

**AMES TRANSIT AGENCY BOARD OF TRUSTEES**  
**CYRIDE CONFERENCE ROOM**

April 28, 2011

1. CALL TO ORDER: 5:00 P.M.
2. Approval of March 29, 2011 Minutes
3. Public Comments
4. Recognition of Outgoing Board Members
5. Intermodal Facility Construction Testing Contract Approval
6. FY2012 State Grant Application
7. FY2011-2013 Budget Constraints
8. Rate Setting Resolution – Fares
9. Rate Setting Resolution - Passes
10. Title VI Review Results
11. CyRide Project Priorities
12. Transit Director's Report
13. Set Time and Place of Next Meeting
14. Adjourn

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

March 29, 2011

The Ames Transit Agency Board of Trustees met on March 29, 2011 at 5:00 p.m. in CyRide's Conference Room. Pro Tem President Pinegar called the meeting to order at 5:08 p.m. Trustees in attendance were Pinegar, Madden, and Wacha. Absent: Trustees Anders, Schainker, and Choi.

Pro Tem President Pinegar moved to item eight, CyRide's Equal Employment Opportunity (EEO) Plan Elements, a discussion item, until a quorum was in place.

**CYRIDE EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN ELEMENTS:** Director Kyras received notification from the Federal Transit Administration (FTA) that significant changes would need to be made to CyRide's Equal Employment Opportunity (EEO) Plan and Program in light of the FTA's new emphasis in this area. Before this notice, CyRide was a part of the City of Ames Human Resources Department EEO Plan. In review of this plan, it was determined that CyRide would need to complete its own plan to comply with specific FTA program requirements. Recent communications with FTA indicated that federal funds would be withheld until the new plan was completed, affecting the Intermodal Facility project's cash flow. As soon as CyRide submits the plan, FTA will release its flow of funds.

In light of the quick development of this plan, the Director walked the board members through the critical elements of the document. In developing the new plan, CyRide obtained data from the City of Ames Human Resources Department and made job description changes adding "EEO Officer" to the Transit Planner's title and job tasks. CyRide's Director will fill the EEO Manager requirement. The Director explained the numerous charts developed from the Human Resources Department data identifying areas where CyRide minorities and women are underutilized within job categories. The EEO Plan submitted would focus on hiring minorities and females to fill positions in the areas of Office/Clerical, Bus Operatives and Laborers.

Trustee Schainker arrived at 5:18pm.

**APPROVAL OF MINUTES:** Trustee Madden made a motion to approve the minutes from the February 17, 2011 Ames Transit Agency Board of Trustees Meeting. Trustee Wacha seconded. Ayes: 4, Nays: 0. (Motion carried unanimously.)

**BUS SHELTER PROCUREMENT APPROVAL:** Director Kyras briefly reviewed the information gathered from the 2008 inventory of bus stops and prioritization. She further explained the amount of current and future funding available for improving bus stops. CyRide currently has almost \$200,000 in funding available for transit enhancements,

with an additional \$50,000 over the next five years totaling almost \$450,000 available for these enhancements.

Following staff's review of various shelters available in the market, a Request for Proposal was completed and distributed to seven shelter manufacturers. CyRide received two proposals. The two vendors submitting proposals were Brasco International Inc. and Columbia Equipment Company. A summary of the proposal analysis found that Columbia Equipment received a score of 6.697 and Brasco International 6.553. The Director indicated that the evaluation was based on numerous factors such as quality of the shelters as well as price. These quality factors included recommendations received from peer transit systems as well as the structural material of each shelter. As a result, CyRide staff's recommendation was to award the contract to Columbia even though they are more expensive. The reason for this recommendation was based upon that fact that no detail was provided in the proposal by Brasco as to the shelter materials, recommendations from other transit systems indicating a more positive long-term experience with the Columbia shelters and numerous other factors. An award would purchase up to 30 shelters over a five-year period, with a goal to install five per year, starting this summer. At this time, CyRide staff has not identified the five specific locations for installation this summer. If approved, CyRide staff would work with the manufacturer to identify a shelter design for Ames.

Trustee Wacha commented that the bus stop on S. 5<sup>th</sup> and Duff continues to have shopping cart issues and since the buildings behind this bus stop were demolished, he asked if this stop was on the list for improvement. Director Kyras indicated that Hunziker Realty currently owns the property and that there is a possibility of a new restaurant to be constructed at this location. She indicated that once a new owner is established, CyRide will begin working with this owner to determine what measures could be taken to improve the stop. Trustee Wacha indicated that he would like to see a shelter development in this location that works for everyone.

Trustee Schainker asked further questions about the bid and evaluation process. Specifically, questions regarded the weighting of factors in light of the recommendation to purchase the higher priced shelter. Staff addressed questions regarding the variability of shelter costs based upon the size needed at each location as well as questions regarding the estimated future funding amount.

Trustee Wacha made a motion to approve awarding a contract to Columbia Equipment Company of Jamaica, NY for the purchase of up to 30 bus shelters over a five-year period for a not-to-exceed amount of \$300,000 contingent upon Iowa Department of Transportation concurrence. Motion seconded by Trustee Madden. Ayes: 4, Nays: 0. (Motion carried unanimously.)

**FACILITY FLOOD CLAIM UPDATE AND CONSTRUCTION CLOSEOUT:** CyRide staff is finalizing the flood claim and close out of the construction contract. Director Kyras told the transit board that the first estimate on flood costs was \$900,000 and that the actual cost was \$819,507.35, considerably less due to construction savings. Claims paid

by FM Global so far total \$700,000 with final payment of \$94,507.35 requested, which reflected a \$25,000 insurance deductible.

The approved contract with HPC Construction was \$423,102, but actual cost was \$332,887. To close out this project, CyRide requests approval of the retainage and a deduct change order totaling \$90,215.

Documents yet to be supplied by the contractor, which are required to complete the project's closeout process, are sales tax reimbursements for materials, lien waivers, and a sworn statement from the contractor. The retainage request is for \$16,644.35. If approved by the transit board, the final pay application will be brought before City Council at the April 12, 2011 meeting.

Trustee Schainker made a motion to approve final payment for \$16,644.35, for retainage to HPC for the reconstruction of CyRide's office building, contingent upon receipt of all lien waivers, sworn statement from the Contractor and sales tax forms, as well as approval of a contract change order for \$90,215. Trustee Wacha seconded. Ayes: 4, Nays: 0. (Motion carried unanimously.)

Trustee Madden mentioned flood mitigation work continues with ISU facilities to protect for future flooding and inquired on the status of the flood mitigation project at CyRide. He additionally asked whether the structures or additional engineering had been completed to ensure securing the CyRide facility against floods. Trustee Madden asked if the CyRide facility was insured for flooding at this time. Director Kyras said there had been no communication indicating that the insurance was not being renewed, but that she would confirm this with the City of Ames Risk Manager. She also indicated that the flood protection project was being paid for with federal funding and that CyRide staff had been working the FTA officials since January to address environmental concerns before a Request For Proposal could be issued for design of the protection measures. Trustee Schainker inquired about FEMA's proposed \$12,000 that had been identified for CyRide to design flood mitigation measures. Director Kyras indicated that she would check with the City's Finance Director to determine if formal approval of this funding had been received.

**FEDERAL TRANSIT ADMINISTRATION TITLE VI POLICY APPROVAL:** Director Kyras pointed out that CyRide is under more scrutiny from the FTA to comply due to the number of federal grants CyRide receives. The FTA has requested CyRide make modifications to its Title VI Policy Statement. The revised and modified Title VI policy is included in the transit board packet showing the areas where CyRide was required to comply. If this policy change meets with the transit board's approval, CyRide can complete the process by transmitting its revision to the FTA for review.

Trustee Madden made a motion to approve the Title VI Statement of Policy and transmission to the FTA for review. Motion seconded by Trustee Schainker. Ayes: 4, Nays: 0. (Motion carried unanimously.)

**FY09/FY10 FEDERAL EARMARKS – GRANT APPROVAL:** Director Kyras reviewed the history and status of the CyRide facility expansion with regard to its design and funding. She indicated that CyRide had formally submitted its environmental documentation to the FTA in February 2011.

In light of this submittal, Director Kyras requested approval from the transit board to file and execute a federal Section 5309 grant to include two earmarks totaling \$1,201,440 for this work. Securing the earmarks in an approved grant eliminates the possibility that Congress may withdraw this funding. She also indicated that the FY09 earmark would expire September 30, 2011 if not approved within a grant.

Trustee Wacha made a motion for approval for staff to file and execute a federal Section 5309 grant application for use of FY09 and FY10 federal earmarks totaling \$1,201,440. Motion seconded by Trustee Schainker. Ayes: 4; nays: 0. (Motion carried unanimously.)

#### **TRANSIT DIRECTOR’S REPORT:**

- Director Kyras asked for direction from the transit board on securing a bus tracking system since the project did not receive approval from the City Council at the March 22, 2011 meeting. Director Kyras received a telephone call, after the City Council meeting, from a Maryland DOT representative informing her of a national RFP for bus tracking systems that allows transit systems to piggyback on their RFP for the NextBus Tracking system. The process is the same as bus procurements where transit systems are allowed to procure buses from options in an RFP. Director Kyras asked the transit board members if they believed this process met the Council’s direction as it was an RFP, or if there was a strong recommendation for CyRide to issue their own RFP for the bus tracking system.

Director Kyras shared her concern with the timing of preparing an RFP in relation to other projects that must be completed such as the expansion/flood protection projects and other grant projects that have short time schedules.

Trustee Wacha spoke on behalf of the City Council and their preference because of the GSB President speaking for the GSB and comments at the City Council meeting, that CyRide should follow the process of issuing a new RFP and securing our own bid on bus tracking system. Trustee Wacha felt there was enough conversation among the parties to attribute the City Council’s desire for a new RFP. This way, either firm vying for the business has the option to bid.

Director Kyras further shared additional information on the RFP process. She indicated that the pricing received from NextBus was based on a competitive RFP from the University of California-Davis. She also pointed out that it would be difficult to fairly bid the project in light of the known pricing by one firm. She indicated a concern that the original firm would not be able to bid in light of this fact.

Trustee Schainker offered Director Kyras the transit board’s support and direction in prioritizing CyRide projects indicating that this could be a topic at future board meetings.

- The Director indicated that the US DOT Office of Inspector General would be visiting CyRide April 12, 2011 to discuss charter regulations and the effect it has on CyRide and the Ames Community. Other members of the Ames community who were invited to participate in this discussion were: CyRide staff, ISU officials, Julie Weeks, the Ames Convention and Visitor's Bureau, and CIT/Midwest Transportation. The outcome the Ames Community hopes to achieve is fewer restrictions on these bus movements.
- Intermodal Facility Update: Construction began March 12 with the asphalt parking lot being removed. FTA strongly urges a web camera installed because it is an ARRA project and will be available at ISU Facilities Planning and Management website as well as CyRide's website when installed. A progress report will be supplied to the FTA and available for each transit board meeting. Approval of pay applications and change orders may require scheduling transit board meetings the first week of each month to avoid delays with the Intermodal Facility project.

Trustee Schainker made a motion to approve giving Director Kyras administrative authority to approve change orders up to \$50,000 threshold similarly to the requirements by the City Council. Trustee Madden seconded the motion. Ayes: 4; Nays: 0. (Motion carried unanimously.)

**TIME AND PLACE OF NEXT MEETING:** May 5, 2011 at 5:00 p.m. at the CyRide Conference Room location.

**ADJOURN:** Meeting adjourned at 6:23 p.m.

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Kayla Pinegar, Pro Tem President

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Joanne Van Dyke, Recording Secretary

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** April 28, 2011

**SUBJECT:** Recognition of Outgoing Board Members

**BACKGROUND:** Under the municipal code for the City of Ames, which created the Ames Transit Agency, four of the six seats on the board are subject to term expirations beginning/ending on May 15. Three of these positions will expire this year.

**INFORMATION:** The May board meeting will be the last official meeting for two of CyRide's current board members, Kayla Pinegar and Max Choi. The board will recognize these two Trustees at the meeting for their vision and dedication to preserving CyRide's quality transit service for the Ames/ISU community. The third position is the Mayor's appointment and Robert Anders has been reappointed to this position for a third term.

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** April 28, 2011

**SUBJECT:** Intermodal Facility Construction Testing Contract Approval

**BACKGROUND:** Construction principles and Federal Transit Administration (FTA) regulations requires the owner to contract with an independent agency to complete soils and concrete testing as well as inspection services to ensure that the contractor has completed construction per specifications. Therefore, as part of the Intermodal Facility construction project, proposals for these services have been requested.

**INFORMATION:** Under CyRide's contract with Iowa State University for Project/Construction Management services, the University has solicited competitive proposals on behalf of CyRide/City of Ames for testing and inspection services on the Intermodal Facility. Two proposals have been received. Under the evaluation process required by FTA for professional services, these proposals are rated based on technical merit as opposed to cost. Iowa State's Facilities Planning & Management Department, based on their technical evaluation, recommends TEAM services as the most qualified to perform these services. A copy of their evaluation will be available at the board meeting. In discussing the cost of these services with the firm, they have indicated an estimated cost of \$52,328.65. This has been determined to be in alignment with standards costs for these services. In addition, the City of Ames Legal Department has reviewed the contract with TEAM services and approved it as to form and legality.

The contract price with TEAM Services is an estimate and the extent of the testing services required may need to be modified. The exact number of tests is dependent upon the findings of initial tests, therefore, staff requests authority to incur up to an additional 15% for these testing services under this contract. Therefore, the total not-to-exceed cost would be \$60,177.95. The Intermodal Facility budget includes funding of \$90,000 for these services.

**ALTERNATIVES:**

1. Approve a contract with TEAM Services of Des Moines, Iowa for a not-to-exceed amount of \$60,177.95.



2. Approve a contract with TEAM Services of Des Moines, Iowa for a not-to-exceed amount of \$52,328.65 based on initial estimates and request staff to receive approval for additional unexpected expenses.
3. Do not approve a contract for independent testing services.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1 for a not-to-exceed contract with TEAM Services of \$60,177.95. TEAM services is the most technically qualified, their cost is in line with the cost of similar projects and approval of the higher contract amount will provide staff with the ability to quickly respond to conditions found on the site. This timing is important to the overall schedule in completing the project on time as required by FTA grant requirements.

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** April 28, 2011

**SUBJECT:** FY2012 State Grant Application

**INFORMATION:** Annually, CyRide submits a grant application to the Iowa Department of Transportation (IDOT) to support operating and capital needs for the transit system. The following briefly summarizes the application to be submitted by May 1, 2011 for funding during the 2011-2012 year.

<u>Operating</u>	<u>Federal Share</u>
State Operating Assistance (Estimate based on 5.223005% ..... of available funding)	\$551,318
Job Access Reverse Commute (JARC) Operating/New Freedom .....	\$74,578
Assistance for Mid-day South Duff Service Improvements (\$15,844)	
Assistance for Brown Route Service Improvements (\$31,806)	
Assistance for E. 13 <sup>th</sup> /Dayton Service Improvements (\$26,928)	
STA Special Project Funding (E. 13 <sup>th</sup> /Dayton Service Improvements)....	\$16,157
Federal Section 5310 Elderly and Disabled Funding.....	\$143,119
Assistance for ADA Service Contract with Heartland Senior Services	
<b>TOTAL Operating</b>	<b>\$785,172</b>

<u>Capital</u>	<u>Federal Share</u>
Federal 5309 Earmark Request .....	\$4,896,780
• 13 - 40' Replacement Buses w/cameras (\$4,586,400)	
• 2 Minibuses w/cameras (\$154,380)	
• Vehicle Surveillance Systems – 15 units (\$96,000)	
• Boilers (\$60,000)	
Federal Section 5310 Elderly and Disabled Funding.....	\$40,000
For Transit Amenities – Bus Stops	
Public Transit Infrastructure Grant.....	\$633,600
For CyRide Maintenance Area (Ceiling Ductwork Relocation, Sprinkler System upgrade, Storage Area Air Handling Replacement)	
<b>TOTAL Capital</b>	<b>\$5,570,380</b>

**TOTAL STATE GRANT APPLICATION** **\$6,355,552**

State operating assistance and Elderly and Disabled 5310 formula dollars are the only funding that CyRide is assured of receiving. All other funding sources are competitively selected and CyRide will be informed of the selection decisions throughout the 2011-2012 year. The local match required for these projects is currently budgeted in the FY2012 operating/capital budget with the exception of the buses. CyRide would determine after the PTMS listing is released from the Iowa DOT, whether any buses could be purchased with remaining closing balance or to defer these vehicles until the next year.

A public hearing will be held to discuss this application with the community on April 29, 2011. No written comments have been made to date from the notice release in *The Tribune*.

**ALTERNATIVES:**

1. Approve the FY2012 State Grant Application subject to public hearing comments.
2. Modify the FY2012 State Grant Application based upon board priorities.
3. Reject the grant application and do not submit a state funding request for the 2011-2012 budget year.

**RECOMMENDATION:**

Approve Alternative #1 to submit an operating and capital application to the IDOT as this application supports the enhancement of transit services in the Ames community and contains projects previously approved in the operating and capital budgets.



# Iowa Department of Transportation

## Authorizing Resolution

We, hereby, authorize, Sheri Kyras  
(Name of Authorized Signatory)

on behalf of Ames Transit Agency  
(Legal Name of Applicant)

to apply for financial assistance as noted below and to enter into related contract(s) with the Iowa Department of Transportation.

From the State Transit Assistance Program:

5.223005 % of formula funds; **Projected percent of STA formula funds**

16,157 ; **STA special project funds**

From federal funds for transit in non-urbanized areas and/or for transit serving primarily elderly persons and person with disabilities:

\$ 183,119 ; **Section 5310 or 5311 funding amount (operating or capital)**

From state-wide federal capital assistance for transit:

\$ 4,896,780 . **any capital projects programmed under Section 5309**

From federal funds from the Job Access/Reverse Commute and/or New Freedom programs:

\$ 74,578 . **any project programmed under Section 5316 or 5317**

We understand acceptance of federal transit assistance involves an agreement to comply with certain labor protection provisions.

We certify that Ames Transit Agency  
(Legal Name of Applicant) has sufficient non-federal

funds to provide required local match for capital projects and at time of delivery will have the funds to operate and maintain vehicles and equipment purchased under this project.

We request that State Transit Assistance formula funding be advanced as allowed by law, to improve transit system cash flow.

Adopted the 28th day of April , 2011 .

Name: Ames Transit Agency Board of Trustees  
(Applicant's Governing Body)

By: \_\_\_\_\_  
(Signature of Chief Executive Officer)

Title: President, Board of Directors

Address: 1700 University Blvd.; Ames, IA 50010

Telephone: 515-292-1100

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** April 28, 2011

**SUBJECT:** FY2011-2013 Budget Constraints

**BACKGROUND:** In January 2011, CyRide's Board of Trustees approved an operating budget for FY2011-12. Since this approval, there have been significant changes to the budget assumptions used to develop this budget.

**INFORMATION:** Several current and potential budget challenges have occurred since approval of CyRide's operating budget. In light of the impacts that these changes could have on the FY2011-2012 and FY2012-2013 budgets, CyRide staff has developed a synopsis of these challenges as well as possible studies that would provide data upon which to develop strategies to address the issues.

**The Challenge**

The challenges identified reflect: changes to the closing balance reflecting lower reserves, higher expenses due to fuel prices, projections of federal funding reductions and higher ridership demands. The combination of these factors in the FY2011-2012 budget and possibly the FY2012-2013 budget could create a "perfect storm" to cause significant funding partner increases to maintain adequate levels of service. Each challenge will be briefly explained.

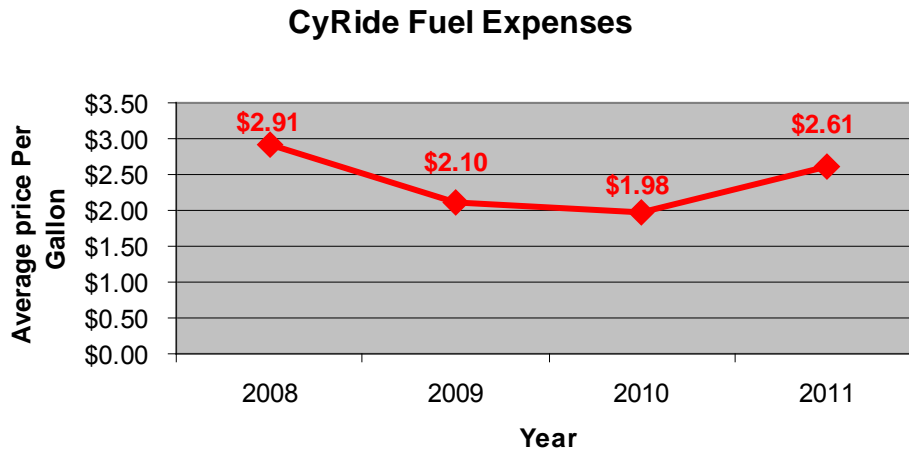
- **FY2010-2011 Closing Balance** – In January 2011, CyRide staff predicted that the operating closing balance for the current year, FY2010-2011, would be at 8%. Since that time, fuel prices have significantly risen and staff has revised its prediction to a closing balance at the end of the fiscal year of 7.3% (see attached revised budget chart). This percentage reflects an additional \$55,000 in fuel expenses as the amended budget price per gallon is \$2.45/gallon and the average price is predicted to be average \$2.70/gallon for the year.  
**Known 2010-2011 Budget Impact: \$55,000**
- **FY2011-2012 Fuel Contract** – CyRide has contracted for eight months of fuel usage at an average of \$3.045/gallon. The adopted FY2011-2012 budgeted amount per gallon is \$2.50/gallon. For this eight-month period, the fuel line item

is estimated to be over budget by approximately \$91,000. However, this is predicted to be lower than the market rate for the eight-month period.

**Known 2011-2012 Budget Impact: \$91,000**

- **FY2011-2012 Fuel Expenses** – For the four months of next budget year not covered in the contract, CyRide will purchase fuel at the market rate. It is estimated that the price per gallon for these four months will average \$3.30/gallon (current market rate is \$3.42/gallon), adding an additional \$113,600 in fuel expenses to the budget. A chart showing the average price per gallon CyRide has paid over the past four budget years is illustrated on the next page for reference.

**Predicted 2011-2012 Budget Impact: \$113,600**



- **Potential Federal Funding Cuts** – The House of Representatives passed a FY2012 budget resolution reducing transportation program funding by 28% in the federal 2011-2012 budget. If this level of funding is enacted, CyRide is estimated to receive \$392,000 less than federal revenues. The impact of a federal funding reduction could impact CyRide’s 2012-2013 budget as federal funding lags by one year. While it is unlikely that this initial proposal will be enacted as is, it is likely that transit funding will be reduced in this next federal budget.

**Possible 2012-2013 Budget Impact: \$392,000**

In summary, it is estimated that between the FY2010-2011 and FY2011-2012 budgets CyRide will have at a minimum of \$146,000 more in expenses and could have up to a \$259,600 impact to the budget. Further, if the federal government reduces federal transit funding in their next budget, CyRide’s FY2012-2013 budget could be significantly impacted.

These funding challenges come at a time when CyRide’s ridership continues to increase at levels never experienced in its past history. Projections for ISU enrollment

next year continue to be strong and indicate a slight increase and gas prices are predicted to increase attracting more customers to CyRide.

## **Studies**

In an effort to address the budget shortfalls anticipated, staff could begin to prepare information regarding the impact and possibilities of fare increases or service reductions. A short summary of possible information that could be gathered is detailed below.

### **Fare Increases**

CyRide's last fare increase was implemented in 2004 when the cash fare was increased from 75¢ to \$1.00. A review of fares could include:

- History of CyRide fare increases – fare modifications and impacts
- Review of peer transit system fare structures
- Identification of possible cash and pass fare modifications
- Predicted impact of modifications on revenues and ridership

### **Service Reductions**

- Staff could develop possible service reduction packages that would address various funding shortfalls - \$150,000 reduction, \$250,000 reduction, \$500,000 reduction, etc.
- Service priorities could be established to guide the packages developed– reduce hours of service, reduce service with less than a certain number of passengers per hour, look at entire routes, etc.
- The ridership impact of each package could be estimated and the impact on low-income and minority persons identified.

Possible timing of these studies could be as follows:

- |            |   |  |
|------------|---|--|
| May        | - | Initial public meeting to detail issue and gain direction on options             |
| June       | - | Provide Transit Board with public meeting input                                  |
| May – July | - | Develop fare study and identify service reduction packages based on public input |
| August     | - | Present information to Transit Board   |
|            | - | Second public meeting  |
| September  | - | Review options and take action, if deemed appropriate at that time               |
| January    | - | Fare or service modification implemented   |

The reason for discussion at this time is two-fold. First, the impact of fuel prices on the 2010-2011 and 2011-2012 budgets can be realistically estimated due to fuel contracts

and current prices. These estimates indicate more than a \$150,000 impact to these budgets and more likely a \$225,000 to \$250,000 impact at a time when the operating closing balance is at 7.3% or \$548,051. Second, if service reductions or fare increases are a possible outcome to resolving this budget issue, a lengthy public input process is required by the federal government. Their guidelines require “early and continuous involvement by those affected”. This will require public meetings with information summarized for the Transit Board prior to decisions being made. With a substantial budget shortfall known at this time, starting this process this summer could allow for modifications to be made mid-year if desired.

Staff is seeking direction from the Transit Board of Trustees regarding actions to bring the 2011-2012 and possibly future budgets into alignment with increased expenses and potentially lower revenues.



**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** April 28, 2011

**SUBJECT:** Rate Setting Resolution - Fares

**INFORMATION:** Each year the Transit Board sets rates for the following year. The attached sheet details the proposed 2011-2012 rate structure, which recommends one change at this time in CyRide's fare structure. This change affects the rate charged for work completed by CyRide mechanics (Shop Rate), which would increase from \$74 to \$80/hour. This would apply to warranty work completed on new vehicles. Additional modifications to the structure may need to be revisited during the 2011-2012 budget year if fuel prices continue to rise and funding sources are reduced mid-year.

If approved by the Transit Board of Trustees, the structure will become effective on July 1, 2011.

**Miscellaneous Revenue**

Due to the volatility of fuel prices, CyRide proposes continuing the fuel surcharge, which is calculated on a case-by-case basis based on the last fuel purchased at the time additional service is provided on CyRide routes. If this price is higher than the budgeted fuel price, the surcharge will be added.

**ALTERNATIVES:**

1. Approve the 2011-2012 rates, which reflect the Shop Rate change from \$74 to \$80/hour, subject to modification during the 2011-2012 budget year.
2. Modify rates per board priorities.

**RECOMMENDATION:**

The Transit Director recommends approving Alternative #1 to encourage use of CyRide service furthering the communities sustainability initiatives and assisting residents in providing and economical alternative to move throughout the community at a time when gas prices are high as well as reflect costs incurred by CyRide's mechanics.

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

### RATE SETTING RESOLUTION 2011-1

BE IT RESOLVED by the Ames Transit Agency Board of Trustees, pursuant to rate setting authority granted by Section 26A.8, Ames Municipal Code, that:

CYRIDE rates effective July 1, 2011

#### Fixed Route Fares

\$ 1.00	Regular fare cash fare
\$ .50	K-12 students
\$ .50	Elderly with Medicare card
\$ .50	People with disabilities as defined by the Federal Transit Administration
\$ free	ISU students with ISU card on fixed routes in Ames
\$ 5.00	10-ride reduced fare ticket book (\$0.50 per ride)
\$ 10.00	10-ride regular fare ticket book (\$1.00 per ride)
\$ 35.00	Regular fare monthly pass. (May also be used in conjunction with tickets or cash on Dial-A-Ride).
\$ 40.00	Reduced fare summer semester pass
\$ 120.00	Winter regular fare pass. November to spring break. Price varies depending on date purchased.
\$ 130.00	Regular fare semester pass (fall and spring). Price varies depending on date purchased.
\$ 65.00	Reduced fare semester pass (fall and spring). Price varies depending on date purchased.
\$ 260.00	Regular fare School Year pass. Price varies depending on date purchased. (May also be used in conjunction with tickets or cash on Dial-A-Ride.)
\$ 130.00	Reduced fare School Year pass. Price varies depending on date purchased. (May also be used in conjunction with tickets or cash on Dial-A-Ride.)
free	Children under six years of age accompanied by a person age 13 or older (maximum of three children per rider).
free	Attendant accompanying and assisting ADA-eligible person
\$ 10.00	Replacement fee for lost or stolen passes
companion	Fare for person not assisting passenger riding with ADA-eligible passenger is same fare as ADA-eligible passenger's fare
\$ 80.00	Regular fare summer pass

**RATE SETTING RESOLUTION 2011-1**

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**Dial-A-Ride Fares**

\$ 2.00	Dial-A-Ride cash fare for passengers eligible under the ADA. Two full fare fixed route tickets may be used by passengers eligible under the ADA for DAR fare (or a pass and one ticket).
\$ 6.00	Dial-A-Ride cash fare for all ADA-eligible passengers riding to or from a point more than 3/4 mile from the nearest fixed route operating at the time of the ride.
\$ 6.00	Charge for failing to cancel a Dial-A-Ride trip more than 1/2 hour before the scheduled time, or for not showing for a Dial-A-Ride call.
\$ 18.00	Dial-A-Ride cash fare for general public (not ADA eligible).
free	Attendant accompanying and assisting ADA-eligible person on Dial-A-Ride
companion	Fare for person not assisting Dial-A-Ride passenger riding with DAR eligible passenger is same fare as Dial-A-Ride eligible passenger's fare
free	ISU students who are ADA eligible traveling within 3/4 mile of a fixed route operating at the time of the ride.

**Miscellaneous Revenue**

\$ 80.00	Shop rate per hour
\$ 80.00	Shuttle rate, as subcontractor, to other bus operators, one-hour minimum
\$ 80.00	Shuttle rate for every hour after the minimum
\$ Variable	Fuel surcharge for shuttle service

Enacted this 28<sup>th</sup> day of April 2011

AMES TRANSIT AGENCY BOARD OF TRUSTEES:

BY: \_\_\_\_\_  
Robert Anders, President

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** April 28, 2011

**SUBJECT:** Rate Setting Resolution - Passes

**INFORMATION:** Each year the Transit Board sets semester pass rates for the following year's pass sales. Based on current trends, the following number of passes is anticipated to be sold during the 2011-2012 time period:

- K-12 Students and Reduced Fare – 300 passes
- Adults – 725 passes

The number of adult passes is anticipated to increase due to changes in human service agency's recent purchasing trends and K-12 students and reduced fare passes are estimated to increase due to more passes sold over the summer months.

The rate sheet on the following page describes the 2010-2011 rate structure for passes. Staff recommends no change in the pass rate for the 2011-2012 fiscal year at this time. However, if fuel prices remain high or federal funding is significantly reduced, these prices may need to be revisited during the 2011-2012 budget year. The rate structure approved by the Board of Trustees will become effective July 1, 2011.

**ALTERNATIVES:**

1. Approve the 2011-2012 rates as presented with no change from 2010-2011 rates, subject to modification during the 2011-2012 budget year.
2. Modify rates per board priorities.

**RECOMMENDATION:**

The Transit Director recommends approving Alternative #1 to keep pass rates unchanged in order to encourage new riders/retain existing riders furthering CyRide and its funding partner's objectives on sustainability.

**AMES TRANSIT AGENCY BOARD OF TRUSTEES**

**RATE SETTING RESOLUTION 2011-2**

BE IT RESOLVED by the Ames Transit Agency Board of Trustees, pursuant to rate setting authority granted by Section 26A.8, Ames Municipal Code, that:

SECTION ONE -- Semester Pass Established

**REDUCED FARE PASSES**

<b>PURCHASE DATE</b>	<b>2011 SUMMER REDUCED FARE PASS</b>	<b>Expiration Date - Price</b>
Sunday, May 1, 2011 – Wednesday, July 20, 2011		August 31, 2011 \$40.00

**2011 FALL REDUCED FARE PASS**

Monday, August 15, 2011 – Friday, September 16, 2011	December 31, 2011	\$65.00
Saturday, September 17, 2011 – Friday, December 9, 2011	December 31, 2011	\$50.00

**2011/12 SCHOOL YEAR REDUCED FARE PASS**

Monday, August 15, 2011 – Friday, September 16, 2011	June 3, 2012	\$130.00
Saturday, September 17, 2011 – Friday, December 9, 2011	June 3, 2012	\$115.00
Saturday, December 10, 2011 – Friday, February 10, 2012	June 3, 2012	\$65.00
Saturday, February 11, 2012 – Friday, March 23, 2012	June 3, 2012	\$50.00

**2011/12 WINTER REDUCED FARE PASS**

Saturday, November 5, 2011 - Friday, December 9, 2011	March 19, 2012	\$60.00
Saturday, December 10, 2011 - Friday, February 10, 2012	March 19, 2012	\$40.00



**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** April 28, 2011

**SUBJECT:** Title VI Review Results

**BACKGROUND:** Contractors for the Federal Transit Administration (FTA) conducted a review of CyRide's Title VI Program on April 19-21, 2011. This federal program requirement is to ensure that the public is receiving non-discriminatory service delivery by CyRide.

**INFORMATION:** Through this intensive three –day review, the areas that were reviewed are as follows:

- Review of system maps and timetables to determine route structure compared to low income and minority areas of Ames to determine if all areas are being served equally.
- A review of CyRide's fleet and their daily assignment to ensure that buses are being rotated throughout the community and all areas are equally served by new buses.
- CyRide has adequately notified the public of its obligation to serve the public without regard to race, color, or national origin.
- Reviewed complaints from the public regarding discriminatory service.
- Reviewed CyRide's Limited English Proficiency Plan to determine if CyRide was meeting the needs of this segment of the community.
- Reviewed documentation prepared by CyRide staff on construction projects (Intermodal Facility and Facility Expansion plans) to ensure that minority and low-income persons were not adversely affected by these projects.
- Reviewed CyRide's public participation process to ensure that CyRide was engaging the community at the beginning of a project as well as at the end.
- Reviewed CyRide's Title VI document prepared by staff.
- Reviewed CyRide's monitoring efforts to ensure non-discrimination in its services.

As a result of this review, a draft report will be submitted to CyRide within 30-60 days and a final report 60 days after the draft report is submitted. In discussions with the reviewers at their exit conference, overall, they indicated that CyRide has a very good

program; however, there are two program area modifications CyRide will need to make to its program to comply with all Title VI requirements as detailed below:

- Staff will need to complete additional outreach with the Chinese and Korean populations within Ames in order to better understand if there are any challenges that make using CyRide difficult as a result of language differences.
- CyRide will need to complete additional research to determine the number and percentage of Limited English Proficiency individuals within the Chinese population in Ames.

Additionally, a wording modification will need to be made in CyRide's Title VI Policy Statement to reflect a new legal ruling eliminating the 180-day filing deadline. A revised policy statement is attached.



## **TITLE VI "STATEMENT OF POLICY"**

Ames Transit Agency (CyRide) is the city bus system for Ames, Iowa. The Agency was created under a 28-E agreement between the City of Ames, Iowa State University and ISU's Government of the Student Body. CyRide provides regular and circulator bus service as well as ADA Dial-A-Ride services for the Ames community.

CyRide is governed by its Board of Trustees of which Board Members can be contacted through CyRide's website at [www.cyride.com](http://www.cyride.com). The CyRide Board determines the level and nature of services to be provided by purchase of service agreements with private contract carriers (Durham, Heartland Senior Services, etc.) and by direct service operation by CyRide staff.

CyRide is committed to a policy of non-discrimination in the conduct of its business, including its Title VI responsibilities - the delivery of equitable and accessible transportation services. CyRide recognizes its responsibility to the Ames community in which it operates and to the society it serves. It is CyRide's policy to utilize its best efforts to assure that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under its program of transit service delivery and related benefits.

Toward this end, it is CyRide's objective to:

- A. Operate its transportation service and programs without regard to race, color, and national origin;
- B. Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- C. Promote the full and fair participation of all affected populations in transportation decision making;
- D. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations;
- E. Ensure meaningful access to programs and activities by persons with limited English proficiency.

The responsibility for carrying out CyRide's commitment to this program rests with the Director of Transit. CyRide's Assistant Director of Operations is responsible for the day-to-day operations of this Program and the investigation of Title VI complaints. However, all managers, supervisors, and employees share in the responsibility for making CyRide's Title VI Program a success.

To obtain additional information concerning CyRide's Title VI obligations or if you have questions regarding the complaint procedure, please call (515) 292-1100 and ask to speak with CyRide's Assistant Director of Operations.

## Complaint Procedures

**If you believe that you have been excluded from participation in, denied the benefits of, or subjected to discrimination based on race, color or national origin under CyRide's transit service delivery or related benefits, you may file a complaint or concern with the CyRide's Assistant Director for Operations, 1700 University Blvd., Ames, IA 50010; by telephone (515) 292-1100; or by email at [cyride@cyride.com](mailto:cyride@cyride.com). We encourage you to make your complaint in writing however, comments can also be submitted verbally.**

The Assistant Director of Operations will review and investigate every complaint promptly. At a minimum, the Assistant Director will:

- Identify and review all relevant documents, practices and procedures;
- Identify and interview persons with knowledge of the Title VI violation, i.e., the person making the complaint; witnesses or anyone identified by the Complainant; anyone who may have been subject to similar activity, or anyone with relevant information.

Upon completion of the investigation, the Assistant Director of Operations will complete a final report for the Director of Transit. If a Title VI violation is found to exist, remedial steps as appropriate and necessary will be taken immediately. The Complainant will also receive a final report together with any remedial steps. The investigation process and final report should take no longer than twenty-five (25) business days. If no violation is found and the complainant wishes to appeal the decision, he or she may appeal directly to the Director of Transit, 1700 University Boulevard, Ames, IA 50010. Complaints may also be filed with the following three organizations:

### **Ames Human Relations Commission**

c/o City Manager's Office  
City of Ames  
515 Clark Avenue  
Ames, IA 50010  
515-239-5101  
Ames Online Complaint Form:  
[http://www.cityofames.org/CityClerk/Documents/MiscDocuments/AHRC\\_Complaint%20Form.pdf](http://www.cityofames.org/CityClerk/Documents/MiscDocuments/AHRC_Complaint%20Form.pdf)

### **Iowa Civil Rights Commission**

400 East 14<sup>th</sup> Street  
Des Moines, IA 50319-1004  
515-281-4121  
800-457-4416  
How To File:  
[http://www.iowa.gov/government/crc/file\\_complaint/index.html](http://www.iowa.gov/government/crc/file_complaint/index.html)

### **Federal Transit Administration's Office of Civil Rights**

Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590  
[http://www.fta.dot.gov/civilrights/title6/civil\\_rights\\_5104.html](http://www.fta.dot.gov/civilrights/title6/civil_rights_5104.html)

The Assistant Director of Operations shall maintain a log of Title VI complaints received from this process which log shall include the date the complaint was filed; a summary of the allegations; the status of the complaint; and actions taken by the City of Ames/Ames Transit Agency(CyRide) in response to the complaint. Should CyRide receive a Title VI complaint in the form of a formal charge or lawsuit, the complaint will be forwarded directly to the City of Ames' Attorney.

Signed: \_\_\_\_\_  
Ames Transit Agency, Board of Trustees President

Date: \_\_\_\_\_  
April 28, 2011

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** April 28, 2011

**SUBJECT:** CyRide Project Priorities

**BACKGROUND:** At the March Transit Board meeting, staff briefly discussed the number of, and staff priority for, projects that are outside the daily delivery of service that will need to be accomplished. Through this discussion, the transit board requested a report of these projects so that the board could assist staff in determining the final priority to accomplishing this work.

**INFORMATION:** There are three levels of work CyRide staff is required to complete:

1. **Daily Service Delivery** – Tasks that are required to ensure smooth operation of service – service policies, staffing, hiring, discipline, fuel/parts purchases, etc.
2. **Required Projects** – Projects that are required as a result of federal, state, local, prior contractual obligations or once/year projects – Federal reviews, construction projects, bus delivery/preparation/disposal etc.
3. **Special Projects** – Grant projects, new or major projects

The first two levels staff must complete to continue operating a quality service and meet its federal, state, local and contractual obligations. The last level, Special Projects, has a more fluid timeframe and will require prioritization for completion of these projects around the first two levels of projects. The following briefly describes each of these special projects for consideration of their timing.

**Project #1 – Request for Proposal (RFP) for Scheduling Software** – This project was approved in the State of Good Repair federal grant. It is for a new software program to schedule the buses, drivers and trips provided daily in service. This is currently being accomplished through an Excel Worksheet. ***The original federal grant timeline to begin the project was April 2011.***

**Estimated time: 4 months**

**Project #2 – TIGER III Grant Application** – Congress has passed the FY11 Transit Appropriations bill and included \$526 million in TIGER funding. Therefore, a notice

indicating ***another round of applications is anticipated this summer*** that could fund the second phase of the Intermodal Facility. Staff would need to modify portions of the application to reflect current status of the Phase I project, solicit letters of support and redraft the application.

**Estimated time: 1 month**

**Project #3 – Request for Qualifications (RFQ) for Architectural/Engineering Services for the Building Expansion, Flood Protection, Ceiling Height and Reconstruction** – This project would secure architectural and engineering services to accomplish the four construction projects approved by the Transit board in November 2010 – Expansion, Flood Protection, Ceiling Height Construction and West Side Reconstruction.

**Estimated time: 4-5 months**

**Project #4 – Request for Proposal for an Alternatives Analysis** – This project was approved in a federal grant in 2006. It is for a study to determine if the Orange route could be modified into a Bus Rapid Transit Corridor providing a higher quality service to the community. ***This project has been delayed due to other priorities (Intermodal Facility, Building construction. FTA would like to see movement on this project.***

**Estimated time: 4 months**

**Project #5 - Bus Shelter Implementation** – This project would begin implementing new bus shelters within the community. Staff will need to work with the manufacturer to design the CyRide shelters, hire concrete contractors and work with property owners in locating the shelters. The original goal was to install five shelters this year. ***Previous years funding will begin lapsing on June 30, 2011.***

**Estimated time: 5-6 months**

**Project #6 – Fare Analysis** – CyRide's closing balance has been dropping and is anticipated to drop to 7.3% due to higher fuel prices. There are three reasons to begin looking at CyRide's fare structure:

- Higher fuel prices will continue next year. CyRide's contracted fuel price is 55 cents per gallon higher than budgeted.
- It is highly likely that federal funding will be substantially reduced this next year.
- Fares were last modified in 2004.

**Estimated time: 4-5 months**

**Project #7 – Service Reduction Scenarios** – To go hand-in-hand with Project #6, staff could review possible service reduction scenarios in preparation for budget discussions this fall. Staff would look at scenarios such as times of day or routes with lower ridership and determine potential savings.

**Estimated time: 4-5 months**

**Project #8 - Request for Proposal (RFP) for Bus Tracking System** – This project would provide real time bus arrival information to customers via the web, smart phone, display boards or telephone.

**Estimated time: 4 months**

**Project #9 – State Technology Grant Application for Bus Tracking System** – To go hand-in-hand with Project #8, request state funding for partial funding of the bus tracking system once the RFP is completed. ***As funding is allocated on a first-come, first-served basis, submittal of this application would need to be submitted shortly.***

**Estimated time: 1 month**

Staff is seeking input on the prioritization of the above, nine projects in light of other work to be completed.

# Staff Required Projects By Month

## May

Title VI Audit Follow-Up  
 Employee Performance Reviews/Staffing Plan  
 Office of Inspector General - Charter Meetings  
 Flood Emergency Plan Update  
 Heartland Senior Services Contract Modification  
 Website Conversion  
 Federal Formula Grant  
 EEO Program Follow Up  
 Hybrid Bus Issues/Documentation Grant CTRE  
 Intermodal Facility Meetings/Coordination  
 Bus Procurement Coordination

## June

Employee Performance Reviews  
 Fire Emergency Plan Update  
 Heartland Senior Services Contract Modification  
 MPO Certification Review  
 Triennial Review Federal Audit Preparation  
 DNR Underground Storage Tank Training  
 Hybrid Bus Issues/Documentation Grant CTRE  
 Intermodal Facility Meetings/Coordination  
 Bus Procurement Coordination

## July

MPO Certification Review Follow-Up  
 Triennial Review Federal Audit Preparation  
 Fall Service Planning (Beginning of School)  
 Bus issues  
 Prepare New Buses/Dispose of Old Buses  
 Hybrid Bus Issues/Documentation Grant CTRE  
 Intermodal Facility Meetings/Coordination  
 Bus Procurement Coordination

## August

Fall Service Planning (Beginning of School)  
 Fall Driver Meetings  
 Intermodal Facility Meetings/Coordination  
 Bus Procurement Coordination  
 Triennial Review Conducted  
 Maint. Actuated Shut-Off Construction Project

## September

Triennial Review Follow-Up  
 Service Adjustments to Address Ridership Patterns  
 Maint. Actuated Shut-Off Construction Project  
 Intermodal Facility Meetings/Coordination  
 Bus Procurement Coordination

## October

Maint. Actuated Shut-Off Construction Project  
 Budget Preparation  
 National Transit Database Statistical Reporting  
 Intermodal Facility Meetings/Coordination  
 Bus Procurement Coordination

## November

Maint. Actuated Shut-Off Construction Project  
 Budget Preparation  
 Intermodal Facility Meetings/Coordination  
 Bus Procurement Coordination

## December

Intermodal Facility Meetings/Coordination  
 Bus Procurement Coordination  
 Maint. Actuated Shut-Off Construction Project  
 Intermodal Facility Ribbon-Cutting Planning

### Additional Project Priorities

1. RFP for Scheduling Software
2. Tiger III Grant Application
3. RFP for Arch/Eng. Services for Building Expansion/Flood Protection
4. RFP for Alternatives Analysis
5. Bus Shelter Implementation
6. Fare Analysis
7. Service Reduction Scenarios
8. State Technology Grant Application for Bus Tracking System
9. RFP for Bus Tracking System

# Transit Director's Report

## April 2011

### 1. EEO Plan Approval

CyRide staff submitted its EEO Plan to the Washington office of the Federal Transit Administration on March 30, 2011. It was approved by their office on April 1, 2011.

### 2. Intermodal Facility Update

The following activities have taken place in the last month:

- Work completed to date:
  - Tree removal
  - Removal of asphalt parking lot
- Work anticipated in the next 6 weeks:
  - Site preparation
  - Site utility installation

The Federal Transit Administration progress report submitted on April 1<sup>st</sup>, without attachments, is attached.

### 3. VEISHEA Moonlight Express Ridership

VEISHEA Moonlight Express service went very well this year and carried record ridership. Modifications were made to service levels this year in light of last year's ridership jump, which allowed the service to operate more smoothly and efficiently.

Year	Fri.	Sat.	Tot.	% Inc. From Previous Yr.	
				Fri.	Sat.
2011	4,753	5,318	10,071	3%	9%
2010	4,631	4,892	9,523	49%	75%
2009	3,106	2,798	5,904	30%	2%
2008	2,389	2,742	5,131		

Turning Point in Ridership

### 4. The Grove Apartment Complex Request

CyRide received a request from the Grove Apartment Complex, under construction on S. 16<sup>th</sup> Street, to provide them with two proposals to modify bus service on the Gray Route from morning and afternoon service currently to service provided all day



from 7 am until 9 pm each weekday. Proposal requests for 20-minute and 40-minute service were made. Staff will be preparing these cost estimates and will provide the proposals to the apartment's representative.

#### **5. CyRide Bus Roadeo**

CyRide drivers will be holding a Bus Roadeo on Saturday, May 14, 2011 in the parking lot south of Hilton Coliseum. This event has been organized by the employees, for the employees with input by CyRide managers. First and second place winners of the Roadeo will then compete in the state bus roadeo in Okoboji in June.

#### **6. Heartland Senior Services Contract Revision**

Due to voluntary retirements at the Iowa Department of Transportation's Office of Public Transit, new staff has been reviewing existing contracts to determine if modifications need to be made. CyRide was recently notified that several changes will need to be made in its contract with Heartland Senior Services (HSS), which was approved one year ago and included four one-year extensions. Staff is in the process of understanding and modifying these changes and will need to bring a revised contract to the Transit Board for approval in June.

## **AMES INTERMODAL FACILITY GRANTEE MONTHLY STATUS MEMORANDUM**

### **PROJECT OVERVIEW:**

The Ames Intermodal Facility project contained in FTA grant #IA-78-0001 consists of constructing a 385 car, cast-in-place structured parking facility, a 93 space parking facility, a Bus Terminal Facility accommodating two intercity private bus carriers, a regional carrier and a paratransit public carrier with space for a customers to wait inside, offices for the carriers, public restrooms and a separate vehicle storage area for the regional carrier's vehicles. In addition, a bicycle path traversing the north side of the site will be constructed. The possibility of extending this path to the west, connecting with an existing bike path and creating a continuous path from west Ames to Iowa State University' campus, a major attraction, will be decided as the project progresses.

To date, the scope of this project has not changed. The successful bidder, Weitz Company of Des Moines, Iowa was selected as the low, responsive and responsible bidder and will serve as the General Contractor on this ARRA construction project. The contract was awarded on March 1, 2011 with the existing parking lot vacated by Iowa State University on March 12, 2011 and construction activities began on March 14, 2011.

### **CONSTRUCTION:**

Weitz Company has completed the following activities since March 14, 2011.

- Mobilized on site
- Installed perimeter construction fencing to secure the site
- Grubbing of the site vegetation
- Installation of the web camera, link: <http://www.fpm.iastate.edu/webcam/intermodal/>  
This is also permanently on CyRide's "What's New" page for the duration of this project.
- Project signage (logo's and ARRA funded project statement) has been placed on site.

In addition, Weitz has begun the earthwork on the southeast corner of the site where the structured parking portion of the project will be constructed.

During the month of April 2011, the following work is anticipated:

- Installation of the underground utilities, storm sewer, sanitary sewer and electrical conduit. Weitz is coordinating with the City of Ames on tie-ins to the City utilities.
- Weitz will be submitting shop drawings for review.

No construction payments have been made under this grant to date, but is anticipated during the month of April.

To date, there are no open submittals.

There were no safety issues during the past month. All project participants who visit the site are required to wear hard hats and safety vests.

No Davis-Bacon interviews have been conducted to date. However, the format and reporting mechanism has been developed and will be tracked in ISU's Centric program. All project participants have been given access to this program and will be monitoring activity on this site.

**Schedule:**

To date, the project is on schedule with substantial completion set for June 1, 2012. The original construction schedule is attached. In addition, an intermediate, detailed schedule, dated 3/28/2011, has been developed for the months of April and May 2011 (attached).

Weitz will be submitting a milestone schedule in early April.

No ribbon-cutting date has been scheduled to date. It is anticipated that this will occur in early June 2012.

**Cost:**

The attached project budget submitted to FTA on March 1st has not changed, to date. This included the acceptance of one bid alternate, #3, which was a \$70,000 deduct alternate to include Auger-Cast Grout Piles. This is reflected on the attached and previously submitted budget.

There is one change order anticipated, but not yet completed. This change would add a manhole where two sewer pipes now connect at a tee. If approved, this will allow for future access to the connection. As the project proceeds, approved change orders will be included in this report.

**Project Issues:**

All agreements relating to FTA grants, land leases and operating agreements were reviewed by FTA's Regional staff and have been approved locally by all contracting parties. These completed documents have been submitted to Regional FTA staff.

There are no outstanding project issues at this time.

**Attachments:**

Overall Construction Schedule

Detailed April/May Construction Schedule

Web Camera Photo

Construction Budget

Pre-Construction Conference Meeting Minutes

Progress Meeting Minutes #1

# May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Anna Fox will be out of the country from May 8 to June 4. Will schedule transit board meeting after June 4.

# June 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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