

A Proposal on

**“Logistics and Technical Support Services for the
Joint MPO Special Transit Advisory Commission”**

**Submitted to
The Triangle Transit Authority,**

**Submitted by
The Institute for Transportation Research and Education
North Carolina State University**

I. INTRODUCTION

On behalf of the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO), the Capital Area Metropolitan Planning Organization (CAMPO), and the Public Transportation Division of the North Carolina Department of Transportation (NCDOT), the Triangle Transit Authority (TTA) requests that the Institute for Transportation Research and Education at North Carolina State University (ITRE) provide logistical and technical support and services for a “Joint MPO Special Transit Advisory Commission” charged with developing a regional transit vision plan to serve the Research Triangle area of North Carolina. This transit vision plan will then be recommended for incorporation into the long range transportation planning activities for the region.

The commission will consist of 29 member representatives recommended by both the CAMPO and the DCHC MPO, plus 7 key individuals from other stakeholders, for a 36-member commission. Representatives from the MPO staff, NCDOT, the Regional Transportation Alliance, the TTA, ITRE staff, and other involved partners will be invited guests at commission meetings. It is estimated that approximately 60 invited individuals will be attending commission meetings.

The commission will be charged with identifying a vision (or alternative scenarios for a vision), initial implementation steps, and financing for a regional transit plan for the Research Triangle area—Chatham, Durham, Franklin, Johnston, Orange, and Wake Counties. The purpose of this project is to provide technical support and services to the commission between March 15, 2007 and March 31, 2008.

ITRE will provide general administrative services, logistics and support for the commission activities, arrange for the services of outside transportation experts and a facilitator, and provide technical assistance. Specialized technical assistance from other consultants and/or organizations will be required to complete some tasks. ITRE will be responsible for identifying

and securing individuals and/or firms that possess these qualities and obtaining their services through the use of contracted services and/or paid honoraria.

Specific task activities will be subject to change as requested by the commission. Anticipated tasks are identified in the Scope of Work below.

II. SCOPE OF WORK

A description of work tasks involved in this project follows.

TASK 1: LOGISTICS/ADMINISTRATIVE SUPPORT FOR THE COMMISSION

ITRE will be the primary source of logistics and administrative support for the commission. It is envisioned that the commission will meet on a monthly basis for an approximate 9-10 month period. Logistics/administrative support will include activities such as, but not limited to:

- Arranging for meeting facilities
- Arranging for and notifying meeting participants of parking at meeting sites
- Overseeing the development, reproduction, and distribution of meeting agendas, minutes, and other informational materials
- Conducting registration and providing identification materials for meeting participants
- Arranging for break refreshments and meals as necessary, while adhering to the state per diem requirements
- Arranging for audio-visual and other types of equipment as required for commission meetings
- Recording, transcribing, and maintaining records of formal proceedings
- Providing administrative assistance prior to, during, and as a follow-up to commission meetings
- Hosting a website for the project, accessible to all stakeholders and interested persons
- Conducting other activities as determined by the commission, which could include some limited public involvement activities, compiling information to meet a particular request from the commission, etc.

TASK 2: COMMISSION MEETING FACILITATOR

ITRE will contract with Dr. Phillip Boyle, President, Leading and Governing Associates, Inc., a recognized expert in policy consensus building, to provide facilitation services for the series of monthly commission meetings. The exact number of meetings will depend upon the needs of the commission; however, the budget includes funds to provide facilitation services for up to ten meetings if needed. Local travel costs are included within Dr. Boyle's daily rate.

Ann Hartell, a research associate at ITRE, will work closely with Dr. Boyle to develop meeting agendas, follow up on particular questions that may arise from commission members, and other tasks as required. Ms. Hartell will fill a critical role in making sure commission members and stakeholder representatives receive timely communication and feedback throughout this project.

TASK 3: TRANSPORTATION EXPERTS

The commission will need information on various topics to assist them in developing their vision for public transportation in the Research Triangle region. ITRE will procure the services of nationally recognized experts (likely some combination of individuals and firms) to conduct activities that could include:

- Educating the group by providing specialized information—on some aspect of public transportation; the planning, implementation and/or operation of regional transit; successes/failures/lessons learned from other regions; etc.
- Providing an objective, fair, and impartial point of view
- Providing feedback to the commission

These transportation experts may be required to attend only one or to attend two or more commission meetings, as determined by the commission. Up to seven (7) presentations or feedback sessions are included in this project. Travel and meal expenses for these transportation professionals will be covered through this project, according to state per diem allowances.

TASK 4: PROVIDE SPECIAL TECHNICAL ASSISTANCE

In addition to nationally recognized transportation experts, the commission may require special technical assistance from ITRE staff. For example, Debbie Collins and/or Tom Cook, from the ITRE Public Transportation Group, may be tasked to help educate the commission or to provide feedback to the group. They or other ITRE staff may need to prepare for, and attend one or more commission meetings, as determined by the commission. The budget includes provisions for the services of various ITRE staff, as required.

TASK 5: PROVIDE DOCUMENTATION

The entire regional transportation visioning process will need to be documented. ITRE will provide this critical support function for the commission. Activities involved in documenting the visioning process may include, but not be limited to:

- Compiling and distributing minutes of all public meetings
- Maintaining a file of information provided by outside experts
- Providing interim deliverables for discussion at commission meetings
- Compiling a summary of the entire process
- Creating and producing a Draft Final Report for consideration and feedback as presented at the joint MPO Technical Advisory Committee meeting in October 2007
- Incorporating feedback and producing a Final Report on the study and recommendations

TASK 6: PROVIDE OVERALL PROJECT MANAGEMENT

ITRE will serve as the project manager, coordinating the services of a facilitator, outside transportation experts, and ITRE staff as necessary to meet the needs of the commission. ITRE will serve as a single point of contact for the sponsor and members of the commission, to enable the regional public transportation visioning process to take place efficiently.

III. PROJECT TIME FRAME

The period of performance is March 15, 2007 through March 31, 2008.

IV. PROJECT TEAM

The project team will initially consist of ITRE and several consultants. ITRE staff will include Robert S. Foyle, Associate Director, who will serve as the principal investigator.

Other ITRE staff roles will include, but not be limited to the following:

- Provide support for the commission on a day-to-day basis—to be provided by Ann Hartell, a research associate, and others with special skills and/or expertise, as required
- Provide special skills and/or utilize knowledge of the public transportation industry, as necessary, by Tom Cook (and/or Debbie Collins)
- Support from ITRE's Communications Department from Katie McDermott on graphics, technical writing and editing, website development and updating, final report, etc.
- Support from Walt Thomas for event planning, coordination, and meeting logistics
- Undergraduate students to help with putting meeting materials together

ITRE will contract with a qualified facilitator to provide assistance in conducting commission meetings. Dr. Philip Boyle, president of Leading and Governing Associates, Inc., has agreed to lead the commission meetings as part of the policy consensus building process needed for a successful outcome for this project. ITRE will also secure outside transportation experts, as required, to address the needs of the commission.

ITRE will provide travel and per diem expenses to enable non-local individuals with particular expertise to attend meetings and otherwise support the commission.

V. PROJECT BUDGET

The estimated budget for this project is \$173,296. Refer to the budget page for the estimated line item amounts for this project. Personnel days by task are included in a separate table following the budget justification page.

ESTIMATED BUDGET				
Logistics and Technical Support Services for the Joint MPO Special Transit Advisory Commission				
PROJECT PERIOD: March 15, 2007 to March 31, 2008				
Budget Items	Description of Level of Effort	FY'07 Budget	FY'08 Budget	Total Budget
Salaries and Wages (Personnel)				
Robert Foyle, P.E. (P.I.)	10% effort for 12 months	\$ 2,919	\$ 8,170	\$ 11,089
Tom Cook (Senior Technical Researcher)	9.6% effort for 12 months	\$ 2,160	\$ 4,828	\$ 6,988
Ann Hartell (Technical Researcher)	50% effort for 12 months	\$ 6,615	\$ 18,810	\$ 25,425
Katie McDermott (Communications Mgr.)	15.4% effort for 12 months	\$ 2,740	\$ 8,640	\$ 11,380
Walt Thomas (Technical Assistant)	25% effort for 12 months	\$ 2,160	\$ 6,958	\$ 9,118
Undergraduate Students	40 hrs @ \$12/hr (bi-weekly)	\$ 120	\$ 360	\$ 480
SUBTOTAL PERSONNEL		\$ 16,714	\$ 47,766	\$ 64,480
Staff Benefits				
Staff (25%)		\$ 3,609	\$ 10,112	\$ 13,721
Undergraduate Students (8.45%)		\$ 10	\$ 30	\$ 40
SUBTOTAL STAFF BENEFITS		\$ 3,619	\$ 10,142	\$ 13,761
TOTAL PERSONNEL & BENEFITS		\$ 20,333	\$ 57,908	\$ 78,241
Contracted Services		\$ 15,240	\$ 29,660	\$ 44,900
Supplies and Materials		\$ 1,075	\$ 2,625	\$ 3,700
Travel				
In State and Out-of-State plus per diem		\$ 3,000	\$ 4,000	\$ 7,000
Current Services				
Communications (long distance calls)		\$ 100	\$ 100	\$ 200
Printing and Binding		\$ -	\$ 2,700	\$ 2,700
Other Current Services		\$ 1,385	\$ 4,165	\$ 5,550
Fixed Charges				
Rental of Property		\$ 600	\$ 1,400	\$ 2,000
Rental of Equipment/State Vehicles		\$ 42	\$ 80	\$ 122
TOTAL OTHER DIRECT COSTS		\$ 21,442	\$ 44,730	\$ 66,172
Facilities & Administrative Costs				
20% of MTDC ***		\$ 8,355	\$ 20,528	\$ 28,883
TOTAL ESTIMATED BUDGET		\$ 50,130	\$ 123,166	\$ 173,296

*** MTDC = Modified Total Direct Costs = total costs minus equipment and tuition, if included.

Budget Justification

Salaries and Wages: costs include salary for Robert Foyle (10%), Tom Cook (9.6%), Ann Hartell (50%), Katie McDermott (15.4%), Walt Thomas (25% for event planning and logistics), and student help (40 hrs).

Fringe Benefits: calculated as 25% of salary for staff and 8.45% for students.

Contracted Services: cost for facilitator (Philip Boyle) at 2 days per meeting x 10 meetings x \$1440/day = \$28,800; cost for experts at 2 days per presentation (1 day for prep and 1 day for travel and presentation) x 7 presentations x \$1100/day = \$15,400; and one honorarium at \$700.

Supplies and Materials: 60 notebooks/tabs for participants x \$5 ea = \$300; 100 notebooks/tabs for final report x \$5 ea = \$500; 25,000 photocopies x \$0.06 = \$1,500; break refreshments at \$2 x 60 participants x 10 meetings = \$1,200; other miscellaneous supplies at \$200.

Travel: primarily out-of-state travel to bring experts in for presentations at meetings. Estimate seven (7) presentations at \$1000 ea = \$7,000.

Current Services: covers long distance calls, printing of one interim and one final report, plus lunch meals at \$9.25 x 60 x 10 mtgs = \$5,550.

Fixed Charges: covers rental of meeting space and a/v equipment, if needed, for 10 meetings at \$200/mtg, plus rental of a state car for ITRE staff to attend meetings.

Facilities and Administrative Costs: charged at the rate of 20% of MTDC for off-campus public service projects.

Project Title: Logistics and Technical Support Services for the Joint MPO Special Transit Advisory Commission

P.I. Robert S. Foyle, P.E.

Department Affiliation: ITRE

University: NC State University

Daily Breakdown by Task and Personnel								
Name	Working Title for Project	Task 1 days	Task 2 days	Task 3 days	Task 4 days	Task 5 days	Task 6 days	TOTALS
Robert Foyle	Principal Investigator	6	2	2	1	3	12	26
Tom Cook	Senior Technical Researcher	10	0	0	10	5	0	25
Ann Hartell	Technical Researcher	100	0	0	10	20	0	130
Katie McDermott	Communications Manager	20	0	0	0	20	0	40
Walt Thomas	Technical Assistant	65	0	0	0	0	0	65
Phil Boyle	Facilitator	0	20	0	0	0	0	20
To be determined	Technical Experts	0	0	14	0	0	0	14
TOTALS		201	22	16	21	48	12	320

Task 1 - Logistics support for commission
 Task 2 - Facilitator
 Task 3 - Experts
 Task 4 - Technical Assistance
 Task 5 - Documentation
 Task 6 - Project Management