



Interurban Transit Partnership

Planning & Technology Committee Members

Mayor Rosalynn Bliss

Jack Hoffman

Robert Postema

Terry Schweitzer (Chair)

Paul Troost

Citizen Members:

Ryan Anderson

Dave Bulkowski

PLANNING & TECHNOLOGY COMMITTEE MEETING

Monday, May 9, 2022 – 8:30 a.m.

Rapid Central Station Conference Room (250 Grandville Avenue, SW) | Virtual Meeting

AGENDA

	<u>PRESENTER</u>	<u>ACTION</u>
1. PUBLIC COMMENT		
2. MINUTES REVIEW – March 17, 2022	Terry Schweitzer	Review
3. DISCUSSION		
a. Transit Master Plan (TMP) Scope of Work Outline Review	Nick Monoyios	
b. Finalize Agenda for May 18, 2022, Board Planning Workshop	Nick Monoyios	
c. Updates – Laker Line, TDM Study, Division United	Nick Monoyios	
d. Technology Initiatives Update	Andy Prokopy	
e. APTA Debrief, Mobility Conference	Clapp/Prescott/Dillivan	
4. ADJOURNMENT		

Next meeting: July 9, 2022



Future Planning & Technology Committee Members

Mayor Rosalynn Bliss

Jack Hoffman

Robert Postema

Terry Schweitzer (Chair)

Paul Troost

Citizen Members:

Ryan Anderson

Dave Bulkowski

PLANNING & TECHNOLOGY COMMITTEE MEETING MINUTES

Thursday, March 17, 2022 – 8:30 a.m.

Rapid Central Station Conference Room (250 Grandville Avenue, SW) | Virtual Meeting

ATTENDANCE:

Committee Members Present:

Jack Hoffman, Robert Postema, Terry Schweitzer, Dave Bulkowski, Ryan Anderson

Committee Members Absent:

Mayor Bliss, Paul Troost

Staff Attendees:

Bill Kirk, James Nguyen, Linda Medina, Deron Kippen, Jason Prescott, Mike Wieringa, Kevin Wisselink, Steve Luther, Kris Heald, Andy Prokopy, Steve Schipper, Deb Prato, Max Dillivan

Other Attendees:

Mr. Schweitzer called the meeting to order at 8:34 a.m.

1. PUBLIC COMMENT

No Public Comment Offered

2. MINUTES January 10, 2022

Meeting Minutes were accepted as submitted

3. Information

a. Ellsworth/Rapid Central Station Renovation (RCS)

Mr. Schipper gave a brief high-level report of the plans to renovate 300 Ellsworth and RCS. Mr. Schipper indicated Ms. Prato previously emailed the Board information and drawings with the current renovation plans. The Rapid had previously approved plans which were halted two (2) years ago. The Rapid team has now re-envisioned those plans and will move forward. Mr. Anderson asked if the change in the administrative space is coupled with any changes to working and movement toward a more flexible hybrid space? Mr. Schipper replied there is flexibility and there is room for growth. Mr. Schweitzer asked if The Rapid has room to grow vertically in the future? Mr. Schipper replied there is a vacant third floor. Currently, The Rapid could only add a small space near the loading dock. Ms. Prato added she was contacted by Ms. Coffman on behalf of the Kellogg Foundation and their daycare partner, indicating the Foundation was interested in discussing the available space at RCS. Mr. Bulkowski added the airspace over RCS is very valuable as national developers are now looking at our region.

b. Busch Drive Property Acquisition

Mr. Schipper reported The Rapid has executed a purchase agreement. The Rapid estimates a closing in late June and to take possession no later than September 15, 2022. Concurrent with the property purchase The Rapid is also in the process of soliciting proposals for our contracted demand response/paratransit service.

Mr. Hoffman asked how much we are saving? Mr. Schipper indicated The Rapid saved approximately 15% - 20% of the capital budget line item by purchasing this property versus other properties The Rapid toured. Mr. Hoffman inquired if there was room for expansion. Mr. Schipper advised that the property is 7.9 acres with room to expand. Mr. Schweitzer asked about the possibility of a training facility. Mr. Schipper responded indicating there is an opportunity for a large parking lot with training space.

c. Transit Master Plan (TMP)

Mr. Monoyios started with a brief recap of the February Board Retreat discussion. Mr. Monoyios began his prepared slideshow (attached) by discussing:

- TMP Process/roles and responsibilities
- TMP Steering Committee Draft Roster – Discussion
- TMP Technical Advisory Committee Draft Roster – Discussion
- Review of FY2020 Local Funding Revenues compared to peer transits
- Review of FY2020 Local Per Capital Funding compared to peer transits
- Discussion of local funding strategies employed in other states in support of public transportation
- Review of Transit Master Plan timeline
- Review of upcoming transportation sector conferences.

Mr. Hoffman said the draft Steering Committee roster looks good. Mr. Bulkowski stated he is very excited about the possibilities as well as framing the need concerning community prosperity and community mobility. Mr. Schweitzer asked about Grand Valley State and inquired if The Rapid will include students or the administration? This request was noted and confirmed Grand Valley students are an important stakeholder in this process. Mr. Anderson inquired if the steering committee list was meant to capture the consumer or the destination. Mr. Bulkowski added he would like to see GRPS changed to Kent Intermediate School District. Mr. Bulkowski inquired about engaging high schools such as Wyoming or Kentwood Public schools. Mr. Hoffman inquired if all the metro councils from outside the county are on the list? Mr. Monoyios indicated it is a question of scope and manageability. Mr. Schweitzer asked about Hope Network and how will they be brought into the conversation. Both Mr. Schweitzer and Mr. Monoyios agree Hope Network is a partner.

Mr. Monoyios concluded by thanking the committee for their input and continued support of this process as we continued to develop the scope. At the next Board Meeting, we will again review the Transit Master Plan timeline.

d. Transportation Demand Management (TDM) Study

Mr. Monoyios reported he attended a kickoff meeting. The group is reviewing data, identifying stakeholders, and determining the public process. Mr. Schweitzer is also on the team and indicated the consultant assisting this effort has a great deal of experience with larger cities with severe congestion, which will be beneficial in the study.

e. Division United Update

Mr. Monoyios said The Rapid is seeking appropriate grant opportunities to work with the three cities to actively participate in Division United. Mr. Schweitzer stated one of the activities related to Division United is a planned annual demonstration event day. This day would promote projects that could be designed along the corridor and will serve to promote the discovery of new possibilities. The demonstration will also include addressing some of the current housing issues.

f. Mobility Summit – Precursor to TMP

Mr. Monoyios stated that years ago we had a Mobility Summit where The Rapid invited a panel of industry experts to the Kroc Center. There is interest on the part of The Rapid to repeat this process. Mr. Bulkowski stated his interest and discussed suggestions on how to generate community engagement. There will be more discussion on this topic in the upcoming months.

Mr. Monoyios also informed the Committee of upcoming trade conferences.

4. ADJOURNMENT

This meeting was adjourned at 9:33 a.m.
The next meeting is scheduled for May 9, 2022

Respectfully submitted,



Kris Heald, Board Secretary

Date: May 9, 2022
To: Planning & Technology Committee
From: Nicholas Monoyios, Planning Department
Subject: TRANSIT MASTER PLAN (TMP) SCOPE OF WORK OUTLINE REVIEW

DISCUSSION

Below is a draft outline for the staff recommended tasks to be included within the TMP Scope of Work. The Scope of Work will be included as part of the TMP Request for Proposals (RFP) and is used to inform both the intended tasks and documentation deliverables required for inclusion in the TMP. The final list of tasks will include thorough descriptions in the Scope of Work and have their associated deliverables identified. The resulting documents will be assembled for composition into the final TMP.

Staff requests consideration of this task outline and seeks confirmation and/or any additional input from the Planning & Technology Committee for inclusion in the final draft.

RECOMMENDED TASKS

1. DEVELOP PROJECT MANAGEMENT PLAN, PROCEDURES AND PROJECT SCHEDULE
 - a. Establish *Guiding Principles and Goals & Objectives* from ITP Board
 - b. Establish regional study area as Kent County and adjacent jurisdictions
 - c. Identifies procedural structures for all Committees, Focus Groups, and the Project Team
 - d.

2. DEVELOP A PUBLIC INVOLVEMENT PLAN (PIP) & STAKEHOLDER OUTREACH STRATEGY
 - a. All Tasks/Deliverables will include public involvement
 - b. Ensure PIP and outreach strategy will accurately be representative of study area demographics
 - c.

3. ANALYZE EXISTING AND FUTURE CONDITIONS
 - a. Review of existing plans (i.e. 2010 TMP, Align Study, COA, Division United, Facilities Master Plan, Rapid Capital Improvement Plan, Municipal Master Plans, 2040 GVMC LRTP, etc.)
 - i. TDM & Rapid Tech Needs Study – concurrent studies with TMP timeline
 - b.
4. EXAMINE REGIONAL CONNECTIVITY NEED/PROPENSITY AND MARKET ANALYSIS
 - a. Gap Analysis
 - b. Multi-modal evaluation (i.e., includes fixed route, express, enhanced, On-Demand, Demand Response, micromobility, etc.)
 - c. Separate recommendations both within and outside of current system area
 - d.
5. TRANSIT PEER REVIEW AND INTERVIEWS
 - a. Operating/capital revenue sources
 - b. Fare Structures
 - c. Policies for service outside of funding authority
 - d.
6. CONDUCT MODAL AND REGIONAL CORRIDOR ANALYSES
 - a. Corridors extending beyond the current system area
 - b.
7. WEST MICHIGAN EXPRESS
 - a. Feasibility study to analyze existing and future demand through data models and forecasting to recommend service characteristics and operational/capital needs & funding sources for fiscally sustainable revenue operations.
 - b. Can proceed independently from other TMP deliverables
 - c.
8. DEVELOP REGIONAL SERVICE PLANNING GUIDELINES, POLICIES, AND PERFORMANCE MEASURES
 - a. Metrics to define indicators for phased service adjustment/implementation
 - b.

9. FLEET/FACILITIES NEEDS TO ACCOMMODATE IMPLEMENTATION STRATEGY
 - a. Includes multi-modal vehicles, storage & maintenance facility needs, park-and-ride lots, hub stops, bus stop infrastructure/amenitization, customer tech applications
 - b.

10. ADMINISTRATIVE EVALUATION
 - a. Assess recommended staffing levels for successful implementation
 - b.

11. JOINT DEVELOPMENT OPPORTUNITIES
 - a. Explore best practices and feasibility for joint development and public/private partnerships
 - b.

12. PHASED PRIORITIZATION IMPLEMENTATION STRATEGY – ROAD MAP
 - a. Define checkpoints to determine pace and direction of phased implementation
 - b. Effective Communication/External Relations Strategies for implementation (i.e. campaign best practices)
 - c. Includes Change Management Plan – to ensure effective continuity of TMP execution
 - d.

TMP PROCESS | ROLES & RESPONSIBILITIES

