The Board and Consultant shall consider Title VI of the Civil Rights Act of 1964 regarding outreach to minorities, women, and low-income populations. Special efforts shall be directed to ensuring outreach to and representation of minorities, women, and low-income populations.

The primary aspect of public involvement is through the Project Website, joint TAC/PAC meetings, Public Open Houses, and Planning Commission and Board Council meetings. Board shall ensure that meetings include outreach to and opportunity for representatives of the following interests to be heard:

property owners, property development, business, residents-at-large, local government agencies, freight, and environmental justice. Board shall transmit any comments received outside of the processes in this Statement of Work and Delivery Schedule (“SOW”) to the Consultant.

Specific information regarding the deliverables and responsibility of public involvement tasks are listed under the appropriate task.

H. COMPENSATION

The method(s) of compensation and payment option(s) selected below (**and as specified for any Contingency Tasks in the table in Section F**) are incorporated from Exhibit B to the PA. For additional detail and requirements regarding compensation methods, payment options, or Agency’s right to withhold retainage, see PA - Exhibit B, Compensation. No compensation is provided to Consultant for negotiations, preparing or revising cost estimate for Services, or negotiating contracts with subcontractors.

H.1 Non-Contingency Tasks The method(s) of compensation for non-contingency tasks in this WOC is:

Time and Materials with Not-To-Exceed (“T&M”)

H.2 Payment Options

The payment option for the Services in the attached SOW is:

Monthly Progress Payments for acceptable and verifiable progress (For costs on CPFF or T&M);

H.4 Total WOC NTE Amount

	Compensation Summary Table	Amount
1. CPFF NTE Amount (not including Fixed-Fee or contingencies)	NTE Amount for allowable costs of non-contingency Services in this WOC.	N/A
2. Fixed-Fee Amount	Total of non-contingency Fixed-Fee amount(s) (for CPFF only)	N/A
3. Fixed Price Amount	Total of non-contingency Fixed Price amount(s)	N/A
4. T&M NTE Amount	Total for any non-contingency Services	\$51,573.00
5. Price Per Unit NTE Amount	Total NTE for non-contingency Price Per Unit Costs	N/A
6.	Total Non-Contingency Amount:	\$51,573.00
7.	Total for Contingency Tasks (if any) per Section F above:	\$9,146.00
TOTAL NTE (line 6 plus line 7) This amount includes all direct and indirect costs, profit, Fixed Fee amount (if any) and contingency task costs (if any).		\$60,719.00

H.5 Invoices

Invoices must be in conformance with the ODOT Invoice Requirements Guide and any other PA requirements. The Invoice Requirements Guide is available on the Internet at:

<http://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx>

Consultant shall submit invoices electronically via email to the Agency Project Manager.

Certification for 15-Day Payment (per [2017 HB 3264](#) pilot program that applies only to subject invoices received by Agency before June 30, 2019). For Services completed and accepted under the terms of a WOC executed on or after January 1, 2018, a business that employs no more than 50 employees may request Agency payment within 15 calendar days of Agency’s receipt of a properly completed and submitted invoice. To request 15-day payment, Consultant must submit a certification (using the [Prompt Payment Certification Form](#)) as an attachment to the invoice. The certification must state the number of employees currently employed by Consultant and be signed and dated. Agency will endeavor to notify Consultant within 10 business days of receipt of invoice regarding any necessary revisions to the invoice. If revisions are necessary, payment will be made no later than 15 calendar days from Agency’s receipt of the revised and properly completed invoice. Invoices that do not meet the requirements for 15-day payment are subject to the payment terms included in Exhibit B of the PA.

H.6 Subcontractors “Paid Summary Report”

Consultant shall complete and submit to APM initial, interim and final [Paid Summary Reports](#) [form 734-2882] per the instructions on the form. Consultant must report payment information for all subcontractors and suppliers used under the WOC throughout the period of performance. This reporting is required for all projects that include subs, regardless of funding source or whether or not a DBE goal or Certified Small Business Aspirational Target is assigned.

WOC ATTACHMENTS

ATTACHMENT A – RESERVED

ATTACHMENT B - BREAKDOWN OF COSTS FOR SERVICES

The Breakdown of Costs (BOC) dated 06/20/2018 is not physically attached but incorporated into this WOC by this reference with the same force and effect as though fully set forth herein. A copy of the final BOC has been provided to Consultant prior to WOC execution.

ATTACHMENT C - DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROVISIONS (No Goal)

For purposes of these DBE Provisions, “Contract” means any project-specific contract, Price Agreement (“PA”), Work Order Contract (“WOC”), Task Order, or any other contract entered into with ODOT (or local agency when applicable). “Consultant” and “Contractor” are hereinafter referred to as “Contractor”. **See section e for specific reporting requirements of Contractor.**

- a. **Policy and Program Authorities:** ODOT and Contractor agree to abide by and take all necessary and reasonable steps to comply with these DBE Provisions and the following, which are incorporated in this Contract with the same force and effect as though fully set forth in this Contract:
 - o [ODOT DBE Policy Statement](#)
 - o [ODOT DBE Program Plan](#), and
 - o Requirements of [Title 49, Code of Federal Regulations, Part 26](#) - Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.

ODOT’s DBE Program authorities are set forth in the ODOT DBE Program Plan.

- b. DBE Goals:** ODOT’s overall goal for DBE participation is 13.1% for FHWA funded Contracts and 8% (proposed) for FTA funded Contracts. For FHWA funded contracting, ODOT may assign DBE Contract goals to increase participation by DBEs. For any Contract with an assigned DBE goal, Contractor shall select a portion of work available under the Contract for DBE participation. Contractor may use DBE subcontractors, suppliers, manufacturers, or Professional Services and Related Services providers to fulfill the assigned DBE Contract goal as long as the DBE is certified in the types of work selected. The assigned DBE Contract goal remains in effect throughout the life of the Contract. Dollar values of participation shall be credited toward meeting the assigned DBE Contract goal based on DBE gross earnings.

A DBE participation goal has not been established for this procurement.

- c. Nondiscrimination Requirement:** Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this USDOT-assisted Contract. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as ODOT deems appropriate. Each subcontract the Contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).
- d. Prompt Payment and Retainage:** Contractor shall pay each subcontractor for satisfactory performance of its contract no later than 10 calendar days from receipt of each payment Consultant receives from ODOT (or local agency when applicable). In addition, Contractor shall return any retainage payments to each subcontractor within 10 calendar days after the subcontractor's work is satisfactorily completed.
- e. Reporting Requirements:** Contractor shall complete and submit initial, interim and final Paid Summary Reports [form 734-2882] per the instructions on the form. Contractor must report payment information for all subcontractors and suppliers used under the Contract throughout the period of performance.
- f. Commercially Useful Function:** For Contracts with no DBE goal assigned, ODOT may count race-neutral DBE participation toward its overall goal, provided the DBE is performing a commercially useful function (“CUF”) as set forth in [49CFR § 26.55](#). A DBE performs a commercially useful function when it is responsible for execution of the work of the Contract/subcontract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. Additional detail regarding CUF requirements and other conditions for counting participation by DBE contractors is set forth in [49CFR § 26.55](#). ODOT may perform a CUF review at any time during the performance of the Contract.
- g. Termination of DBE Notification Requirement:** Contractor must promptly notify ODOT whenever a DBE subcontractor performing work related to this Contract is terminated or fails to complete its work. See additional requirements of [49 CFR § 26.53\(f\)](#) regarding termination of a DBE.
- h. Remedies:** Contractor’s failure to comply with these DBE Provisions and the requirements of [49 CFR Part 26](#) may result in one or more of the following administrative actions as deemed appropriate by ODOT: non-compliance documented in ODOT evaluation of Contractor performance, a corrective action plan prepared by Contractor, ODOT (or local agency when applicable) withholding of retainage, suspension of work, reporting of non-compliance to the federal System for Award Management (“SAM”) available at <http://sam.gov>, any other remedies provided under the Contract.
- i. Information/Questions:** The DBE program is administered by the ODOT Office of Civil Rights (“OCR”). Questions related to the DBE Program may be sent via email to ocrinforequest@odot.state.or.us or otherwise directed to: Oregon Department of Transportation Office of Civil Rights 355 Capitol Street NE, MS 31 Salem, OR 97301-3871, Phone: 503-986-4350 Fax: 503-986-6382

- a. **Directory of Certified Firms:** A searchable database for active certified firms (by NAICS code, NIGP code, ODOT code, certification type, location or project ethnicity goals) is available on line at: <https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp>

Related Web Sites:

All forms, documents and CFRs referenced or linked in these DBE Provisions are available on line at:

- **Forms:** <http://www.oregon.gov/ODOT/Business/OCR/Pages/Forms.aspx>
- **Documents:** <http://www.oregon.gov/ODOT/Business/OCR/Pages/Disadvantaged-Business-Enterprise.aspx>
- **49 CFR Part 26:** <http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=34ea04c7ed3d45b0e41f82a5646f1c15&rgn=div5&view=text&node=49:1.0.1.1.20&idno=49>

Public Involvement Recommendations

For Linn-Benton Loop Service Development Plan

Purpose: The purpose of this document is to provide the public and planning professionals adequate opportunities to offer their input into the development of the Linn-Benton Loop Service Development Plan.

Actions: The following steps will be taken during the development of the Plan to make the Plan available to the public and gain their input:

1. **Announcement.** The websites of the Linn-Benton Loop, the Albany Area Metropolitan Planning Organization (AAMPO), and the Corvallis Area Metropolitan Planning Organization (CAMPO) will announce the development of the Plan and that material related to the Plan will be posted on the websites as they become available for public review.
2. **Posting of Agendas and Related Materials Online.** The agendas for the meetings of the following entities, which may include the subject of the Plan, are posted on their respective websites at least 5 days in advance of meetings:
 - a. Linn-Benton Loop Technical Advisory Committee (LBL TAC);
 - b. Linn-Benton Loop Governing Board;
 - c. AAMPO's Technical Advisory Committee (AAMPO TAC);
 - d. AAMPO's Policy Board;
 - e. CAMPO's Technical Advisory Committee (CAMPO TAC);
 - f. CAMPO's Policy Board.

Additionally, the meeting announcements and materials of all the above-mentioned entities are distributed to members and interested parties via the MailChimp email-marketing platform a minimum of five days before each meeting.

3. **Inclusion of Public Comment Opportunity on the Agendas of Public Entities that are Reviewing the Plan.** All meeting agendas of the above-mentioned entities will include an opportunity for the public to provide comments on the Plan.
4. **Posting of draft Plan on the Websites for Public Comment Period.** Before adoption, the draft Plan will be posted on the LBL, AAMPO, and CAMPO websites and distributed via MailChimp; the public will be encouraged to submit comments. The public will be given two weeks of commenting period prior to the presentation of the Final Plan to the LBL Governing Board for approval. All comments received by all entities will be compiled and presented to the LBL Governing Board prior to the adoption of the Plan.
5. **Copy of draft Plan provided to Linn and Benton County STIF Advisory Committees.** A copy of the draft Plan will be forwarded, through Committee staff, to the Linn County STIF Advisory Committee and to the Benton County STIF Advisory Committee for their information. As members of the public and as interested parties, committee members will be encouraged to provide feedback and comments by a specified deadline, prior to adoption of the Plan.

- 6. Means of Providing Comments:** Comments will be received throughout the development period of the Plan via the following means and channels:
- a. Providing comments through the websites of:
 - i. Linn-Benton Loop: www.cityofalbany.net/departments/public-works/transportation/linn-benton-loop
 - ii. Albany Area MPO: <http://www.ocwcog.org/transportation/aampo/>
 - iii. Corvallis Area MPO: www.corvallisareampo.org

 - b. Email to the following people:
 - i. Barry Hoffman, Linn-Benton Loop Coordinator: barry.hoffman@cityofalbany.net
 - ii. Tarah Campi, AAMPO Coordinator: tcampi@ocwcog.org
 - iii. Ali Bonakdar, CAMPO Coordinator: abonakda@ocwcog.org

 - c. Providing Comments during Public Comment Opportunities. The meeting agendas of all entities cognizant of the Plan development allows the public to attend the meeting and comment on the agenda items.

revstat.rpt
 07/30/2018 3:36PM
 Periods: 1 through 15

Revenue Status Report

City of Albany
 07/01/2018 through 6/30/2019

213 Public Transit
 50 Public Works
 1107 Linn-Benton Loop

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
42030 FTA Section 5310 Grant	27,500.00	6,250.00	6,250.00	21,250.00	22.73
42042 FTA Section 5309 Grant	0.00	348,600.00	348,600.00	-348,600.00	0.00
42045 FTA Section 5307	324,500.00	0.00	0.00	324,500.00	0.00
42816 Special Transit Fund: Linn Co	17,000.00	4,080.00	4,080.00	12,920.00	24.00
42817 Special Transit Fund: Benton Co	22,000.00	0.00	0.00	22,000.00	0.00
42835 LBCC Partnership	117,300.00	0.00	0.00	117,300.00	0.00
42836 OSU Partnership	117,300.00	0.00	0.00	117,300.00	0.00
43301 Bus Fares	25,000.00	2,093.63	2,093.63	22,906.37	8.37
48010 Interest	300.00	0.00	0.00	300.00	0.00
49905 Beginning Balance	25,000.00	0.00	0.00	25,000.00	0.00
Total Public Transit	675,900.00	361,023.63	361,023.63	314,876.37	53.41
Grand Total	675,900.00	361,023.63	361,023.63	314,876.37	53.41

expstat.rpt
07/30/2018 8:05AM
Periods: 1 through 12

Expenditure Status Report

City of Albany
07/01/2018 through 6/30/2019

213 Public Transit
50 Public Works
1107 Linn-Benton Loop

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
51001 Wages & Salaries	236,200.00	0.00	0.00	0.00	236,200.00	0.00
52001 Temporary Employees	25,000.00	0.00	0.00	0.00	25,000.00	0.00
53001 Overtime	2,000.00	0.00	0.00	0.00	2,000.00	0.00
56001 Employer Paid Benefits	210,000.00	3.60	3.60	0.00	209,996.40	0.00
60101 Contractual Services	3,600.00	0.00	0.00	279.89	3,320.11	7.77
60211 Insurance & Bonds	5,500.00	0.00	0.00	0.00	5,500.00	0.00
60216 Software License Fees	600.00	0.00	0.00	0.00	600.00	0.00
61006 Advertising & Publications	500.00	0.00	0.00	0.00	500.00	0.00
61010 Duplication & Fax	1,300.00	0.00	0.00	65.96	1,234.04	5.07
61011 Education & Training	800.00	0.00	0.00	0.00	800.00	0.00
61024 Materials & Supplies	3,000.00	0.00	0.00	171.50	2,828.50	5.72
61026 Meetings & Conferences	300.00	0.00	0.00	0.00	300.00	0.00
61027 Memberships & Dues	500.00	0.00	0.00	0.00	500.00	0.00
61033 Printing & Binding	800.00	0.00	0.00	0.00	800.00	0.00
61040 Uniforms	500.00	0.00	0.00	0.00	500.00	0.00
61041 Vehicle Fuel Charges	40,000.00	0.00	0.00	0.00	40,000.00	0.00
63006 Power & Light	300.00	53.39	53.39	0.00	246.61	17.80
63007 Heating & Fuel	300.00	5.30	5.30	0.00	294.70	1.77
63009 Telephone	1,000.00	0.00	0.00	0.00	1,000.00	0.00
63011 Water Service	900.00	0.00	0.00	0.00	900.00	0.00
63015 Stormwater Service Charges	500.00	0.00	0.00	0.00	500.00	0.00
65006 Maint: Building	4,100.00	0.00	0.00	0.00	4,100.00	0.00
65008 Maint: Communications Equipment	500.00	0.00	0.00	0.00	500.00	0.00
65513 Vehicle Maintenance	40,000.00	0.00	0.00	530.25	39,469.75	1.33
66010 Central Service Charges	36,900.00	0.00	0.00	0.00	36,900.00	0.00
66011 Equipment Replacement	7,300.00	0.00	0.00	0.00	7,300.00	0.00
66014 Information Technology Services	8,100.00	0.00	0.00	0.00	8,100.00	0.00
66015 IT Equipment Replacement	300.00	0.00	0.00	0.00	300.00	0.00
66017 Public Works Administration Charges	25,400.00	0.00	0.00	0.00	25,400.00	0.00
66030 Building Maintenance Charges	5,500.00	0.00	0.00	0.00	5,500.00	0.00

expstat.rpt
 07/30/2018 8:05AM
 Periods: 1 through 12

Expenditure Status Report

City of Albany
 07/01/2018 through 6/30/2019

213 Public Transit
 50 Public Works
 1107 Linn-Benton Loop

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
66505 Physical Exams & Medicals	300.00	0.00	0.00	130.00	170.00	43.33
66511 Flexible Spending Admin Fees	200.00	0.00	0.00	0.00	200.00	0.00
67010 Safety Recognition Program	100.00	0.00	0.00	0.00	100.00	0.00
69015 Reserve: Operating	13,600.00	0.00	0.00	0.00	13,600.00	0.00
Total Public Transit	675,900.00	62.29	62.29	1,177.60	674,660.11	0.18
Grand Total	675,900.00	62.29	62.29	1,177.60	674,660.11	0.18

revstat.rpt
07/30/2018 8:07AM
Periods: 1 through 15

Revenue Status Report

City of Albany
07/01/2017 through 6/30/2018

213 Public Transit
50 Public Works
1107 Linn-Benton Loop

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
42030 FTA Section 5310 Grant	27,500.00	19,016.00	19,016.00	8,484.00	69.15
42042 FTA Section 5309 Grant	348,600.00	0.00	0.00	348,600.00	0.00
42045 FTA Section 5307	316,200.00	45,805.00	45,805.00	270,395.00	14.49
42816 Special Transit Fund: Linn Co	17,000.00	12,240.00	12,240.00	4,760.00	72.00
42817 Special Transit Fund: Benton Co	22,000.00	16,500.00	16,500.00	5,500.00	75.00
42835 LBCC Partnership	113,900.00	113,900.00	113,900.00	0.00	100.00
42836 OSU Partnership	113,900.00	113,900.00	113,900.00	0.00	100.00
43301 Bus Fares	22,000.00	24,409.83	24,409.83	-2,409.83	110.95
47012 Miscellaneous Revenue	0.00	62.04	62.04	-62.04	0.00
48010 Interest	300.00	-1,380.97	-1,380.97	1,680.97	-460.32
49041 From Capital Equipment Fund	71,400.00	72,207.94	72,207.94	-807.94	101.13
49905 Beginning Balance	68,000.00	36,994.67	36,994.67	31,005.33	54.40
Total Public Transit	1,120,800.00	453,654.51	453,654.51	667,145.49	40.48
 Grand Total	 1,120,800.00	 453,654.51	 453,654.51	 667,145.49	 40.48

expstat.rpt
07/30/2018 3:35PM
Periods: 1 through 15

Expenditure Status Report

City of Albany
07/01/2017 through 6/30/2018

213 Public Transit

50 Public Works

1107 Linn-Benton Loop

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
51001 Wages & Salaries	230,800.00	203,929.41	203,929.41	0.00	26,870.59	88.36
52001 Temporary Employees	25,000.00	12,734.78	12,734.78	0.00	12,265.22	50.94
53001 Overtime	2,000.00	2,495.07	2,495.07	0.00	-495.07	124.75
54005 Unemployment Claims	100.00	0.00	0.00	0.00	100.00	0.00
56001 Employer Paid Benefits	171,200.00	139,804.05	139,804.05	0.00	31,395.95	81.66
60101 Contractual Services	3,600.00	2,977.03	2,977.03	111.83	511.14	85.80
60211 Insurance & Bonds	4,800.00	5,067.29	5,067.29	0.00	-267.29	105.57
60216 Software License Fees	700.00	3,745.00	3,745.00	0.00	-3,045.00	535.00
61006 Advertising & Publications	500.00	0.00	0.00	0.00	500.00	0.00
61010 Duplication & Fax	1,500.00	1,139.30	1,139.30	0.00	360.70	75.95
61011 Education & Training	800.00	662.23	662.23	0.00	137.77	82.78
61024 Materials & Supplies	3,000.00	4,547.06	4,547.06	0.00	-1,547.06	151.57
61026 Meetings & Conferences	300.00	134.48	134.48	0.00	165.52	44.83
61027 Memberships & Dues	900.00	762.50	762.50	0.00	137.50	84.72
61033 Printing & Binding	800.00	28.05	28.05	0.00	771.95	3.51
61040 Uniforms	600.00	0.00	0.00	0.00	600.00	0.00
61041 Vehicle Fuel Charges	54,000.00	32,028.00	32,028.00	0.00	21,972.00	59.31
63006 Power & Light	1,000.00	2,240.71	2,240.71	0.00	-1,240.71	224.07
63007 Heating & Fuel	200.00	202.70	202.70	0.00	-2.70	101.35
63009 Telephone	1,000.00	996.81	996.81	0.00	3.19	99.68
63011 Water Service	800.00	823.57	823.57	0.00	-23.57	102.95
63015 Stormwater Service Charges	500.00	105.71	105.71	0.00	394.29	21.14
65006 Maint: Building	4,100.00	3,653.20	3,653.20	0.00	446.80	89.10
65008 Maint: Communications Equipment	500.00	0.00	0.00	0.00	500.00	0.00
65513 Vehicle Maintenance	67,300.00	60,348.09	60,348.09	0.00	6,951.91	89.67
66010 Central Service Charges	33,100.00	33,100.00	33,100.00	0.00	0.00	100.00
66011 Equipment Replacement	9,800.00	9,800.00	9,800.00	0.00	0.00	100.00
66014 Information Technology Services	6,700.00	6,700.00	6,700.00	0.00	0.00	100.00
66015 IT Equipment Replacement	300.00	300.00	300.00	0.00	0.00	100.00
66017 Public Works Administration Charges	38,400.00	34,369.39	34,369.39	0.00	4,030.61	89.50

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Periods: 1 through 15

Expenditure Status Report

City of Albany
07/01/2017 through 6/30/2018

213 Public Transit
50 Public Works
1107 Linn-Benton Loop

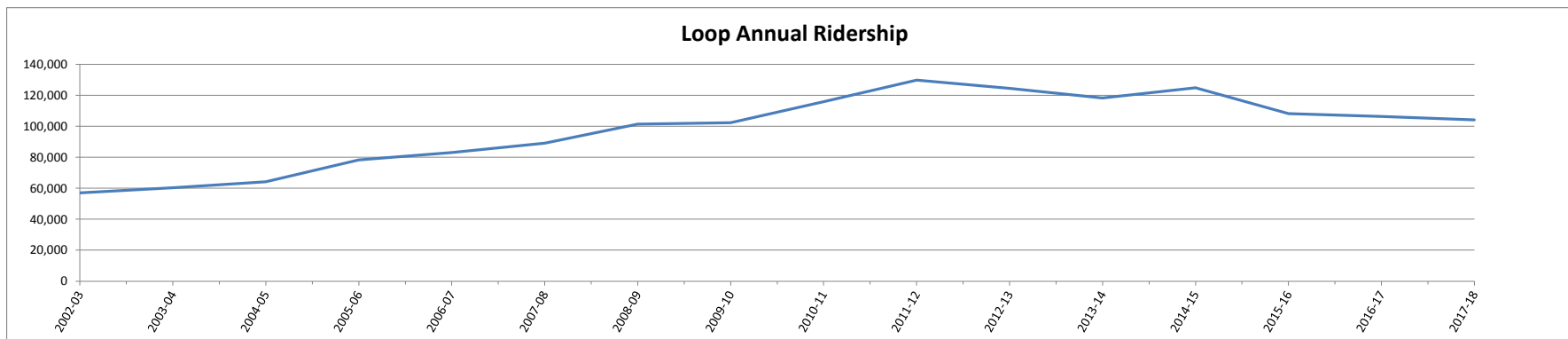
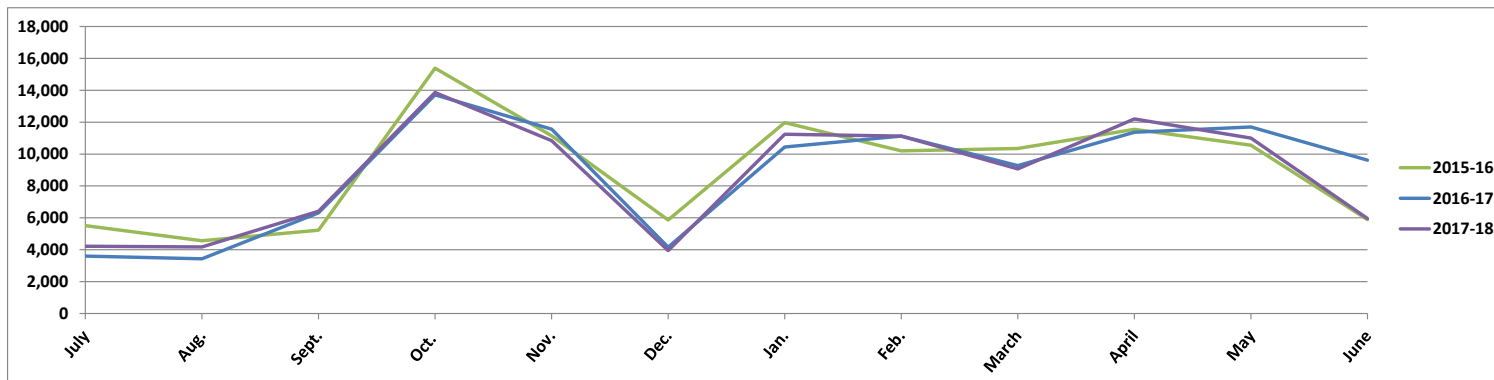
<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
66030 Building Maintenance Charges	5,300.00	5,300.00	5,300.00	0.00	0.00	100.00
66505 Physical Exams & Medicals	300.00	270.95	270.95	0.00	29.05	90.32
66511 Flexible Spending Admin Fees	200.00	164.90	164.90	0.00	35.10	82.45
67010 Safety Recognition Program	100.00	0.00	0.00	0.00	100.00	0.00
69015 Reserve: Operating	30,600.00	0.00	0.00	0.00	30,600.00	0.00
70005 Capital Equipment	420,000.00	424,752.60	424,752.60	0.00	-4,752.60	101.13
Total Public Transit	1,120,800.00	993,182.88	993,182.88	111.83	127,505.29	88.62
Grand Total	1,120,800.00	993,182.88	993,182.88	111.83	127,505.29	88.62

LINN-BENTON LOOP
WEEKDAY RIDERSHIP
REGULAR LOOP PLUS LOOP EXPRESS
2017 -2018

MONTH	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	+/-	Ratio
July	2,794	3,260	3,237	3,319	3,692	3,975	6,391	4,709	4,781	5,911	6,036	6,045	6,106	5,512	3,606	4,223	617	17.1%
Aug.	2,859	2,249	3,143	3,663	3,912	4,140	5,245	3,599	4,261	6,502	5,977	5,331	4,798	4,562	3,430	4,174	744	16.3%
Sept.	2,425	2,812	3,526	4,240	4,920	4,992	5,614	5,125	6,442	8,303	7,293	4,621	6,751	5,228	6,314	6,418	104	2.0%
Oct.	6,973	8,460	7,934	10,139	11,093	11,539	14,446	13,013	13,527	16,046	16,490	16,516	18,648	15,384	13,712	13,861	149	1.0%
Nov.	4,800	5,342	6,705	8,422	8,681	8,640	9,643	10,056	11,917	13,440	12,245	12,095	11,667	11,153	11,557	10,843	-714	-6.4%
Dec.	3,178	3,412	3,145	3,717	3,338	3,310	5,646	5,393	5,625	5,598	4,600	6,418	7,496	5,860	4,163	3,946	-217	-3.7%
Jan.	6,021	5,895	6,530	7,684	8,204	9,075	10,557	11,888	12,667	12,462	14,039	13,599	13,391	11,979	10,439	11,241	802	6.7%
Feb.	6,666	6,175	5,868	7,990	8,299	9,152	9,589	10,608	11,415	13,078	13,188	10,736	12,417	10,205	11,126	11,122	-4	0.0%
March	4,736	5,714	5,907	6,801	7,096	7,232	7,830	9,314	10,529	10,733	9,846	9,521	10,281	10,350	9,270	9,072	-198	-1.9%
April	6,766	6,836	7,172	7,886	8,952	10,437	11,054	11,963	13,566	14,659	14,149	13,926	13,892	11,548	11,365	12,197	832	7.2%
May	5,902	6,206	6,764	8,885	9,237	9,753	9,219	10,487	13,261	14,507	13,320	12,161	11,885	10,555	11,700	11,001	-699	-6.6%
June	3,937	3,955	4,185	5,474	5,575	6,927	6,201	6,225	7,922	8,604	7,202	7,311	7,461	5,883	9,616	5,961	-3,655	-62.1%
Sub Total*	57,057	60,316	64,116	78,220	82,999	89,172	101,435	102,380	115,913	129,843	124,385	118,280	124,793	108,219	106,298	104,059	-1,921	-1.8%
Saturday	0	0	0	0	1,938	2,643	2,931	3,325	3,804	4,459	4,108	3,977	3,923	3,376	3,629	3,871	253	7.5%
Grand Total	57,057	60,316	64,116	78,220	84,937	91,815	104,366	105,705	119,717	134,302	128,493	122,257	128,716	111,595	109,927	107,930	-1,668	-1.5%

Loop plus loop express

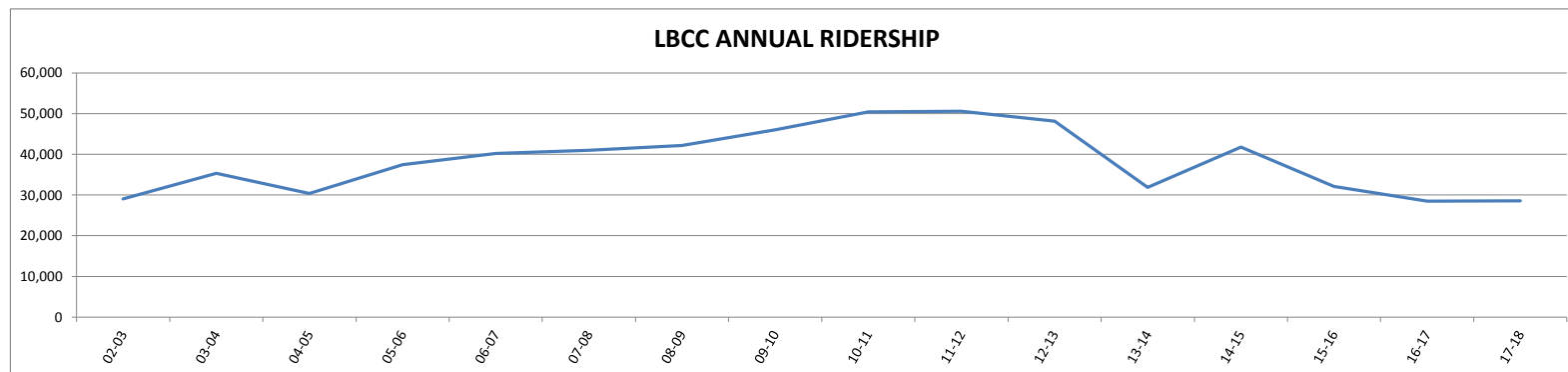
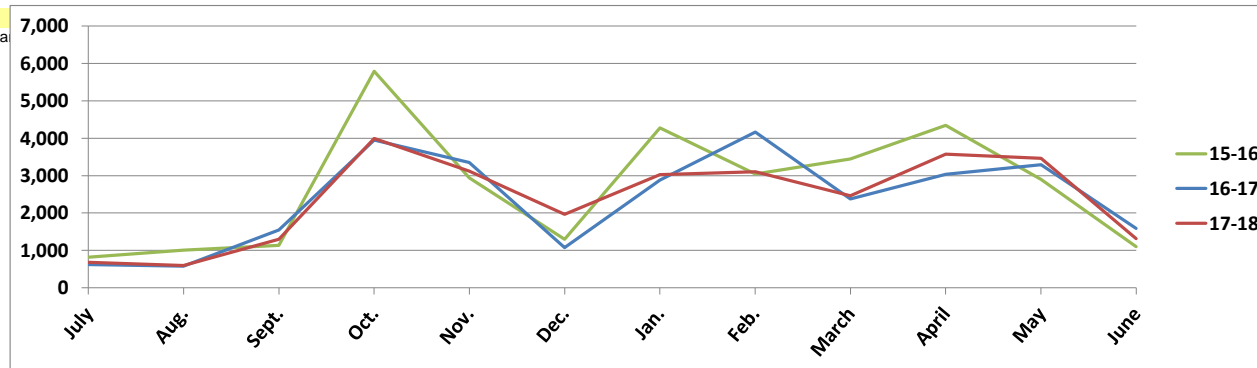
*Reg Loop and Express Loop
**Try Transit Week Occurs in October



LINN-BENTON LOOP
LBCC PASS PROGRAM
2017 - 2018

MONTH	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	+/-	Ratio
July	792	1,124	1,056	856	818	1,166	1,587	1,134	1,384	1,419	1,309	1,262	1,244	821	619	684	-202	-24.6%
Aug.	737	422	706	731	732	981	1,146	573	791	1,322	1,158	940	911	1,008	577	591	-431	-42.8%
Sept.	454	777	960	1,774	1,741	1,668	1,259	1,489	2,087	2,279	2,169	737	1,588	1,133	1,542	1,297	409	36.1%
Oct.	4,155	6,251	4,411	5,373	6,314	6,374	7,050	6,695	6,574	7,500	7,074	4,947	7,217	5,789	3,950	3,991	-1,839	-31.8%
Nov.	2,921	3,396	3,564	4,598	4,892	4,544	4,692	5,376	5,655	6,169	5,599	3,719	5,092	2,945	3,356	3,120	411	14.0%
Dec.	1,326	1,706	1,071	1,175	1,151	773	2,135	1,873	1,746	1,521	1,114	1,489	2,547	1,297	1,076	1,962	-221	-17.0%
Jan.	3,500	4,046	3,538	3,810	4,365	4,500	4,949	5,795	6,187	5,098	5,913	3,936	5,381	4,276	2,883	3,030	-1,393	-32.6%
Feb.	3,290	4,190	3,366	4,342	4,719	4,582	4,467	5,150	5,143	5,746	5,836	2,983	4,678	3,043	4,164	3,103	1,121	36.8%
March	2,407	3,320	2,877	3,456	3,569	3,253	3,441	4,250	4,675	4,426	4,036	2,489	3,613	3,448	2,379	2,464	-1,069	-31.0%
April	4,205	4,419	3,826	4,248	4,772	5,350	5,121	5,855	7,049	6,234	6,063	3,788	4,973	4,348	3,037	3,573	-1,311	-30.2%
May	3,689	3,954	3,658	4,998	4,857	4,962	4,188	5,443	6,512	6,174	5,574	3,549	2,946	2,902	3,290	3,465	388	13.4%
June	1,582	1,707	1,310	2,055	2,249	2,798	2,124	2,422	2,632	2,703	2,265	2,046	1,547	1,104	1,586	1,314	482	43.7%
TOTAL	29,058	35,312	30,343	37,416	40,179	40,951	42,159	46,055	50,435	50,591	48,110	31,885	41,737	32,114	28,459	28,594	9,852	30.7%
Sat	0	0	0	0%	232	356	535	683	791	760	627	594	525	425	554	609	-69	-16.2%
Grand Total	29,058	35,312	30,343	37,416	40,411	41,307	42,694	46,738	51,226	51,351	48,737	32,479	42,262	32,539	29,013	29,203	9,783	30.1%

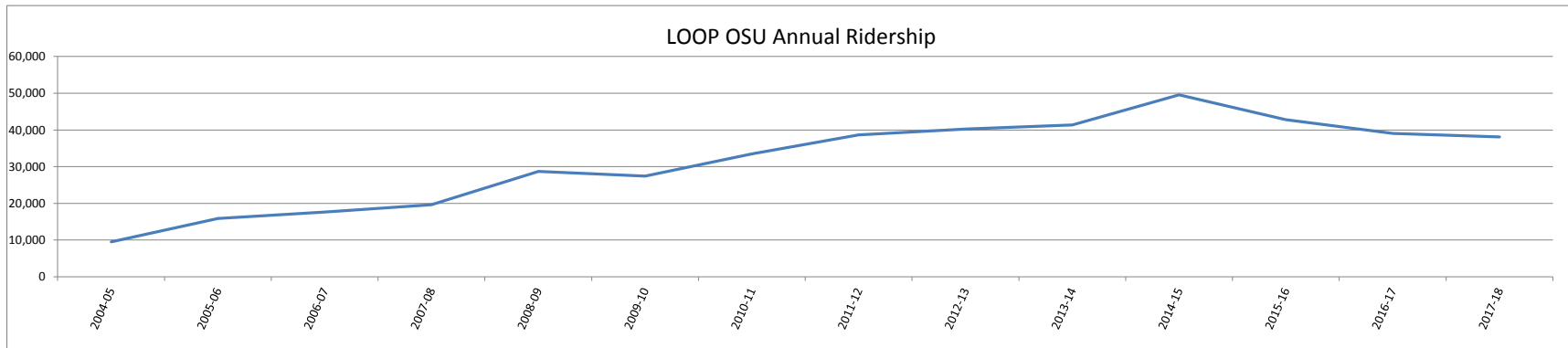
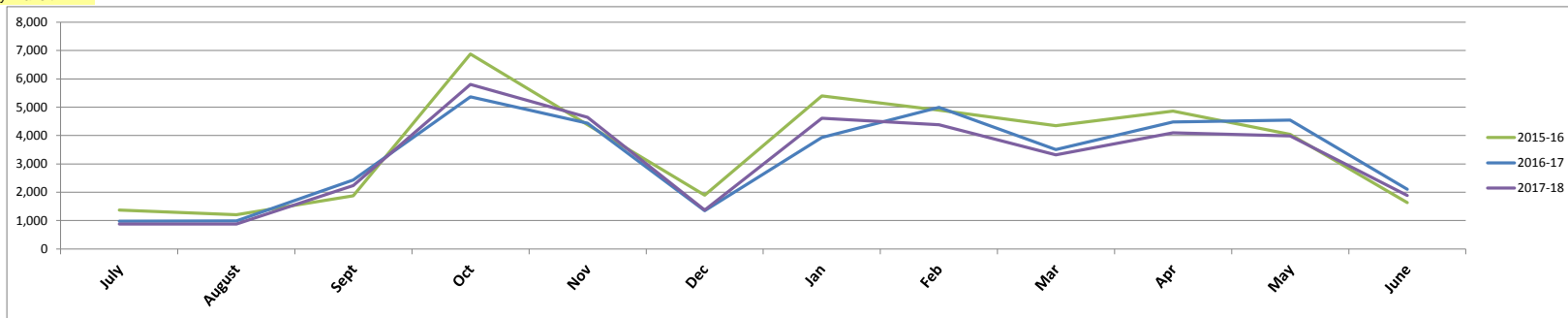
5 days averaged; passes not counted during Try Transit Week.
 Sept 2002: College classes began approximately 2 weeks later than
 July 2003: Cut 4 runs.
 Jan. 2004: 2 snow days + MLK day.



LINN-BENTON LOOP
OSU PASS PROGRAM
2017-2018

MONTH	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	+/-	Ratio
July	153	467	1,126	849	1,786	1,001	837	1,301	1,652	1,783	1,826	1,366	970	873	-396	-29.0%
August	564	590	854	869	1,262	662	849	1,390	1,582	1,439	1,337	1,202	988	880	-214	-17.8%
Sept	532	1,007	1,171	1,089	1,217	1,191	1,685	2,250	2,140	1,242	2,033	1,875	2,428	2,236	553	29.5%
Oct	1,068	1,866	2,278	2,308	3,962	3,841	4,295	5,071	5,717	6,213	7,959	6,872	5,370	5,802	-1,502	-21.9%
Nov	1,073	1,648	1,870	1,863	2,629	2,720	3,971	4,237	4,020	4,448	5,190	4,381	4,435	4,644	54	1.2%
Dec	488	730	705	719	1,379	1,259	1,587	1,297	1,239	2,035	2,770	1,893	1,343	1,372	-550	-29.1%
Jan	1,068	2,254	1,607	2,175	3,345	3,418	4,099	3,749	4,711	5,084	5,658	5,399	3,934	4,612	-1,465	-27.1%
Feb	975	1,615	1,623	2,092	3,108	3,046	3,499	4,123	4,619	3,949	5,223	4,890	4,991	4,379	101	2.1%
Mar	832	1,230	1,320	1,546	2,185	2,553	2,986	3,080	3,111	3,206	4,235	4,345	3,505	3,318	-840	-19.3%
Apr	1,064	1,577	1,885	2,227	3,355	3,476	4,191	4,943	4,992	5,005	6,259	4,864	4,476	4,094	-388	-8.0%
May	1,029	1,822	2,045	2,238	2,842	2,942	3,529	4,763	4,443	4,362	4,647	4,038	4,540	3,984	502	12.4%
June	661	1,102	1,168	1,621	1,654	1,335	1,931	2,440	2,036	2,588	2,442	1,636	2,107	1,881	471	28.8%
Sub Total	9,507	15,908	17,652	19,596	28,724	27,444	33,459	38,644	40,262	41,354	49,579	42,761	39,087	38,075	3,674	-15.9%
Saturday	0	0%	502	400	592	600	639	834	814	743	771	771	581	709	190	0.0%
Grand Total	9,507	15,908	18,154	19,996	29,316	28,044	34,098	39,478	41,076	42,097	50,350	43,532	39,668	38,784	3,864	-15.7%

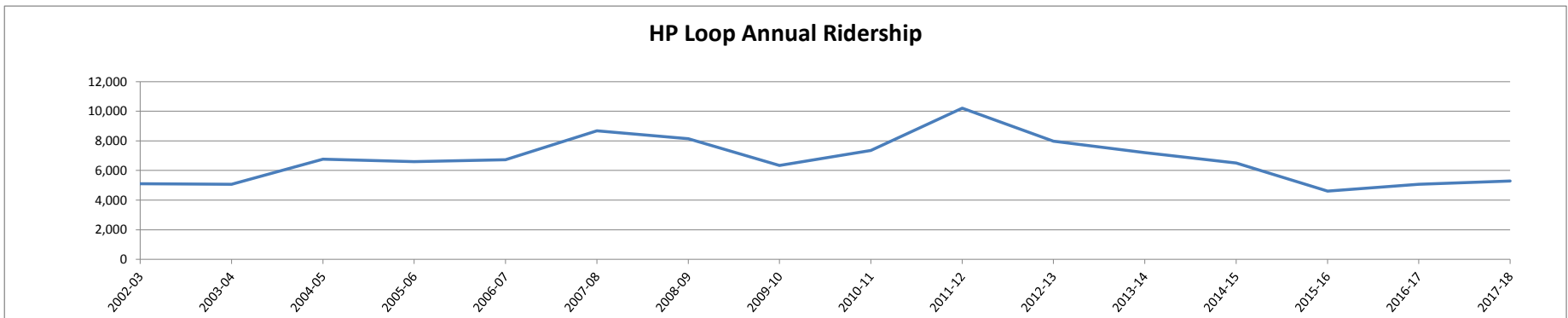
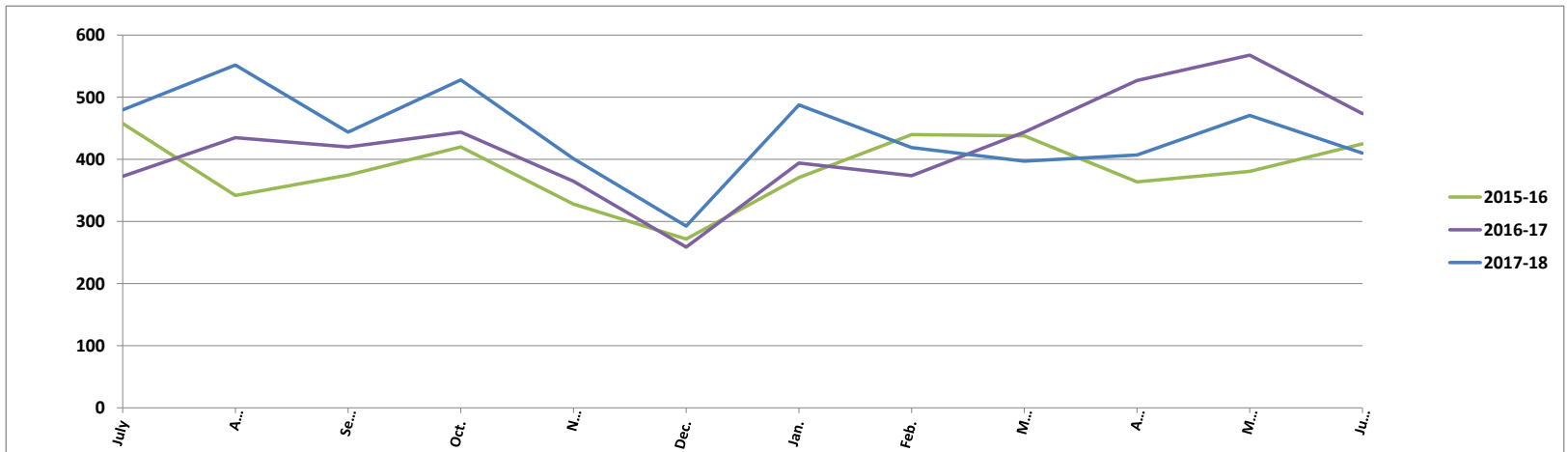
July 2004: Begin pass program
Try Transit



LINN-BENTON LOOP
HEWLETT PACKARD
PASS PROGRAM
2017-2018

MONTH	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	+/-	Ratio
July	336	501	540	551	580	627	1,091	496	532	766	819	592	599	458	373	480	107	28.7%
Aug.	423	370	525	591	655	728	954	512	554	921	699	733	518	342	435	552	117	26.9%
Sept.	405	385	463	712	460	656	949	536	598	802	607	699	688	375	420	444	24	6.4%
Oct.	467	412	551	708	524	666	847	619	544	950	755	700	696	420	444	528	84	20.0%
Nov.	313	262	550	528	520	709	648	547	520	732	587	553	476	328	365	401	36	11.0%
Dec.	307	262	377	359	385	453	473	313	401	520	398	378	406	272	259	293	34	12.5%
Jan.	476	363	529	570	526	700	563	631	570	842	693	733	557	371	394	488	94	25.3%
Feb.	500	388	480	463	499	638	443	514	583	812	723	531	535	440	374	419	45	10.2%
March	572	432	695	465	595	819	448	617	800	858	684	635	570	438	444	397	-47	-10.7%
April	494	477	707	437	577	852	550	528	685	933	664	602	515	364	527	407	-120	-33.0%
May	407	547	714	605	744	775	527	533	724	1,046	688	535	459	381	568	471	-97	-25.5%
June	409	666	625	612	656	1,063	645	490	848	1,017	666	516	488	425	474	410	-64	-15.1%
Sub Total	5,109	5,065	6,756	6,601	6,721	8,686	8,138	6,336	7,359	10,199	7,983	7,207	6,507	4,614	5,077	5,290	463	9.1%
Saturday	0	0	0	0	5	25	6	11	6	29	18	4	5	5	11	6	6	0.0%
Grand Total	5,109	5,065	6,756	6,601	6,726	8,711	8,144	6,347	7,365	10,228	8,001	7,211	6,512	4,619	5,088	5,296	469	0.0%

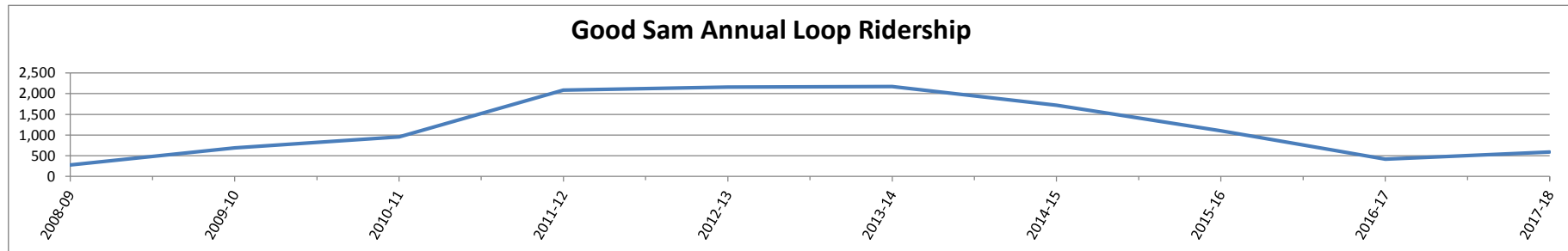
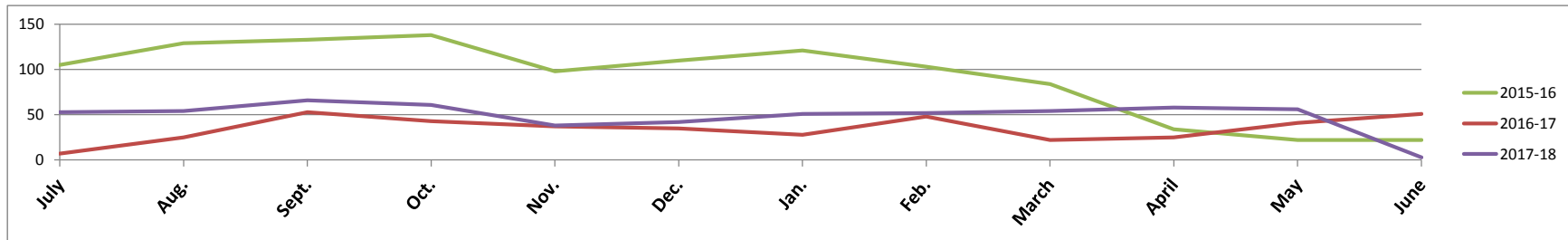
July 2003: Cut 4 runs. Sept. 2003: Runs restored.



**LINN-BENTON LOOP
SAMARITAN PASS PROGRAM
2017-2018**

MONTH	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	+/-	Ratio
July		95	91	105	196	245	210	105	7	53	46	657.1%
Aug.		42	102	123	191	222	172	129	25	54	29	116.0%
Sept.		54	95	127	225	159	153	133	53	66	13	24.5%
Oct.		26	57	160	249	207	185	138	43	61	18	41.9%
Nov.	14	45	48	178	162	147	147	98	37	38	1	2.7%
Dec.	17	58	54	134	124	129	178	110	35	42	7	20.0%
Jan.	8	45	66	169	188	206	102	121	28	51	23	82.1%
Feb.	18	53	33	202	160	161	118	103	48	52	4	8.3%
March	15	57	59	220	160	189	99	84	22	54	32	145.5%
April	82	58	116	194	204	162	117	34	25	58	33	132.0%
May	57	72	125	235	172	165	99	22	41	56	15	36.6%
June	65	82	112	239	130	180	141	22	51	3	-48	-94.1%
Sub Total	276	687	958	2,086	2,161	2,172	1,721	1,099	415	588	173	41.7%
Saturday	3	2	5	16	34	14	11	11	13	2	300	2307.7%
Grand Total	279	689	963	2,102	2,195	2,186	1,732	1,110	428	590	473	110.5%

*This does not include the Saturday Loop.

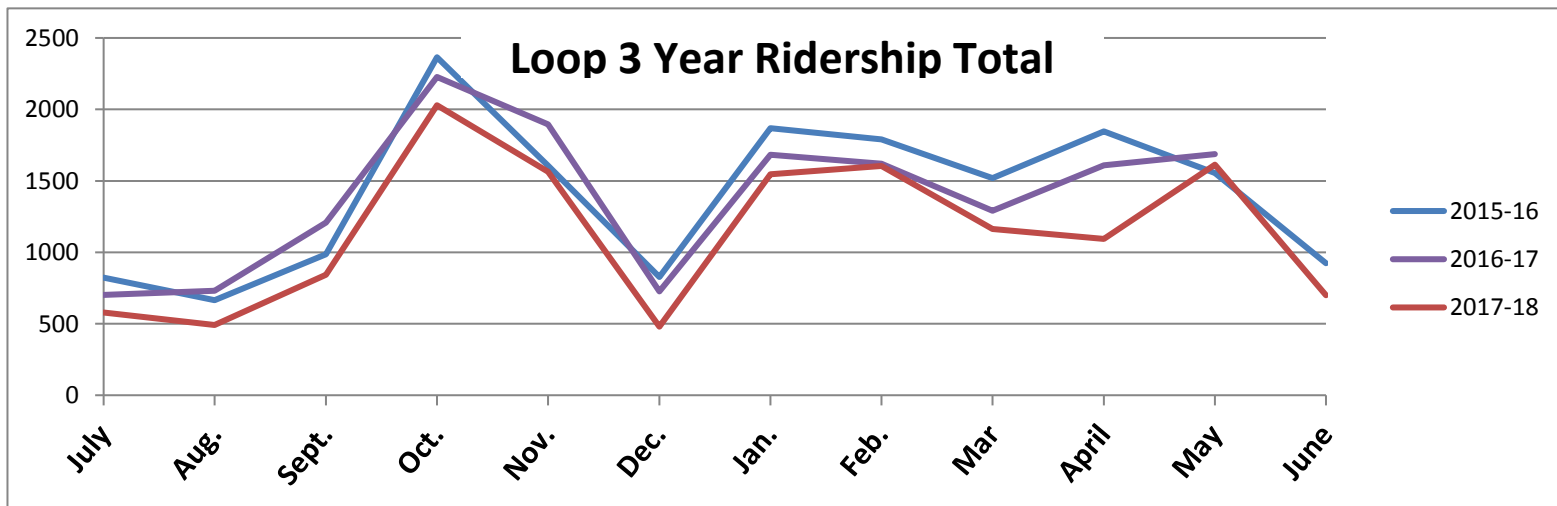


LINN-BENTON LOOP

LOOP EXPRESS

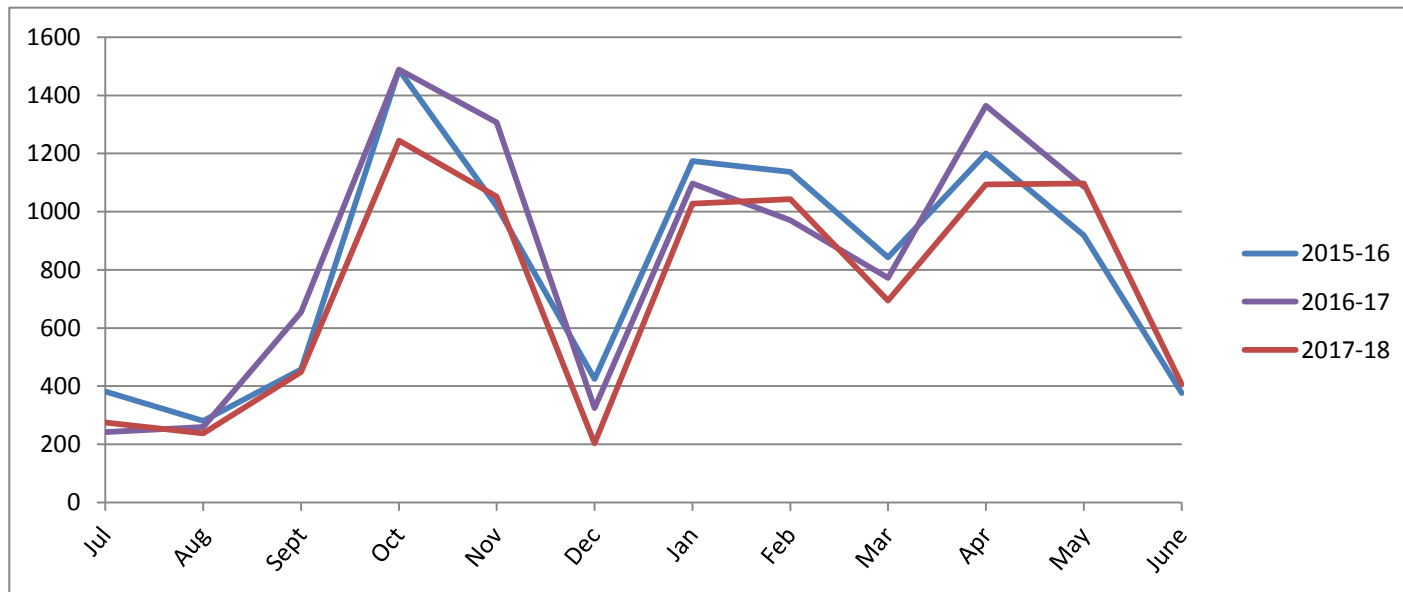
2017-2018

MONTH	2013-14	2014-15	2015-16	2016-17	2017-18
July		754	822	702	578
Aug.		569	665	730	491
Sept.		317	987	1207	842
Oct.	2,180	3,259	2365	2227	2029
Nov.	1,892	2,019	1606	1895	1563
Dec.	745	1,125	827	727	480
Jan.	2,180	2,221	1869	1682	1546
Feb.	1,584	1,811	1790	1621	1604
Mar	1,334	1,450	1519	1292	1163
April	2,167	2,106	1847	1608	1094
May	1,779	1,819	1554	1687	1613
June	941	1,156	923		700
TOTAL	14,802	18,606	16,774	15,378	13,703



LOOP EXPRESS LBCC PROGRAM 2017-2018

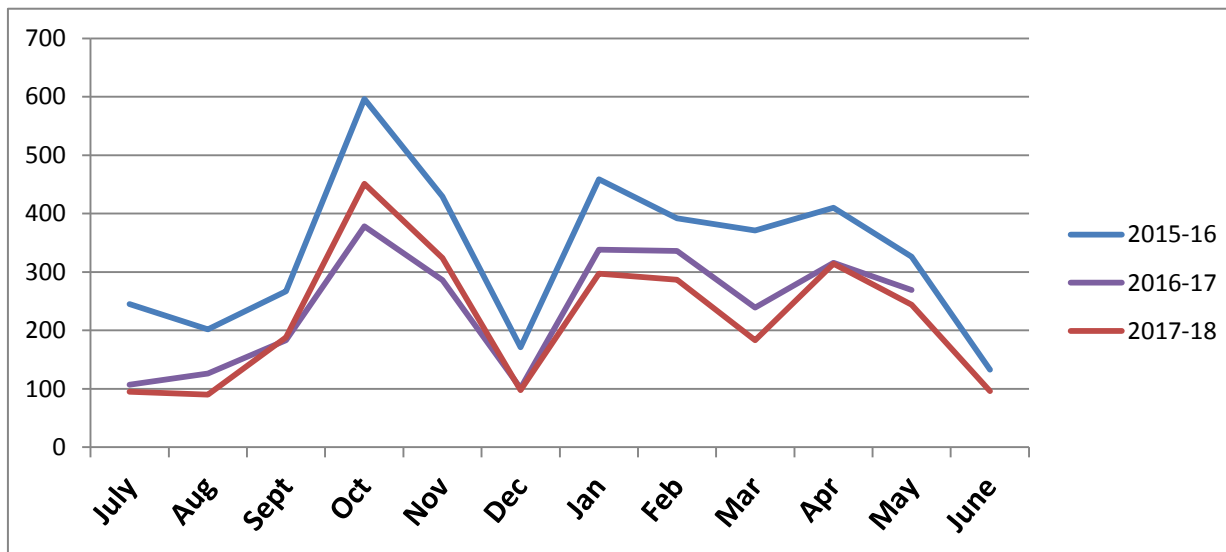
MONTH	2013-14	2014-15	2015-16	2016-17	2017-18
Jul		685	382	242	275
Aug		665	280	260	237
Sept		566	458	655	449
Oct	1,475	2,133	1488	1489	1245
Nov	1,315	1,395	1019	1307	1052
Dec	433	691	425	325	203
Jan	1,342	1,525	1174	1097	1028
Feb	964	1,178	1137	971	1043
Mar	791	908	843	772	694
Apr	1,261	1,333	1201	1364	1094
May	1,116	1,092	919	1086	1097
June	509	604	376		406
TOTAL	9,206	12,775	9,702	9,568	



LOOP EXPRESS OSU PROGRAM

2017-2018

MONTH	-Benton I	2014-15	2015-16	2016-17	2017-18
July		328	245	107	95
Aug		329	202	126	90
Sept		189	267	183	188
Oct	524	737	596	378	451
Nov	420	423	429	286	324
Dec	180	247	171	101	98
Jan	590	573	459	338	297
Feb	447	432	392	336	287
Mar	356	357	371	239	183
Apr	620	548	410	316	314
May	481	480	326	269	244
June	242	256	133		96
TOTAL	3,860	4,899	4001	2679	



LOOP EXPRESS SAMARITAN PROGRAM 2017-2018

MONTH	2013-14	2014-15	2015-16	2016-17	2017-18
July		42	0	0	14
Aug		73	1	26	19
Sept		27	2	19	12
Oct		28	3	23	21
Nov		17	0	16	18
Dec		47	3	15	19
Jan		12	2	22	20
Feb	25	1	1	19	17
Mar	30	0	3	21	17
Apr	27	2	6	21	18
May	30	0	4	21	21
June	25	1	1		20
TOTAL	137	250	26	203	216

