



**THURSDAY, October 10, 2013, 1:30 P.M.  
Camarillo City Hall  
Camarillo**

**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)  
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)**

- Item #1**                    **CALL TO ORDER**
- Item #2**                    **INTRODUCTIONS AND ANNOUNCEMENTS**
- Item #3**                    **PUBLIC COMMENTS**
- Item #4**                    **TRANSCOM MEETING SUMMARY SEPTEMBER 12, 2013- Pg. 4**  
Approve the meeting summary of the September 12, 2013 TRANSCOM meeting.
- Item #5**                    **TRANSCOM MEETING SUMMARY June 13, 2013 – Pg.5**  
Approve the meeting summary of the June 13, 2013 TRANSCOM meeting.
- Item #6**                    **REVISED FY 2013/14 EAST COUNTY ADA APPORTIONMENTS – Pg.6**  
Recommend the Commission approve the revised apportionments for intercity ADA service in the East County for FY 2013/14.
- Item #7**                    **STATUS OF FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM –  
Pg. 43**  
Receive and file the FTIP status report.
- Item #8**                    **DISCUSSION REGARDING PROPOSED REQUEST FOR PROPOSALS FOR  
PREPARATION OF A VCTC/VISTA SHORT RANGE TRANSIT PLAN – Pg.45**  
Discuss and comment on the VCTC proposed Request for Proposals (RFP) for VCTC Short Range Transit Plan (SRTP), to assist in future delivery of VISTA services, strategic countywide allocation of capital transit funds, and the VCTC implementation of the Countywide Transit Plan. The development of an SRTP was included in the approved VCTC 2013/14 Budget.
- Item #9**                    **ADA CERTIFICATION UPDATE – Pg.51**  
Receive the monthly report on the ADA certification process.
- Item #10**                   **ADJOURN**



**Item #4**

**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)  
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)  
Thursday, September 12, 2013, 1:30 P.M.  
Camarillo City Hall  
Camarillo**

**Meeting Summary**

**Item #1**

**CALL TO ORDER**

Chair Houser called the meeting to order at 1:34 pm.

**Item #2**

**INTRODUCTIONS AND ANNOUNCEMENTS**

Andy Santamaria announced he was retiring in November.

Kathy Connell reported on the status of creation of an entity to oversee the Heritage Valley local transit services. She also reported on the addition of a second bus in Oak Park to help serve the 400 daily riders.

Ben Cacatian announced the upcoming electric vehicle event to be held on Nov. 28 at "The Collections" in Oxnard.

Ray Porras stated the enrollment was up at CSUCI, with 5183 students for the fall term.

Roc Pulido gave a status report on the East County ADA, specifically as it impacted the City of Camarillo and the Camarillo Health Care District.

Helene Buchman announced that the Gold Coast Transit District legislation passed the legislature and was sent on to the Governor.

Steve Brown reported on meeting the County Health Services staff. He also announced that after Oct 1 GCT would only be using the new fare media.

Peter DeHaan reported on the status of SB 203 and AB 1222.

John Webster was introduced as a new Roadrunner employee.

Charles Sandlin reported on the acquisition by Roadrunner of new motorcoaches for VISTA service.

Vic Kamhi introduced Aaron Bonfilio as a new VCTC employee, and stated that Fabian has gone back to graduate school at Cal Poly San Luis Obispo in City and Regional Planning. He also reminded the TRANSCOM about the upcoming California Transit Association/CALACT joint conference in October in Anaheim. Vic went on to report VCTC participation in a consortium to purchase over-the-road-coaches, and that LA Metro was planning on extending the Saturday Route 161 service from its end point in Westlake Village to the TOTC in the near future.

Mike Houser reported that:

- The expansion of the TOTC opened, including electric vehicle charging stations.
- The beach bus was a success, carrying over 1000 riders.
- The city was in its 4<sup>th</sup> week of Saturday service, and was meeting expectations.
- The Thousand Oaks Metrolink shuttle ridership was “OK”, and ridership had increased after the period of free fares ended.
- The City has expended its ADA intercity service to Simi Valley, and hopes that Simi Valley would reciprocate.
- The recommendation to purchase new fareboxes was scheduled for the October 10 City Council meeting.
- The City is issuing a short contract with MV for services through the current FY.

**Item #3**

**PUBLIC COMMENTS**

None

**Item #4**

**TRANSCOM MEETING SUMMARY August 8, 2013**

Because there had not been a quorum for the August meeting, the TRANSCOM, with no objections, accepted the meeting summary of the August 8, 2013 TRANSCOM meeting.

TRANSCOM also asked that, since there had not been a quorum for the August meeting, the June meeting summary be placed on the October agenda.

**Item #5**

**PROPOSITION 1B TRANSIT CAPITAL SELECTION OF PROJECTS**

Stephanie Young presented the staff report, and Peter DeHaan addressed the Port of Hueneme shoreside power project. Steve Brown asked about Prop 1B pre-award authority, which Peter explained. Mike Houser provided some additional information regarding the City of Thousand Oaks projects. TRANSCOM recommended approval of the project list in Attachment A, programming \$12,240,000 of Proposition 1B Transit Capital funds and \$8,080,667 Congestion Mitigation and Air Quality funds (CMAQ) on a motion by Roc Pulido, seconded by Andy Santamaria.

**Item #6**

**APPROVE 2013/14 PROGRAM OF PROJECTS**

Peter DeHaan presented the POP, and also talked about the changes to the federal Section 5310 program. The staff recommendations were amended to reflect changes in the Camarillo UZA funding after Roc Pulido explained the need to add 4 smaller vehicles instead of the replacement of one expansion vehicle due to changing service demands. This will require an additional \$90,000 from

the unallocated Camarillo UZA funds. TRANSCOM recommended approval of the Program of Projects (POP) for federal transit operating, planning and capital assistance for Fiscal Year (FY) 2013/14) on a motion by Kathy Connell, seconded by Jeff Herford.

Jim White, The ARC of Ventura, thanked the TRANSCOM for their continuing support for The ARC programs.

**Item #7            EAST COUNTY INTERCITY ADA SERVICE**

Peter DeHaan provided a status report on the East County Intercity ADA services. He noted that it appears the Cities, especially Camarillo and the County, are stepping up to fill the void created by the CHCD, with support from Thousand Oaks and Moorpark. TRANSCOM received the report and discussed follow-up actions regarding East County Intercity ADA service

**Item #8            ADA CERTIFICATION UPDATE**

TRANSCOM received the monthly report on the ADA certification process. Mike Culver, MMP, provided two monthly reports, and Tricia Avila provided a summary of the changes implemented this year, as well as a summary of determinations from June 2012 through August 2013.

**Item #9            ADJOURN**



TRANSCOM

DATE Sept 12, 2013

NAME

Andrew Mikkelson

**Ben Cacatian**

City of Fillmore (Bert Rapp)

**Chuck Perkins**

Darren Kettle

Dave Fleish

Debra Solomon

Drew Lurie

Elizabeth Amador

**Fernando Castro**

**Andy Santamaria**

Gina Summey

Gloria Sotelo

Grahame Watts

**Helene Buchman**

**Jeff Hereford**

Joanna Capelle

John Quinn

**Kathy Connell**

Kerry Forsythe

Kimberly Gayle

Linda Wright

**Martin Erickson**

Mary Travis

Matt Gleason

**Ron Calkins**

**Mike Houser**

Myra Montejano

Peter DeHaan

**Roc Pulido**

**Shaun Kroes**

Steve Brown

Steve Rosenberg

Tom Mericle

Vic Kamhi

Aaron Bonfilio

*[Handwritten signatures and initials for the left column]*

John Webster

Charles Sandlin

Jacqui Cervantez Roberts

Syed Shdab

Stephanie Young

Ray Porras

Danny Haws

Fabian Gallardo

James Hinkamp

Jim Moore

Leticia Leon

Mike Culver

Paula Johnson (the ARC)

Susan White Wood(AAA)

Sue Tatangelo (CHCD)

Maria Tello (VCBH)

Jesus Galvan (CHCD)

Jan Richards (Help)

Ann Springer

Sue Tatangelo

Maria Tello

Aaron Bonfilio, etc

Tricia Avila

Michael Powers

Vanessa Rauschenberger

Jim White

*[Handwritten signatures and initials for the right column]*



**Item #5**

**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)  
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)  
Thursday, June 13, 2013, 1:30 P.M.  
Camarillo City Hall  
Camarillo**

**Meeting Summary**

**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)  
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)**

**Item #1**

**CALL TO ORDER**

Chair Houser called the meeting to order at 1:30.

**Item #2**

**INTRODUCTIONS AND ANNOUNCEMENTS**

Chair asked each member to make a statement about something happening.

- Kathy Connell announced that the county was planning a new bus route in Oak Park.
- Martin Erickson reported that new signs went up at the OTC.
- Bill Golubic reported that the new CAT Sunday service appears to be well received, with about 70 riders on the first week.
- Shaun Kroes reported that Moorpark would start the expanded CMAQ in August
- Ben Cacatian reported on electric vehicle charging stations around the county being installed.
- Ray Porras reported on upcoming orientation for parents of new students, including transit information.
- Chuck Perkins announced that both The ARC and the Simi Unified School District want to use the Simi CNG fueling station and accommodations are being made.
- Helene Buchman discussed the positive reception by both drivers and riders. She also discussed other fare media and future plans.
- Ms. Buchman also reported on changes to Routes 19, 20, and 21.
- Kara Ralston reported on the status of the Medi-car demonstration and care transition program.
- James Hinkamp discussed changes in joint procurement and open ended piggybacks by FTA.
- Peter DeHaan discussed the CMAQ guidance.
- Mike Houser discussed the Fast EV Charger at the Thousand Oaks Transit Center; that the expansion of the TOTC was nearly completed, and would be done within 60 days; and that the summer beach bus is doing well. He also reported on the pending start of the Thousand Oaks Metrolink shuttle in July, and the work toward the Saturday service demonstration.

**Item #3**                    **PUBLIC COMMENTS**  
None

**Item #4**                    **TRANSCOM MEETING SUMMARY May 9, 2013**  
TRANSCOM approved the summary on a motion by Buchman seconded by Connell.

**Item #5**                    **PROPOSITION 1B TRANSIT CAPITAL CALL FOR PROJECTS**  
TRANSCOM discussed the proposed schedule for the call for projects for Proposition 1B Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA). TRANSCOM asked Mr. DeHaan to return with additional information about the balance and CMAQ rules on CNG bus purchases, which may impact the PTMISEA strategy, on a motion by Mr. Perkins, seconded by Ms. Buchman.

**Item #6**                    **APPROVE FISCAL YEAR 2013/14 PROGRAM OF PROJECTS**  
Peter DeHaan presented the recommended Program of Projects (POP) for federal transit operating, planning and capital assistance for FY 2013/14, and discussed the distribution of funding for ADA East County Intercity service in light of the decision by the Camarillo Health Care District to withdraw from the system. There was significant discussion about the intercity ADA funding. Action on the item was deferred to allow refinement of the ADA intercity program on a motion by Kathy Connell, seconded by Mr. Perkins.

**Item #7**                    **MOBILITY MANAGEMENT PARTNERS, INC. GRANT REQUEST FOR THE COUNTYWIDE MOBILITY PROJECT**  
Mike Culver presented the MMP proposals. There were a number of issues discussed, including ways of improving cooperation with the providers and of referrals. TRANSCOM wanted language added to the proposal specifically stating it was countywide. The recommendation was that TRANSCOM recommend to the Commission consideration for the grant, with recommended changes, on a motion by Martin Erickson, seconded by Kathy Connell.

**Item #8**                    **ADA CERTIFICATION UPDATE**  
Mike Culver presented the monthly report on the ADA certification process. He noted that some of the prior numbers reported were misleading, and the process rectified. He also noted that they are working with social workers to improve referrals.

**Item #9**                    **DISCUSSION OF GRAND JURY REPORT REGARDING SENIOR TRANSPORTATION**  
TRANSCOM discussed the Ventura Grand Jury report, most agencies reported that they were planning to respond.

**Item #10**                   **ADJOURN**



TRANSCOM

DATE June 13, 2013

NAME \_\_\_\_\_

Andrew Mikkelson \_\_\_\_\_

**Ben Cacatian** *Ben Cacatian*

**City of Fillmore** (Bert Rapp) \_\_\_\_\_

**Chuck Perkins** *Chuck Perkins*

Darren Kettle \_\_\_\_\_

Dave Fleish \_\_\_\_\_

Debra Solomon \_\_\_\_\_

Drew Lurie \_\_\_\_\_

Elizabeth Amador \_\_\_\_\_

**Fernando Castro** \_\_\_\_\_

**Andy Santamaria** \_\_\_\_\_

Gina Summey \_\_\_\_\_

Gloria Sotelo \_\_\_\_\_

Grahame Watts \_\_\_\_\_

**Helene Buchman** *Helene Buchman*

**Jeff Hereford** \_\_\_\_\_

Joanna Capelle \_\_\_\_\_

John Quinn \_\_\_\_\_

**Kathy Connell** *Kathy Connell*

Kerry Forsythe \_\_\_\_\_

Kimberly Gayle \_\_\_\_\_

Linda Wright \_\_\_\_\_

**Martin Erickson** *Martin Erickson*

Mary Travis \_\_\_\_\_

Matt Gleason \_\_\_\_\_

**Ron Calkins** \_\_\_\_\_

**Mike Houser** *Mike Houser*

Myra Montejano \_\_\_\_\_

Peter DeHaan *Peter DeHaan*

**Roc Pulido** \_\_\_\_\_

**Shaun Kroes** *Shaun Kroes*

Steve Brown \_\_\_\_\_

Steve Rosenberg \_\_\_\_\_

Tom Mericle \_\_\_\_\_

Vic Kamhi \_\_\_\_\_

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Charles Sandlin \_\_\_\_\_

Jacqui Cervantez Roberts \_\_\_\_\_

Syed Shdab \_\_\_\_\_

Stephanie Young \_\_\_\_\_

Ray Porras *Ray Porras*

Danny Haws \_\_\_\_\_

Fabian Gallardo \_\_\_\_\_

James Hinkamp \_\_\_\_\_

*Bill Grolubics* *Bill Grolubics*

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Jim Moore \_\_\_\_\_

Leticia Leon \_\_\_\_\_

Mike Culver *Mike Culver*

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Paula Johnson (the ARC) \_\_\_\_\_

Susan White Wood(AAA) *SWW*

Sue Tatangelo (CHCD) \_\_\_\_\_

Maria Tello (VCBH) \_\_\_\_\_

Jesus Galvan (CHCD) \_\_\_\_\_

Jan Richards (Help) \_\_\_\_\_

Ann Springer *Ann Springer*

Sue Tatangelo \_\_\_\_\_

Maria Tello *Maria Tello*

\_\_\_\_\_

*mpyared Heate*

*Kara Ralston*

\_\_\_\_\_

*Andrew Schanze*

*Claire Johnson - Vinegar*

*Michael Powell - Consultant to Santa Ana*

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Item #6

October 10, 2013

**MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE**  
**FROM: JAMES HINKAMP, PROGRAM ANALYST**  
**SUBJECT: REVISED FY 2013/14 EAST COUNTY ADA APPORTIONMENTS**

**RECOMMENDATION:**

- Adopt the revised apportionments for intercity ADA service in the East County for FY 2013/14 (ATTACHMENT A).

**BACKGROUND:**

At its September meeting, the Committee was notified that Camarillo Health Care District (CHCD) would cease intercity ADA service by October 31, 2013, at which point it would no longer accept program funds from VCTC. In the interim, the City of Camarillo has agreed to supplement intercity ADA service within the City and in County unincorporated areas previously served by CHCD for the remainder of Fiscal Year 2013-14.

The VCTC currently programs \$150,000 annually in Federal Transit (FTA) Section 5307 funds to support intercity ADA service in the East County. As a result of the aforementioned transition in intercity ADA service, respective apportionments for CHCD and the City of Camarillo would require revision and the total amount of Section 5307 funds programmed would also increase. This proposed revision would not impact any other agency's apportionments.

**DISCUSSION:**

Typically, intercity ADA service funds for each participating agency are programmed in advance of a given fiscal year based on the previous Calendar Year ridership. For example, FY 2013-14 intercity ADA apportionments are based on CY 2012 ridership data and allocated according to the share of intercity trips provided by participating agencies; although, agencies that provide intercity ADA service only to transfer points between jurisdictions receive predetermined, off-the-top funds that are not affected by ridership levels.

By the end of October 2013, CHCD will have provided intercity ADA service in County unincorporated areas - within District boundaries - for one third of the current fiscal year for which funds have been programmed. However, starting October 1st, the City of Camarillo has taken over intercity ADA service

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provided by CHCD within the City, prompting revision of the FY13-14 apportionment, to reflect the level of service provided by each agency; the City will also take over service in applicable County unincorporated areas by November 1<sup>st</sup>. Therefore, three quarters of the funds previously programmed for CHCD will shift to the City of Camarillo whereas CHCD will receive one quarter of the amount originally allocated to them. Additionally, an unprogrammed balance of \$40,000 attributable to the unincorporated portion of the Camarillo Urbanized Area would also shift to the City. Furthermore, \$6,077 in carryover funds from the City of Moorpark would also be applied. Details of the proposed revision are included in Attachment A.

FY 2013/14 Proposed Distribution of \$190,000 East County ADA Pass Through Funds (REVISED)

ATTACHMENT A

Jurisdiction	Base \$	Intercity Trips	Percent of Intercity Total	Intercity \$	Prior Total \$	Partial FY Services Shift \$	Camarillo Uninc. Funds \$	Revised Total \$
Camarillo*	\$ 2,500	-	0.00%	\$ -	\$ 2,500	\$ 30,537	\$ 40,000	\$ 73,037
Camarillo HCD	\$ 11,000	2,304	27.12%	\$ 29,716	\$ 40,716	\$ (30,537)	\$ -	\$ 10,179
Moorpark	\$ 11,000	2,018	23.75%	\$ 26,027	\$ 37,027	\$ -	\$ -	\$ 37,027
Simi Valley*	\$ 11,000	-	0.00%	\$ -	\$ 11,000	\$ -	\$ -	\$ 11,000
Thousand Oaks	\$ 11,000	4,174	49.13%	\$ 53,834	\$ 64,834	\$ -	\$ -	\$ 64,834
<b>Total</b>	<b>\$ 46,500</b>	<b>8,496</b>	<b>100.00%</b>	<b>\$ 109,577</b>	<b>\$ 156,077</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 196,077</b>

**NOTES:**

- (Asterisk)\* denotes fixed, off-the-top *Base* funds
- *Intercity Trips* based on CY 2012 totals
- *Intercity \$* includes \$6,077 in carryover funds re-distributed among qualifying agencies
- *Partial FY Services Shift* reflects a re-allocation of three quarters of CHCD's FY13-14 share to Camarillo, based on CHCD providing ADA intercity for one quarter of current FY, to compensate for Camarillo taking over ADA coverage in Unincorporated County for remainder of FY13-14
- *Camarillo Unincorporated Funds* = \$40,000; represents the unprogrammed balance attributable to the unincorporated portion of the Camarillo Urbanized Area

Revised 10/3/2013



Item # 7

October 10, 2013

**MEMO TO:** TRANSIT OPERATORS ADVISORY COMMITTEE  
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE

**FROM:** STEPHANIE YOUNG, PROGRAM ANALYST

**SUBJECT:** STATUS OF FEDERAL TRANSPORTATION IMPROVEMENT  
PROGRAM (FTIP)

**RECOMMENDATION:**

- Receive and file.

**DISCUSSION:**

Federal law provides that all federally-funded transportation projects, as well as any regionally-significant locally-funded projects, must be included in a Federal Transportation Improvement Program (FTIP) adopted by the Metropolitan Planning Organization and approved by the State and Federal Departments of Transportation. Since the Metropolitan Planning Organization for this region is the Southern California Association of Governments (SCAG), the FTIP is adopted by that agency, but under State law the VCTC is responsible for preparing the project listing for Ventura County and submitting that list to SCAG for inclusion in the FTIP.

A new FTIP is adopted every two years and VCTC staff is beginning the process for preparing the 2015 FTIP, which will cover FY 2014/15 through FY 2018/19. Each agency should have received an email containing a pdf file of its current projects. Agencies are requested to mark up the FTIP sheets and return them to VCTC. The project status needs to be updated to the status as of December 2014, which is when the 2015 FTIP is expected to be adopted. Agencies will also need to update schedules to reflect any funds that will be obligated between FY 2014/15 and FY 2018/19. Funds incorrectly programmed in FY2013/14 or prior will not be included in the new FTIP and so will experience delay in obligation due to the need for a later FTIP amendment. Complete directions will be included in the e-mail with the FTIP sheets. In addition, a form will be provided to include any new regionally-significant locally-funded projects that should be added.

Each agency's completed FTIP submittal must be provided to VCTC by **October 21<sup>st</sup>**.

Staff will continue to process various technical amendments to the current FTIP until the adoption of the 2015 FTIP. The currently-adopted FTIP for Ventura County, updated to include approved amendments, can be accessed at <http://www.goventura.org/?q=transportation-improvement-program-tip>, or by going to <http://www.goventura.org>, pointing at "About VCTC" so that the link "Project Programming" appears, clicking on "Project Programming," then on "Transportation Improvement Program (TIP)."

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It is always important to note that no federally-funded project phase can be advertised until it has received the federal authorization to proceed, also known as the obligation of funds or E-76. The only exception to this rule is that in some cases, transit projects where the federal funds were transferred to the Federal Transit Administration may proceed prior to inclusion in an FTA grant, under the FTA Pre-Award Authority policy, and receive reimbursement should the grant be approved. Agencies with FTA transfer projects should confirm with VCTC or FTA that their projects are eligible for Pre-Award authority before proceeding with such projects.



Item #8

October 10, 2013

**MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE**

**FROM: VICTOR KAMHI, BUS SERVICES DIRECTOR**

**SUBJECT: DISCUSSION REGARDING PROPOSED REQUEST FOR PROPOSALS (RFP) FOR PREPARATION OF A VCTC AND VISTA SHORT RANGE TRANSIT PLAN**

**RECOMMENDATION:**

- Discuss and comment on the VCTC proposed Request for Proposals (RFP) for VCTC Short Range Transit Plan (SRTP), to assist in future delivery of VISTA services, strategic countywide allocation of capital transit funds, and the VCTC implementation of the Countywide Transit Plan.

**BACKGROUND:**

The Commission has been developing and refining the Countywide Transit Study for the past three years. As part of the approval of the initial plan in March 2012 and adoption of the report in March 2013, as well as the need to implement SB716, the Commission recognized the need to expand and update its transit planning, both for the VISTA services the Commission is responsible for, and the support for all transit services in the county. While VCTC did prepare a Countywide Transit Investment Study in 2009, which identified short term transit capital needs, that study is in need of an update to reflect the changing needs throughout the county. VCTC also last approved a Short Range Transit Plan in 1998 for VISTA and many of the smaller municipal operators, while SCAT (now Gold Coast Transit) and Simi Valley adopted one subsequent "Annual Update" to their SRTPs. Since then, a number of the operators have prepared studies which addressed some future plans, but the timeframes and data, and especially revenue needs assessments have been uneven.

In addition to lack of current comprehensive short range transit plans and comprehensive transit funding assessments, VCTC has never developed a comprehensive transit service gap analysis to assist us in identifying potentially viable additions or improvements to our services. Having such an analysis would assist VCTC in implementing its "Unmet Transit Needs process, which is currently undergoing a review and update.

Finally, as a result of SB716, a number of the operators will join Gold Coast Transit as "TDA Article 4 Transit Operators", which will require that VCTC more actively fulfill its mandatory roll as the Countywide Transit Productivity Committee. At the same time, the recently enacted SB 203 places additional route by route monitoring and reporting for all transit services in the county on VCTC.

The Commission recognized these issues both as part of the Countywide Transit Study activities and included funding for a consultant in the adoption of the 2003-14 VCTC budget. The efforts will also should both assist and enhance other operator transit planning and take advantage of any and all operator planning efforts that are either in process or will be undertaken in the future.

The project is envisioned as having four major tasks. The tasks are:

1. Update the Countywide Transit Investment Study, identifying (a) needs to maintain the existing services (replacement of vehicles and obsolete facilities) and (b) needs to support planned and approved expansions. This will provide VCTC with an identification of the level of resources needed to maintain the existing service and to support any approved and planned expansions for the next decade.
2. Refinement of the "Gap Analysis" included in the 2009 Countywide Transit Investment Study. That analysis focused on communities not linked, or poorly linked by transit. The refinement would look at travel patterns based on census data and college data to identify areas where and/or when transit is not being provided, and likely to succeed in attracting sustainable ridership. It would also look at communities not currently served and develop estimates of potential transit demand. This will provide VCTC with new analytical resources to apply to the "Unmet Transit Needs" process, and future VISTA planning.
3. Develop recommendations for countywide performance metrics, and a process to provide the Commission with those agreed upon metrics. The State Transportation Development Act requires VCTC provide an analysis and recommendations to improve the productivity of the transit operators (Section 99244). With the implementation of SB716, the Commission will have a number of (TDA Article 4) transit operators in the county, and will need to enhance its activities, cooperatively with the operators, to insure full compliance with those requirements. This need for an agreed upon set of metrics and ongoing reporting system will allow VCTC to comply with the new requirements established in SB 203.
4. Prepare a plan of service modifications (to both services and operations) for VCTC to consider with VISTA over the next five years. This plan would to some degree be similar to the VCTC approved Heritage Valley Transit Study and provide some guidance to the Commission for VISTA services.

The expectation is that the plan will be developed in coordination with the other transit providers in Ventura County, and would rely on available plans and studies previously developed by the Ventura County transit operators. It will also rely on the output from the VCTC Unmet Transit Needs process evaluation, which is expected to be completed by the end of 2013. The development of an SRTP was included in the approved VCTC 2013-14 Budget.



## **VENTURA COUNTY SHORT RANGE TRANSIT PLAN AND VISTA FIVE YEAR SERVICE PLAN**

### **I. INTRODUCTION**

The Ventura County Transportation Commission (VCTC) is seeking professional services to assist Ventura County in developing a Short Range Transit Plan (SRTP) for both the VCTC Countywide transit responsibilities and the operation of VISTA. The study is intended to examine the existing transit services and assist the Commission, the County, and the cities in determining if the services are the optimal given likely future funding, or if a more practical transit service can be provided which will meet the transit needs and at the same time be affordable within the projected resources.

#### **OVERVIEW**

VCTC was created in 1989 to provide improved transit and transportation, including both planning and programming of facilities, programs, and services. In the early 1990's the Commission prepared a number of studies which identified intercity transit needs, community transit needs in the Heritage Valley, and paratransit needs for the senior and disabled population. It also supported efforts by a number of the communities to create or expanded the community services. Through 1999 the Commission supported the Federal Transit Administration's (FTA) mandatory annually updated Short Range Transit Plans (SRTP), which were developed for Simi Valley, SCAT (now Gold Coast Transit) and the remainder of the county operators, including the Commission as the operator of VISTA. After the FTA ended the requirement for an annual SRTP update, VCTC ended support for their preparation, and formal transit planning in the county became limited, and usually focused on a specific issue or geographic area. In 2009 VCTC did prepare a Countywide Transit Investment Study, which identified transit capital needs and areas between communities where no service exists. Subsequent to its approval, SB 716, the VCTC Countywide Transit Study, the infusion of Federal Economic Recovery Act funds, the Commission approval of the Heritage Valley Transit Plan, and other policy initiatives have made the Countywide Transit Investment Study in need of updating.

In addition to these issues, the Commission has never developed a comprehensive transit service gap analysis to assist us in identifying potentially viable additions or improvements to our services. Having such an analysis would assist the Commission in implementing its "Unmet Transit Needs process, which is currently undergoing a review and update.

Finally, as a result of SB716, a number of the operators will join Gold Coast Transit as "TDA Article 4 Transit Operators", which will require that the Commission more actively fulfill its mandatory roll as the Countywide Transit Productivity Committee.

### **II. SCOPE OF WORK**

VCTC is requesting proposals for preparation of a short range transit plan. The plan will have four major tasks. The tasks are:



1. Update the Countywide Transit Investment Study, identifying needs to (a) maintain the existing services (replacement of vehicles and obsolete facilities) and (b) needs to support planned and approved expansions. This will provide VCTC with an identification of the level of resources needed to maintain the existing service and to support any approved and planned expansions for the next decade. The consultant work should include recommendation on how the Commission could prioritize the needs, and a structure for the annual updating of the capital investment study. A web based solution should be considered.
2. Refinement of the "Gap Analysis" included in the 2009 Countywide Transit Investment Study. That analysis focused on communities not linked by transit. The refinement would look at travel patterns based on census data and college data to identify areas where and/or when transit is not being provided, and likely to succeed in attracting sustainable ridership. It would also look at communities not currently served and develop estimates of potential transit demand. This will provide VCTC with new analytical resources to apply to the "Unmet Transit Needs" process, and future VISTA planning.
3. Develop recommendations for countywide performance metrics, and a process to provide the Commission with those agreed upon metrics. The State Transportation Development Act requires VCTC provide an analysis and recommendations to improve the productivity of the transit operators (Section 99244). With the implementation of SB716, the Commission will have a number of (TDA Article 4) transit operators in the county, and will need to enhance its activities, cooperatively with the operators, to insure full compliance with those requirements. Once the Commission has approved the performance metrics it wishes to use, the consultant will provide a mechanism for the local operators to provide the Commission with the data needed to track the performance. A web based solution should be considered.
4. Prepare a plan of service modifications (to both services and operations) for VCTC to consider with VISTA over the next five years. This plan would to some degree be similar to the VCTC approved Heritage Valley Transit Study and provide some guidance to the Commission for VISTA services.

The expectation is that the plan will be developed in coordination with the other transit providers in Ventura County, and would rely on available plans and studies previously developed by the Ventura County transit operators. It will also rely on the output from the VCTC Unmet Transit Needs process evaluation, which is expected to be completed by the end of 2013. The Consultant will need to provide an outreach plan which includes the operators (including, but not limited to the VCTC TRANSCOM), the VCTC CTAC, and some community outreach with the general public.

The proposal should include a budget, sub-tasks, schedule, and deliverables for each of the four components of the SRTP.

### **III. Submission Requirements**

#### Contents:

##### General

One (1) unbound and four (4) bound, sealed copies of the proposal must be received no later than 5:00 p.m., P.S.T., xxxxxxxxxx, 2013 at the office of the VCTC:

SEALED PROPOSAL ENCLOSED  
 ATTN: VCTC Short Range Transit Plan RFP  
 VCTC  
 C/O Victor Kamhi  
 950 County Square Driver, Suite 207

Ventura, CA 93003

Late proposals will not be accepted.

The proposal must be submitted on 8.5 x 11' paper to the individual named as the addressee for the Letter of Interest. The proposal is to be organized according to the tasks listed above, the tasks are not to be re-typed, but the proposal should describe the unique talents of the proposing firm or team to accomplish the tasks and to describe innovative approaches, and the proposal shall include responses to the requirements established in this section:

Include a Letter of Interest addressed to Mr. Victor Kamhi, Director of Bus Transit, Ventura County Transportation Commission (VCTC), 950 County Square #207, Ventura, CA 93003. The letter is to describe the proposing firm or group of firms teaming to provide the work. The prime consultant and sub-consultant relationships are to be described.

Include a brief resume of prime individuals proposed to be involved with the study. Provide a description of the tasks that each individual will be primarily responsible for. Provide a description of the reporting relationships and employers of the involved individuals.

Include a description of three projects that the team or the prime has completed within the past five years that is similar to the scope and intent of this project. Include full contact names and addresses of the respective client. These clients may be contacted by the team reviewing the proposal, submitting their names indicates that their permission is granted to be contacted in this regard.

The proposal is to include a timeline describing the completion of the tasks described herein. The tasks were not listed in chronological order. The proposer is encouraged to organize the tasks for the strategic advancement of the implementation efforts. The community has been comfortable with a staged approach where consensus is gained at each stage of the process. While time is of the essence, the goal is to advance the implementation phase at a pace that is advantageous to the effort.

The proposal is to indicate when milestones need to be reached in order to proceed to the next phase or round of endorsements/approval. Progress reports and draft reports submission deadlines are to be identified. The proposal is to identify activities not included that need to be addressed for the regionalization implementation to succeed.

**The proposal will not exceed 35 pages in length, including dividers, but excluding required forms listed in the Appendix. Proposals which exceed 35 pages will not be considered. One example of relevant work may be submitted under separate cover.**

Submissions must include the completed forms included in Attachments A- E, including all FTA required contract forms and addenda acknowledgement forms.

#### **IV. Selection Process**

An evaluation team will review the proposals. A short-list of proposer will be prepared and they will be invited to Ventura, CA to make presentations concerning their proposal and to answer questions. After the presentations the firms will be ranked, and compensation negotiations will commence with the highest ranked firm. If negotiations fail with the highest ranked firm, negotiations will commence with the second highest ranked firm, and so forth, until a compensation package is reached.

The VCTC will be utilizing Federal Transit Administration Grant Funds and Transportation Development Act funds to complete the project. Adequate funding is available for a comprehensive study that addresses the tasks outlined in this RFP. All relevant and related

program guidelines apply. Please note that FTA Required Contract Clauses are included as part of this request.

#### Selection Process, Criteria, and Timeline

A selection committee will review all submissions and conduct interviews, if deemed necessary, with selected firms. Below are the criteria that will be used in the screening, interviewing, and selection of a consulting firm.

1. Demonstrated Related Experience (1/3 of Rating)
  - a. Successful experience in projects of a similar type and setting.
  - b. Demonstrated experience in coordination of project specifics with multiple entities.
  - c. Demonstrated experience in leading/facilitating public meetings.
  - d. Timely and cost effective experience in document preparation.
  - e. Successful experience in meeting project timetables and project budgets.
2. Proposed Project Approach or Methodology (1/3 of Rating)
  - a. Ability of consultant to provide trained and experienced staff to accomplish work in time allotted.
  - b. Understanding the expectations and goals of VCTC.
  - c. Description of the general approach to be taken by the consultant.
3. Consultant's Fees and Costs (1/3 of Rating)
  - a. Demonstrated successful previous budget performance and experience in meeting project budgets.
  - b. Description of approach to budgeting and bidding.
  - c. Techniques employed to avoid the "over-budget" experience.

#### V. Schedule

<i>Items</i>	<i>Date</i>
Issue RFP	xxxxxxxxxx, 2013
Pre-bidders conference	xxxxxxxxxx, 2013 1:30 pm
Written Questions Due	xxxxxxxxxx, 2013 5:00 pm
Response to Questions Posted	xxxxxxxxxx, 2013
Proposals Due	xxxxxxxxxx, 2013, 5:00 p.m. PST
Consultant shortlist announced	xxxxxxxxxx, 2013
Consultant Interviews	Week of xxxxxxxx, 2013
Contract Award	xxxxxxxxxx, 2013
Consultant Start Date	xxxxxxxxxx, 2013

The Ventura County Transportation Commission (VCTC) reserves the right, at its sole discretion, to reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so; to waive minor irregularities and informalities of a submittal; or to cancel, revise, or extend this solicitation. This request for proposals does not obligate the VCTC to pay any costs incurred by any respondent in the submission of a proposal or in making necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this Request for Proposals.

#### VI. Questions and Responses

Questions regarding the RFP will be accepted in written format through Friday xxxxxxxxx, 2013 5:00 pm. All questions and responses will be posted by VCTC staff to the project webpage at <http://www.goventura.org> xxxxxxxxx, 2013, at 5:00pm. Written questions may be submitted by mail or e-mail to:

VCTC



Item #9

October 10, 2013

**MEMO TO: TRANSIT OPERATORS COMMITTEE**  
**FROM: PETER DE HAAN, PROGRAMMING DIRECTOR**  
**SUBJECT: ADA CERTIFICATION UPDATE**

**RECOMMENDATION:**

- Receive report.

**BACKGROUND:**

Mike Culver, MMP Director of Operations for the ADA Certification Program will present a report on ADA Certifications, including the most recent statistics.