



**THURSDAY, September 8, 2011, 1:30 P.M.
Camarillo City Hall
Camarillo**

**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
AND
AND JOINT MEETING FOR ITEM #7
VCTC HUMAN SERVICE AND TRANSPORTATION SERVICE
COORDINATION AD HOC COMMITTEE**

- | | |
|----------------|--|
| Item #1 | CALL TO ORDER |
| Item #2 | INTRODUCTIONS AND ANNOUNCEMENTS |
| Item #3 | PUBLIC COMMENTS |
| Item #4 | MEETING SUMMARY August 11, 2011 |
| Item #5 | <p>LOAN OF CONGESTION MITIGATION AND AIR QUALITY PROGRAM
BALANCE TO SAN DIEGO ASSOCIATION OF GOVERNMENTS
That TRANSCOM endorse the proposed action by VCTC to ratify staff's two-year loan to the San Diego Association of Governments of up to \$5.4 million of the unused Congestion Mitigation and Air Quality program capacity.</p> |
| Item #6 | <p>PROGRAMMING OF SURFACE TRANSPORTATION PROGRAM
(STP), CONGESTION MITIGATION AND AIR QUALITY (CMAQ), AND
TRANSPORTATION ENHANCEMENT (TE) FUNDS
That TRANSCOM approve attached guidelines for programming STP, CMAQ and TE funds during Fiscal Year (FY) 2011/12.</p> |
| Item #7 | <p>VENTURA COUNTY COORDINATED PUBLIC TRANSIT-HUMAN
SERVICES TRANSPORTATION PLAN 2011 REVISION REQUEST
FOR PROPOSALS (RFP)
TRANSCOM review and approve Draft Human Services Study RFP. The proposed update is to create an addendum/update to the 2007 Ventura County Coordinated Public Transit-Human Services Transportation Plan, including complying with the required update of the plan.</p> |

Item #8

ADA CERTIFICATION UPDATE

That TRANSCOM receive a report on the ongoing Countywide ADA Certification program.

Item #9

PROPOSED LEGISLATION DRAFT TO ALLOW TRIPLE BIKE RACKS ON BUSES WITHIN THE SCAG REGION

Support SCAG efforts to introduce legislation to change the California Vehicle Code to allow the use of triple bike racks on transit buses.

Item #10

ADJOURN



Item #4

MEETING SUMMARY

**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)**
THURSDAY, August 11, 2011, 1:30 P.M.
Camarillo City Hall
Camarillo

Item #1

CALL TO ORDER

Chair Shaun Kroes called the meeting to order at 1:31 pm.

Item #2

INTRODUCTIONS AND ANNOUNCEMENTS

Ed Webster raised the issue of "free rides to the ADA certification interviews. There was some discussion and continued support.

Mike Houser reported the city was changing its schedules on Monday. He also said that they were having problems with Google Transit.

Item #3

PUBLIC COMMENTS

There were no public comments

Item #4

MEETING SUMMARY July 14, 2011

The Meeting Summary was approved, with an addition that Margaret Heath had also been of assistance in obtaining a new certification site in Oxnard (item 7), on a motion by Roc Pulido, seconded by Martin Erickson.

Item #5

DISTRIBUTION OF EAST COUNTY ADA PASS-THROUGH FUNDS

Ed Webster led the discussion about the pass through and allocation distribution for the East County ADA pass-through funds. He briefly summarized the history and status. Jesus Galvan noted that CHCD vans travel through multiple cities and should be credited as such. Both Mike Houser and Shaun Kroes noted they make the some multi-jurisdictional trips, and that is the nature of the service. Jesus stated that in September CHCD would be changing its rates for services.

The staff recommendation was approved on a motion by Mike Houser, seconded by Kathy Connell.

Item #6

ADA CERTIFICATION UPDATE

Mike Culver presented updated statistics and gave a status of the certification actives, including the opening of the west county site in Oxnard. Shaun commended Tricia on her accommodation of the needs of some of the clients. Shaun also offered to investigate the possible use of the Moorpark Active Adult Center as a possible East County site.

Item #7

PUBLIC TRANSIT TRANSFER PROGRAM UPDATE

Myra Montejano provided a report on the results of the countywide transit transfer program and support staff recommendation to continue the program. The staff recommendation was approved on a motion by Roc, seconded by Shaun.

Item #8

REPORT ON THE OPERATION OF THE GO VENTURA SMART CARD

VCTC staff led a discussion and provided the status of the Go Ventura Smartcard operations.

Item #9

ADJOURN

Chair adjourned the meeting at 3:10 pm.



TRANSCOM

DATE : August 11, 2011

NAME

Andrew Mikkelson

Ben Cacatian

City of Fillmore (Bert Rapp)

Chuck Perkins

Darren Kettle

Debra Solomon

Drew Lurie

Elizabeth Amador

Fernando Castro

Andy Santamaria

Gina Summey

Gloria Sotelo

Grahame Watts

Helene Buchman

Jeff Hereford

Joanna Capelle

John Quinn

Karen Fajnor

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

Darlene Cochran

Jacqui Cervantez Roberts

Dennis Miranda

Jim McLaughlin

Pat McLaughlin

Dan Beal

Patti Post

Jim Moore

Leticia Leon

Mike Culver

Jim White

Susan White

Kelly v

Sue Tatangelo

Maria Tello

Jesus Galvan

012 CHCD
062 Sally Debye
065 Jesus Galvan
080 Ed Webster
077
073
079
014
033
071
026
057
0



Item # 5

September 8, 2011

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

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

**SUBJECT: LOAN OF CONGESTION MITIGATION AND AIR QUALITY PROGRAM
 BALANCE TO SAN DIEGO ASSOCIATION OF GOVERNMENTS**

RECOMMENDATION:

- Receive and file.

BACKGROUND:

The attached memo (ATTACHMENT 1) has been placed on the agenda of the September, CTC meeting, to describe how staff has addressed a threatened rescission of a portion of the CMAQ balance through a programming balance loan to the San Diego Association of Governments.

ATTACHMENT 1



Item #11

September 9, 2011

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
**SUBJECT: LOAN OF CONGESTION MITIGATION AND AIR QUALITY PROGRAM
BALANCE TO SAN DIEGO ASSOCIATION OF GOVERNMENTS**

RECOMMENDATION:

- Ratify two-year loan to the San Diego Association of Governments of up to \$5.4 million of the unused Congestion Mitigation and Air Quality program capacity.

BACKGROUND:

The Federal transportation authorizing legislation, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) which has currently been extended through September 30, 2011, authorizes various Federal transportation programs including the Surface Transportation Program (STP) and the Congestion Mitigation and Air Quality (CMAQ) program. VCTC is responsible for selecting Ventura County projects to be funded under these programs, and it designates the selected projects by submitting them to the Southern California Association of Governments for inclusion in the Federal Transportation Improvement Program (FTIP). SAFETEA-LU stipulates that VCTC can include in the FTIP sufficient projects to use all of the County's apportionment of authorized federal funds, so this apportionment effectively becomes VCTC's program capacity.

Although SAFETEA-LU determines the funding capacity for the FTIP, it does not determine the actual amount available to projects. That number is determined instead through the annual Federal appropriations process, with the typical result that the appropriated amounts are less than what was authorized under SAFETEA-LU and its extensions, and thus less than what is programmed in the FTIP. In the case of highway projects, the final federal commitment to fund the project does not occur until the project is ready for implementation, at which point Caltrans submits the funding request to the Federal Highway Administration (FHWA) which obligates the Federal funds for the project. FHWA and Caltrans will not approve a project for funding unless it was included in the FTIP. The result of this arrangement is that there is always slightly less funding available for projects than what VCTC approved for inclusion in the FTIP. However, all projects typically receive Federal funding as soon as they are ready to go, because there are always some project delays which result in less funds being required than was planned.

Although the Congressional appropriations process is typically separate from the authorizing process, the Continuing Resolution which Congress approved to appropriate Fiscal Year 2010/11 funding included a provision to rescind a portion of unobligated prior year authorized program capacity balances for transportation. Based on this provision, the Federal government has

rescinded \$235 million of unused authorized program capacity from California. The program capacity balances can be taken, at Caltrans' discretion, from any of the unobligated transportation program capacity balances in California.

On the afternoon of Friday, July 8th, VCTC staff was notified of a decision by Caltrans to take \$78 million of the rescission from the unobligated statewide CMAQ program capacity, with the remainder of the rescission to come from apportionments programmed by Caltrans to State highways. The \$78 million CMAQ rescission will be applied to each county which on September 30th has remaining unobligated program capacity. The practical impact of this rescission is that there is no change to the available funding for CMAQ projects, but counties will lose the ability to program some, if not all, of the balance of authorized CMAQ capacity that was available on September 30th but not obligated to approved projects.

DISCUSSION:

Over the past year VCTC has worked with the Transportation Technical Advisory Committee (TTAC) to implement a more robust quarterly reporting process to track the status of project implementation and support timely project delivery. As a result, VCTC staff is aware that based on the approved project schedules, on September 30th VCTC will have an unobligated CMAQ program balance of \$9 - \$12 million which is at risk of being rescinded. However, the San Diego Association of Governments (SANDAG) has expressed interest in borrowing up to \$5.4 million of VCTC's CMAQ program balance for use on ready-to-go projects in San Diego County. The implementation of the loan would be contingent upon Caltrans obligating sufficient funds for San Diego County projects by the September 30th deadline. Such a loan of Ventura County program balance to SANDAG is not a loan of actual appropriated funds, but will prevent the permanent loss of the loaned program capacity.

Due to the tight timeline to obligate the funds for San Diego County projects by September 30th, it was necessary in August for SANDAG to initiate the request to Caltrans to obligate the \$5.4 million. Therefore, to protect the VCTC program capacity from rescission the Executive Director provided written approval for counting up to \$5.4 million of SANDAG's projects against VCTC's program balance, with the VCTC program capacity used by SANDAG to be restored to VCTC's balance in two years. The return of the loaned program capacity is contingent upon SANDAG receiving Federal apportionment during FY 2012/13. The risk of the loan not being repaid is very small, given that the Federal transportation program will almost certainly continue in some form through FY 2012/13. Furthermore, the risk of the Federal programs not continuing is significantly less than the risk of the \$5.4 million program balance being permanently lost were it not loaned to SANDAG. Based on the status of programmed CMAQ projects in Ventura County, it appears very likely that the \$5.4 million unused program balance will not be needed prior to FY 12/13.

It should be noted that the Orange County Transportation Authority and the Riverside County Transportation Commission are making similar program balance loans to SANDAG, with a total of \$25 million of program capacity being loaned to SANDAG by the three counties.

Although VCTC staff has already approved the transfer of \$5.4 million of CMAQ program capacity to SANDAG for 2 years, staff requests the Commission ratify this approval.



Item # 6

September 8, 2011

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

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

**SUBJECT: PROGRAMMING OF SURFACE TRANSPORTATION PROGRAM (STP),
 CONGESTION MITIGATION AND AIR QUALITY (CMAQ), AND
 TRANSPORTATION ENHANCEMENT (TE) FUNDS**

RECOMMENDATION:

- Approve attached guidelines for programming STP, CMAQ and TE funds during Fiscal Year (FY) 2011/12.

BACKGROUND:

As the Committees are aware, the current federal transportation authorization extends through September 30th. Although there has been significant discussion regarding a new multi-year transportation program, there appears to be little chance of passing such a program by September, and Senator Barbara Boxer has now proposed a four-month extension. Meanwhile, there is tremendous uncertainty regarding what a newly authorized transportation program would look like, with the leadership in the House calling for a six-year bill with annual funding reduced by 30% from the current level to constrain expenditures to the level of fuel tax revenues, while the Senate Environment & Public Works Committee has called for a two-year bill to continue current spending, adjusted upward for inflation. In addition, both proposals call for consolidation of transportation programs, with the House bill controversially proposing to end the Transportation Enhancement set-aside.

Recognizing that federal transportation funding is very likely to continue in some form into next year, it could be appropriate at this time to program additional funds, recognizing that the amount available to program will be relatively small given the uncertainty of the multi-year authorization. Therefore, Commission staff has developed the attached guidelines for the consideration of TTAC and TRANSCOM. The intent of these guidelines is to allow the programming of a relatively small amount of additional funding, while minimizing the amount of effort required to prepare application submittals and review and prioritize projects. Therefore, staff proposes to limit consideration to three projects of regional benefit (two of which are a continuation of ongoing funding committed to Transportation Control Measures in the Transportation Improvement Program), cost increases for previously-approved projects, and projects in the Mini Call for Projects which received relatively high scores but were not funded. The guidelines also take into

account the uncertainty regarding the future transit organizational structure in the county, and therefore continue the policy of the Mini Call for Projects to not fund bus purchases.

The following is a description of the amount of funds available to program. The analysis shows that although the available program balances are small, VCTC can consider programming some additional funds for eligible STP, TE, and CMAQ projects.

STP: A total of \$11.1 million is estimated to be available to program, which assumes continuation of the program in FY 2011/12 at the same level as FY 2010/11, and also includes a carryover due to prior apportionments being greater than assumed in the Mini Call for Projects.

TE: There is \$1.3 million available to program, based on the funds estimated for one year by the California Transportation Commission. This funding is contingent on the program being renewed by Congress.

CMAQ: As discussed in another item in this agenda, there is likely to be a significant rescission of CMAQ, effective September 30, 2011, although the rescinded amount may not be known until several months later due to the time it will take for Caltrans to calculate the final program balances and distribute the rescission amounts. Until the Ventura County rescission amount is known, there can be no presumption of having an available programming balance for FY 2011/12. However, the existing CMAQ program contains a large number of TE-eligible projects, so if the TE program is extended up to \$1.3 million of CMAQ projects could be switched to TE, potentially freeing up \$1.3 million in CMAQ capacity. Furthermore, VCTC has the option of funding most types of eligible CMAQ projects from the STP balance.

PROPOSED FISCAL YEAR 2011/12 CMAQ/STP/TE PROGRAMMING GUIDELINES

Funding Priorities

Priority #1: Three regional projects. (Regional Ridesharing, approximately \$443,000; Regional Transit Marketing, approximately \$500,000; and Route 101 Widening from Thousand Oaks to Ventura Project Initiation Document, amount to be determined)

Priority #2: Cost increases on previously-approved projects, other than bus purchases and road rehabilitation. (Funds cannot be used to replace local match committed in Mini-Call for Projects.)

Priority #3: Projects in Mini-Call for Projects, other than bus replacements, which scored 45 or above (Erbes Road Improvements in Thousand Oaks, Dunnigan/Arneil Traffic Signal in Camarillo.)

Eligibility Requirements

To receive funding, the project sponsor must provide VCTC with a letter stating the original project funding, including federal and local funds, the revised project funding, and the requested additional STP, CMAQ, or TE funds. The letter should also provide an update project schedule showing start and end dates for design, right-of-way, and construction.

During the FY 2011/12 Programming, the STP or CMAQ funds must be obligated, or the TE funds allocated, no later than November 1, 2012. Funding will only be programmed where the schedule shows the funds can be obligated/allocated by this deadline.

Schedule

TRANSCOM Approval of Programming Process: September 8, 2011

TTAC Approval of Programming Process: September 15

VCTC Approval of Programming Process: October 7

Notification of Funding Availability: October 10

Funding Request Letters Due to VCTC: October 28

TRANSCOM Approval to Program Funds: November 10

TTAC Approval to Program Funds: November 17

VCTC Approval to Program Funds: December 2

Approval of Amendment to Federal Transportation Improvement Program: April, 2012



Item # 7

September 8, 2011

**MEMO TO: TRANSCOM
 VCTC HUMAN SERVICE AND TRANSPORTATION SERVICE
 COORDINATION AD HOC COMMITTEE**

FROM: ED WEBSTER, TRANSIT DEPENDENT PROGRAMS MANAGER

**SUBJECT: VENTURA COUNTY COORDINATED PUBLIC TRANSIT-HUMAN
 SERVICES TRANSPORTATION PLAN 2011 REVISION
 REQUEST FOR PROPOSALS (RFP)**

RECOMMENDATION:

- Review and Approve Draft Human Services Study RFP.

BACKGROUND:

Attached is a draft RFP to create an addendum/update to the 2007 Ventura County Coordinated Public Transit-Human Services Transportation Plan.

Under federal guidelines, Coordinated Public Transit Human Services Transportation Plans are to be revised/updated every four years in non-attainment areas. Since the VCTC Plan was adopted in April 2007, a plan revision is due during 2011. Unfortunately, VCTC staff became aware of this requirement only recently, so it will be necessary to complete work on the Plan in 2012.

Given the state of uncertainty of the future organization of transit services in Ventura County, VCTC staff is seeking the Plan update in the form of a relatively brief addendum. This will expedite Plan preparation, while minimizing the policy decisions that need to be made at this time.

To expedite approval of this RFP staff will be sharing this draft with the Citizen's Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC) via email and seeking their comments on the draft RFP prior to a planned public hearing at VCTC in October.

OCTOBER 7, 2011

**VENTURA COUNTY COORDINATED PUBLIC TRANSIT-HUMAN SERVICES
TRANSPORTATION PLAN 2011 REVISION
REQUEST FOR PROPOSALS (RFP)**

(For more information, please contact Ed Webster, VCTC Transit Dependent Programs Manager, at (805) 642-1591 ext. 113 or email to: ewebster@goventura.org)

**PROPOSALS ARE DUE AT THE VCTC OFFICE IN VENTURA ON, XX NN, 2011
NO LATER THAN 4 PM PDT**

**(PRE-PROPOSAL CONFERENCE
AAAWEDNESDAY, VVV , 2011 AT bbb:00 PM)**

I. INTRODUCTION/OVERVIEW

The Ventura County Transportation Commission (VCTC) is seeking proposals for a revision/update to the April 2007 Human Service Transportation and Transit Service Coordination Study (2007 Study can be viewed at <http://www.goventura.org/sites/default/files/VCTC%20paratransit%20final%20Apr%2013%202007.pdf>). The update will be prepared under the direction of VCTC staff with the active involvement of, and consultation with, public, private and non-profit transportation providers transportation users and Stakeholders throughout the county.

BACKGROUND

The Ventura County Transportation Commission (VCTC) holds statutory responsibility for planning and coordinating transportation and public transit services throughout Ventura County.

Federal Transit finance law, known as The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), governs recipients of Federal Transit Administration (FTA) assistance under Sections 5310 (Elderly and Disabled capital funds), 5316 (JARC- or Job Access Reverse Commute for low income passengers and to provide reverse-direction commute services), and 5317 (New Freedoms Initiative for disabled transit services) of the law.

To receive funds, potential grantees must comply with all federal coordinated planning requirements. SAFTEA-LU stipulates that projects selected for funding under these programs must be derived from a locally coordinated, public transit-human services transportation plan (Coordinated Plan).

The Ventura County Transportation Commission (VCTC) is the Regional Transportation Planning Agency (RTPA) for Ventura County. As such, VCTC is the designated recipient for Section 5316 (JARC) Large Urban Area funds, and for Section 5317 (New Freedom) Large Urban Area funds. VCTC also performs a role in the State approval process for Section 5310 grants, and Small Urban Section 5316 and 5317 grants.

VCTC has also been designated by FTA and by the California Department of Transportation (Caltrans) as the agency responsible for developing the local Coordinated Public Transit-Human Services Transportation Plan (the Plan) for Ventura County. This Plan is utilized to determine the transportation needs for individuals with disabilities, older adults, and people

with low incomes in the community and as a tool to evaluate applications for Section 5310, 5316 and 5317 grants.

FTA requirements (See, for example, FTA Circulars #9050.1 Chapter V) call for the CPTHSP to include the following elements:

- (1) An assessment of available services that identifies current transportation providers (public, private, and non-profit);
- (2) An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes;
- (3) Strategies, activities and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery; and
- (4) Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

The current procedure for considering Section 5310, 5316 or 5317 grant requests is for the applicants to submit applications to VCTC. VCTC staff reviews the applications based on the needs identified in the Plan, and draft scores are developed based either on VCTC scoring criteria- see Appendix H- (for Section 5316 or 5317 grant requests) or Caltrans scoring criteria (for Section 5310 grant requests).

The draft scores are presented to a joint meeting of TRANSCOM (Transit Operators Committee) and the VCTC Human Service and Transportation Service Coordination AD Hoc Committee (Ad Hoc Committee) and also to the Citizen's Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC).

These committees make recommendations about the project scoring before the applications are brought to the VCTC for action (either final approval for Section 5316 and 5317 large urban grants or to forward recommended scores to Caltrans for Section 5310 or Section 5316 and 5317 small urban requests). (Please see Appendix G, Definitions, for descriptions of these committees.)

The current Ventura County Plan was adopted on April 13, 2007, and federal regulations require that an update be prepared/adopted. It is VCTC's intention that this update take the form of an addendum. Since the revised plan is now overdue, VCTC is seeking a contractor that can undertake this work expeditiously. The purpose of this Request for Proposals is to contract with a consultant to prepare this update/addendum.

II. SCOPE OF SERVICES

A. WORK PRODUCTS/ CONTRACTOR RESPONSIBILITIES

Contractor shall prepare/arrange the following:

- Develop a work plan/project schedule. It is VCTC's anticipation that the consultant effort will be a 3-month process.
- Update the Stakeholder Contact List, Appendix A of the 2007 Plan.
- Prepare a Power Point presentation about Plan purpose/overview/input solicitation for presentation at "project initiation" forums.
- Schedule, coordinate, publicize and facilitate two public "project initiation" forums, at two locations in Ventura County, to which the public and identified Stakeholders are invited. At these meetings contractor shall present background information about the Plan and solicit oral and written input about the needs and

service gaps of the Target Populations.

- Working with VCTC staff, prepare a first draft Plan.
- Circulate the first draft Plan to members of the Human Service and Transportation Service Coordination AD Hoc Committee for comments.
- Working with VCTC staff, make revisions as necessary and circulate a second draft Plan for review and comment by Stakeholders.
- Prepare a Power Point presentation to summarize the draft plan for the “draft plan review” public forum, the CTAC/SSTAC, TRANSCOM/Ad Hoc Committee and at VCTC.
- Schedule, coordinate, publicize and facilitate two “draft plan review” public forums, to which the public and Stakeholders are invited. Present the draft final Plan at the forums, the CTAC/SSTAC, TRANSCOM and request comments and recommendations.
- Working with VCTC staff, modify the draft final Plan as necessary and present to VCTC.

The final work product will be an update-addendum to the 2007 Coordinated Plan, which will meet the federal requirements listed in FTA Circulars for the Section 5310, 5316 and 5317 programs and the specifications contained in this scope of work.

B. THE PLAN

The final plan will address at a minimum the following issues/information:

- Update demographic information involving disabled, elderly and low income populations as well as job and housing density maps (using census and other publicly-available information).
- Update information from 2007 Plan about Ventura County demographic setting and expected trends for the Target Populations. Working with service providers, update information about transportation programs that serve the needs of the subject populations and the trends in demand for these services (number of vehicles and passenger trips for each service provider, increase/change in ADA ridership/senior ridership since the 2007 Plan, costs to provide service).
- Identify any changes to service areas/ service hours.
- Summarize the conclusions and goals of the 2007 Plan and review progress made toward achieving those goals, including information about efforts to eliminate barriers and improve coordination between agencies.
- Describe remaining gaps in service, especially with regard to commute and reverse commute needs, including origins and destinations within Ventura County where a significant portion of the Target Populations are un-served (based on census, 2009 VCTC Transit Investment Study and other publicly-available information and information from the VCTC Unmet Needs process). Update information about obstacles to travel for these populations.
- List programs which currently receive JARC/ New Freedoms funding in Ventura County.
- Update information about possible opportunities to increase federal, state or private funding to support these transportation services.
- Summarize Stakeholder and public input. Summarize Unmet Needs requests and unfunded applications for Section 5310, 5316 and 5317 grants for the past two years.
- Categorize possible improvements as near term or long term, based on funding constraints and other issues barriers.
- Provide updated stakeholder contact list.

The Contractor will prepare an electronic copy of the Plan and 50 print copies.

III. VCTC OVERSIGHT AND MANAGEMENT

Contractor performance pursuant to this procurement will be managed by the VCTC Transit Dependent Programs Manager. In the absence of the Transit Dependent Programs Manager or should this position be vacant, the VCTC Programming Director or a designee shall oversee the Contractor's performance.

IV. CHANGES TO THESE REQUIREMENTS

During the term of this project, including any extensions thereof, VCTC may choose to implement changes to the scope of this project. In such event, VCTC shall provide Contractor with a description of the changes to be implemented, including any modification of the Contractor's requirements and responsibilities related to such change and the timing thereof.

V. CONSULTANT SELECTION/ WORK SCHEDULE

October 7, 2011	RFP Issued
November 4, 2011	Proposals due by 4:00 at VCTC office, 950 County Square Drive #207, Ventura 93003
	VCTC interviews proposers; review /ranking of RFP's,
Week of November 14	Proposer interviews if necessary
December 9, 2011	VCTC approval of contract
Week of January 2, 2012	Selected Consultant begins work on Plan
February 20, 2012	First Draft complete
March 22, 2012	Final Draft complete
April 12, 2012	TRANSCOM/ Human Services Ad Hoc Committee reviews Final Draft Plan
May 4, 2012	VCTC approves Plan

VI. CONSULTANT SELECTION PROCESS

Ten (10) copies of the proposal shall be submitted by 4 PM. mmm 2011 to:

Ventura County Transportation Commission
Attention: Ed Webster, Transit Dependent Programs Manager
950 County Square Drive #207
Ventura, CA 93003

Proposals will be reviewed by a selection committee of VCTC local transit and social service agency staffs. Interviews will be arranged with some or all proposers at the VCTC office in Ventura during the week of mmm , 2011

The proposals will be ranked in accordance with the criteria described in the Project Evaluation Section of this RFP; Section VIII.

VCTC reserves the right to reject any or all proposals if deemed nonresponsive.

VII. PROPOSAL INFORMATION AND CONTENT

Proposals should include the following information:

1. Title Page - Indicate RFP subject, name of proposer's firm, address, telephone number, name of contact person, and date of proposal.
2. Brief statement of the proposer's understanding of the work to be done and proposed timeline as well as representative experience relevant to the work solicited by this RFP. Provide qualifications of key individual staff to be assigned to this contract and a list of references.
3. Describe how the proposer will address the Scope of Services, providing a plan update which meets the needs discussed above in a cost-efficient manner.
4. Fee Structure - Include a fee structure and man-hours estimate including a not to exceed figure.
5. Certification of Federal Compliance - Include all necessary federal regulatory compliance certifications in the proposal; see Section IX and Appendices for certification information and forms.

VIII. PROPOSAL EVALUATION

Proposals will be evaluated according to the following criteria:

- Responsiveness to RFP, as well as understanding of State and Federal requirements;
- Assigned personnel and, demonstrated competence to perform work specific in this RFP;
- Familiarity with Ventura County, the various public transportation services in the area;
- Cost.

IX. CONTRACT PROVISIONS AND CERTIFICATIONS

The contract provisions requirements and required certifications found in the Appendices are considered a part of this RFP and will become a part of the contract for consultant services. VCTC expects to use funding from the Federal Transit Administration for all or part of this contract and therefore the contract requirements in the appendix include FTA-required clauses. The certifications must be signed and included in the consultant's submittal for the proposal to be considered " responsive."



Item # 8

September 8, 2011

MEMO TO: TRANSCOM

FROM: ED WEBSTER, TRANSIT DEPENDENT PROGRAMS MANAGER

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.



Item # 9

September 8, 2011

MEMO TO: TRANSCOM

**FROM: VIC KAMHI – BUS TRANSIT DIRECTOR
 PETER DE HAAN, PROGRAMMING DIRECTOR**

**SUBJECT: PROPOSED LEGISLATION DRAFT TO ALLOW TRIPLE BIKE RACKS ON
 BUSES WITHIN THE SCAG REGION**

RECOMMENDATION:

- Support SCAG efforts to introduce legislation to change the California Vehicle Code to allow the use of triple bike racks on transit buses

BACKGROUND:

During the past three years, Ventura County Transit operators, several local governments, and TRANSCOM have all supported the use of triple bike racks on buses. Because of a specific exemption in statute, the 45 foot buses operated by VISTA are allowed to have and use triple bike racks, but the shorter, 40 or less foot long buses operated by other operators are unable to use the triple bike racks, reducing their capacity to carry bicyclists with bikes. VCTC has been working with SCAG and other operators through both their Legislative and the Transit Advisory Committees to change the vehicle code to allow for this needed bike capacity. SCAG has developed a draft, which it is hoping to have introduced and passed in the coming legislative session.

SCAG Factsheet -Draft

Public Buses: Triple Bicycle Racks

PROPOSE LEGISLATION TO INCREASE BICYCLE CAPACITY BY 50% ON PUBLIC TRANSIT BY AMENDING THE STATE VEHICLE CODE TO ALLOW FOR INSTALLATION OF TRIPLE BICYCLE RACKS

Add Vehicle Code § 35400.8

Propose to add Vehicle Code § 35400.8 granting permissive authority to the transportation providers within the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura, to install a folding device attached to a public bus that is designed and used exclusively for transporting bicycles that does not extend more than 40 inches from the front body of the bus when fully deployed, and for which the handlebars of a bicycle that is transported on the device does not extend more than 46 inches from the front of the bus.

JUSTIFICATION

This proposal seeks to amend existing law granting authority to the Alameda-Contra Costa Transit District pursuant to AB 652, Chapter 369, Statutes of 2009, extending total vehicle dimensions to allow for installation of triple bicycle racks.

The proposed legislation provides authority to the transportation providers of the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura permissive authority to extend total vehicle dimensions to install triple bicycle racks. AC Transit currently has statutory authority.

It is estimated that bicycling in the six county Southern California region has increased by approximately 50% since 2005. SCAG has just completed 18 public outreach meetings in the six county region seeking public input in the development of the Regional Transportation Plan/Sustainable Community Strategy. Overwhelming public input has been received at the workshops regarding the need to expand capacity of the existing bicycle access to public transit along with further funding commitment to expand the regional bike network.

When gas prices peaked, bicycling to transit peaked significantly, resulting in not enough racks on buses for cyclists, forcing cyclists to:

- wait for later buses;
- chain bicycle to stationary objects (traffic sign, fencing);
- abandon bicycle.

Providing authority within the SCAG region serving 191 cities, 6 counties and 18 million residents would immediately increase capacity by 50% for those transit providers wishing to install a third bike rack.

The Mineta Transportation Institute found that bicycling distance is usually approximated as less than 2 miles. By using a 2-mile buffer around the transit station, the great majority of residents in Southern California have access to transit by bicycle (92.3%), with Los Angeles County having the highest percentage of bicyclist access to transit (99.1%).

Active transportation (bicycling and walking) will play a significant role in helping the SCAG region meet SB 375 requirements as well as reduce single vehicle occupancy auto trips for the last mile connection to public transit options.

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