

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

March 12, 2010

The Ames Transit Agency Board of Trustees met on March 12, 2010 at 10:05 a.m. via conference call. President Anders called the transit board meeting to order at 10:05 a.m. Trustees in attendance were Anders, Wacha, Pinegar, and Madden. Absent: Trustee Heilman and Schainker.

INTERMODAL FACILITY PROJECT DESIGN: Director Kyras gave details on the U.S. Department of Transportation TIGER award for the Ames Intermodal Facility and indicated that since the award was announced, CyRide staff and ISU Facilities Planning & Management staff have had several discussions with federal officials on how to proceed with the project. Two options identified to date are: A.) a smaller version of the Intermodal Facility or B.) the first phase of the larger building. The steering committee held a conference call March 9, 2010 with the FTA staff located in Kansas City who in turn shared their discussion on what they had learned from the Washington, DC office. The most important information provided through this call was the requirement to have a redesigned project that met the smaller TIGER budget approved by FTA Kansas City no later than May 17, 2010. Items to complete before this approval included:

Cathy Brown, Iowa State University joined the conference call at 10:07 a.m.

- Grant Agreement Terms and Conditions (draft 40-page documentation provided to staff)
- Project Scope
- Project Budget
- Project Schedule

Trustee Schainker joined the conference call at 10:08 a.m.

Director Kyras indicated that the difficult part for the Ames community was that no TIGER funds could be used until this approval was received and, therefore, no local money to move forward to develop the information to redesign the project. Because of the possibility of revisions to the document, the revised formal project document should be completed by May 1 to meet the May 17 approval deadline. If this requirement is not met, the money could be rescinded.

To develop the concept for the facility, as well as cost and construction schedule, the local steering committee, which included CyRide, City of Ames, and ISU are in the process of completing a competitive procurement for design services. Based on technical qualifications of an architectural/engineering firm, the committee rated Neumann Monson as the most qualified to provide this service. They were contacted and asked to provide a cost estimate and to prepare a scope of work to complete the redesign process per FTA requirements. Information received just prior to today's meeting, estimated a cost of \$65,000, plus a maximum of \$3,500 to cover reimbursable expenses, not to exceed, \$68,500. This will be for design services to prepare a Project Definition Narrative to be submitted to the FTA defining the scope of the project and to establish the project scope.

The Steering Committee met with Warren Madden and Steve Schainker on March 10 to discuss the future of the project. In this meeting, discussions were held on how to finance this new requirement. One source identified included CyRide's closing budget balance. CyRide's current closing balance is \$732,000, 9.6%, and would lower to approximately \$660,000 if this project were funded from this source, which would lower the percentage to approximately 8.4%. Director Kyras indicated that the Steering Committee will need to move forward quickly and is asking the Transit Board to reduce the closing balance by \$68,500 to fund the consultant so the Grant Agreement Terms and Conditions can be completed to meet the May 1 deadline.

Some concerns of the Transit Board members were in drawing down the balance. Director Kyras indicated some concern in light of fuel contracts that had recently been bid for the remainder of this year and a part of next year, which came in higher than budgeted. The Board members shared their thoughts that they had hoped the design contract for this work would be lower. Director Kyras shared this desire, but also stated that there would need to be a great deal of work completed by Neumann Monson in getting the project to the point where the narrative and conceptual diagram could be completed. Cathy Brown indicated that Neumann Monson will only bill for their actual time, so it may be less.

Board members asked if the document would be complete and ready to submit or how much additional work would need to be completed by CyRide staff in addition to Neumann Monson. Director Kyras indicated Neumann Monson would complete 90% of what is required and CyRide staff would be able to take the information and place it in the document. She indicated that it could take possibly 20 hours for staff to incorporate their information into the formal document.

Trustee Madden indicated a desire to coordinate the Intermodal project with the Campustown Redevelopment project as they would be located adjacent to each other and the Intermodal project's parking is important to the Campustown project. The board members acknowledged this, but also indicated that the projects were on different timeframes. A desire to coordinate as much as possible was expressed.

Trustee Madden made a motion to move forward with procuring a design service and approve contracting with Neumann Monson for an amount not to exceed \$68,500. This funding would be secured from CyRide's operating closing balance to complete the required FTA documentation. Motion seconded by Trustee Wacha. (Five ayes, zero nays, motion carried unanimously.)

Director Kyras indicated the Steering Committee would begin moving forward to work with Neumann Monson to develop a Design Charrette, study alternative ideas, develop cost estimates, and prepare concept drawings and narrative. Temporary dates for this are set for March 30 and 31.

TIME AND PLACE OF NEXT MEETING: March 29, 2010 at 4:30 p.m. is the next scheduled transit board meeting in the CyRide Conference Room.

ADJOURN: Meeting adjourned at 10:26 a.m.

Robert Anders, President

Joanne Van Dyke, Recording Secretary