CR.010.E.1210

CTrans Draft RFP
Feb. '05

Scope of Services

4.1 General Information

C-TRAN is requesting proposals from qualified firms to complete a comprehensive feasibility study to locate a key transit facility at a proposed development site owned, in part, by Clark College. The development site, which is referred to the Department of Transportation Visitors Center, is located adjacent to I-5 off of McLoughlin Boulevard. The work being requested will include the services listed in section 4.2, Services Required. The general scope of the project includes sufficient analysis to determine the feasibility of C-TRAN acquiring the site described and proceeding with site engineering and design for the construction and modification of the existing building to accommodate a small operator lounge with restrooms and supervisors work space similar to that proposed for the 99th St. Transit Center project. The facility should also provide a covered waiting area for passengers, construction of a passenger loading area or platform external to the building, and configuring the parking area to accommodate the staging and circulation of buses. All design work should include opportunities for enhanced security through design with a goal of minimizing the need for full time, on-site security staff. Substantial work may be required at the access driveway into the property to allow for ingress and egress of the transit vehicles. Adequate study results and the necessary documentation is needed for C-TRAN to proceed with the solicitation of proposals to conduct a site specific environmental assessment and complete the necessary architectural and engineering services to develop a final transit center design package that can be shared with Clark College. The feasibility study will include estimates of the cost to design and construct a transit center at the site described. Additionally, the study should identify the minimum operational improvements necessary (minus any passenger or employee amenities) should the need arise to begin using the facility very soon.

4.2 Services Required

4.2.1 Identify all reasonable development options available for C-TRAN to locate the transit operational functions currently occurring at the 7th Street Transit Facility in downtown Vancouver to proposed development site located at Clark College. The options identified will include the modification of the existing building located at the site to accommodate a Coach Operator break room and appropriate office space similar to that proposed for 99th Street. The grounds will require reconstruction to accommodate a covered passenger boarding area, passenger boarding platform, bus bays, bus layover area, and the necessary bus circulation at the platform and in and out of the site. In conjunction with the visitor's center site development, the consultant will examine and provide recommendations regarding a bus-only link from the site onto I-5, a bus-only link from the site through the Veteran's Administration property adjacent to the proposed transit center location to access 4th Plain Blvd or Ft. Vancouver Way and a small bus or pedestrian path leading to Ft. Vancouver Way and/or the central campus area. Coordination will be required with the Washington State Department of Transportation, the City of Vancouver, the Veteran's Administration, surrounding neighborhood associations, Clark County, and Clark College.

4.2.2 The consultant will become familiar with the 7th Street Transit Center site selection study that was completed by Perteet Engineering in late 2004 and factor all appropriate information in completing the feasibility study and conceptual design work at the Clark College site. Additional work associated with the 7th Street location will not be necessary; however, factoring the information and the extensive work completed as a part of that study will be helpful in determining site development issues with the Clark College site.

4.2.3 For each site development alternative identified, the following information should be addressed providing conceptual design information, preliminary engineering issues, potential building concepts, and projected costs to accommodate each item: minimum:

- Ease of access and circulation by C-TRAN transit vehicles, up to a 40-foot transit coach
- Operational impacts to existing street intersections at key access locations and along key access routes for the sites and options being evaluated
- Discuss the ability to locate a "kiss-n-ride" access point along McLoughlin Boulevard.
- Analyze pedestrian access to the Clark College site and ensure that there are no restricting ADA barriers.
- Remodeling of the existing building and the flexibility and ease of use for customers, operations, and operators
- Ability of the development site to accommodate C-TRAN's current bus transferring activity and route realignments to accommodate all routes currently using the 7th Street Transit Center.
- Analysis of the transfer environment—average and peak wait time for transfers, ambient and peak noise levels, air quality assessment for waiting patrons, site lighting assessment, emergency service/security access.
- Ability to adequately disperse routes to minimize complaints associated with frequent bus traffic.
- Restrictions, easements, covenants, and other encumbrances on the property at the proposed development site to effectively operate C-TRAN service at the proposed Clark College site on a temporary and short term basis while permanent improvements are underway.
- Issues or factors that must be considered in operating at the site over the long-term. This may include assessing future widening of I-5, the possibility of a high capacity transit route alignment in the area, and Clark College expansion plans.
- Identify the recommended improvements along Fort Vancouver Way such as passenger shelters, pedestrian path, lighting, bus stop pads, etc.). Pedestrian safety along this corridor is of the highest priority
- Description of recommended utility improvements at the proposed site including security improvements, lighting, telephone service, fiber optic to support the installation of Intelligent Transportation System technology, surveillance systems, etc.

- Concepts for providing sidewalks, signage, road alignments, street lighting, and fencing at the development site and in areas between the proposed transit center and the McLoughlin, access to the Veteran's Administration property, to Clark College facilities, both via bus as well as pedestrian networks.
- Identify all possible environmental impacts
- Identify the cost to purchase or secure a long-term lease of the property in question
- Identify potential neighborhood impacts
- Identify issues and service impacts in relocating the downtown Vancouver transit center to Clark College (factor information provided in the 7th Street Site Selection Study at minimum)
- Potential development impacts to Clark College if a transit center is located at the proposed site. This would include considering traffic, air quality, and noise impacts of buses operating in the area at the level currently present at the 7th Street Transit Center
- Factor the benefits of locating a transit center at Clark College including the improved service available to students and faculty, potential ridership growth, congestion mitigation, concurrent benefits, and assistance it provides in Clark College having to substantially expand parking capacity in the future to accommodate student enrollment- identify an approach to scheduling service that minimizes the impact bus service and bus connections will have to the neighboring community in terms of bus traffic, platooning of buses on area streets, traffic through residential areas, etc. This assessment could include reviewing the benefits and problems associated with a pulsing system, timed transfer, or cascading schedule as is currently operated at the downtown transit center.
- Identify all accessibility issues present at the proposed development site and determine whether there are limitations to developing a transit facility that is fully compliant with the requirements set forth in the Americans with Disabilities Act of 1990 as they relate to the development of a public transportation facility.
- The analysis must include assessment of the accessibility within a ½ mile radius of the site and option being evaluated. This should include the pedestrian and bicycle network, the location and accessibility of likely destinations, "permeability" of existing land uses which surround the proposed site and service option, and the relative security and safety of both the transit center site, and access to/from that site.
- The location of this transit center will necessitate that routes become realigned on different corridors and that riders will adjust to the new routes. Taking that into consideration, recommendations for new and future super-stops will be required to adjust for logical transfer points throughout the downtown transit service area.
- Review C-TRAN's 2003 Bus Stop Guidelines manual to determine requirements for developing bus stops along Ft. Vancouver Way or in the area of the College or transit center.

- Bicycle parking/lockers will be necessary at this site.

4.2.4 For each site alternative, the consultant should prepare a preliminary site plan. The site plan shall illustrate structures, parking areas, traffic patterns, landscape areas, drainage, and utilities for both a temporary use of the site while permanent improvements are being done as well as a site plan that depicts the final layout of the transit center when work has been completed.

4.2.5 Prepare a report compiling all the information gathered in preceding paragraphs (4.2.1 through 4.2.4) describing the process that was used to develop and evaluate the alternatives developed for the Clark College site. References to all data sources should be included in the report. Also, a section should be included describing the proposed route alignment for each C-TRAN route that will access the proposed transit center. A map showing the College, neighboring communities, local streets, and the route patterns should be included in the report. A section identifying the layout of the transit center on the visitor's center site must also be included in the report. As a part of preparing final report, the consultant should define the criteria used for evaluating specific development concepts and recommendations. The initial report shall be submitted to C-TRAN for review before a final report is published. Comments from C-TRAN will be returned to the consultant and a final report shall be issued by the consultant. The consultant shall provide an electronic copy of the draft report as well as two printed copies. The final report and all supporting conceptual designs, maps, facility concepts, etc. shall be provided in an electronic copy as well as seven bound copies.

4.2.6 The consultant will obtain all required GIS data or will make contact with other jurisdictions to obtain GIS data.

4.3 C-TRAN Responsibilities

4.3.1 C-TRAN will be responsible for providing direction to the consultant. C-TRAN's project manager for this work is Dave Hurt, Capital Project Supervisor. Following contract award all communication shall be directed to him.

4.3.2 C-TRAN staff will provide all necessary information regarding C-TRAN's 7th Street Site Selection Study, C-TRAN's Bus Stop Guidelines, current route and schedule information, services provided at the downtown transit center, operational data and information, facility requirements, and provide technical support and guidance as needed to assist the consultant in completing this project requirements.

Provide access as needed to transit center sites.

4.4 Time of Performance

The selected consultant is expected to provide a draft feasibility study report that addresses each task identified in the Scope of Services including conceptual development and design information within the 60-day period following the award of contract. A final report shall be

completed within 30 days of completing the draft report. A cost-loaded schedule showing, at a minimum the evaluation of the site development alternatives, the preparation of a draft report, and the final report shall be included with the submittal. Please allow two weeks for C-TRAN review of any submittal.

4.5 Progress Reports

The consultant will be required to provide a weekly progress report to the Project Manager throughout the performance of the work. An e-mail communication will be acceptable. Periodic meetings with the Project Manager and the appropriate operations and customer staff will be required as alternatives are explored. The weekly progress report will highlight the progress being made on the tasks outlined in the Scope, identify any problems or obstacles impacting the performance of the work, list all meetings that have occurred with project stakeholders including the City of Vancouver, Clark College, Vancouver Police Department, neighborhood groups, the Veteran's Administration, Clark County, WSDOT, or other entities that may have interest in this project, and provide an update on the projected completion date for all work.