

FFY 2021 Unified Planning Work Program (UPWP) Amendments

The Southeastern Regional Planning and Economic Development District (SRPEDD) respectfully requests the following amendments to the Federal Fiscal Year 2021 Unified Planning Work Program (UPWP) endorsed by the Southeastern Massachusetts Metropolitan Planning Organization (SMMPO) on June 16, 2020.

According to guidance documented within the UPWP, an amendment is necessary when: “major revisions to the UPWP including the addition or removal of a UPWP task(s), changes in start/completion dates that occur beyond the originally intended federal fiscal year(s) or a significant change in project scope, cost, and/or time allocation that alters from the original intent of the project or intended conclusions. Amendments are presented to the SMMPO and voted on for release to a 21-day public comment period. Upon completion of the public comment period, a vote of endorsement by the SMMPO is required.”

Amendment #1 – Removal of Task 4.2 Transit Data Maintenance/NTD: The Southeastern Regional Planning and Economic Development District (SRPEDD) respectfully request the following amendment to document a change in funding amount and the removal of Task 4.2 – Data Maintenance / NTD associated with the Federal Fiscal Year 2021 Unified Planning Work Program (UPWP). This amendment is related to the FTA 5307 contract administered by the Greater Attleboro Taunton Regional Transit Authority (GATRA).

Originally presented as an Administrative Adjustment on October 20, 2020, this amendment calls for the removal of Task 4.2 - Data Maintenance / NTD resulting in a reduction in total funding from GATRA of \$115,000 to \$81,000. The resulting amount (\$81,000) is provided to fund Task 4.1 – GATRA Technical Planning Assistance. The removal of Task 4.2 – Data Maintenance / NTD from the UPWP is a result of the suspension of data collection for the National Transit Database (NTD). This suspension was administered by the Federal Transit Administration (FTA) in March 2020 in response to the Covid-19 pandemic.

Amendment #2 – Change in Scope and proposed budget for Task 4.3 - SRTA Technical Planning Assistance: This amendment reflects the Southeastern Regional Transit Authority’s (SRTA) proposed changes in the scope of work to include specific studies and a reduction in the budget for Task 4.3 – SRTA Technical Planning Assistance originally presented in the endorsed UPWP. Reasons for these changes include the SRPEDD Transportation Department’s ability to complete these projects in addition to the demands of other tasks outlined within the UPWP and SRTA’s requirements to follow internal procurement procedures as recommended as a result of their recent Federal Triennial Review. Funding for this task is administered by SRTA through their FTA 5307 grant. These proposed changes will result in a reduction of the original task budget of \$90,000 to \$75,286.82.

The following proposed changes to the FFY 2021 UPWP are for consideration by the SMMPO to release for a 21-day comment period.

Task 4.3 - SRTA Technical Planning Assistance

Objective: Provide technical planning services that include the development of service alternatives, identification of operational efficiencies, service expansion opportunities, and environmental justice equity analysis. Ad-hoc services provide assistance as needed to address a variety of issues that SRTA encounters throughout the federal fiscal year. Remote public outreach will provide assistance with customer engagement and feedback during the contract period. Two studies will provide directed technical assistance and the scope and description of each are contained herein.

Procedures:

1. Administrative – To manage and administer work assignments and the SRTA contract of FTA 5307 funding associated with this particular work task. This results in the following deliverables to be provided between March 1 and September 30, 2021.

- Study scopes and budgets;
- Project status and planning meetings, agendas, and meeting minutes;
- Contract management.

Estimated total cost: \$6,782.46

2. Ad-Hoc Technical Assistance - Ad-hoc services provide assistance as needed to address a variety of issues that SRTA encounters. Ad-Hoc Technical Assistance requests will originate from SRTA and generally include, but are not limited to: service area maps; route schedules, timetables, and route map updates; bus stop site evaluations and reports; document translation; public notices and flyer preparation; Title VI analysis for major service changes and fare changes; customer surveys; on-board passenger counts; assistance with grant applications.

Requests for assistance shall be directed to the SRPEDD Transportation Planning Manager. Requests should be submitted no less than seven calendar days prior to the anticipated commencement of work for approval by the Transportation Planning Manager. Upon receipt of the request for assistance, the Transportation Planning Manager will determine scheduling and staff assignments to fulfill the request. This results in the following deliverables, but limited to these deliverables and to be provided between March 1 and September 30, 2021:

- Service area maps;
- Route schedules, timetables, and route map updates;
- Bus stop site evaluations and reports;
- Document translation;
- Public notices and flyer preparation;
- Title VI analysis for major service changes and fare changes;

- Customer surveys;
- On-board passenger counts;
- Assistance with grant applications;
- Additional assistance not specifically mentioned.

Estimated total cost: \$46,000.00

3. New Bedford Industrial Park Needs Assessment:

The intent of this effort is to provide a needs assessment to expand or extend Fixed Route Transit Service for employees at the New Bedford Industrial Park (NBIP). The study intends to research and survey employees at the NBIP for a better understanding of the service demands associated with Fixed Route Transit Service. The results of this effort will provide information for use by SRTA to determine the extent of public transit service to the industrial park.

The New Bedford Industrial Park Transit Needs Assessment will evaluate the existing operation for the NB Route 4 and North End Shuttle with a determination of the demand for service in the industrial park.

Procedures:

- I. **Data Collection** - SRPEDD will solicit and obtain information from current businesses owners and their employees on the potential transit service needs to the industrial park.
 - a. **Industrial Park Survey** – Coordinating with the Industrial Park businesses, SRPEDD will contact and solicit their participation in a survey to determine the potential demand for transit service. Staff will develop and distribute surveys among the businesses to be completed by business owners and if they are willing, SRPEDD will provide a second survey for distribution among employees also willing to participate. The surveys will focus on, but not be limited to questions designed to gather information on existing and potential users of the current system, race, household income, frequency of use, work shifts, location and efficiency of stops and needs for additional stops.
 - b. **Database Development** - Upon completion of the surveys, SRPEDD will develop a database of the survey results for use with analysis and report development.

- II. **Report on the Findings** - SRPEDD will provide results and analysis from the surveys to assist SRTA in determining if service expansion is desired and where. SRPEDD will periodically meet with SRTA staff to discuss the progress of the work.

Additional Notes:

Direct Costs with this particular project are anticipated to be approximately \$300 of the overall direct cost budget of the contract. However, Massachusetts Guidance regarding Covid-19 Social Distancing recommends the use of remote meeting technologies which will likely result in minimal or no travel expenses.

Project Deliverables:

- Document the extent of the transit dependent workforce;
- Document workforce shift time change over;
- Document the locations of highest demand;
- Document the time periods for which demand is highest;
- Determine if existing stops are optimally located;
- Identify locations for additional bus stops;
- Recommend appropriate stop amenities.
- Draft and Final report of findings;
- Data tables used by the analysis documented in the report, transmitted in a digital format (either .csv or Excel file format).

Project Timeline:

Project anticipated to begin March 1, 2021 with deliverables to be received by SRTA on or before September 30, 2021.

Estimated total cost: \$13,777.46

4. Demand Response Origin Analysis

The SRTA Demand Response system is a service mandated by the Americans with Disabilities Act of 1990 (ADA) to provide customers with disabilities an alternative to the fixed route transit system. The ADA requires a minimum service area that encompasses a three-fourths of a mile buffer of fixed route transit. SRTA has expanded the buffer to include the entirety of the service area.

SRTA Demand Response booking and trip data currently reports the trip origin and destination relative to the three-fourths of a mile buffer as a discrete “in” or “out” of the buffer. The data reports do not indicate the municipality for trip origins or destinations, making it difficult to understand the geographic dispersion of the service. Over the past several years, the Demand Response service has grown the total number of trips delivered, but has remained within the capacity of SRTA to meet the growing demand. The use trend of Demand Response is unlikely to change and very likely that continued growth will inevitably put pressure on the capacity of SRTA to deliver the service consistent with federal requirements and at the level of quality customers have come to expect. Additionally, SRTA is evaluating the fixed route fare structure, which will impact on the Demand Response fare structure.

The Demand Response Origin Analysis will review SRTA Demand Response trip origins by community and relative to the three fourths of a mile paratransit service area as required by

the Americans with Disabilities Act. The purpose of the analysis is to determine the density of trip origins by community to identify hotspots of use.

SRTA Demand Response trip data is extensive, approximately 80,000 trips per year. This study can evaluate a subset of the data from period of highest use and will incorporate three months of trip level data, approximately 21,000 trips. It is assumed that this data subset should be sufficient to reveal trends and patterns of use while remaining small enough to be manageable for analytical purposes.

Project Deliverables

- Origin and Destination Analysis by trip type including: total volume; frequency by day; origins and destinations by municipality; trip lengths by distance and duration
 - Trip types:
 - ADA paratransit trips – those with both origin and destination within three-fourths of a mile of the fixed route system.
 - Demand Response base fare trips – those with both origin and destination within two-mile buffer of fixed route system.
 - Demand Response premium fare trips – those with either origin or destination outside of the two-mile buffer of the fixed route system
- Report of findings
 - Maps depicting origin and destination analysis for each trip type;
 - Tables depicting the trip volumes and frequencies;
 - Narrative describing methods used in the analysis and the results of the analysis.

Project Timeline:

- Project anticipated to begin March 1, 2020 with deliverables to be received by SRTA on or before April 30, 2021.

Estimated cost: \$5,452.06

5. Remote Public Outreach

Public outreach in previous years had been conducted in the form of a multi-day event held in the SRTA Fall River and New Bedford Terminals. Due to COVID-19 restrictions, in-person public outreach and engagement have been halted indefinitely. In an effort to continue customer engagement and public outreach, SRTA would like to bring customer engagement into the virtual space.

Remote Public Outreach will include:

- Public hearings related to proposed or implemented service pilots;
- Remote public engagement events;
- Translation of public hearing and event notices;
- Preparation of hearing reports and transcripts;
- Preparation of engagement event reports.

As completed at each city's bus terminals in 2019, the remote public outreach will be conducted for both cities for as many meetings as SRTA staff feel are necessary. However, the total costs associated with this effort depends on that total number of meetings and the preferred format for those meetings.

For SRPEDD staff to facilitate and participate in these meetings remotely (via Zoom), SRPEDD staff costs to support this effort are broken down as follows:

Staff	Role at Meeting
Sen Planner	Zoom Facilitator
Planner	Zoom Facilitator - Security
Sen Planner	Transit Staff
Planning Tech	Transit Staff
Sen Planner	Translations - Spanish
Planner	Translations - Portuguese

Meetings facilitated for remote public outreach purposes are held typically for a 2-hour period for each city to allow ample public participation. However, it is estimated that a total of four (4) separate meetings (two per municipality) will be conducted within the terms of this task.

Requests for public meetings will be made no less than thirty (30) calendar days in advance of the date of the actual public meeting. Requests shall be directed to the SRPEDD Transportation Planning Manager. Upon receipt of the request for assistance, the Transportation Planning Manager will determine scheduling and staff assignments to fulfill the request.

Project Timeline:

- Project initiation of these meetings is dependent on when SRTA staff deem appropriate on or before September 30, 2021.
- Public hearings related to proposed or implemented service pilots;
- Remote public engagement events;
- Translation of public hearing and event notices;
- Preparation of hearing reports and transcripts;
- Preparation of engagement event reports.

Schedule for Implementation

Unless otherwise specified, all work will commence as requested by SRTA and approved by SRPEDD and shall be completed on or before September 30, 2021.

Estimated cost: \$2,595.06

Summary of all anticipated costs by project

Administrative Costs	\$6,782.46
Ad-Hoc Technical Assistance	\$46,000.00
New Bedford Industrial Park Needs Assessment	\$13,777.46
Demand Response Origin Analysis	\$5,452.06
Remote Public Outreach	\$2,595.06
Direct Expenses	\$679.78
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Total Contract Value *	\$75,286.82

* All tasks except Direct Expenses include Salaries and Indirect Costs

SRTA Technical Planning

Summary of Estimated Costs

Direct Salary	\$34,700.95
Indirect	\$39,906.09
Direct Expense	\$679.78
Total	\$75,286.82