

**Date:** August 10, 2016  
**To:** Board of Directors  
**From:** Neil McFarlane *Neil McFarlane*  
**Subject:** **RESOLUTION 16-08-55 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A MODIFICATION TO A CONTRACT WITH RIDE CONNECTION TO PROVIDE JOB ACCESS REVERSE COMMUTE SERVICES**

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**1. Purpose of Item**

The purpose of this item is to request that the TriMet Board of Directors (“Board”) adopt a Resolution authorizing the General Manager to execute a contract modification with Ride Connection for Job Access Reverse Commute (“JARC”) transportation services.

**2. Type of Agenda Item**

- Initial Contract
- Contract Modification
- Other

**3. Reason for Board Action**

Board approval is required for goods and services contracts obligating TriMet to pay in excess of \$500,000. On May 27, 2015, the Board authorized an increase of this contract to \$602,513 (Resolution 15-05-25), which were all known funds. The current resolution will add remaining unspent grant funds from recent years. The amount of these funds was unknown when the Board approved Resolution 15-05-25. The current resolution requests supplemental Board authorization to raise the maximum value of this contract to \$810,444 through FY17.

**4. Type of Action**

- Resolution
- Ordinance 1<sup>st</sup> Reading
- Ordinance 2<sup>nd</sup> Reading
- Other \_\_\_\_\_

**5. Background**

The federally-funded regional JARC program improves mobility for low-income individuals and improves access to suburban job centers and job training facilities. In December, 1999 the Federal Transit Administration designated TriMet as the regional agency to pass-through JARC grant funding to eligible entities. The JARC program was repealed in 2012 under MAP-21; however, TriMet is continuing to draw down remaining unspent JARC funds received under the previous Federal transportation bill (“SAFETEA-LU”). This Resolution will deplete the remaining funds in TriMet’s federally-funded regional JARC program.

The awarding of JARC grant projects is guided by policy and information in the Employment Transportation Services Plan (“ETSP”). The Job Access Advisory Committee (made up of social service providers, transportation providers, Transportation Management Associations, and local jurisdictions) advises TriMet in the development of the regional ETSP Plan and the competitive JARC grant project selection process. This competitive process functions as the request and selection procedure for organizations that seek to administer grant funded transportation projects.

Services currently provided through the grant include:

- The Swan Island Evening Shuttle
- GroveLink
- Tualatin Shuttle

The Swan Island Evening Shuttle, administered by the Swan Island Transportation Management Association, offers off-peak deviated fixed-route service between Swan Island and the Rose Quarter Transit Center. This service began in FY00 and is 100% funded by pass-through JARC grant funds. FY17 TriMet JARC grant funds will also support the Evening Shuttle.

Ride Connection (“RC”) currently administers two JARC-supported shuttle services in Forest Grove and Tualatin. GroveLink is a deviated fixed-route service in Forest Grove that extends beyond TriMet’s Line 57, serving businesses and residents in northwest Forest Grove and making the “first and last mile” connection to TriMet service. Service began in FY14 and approximately 50% of operating costs are funded by the JARC grant, with the other 50% from the state Special Transportation Fund. The City of Forest Grove has contributed capital funds for public information, bus stop signage, etc.

In April 2014 as part of a competitive grant process overseen by TriMet and advised by the Job Access Advisory Committee, RC was awarded JARC grant funds totaling \$307,487 to operate GroveLink. The average annual cost to run this shuttle is \$251,000. Roughly 50% of funding comes from JARC. In future years, RC plans to pursue other funding sources and look at reducing future costs to fill funding gaps. RC spent JARC funds totaling \$100,123 on GroveLink in FY15 and \$98,287 in FY 16.

The Tualatin Shuttle has been in operation since FY01 and has always been funded 100% by JARC. The Tualatin Chamber of Commerce administered shuttle operations but found meeting all federal requirements for the providing service along with their core chamber duties difficult, leading to a transition after September 30, 2014, when RC took over this duty. This service currently provides peak-only trips between the Tualatin WES Station and the light-industrial employment area of northwest Tualatin. Two vehicles operate on two deviated fixed routes, referred to as the Blue and Red Lines. Since the addition of TriMet Line 97 service on Tualatin-Sherwood Road in June 2016, the Tualatin Shuttle route has changed so that it does not duplicate TriMet service, and now provides access to areas that were previously unserved.

In April 2014 the Tualatin Shuttle project was awarded JARC grant funds totaling \$295,026. RC spent JARC funds totaling \$182,533 on the Tualatin Shuttle in FY16 and the service remains 100% supported by JARC funding. RC plans to reduce future costs and pursue other funding sources to fill future funding gaps.

After the repeal of the JARC (Section 5316) program under MAP-21, eligibility for services previously funded by JARC shifted to Urbanized Area Formula Grants (Section 5307). As

TriMet's 5316 pass-through funds are depleted in FY17, TriMet's 5307 pass-through federal grant funds will help bridge any funding shortfalls to ensure continuous operation of these essential transportation services.

The North Hillsboro Link service is also funded by Section 5307 pass-through funds, but is funded through a separate contract, so it is not included in this resolution. The Swan Island Shuttle is operated by a separate contractor and administered by the Swan Island Transportation Management Association. That is also a separate contract, so it is not included in this resolution.

**6. Procurement Process**

This modification does not involve a new procurement process. TriMet has previously determined that RC is a sole source, uniquely qualified to administer these JARC-funded transportation services. RC is the current provider of service for Grove Link and Tualatin and experienced in meeting the needs of the riders, the community, and the various requirements of this service. They have an extensive network of drivers, both paid and volunteer. They have a dispatch system in place, and are accustomed to working with suburban commuters that will be utilizing these transportation services; therefore, the justification for sole source was previously submitted and approved by procurement.

**7. Diversity**

As a sub-recipient of federal JARC funds, Ride Connection has adopted TriMet's DBE program and continuously looks for ways to work with DBE firms.

**8. Financial/Budget Impact**

JARC funds are federal funds for which TriMet acts as the pass-through agency. TriMet provides a match for these funds, but FTA recognizes the cost of service TriMet provides as a match, so there is no additional cost to TriMet.

Under Ride Connection's current contract, annual JARC grant funds allocated to GroveLink and Tualatin Shuttle services can be summarized as follows;

	<u>FY15</u>	<u>FY16</u>	<u>FY17*</u>
GroveLink	\$100,123	\$98,287	\$105,600
Tualatin Shuttle	\$139,101	\$182,533	\$184,800
Total	\$239,224	\$280,820	\$290,400
Cumulative Total	\$239,224	\$520,044	\$810,444

\*includes 10% budget contingency to cover reasonable cost overruns, such as cost of fuel, increases in ridership demand, etc.

Board authorization is requested to increase the total contract amount to \$810,444 for Ride Connection JARC services through FY2017.

**9. Impact if Not Approved**

If the Board chooses not to approve this resolution, the JARC Ride Connection services will cease to operate.

**10. Recommendation**

The General Manager recommends that the Board adopt the Resolution.

**RESOLUTION 16-08-55**

**RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A MODIFICATION TO A CONTRACT WITH RIDE CONNECTION TO PROVIDE JOB ACCESS REVERSE COMMUTE SERVICES**

**WHEREAS**, TriMet has authority under ORS 267.200 to enter into a contract modification with Ride Connection for Job Access Reverse Commute transportation services (“Modification”); and

**WHEREAS**, the total amount of this contract shall exceed \$500,000; and

**WHEREAS**, the TriMet Board of Directors (Board), by Resolution dated November 25, 2009, adopted a Statement of Policies requiring the Board to approve goods or services contracts obligating TriMet to pay in excess of \$500,000;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Modification shall be in conformance with applicable laws.
2. That the General Manager is authorized to execute the Modification.

Dated: August 10, 2016

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Presiding Officer

Attest:

\_\_\_\_\_  
Recording Secretary

Approved as to Legal Sufficiency:

  
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Legal Department