



TO: Planning & Stakeholder Relations Committee
Jessica Walls-Lavelle
Ann Ogoreuc
Stephanie Turman

FROM: John Tague, Jr., Committee Chair

DATE: September 15, 2020

SUBJECT: Planning & Stakeholder Relations Committee – September 17, 2020

The next meeting of the Planning & Stakeholder Relations Committee is scheduled for Thursday, September 17, 2020, being held virtually via WebEx and conference call-in at 8:30am. The preliminary agenda is as follows:

1. Approval of Minutes of the July 16, 2020 Planning & Stakeholder Relations Committee
2. BRT Project Update (David Huffaker)
3. November 2020 Service Changes due to COVID-19 Impacts (Phillip St. Pierre)

Proposed Resolution:

- a) Authorization to Extend and Amend the Agreements for General Planning Services (David Huffaker)
4. Adjourn

cc: Other Port Authority Board Members

**Planning and Stakeholder Relations Committee
Minutes
July 16, 2020**

The meeting was called to order at 8:30 am in Port Authority's Neal H. Holmes Board Room at 345 Sixth Avenue, Fifth Floor, Pittsburgh, with the following in attendance:

Via WebEx Board Committee Members

John Tague, Jr., Chairman

Jessica Walls-Lavelle

Ann Ogoreuc

Stephanie Turman

Board Members and Solicitor

Sandy Garfinkel, Esq.

Robert Hurley

Jennifer Liptak

Representative Lori Mizgorski

Michelle Zmijanac

Opening Remarks

Mr. Tague, Committee Chair, opened the meeting and welcomed those in attendance.

Approval of Minutes from the June 18, 2020 Planning and Stakeholder Relations Committee Meeting

Mr. Tague asked Committee members if there were any corrections to the minutes. There were none and members approved the minutes.

Mr. Tague made a statement: He would like to thank Ms. Kelleman for her leadership on the increased community engagement.

Authorization to amend Port Authority of Allegheny County Transit Service Standards (D. Huffaker and P. St. Pierre)

Mr. Huffaker, Chief Development Officer, provided a brief overview of the three items on the agenda today and their all related to each other and there is a logical flow to them.

1. First, we will have our Transit Service Standards, that our document provides the guidelines for how we provide service;
2. then we have an annual process where we review those standards and then have the board adopt those standards. Those standards guide our service decisions and we do have a set of proposed service changes that we are looking at for the November service changes based on those service

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standards. Presuming that those service standards get approved then we would take forward the action for the actual service changes;

3. Then based on those service changes do a Title VI analysis of those proposals to ensure that we are abiding by the strictures of our Title VI program.

Mr. St. Pierre, Director, Service Planning and Scheduling, discussed the first item on today's agenda.

1. Amending the Transit Service Standards. Last month I gave a preview of the changes we would like to make in FY2021 by adding weekend service. As part of the committee packet is exhibit A, which is the amended update to Transit Service Standards. The only addition can be found on page 15 which establishes the minimum standards for local coverage and rapid route for daily service. Currently our rapid routes are operating seven days a week and we do have some local and coverage routes that are not operating seven days a week whether it be five days or six days to include Saturdays. With these new minimum standards, we would like to get these local and coverage routes to be operating on daily service. Commuter service that is typically a service that is focused on AM and PM peak during the weekdays so that minimum service will be set at weekday service. There is some language as part of the amendment that explains that there may be some differences in the weekday versus weekend routing, depending on the needs of the communities and doing the analysis to make sure that we are providing efficient, effective and equitable transit service. There may be locations along a route that may be closed on Saturday and Sundays so there may be some modifications to that route that is why that language is in there to provide a little bit of flexibility versus weekend and weekday routing.

Today I respectfully request to advance this resolution to adopt this amendment to 2019 Transit Service Standards. Mr. Tague asked for a motion to move to the full board and committee members approved.

November 2020 Major Services Changes (P. St. Pierre)

Mr. St. Pierre discussed the FY2021 proposed major service changes. We are tentatively planning to implement these in November 2020. All the changes are additions of weekend service with an extension to the Route 2. Adding Sunday service on multiple routes but also adding Saturday and Sunday service for a variety of routes that are listed on the slide here. We are very excited to getting weekend service on these routes and feel this is a very big benefit to these communities.

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Our goal was to address gaps in our service, weekend service was one gap that we really wanted to address. We were also looking to expand to nighttime service and provide transit to employees in the service industry that may not work the typical nine to five. We are very excited to add this service and work towards seeing the benefits in the communities, as the COVID 19 situation has progressed and highlighted gaps in service. We are excited to get this going hopefully in November 2020.

All major service changes require a TITLE VI analysis as part of our TITLE VI program. Because these are service additions, the analysis has shown there is no adverse impacts or adverse effects on dispersed impact for minority populations or proportionate burden on low income population.

As you can see in the slide presented today these service additions show an increase of service for 93% more than the comparable service area in the county for the minority populations and also 168% increase in service compared to the rest of the County for low income populations. So, the TITLE VI has been presented and the analysis includes as required for dispersed impact for minority populations this proportionate burden for low income population and as a result to these service additions.

There are no adverse effects to the service area or to the populations so today we would like to set forth a motion to formally approve the TITLE VI analysis with the November service changes. Mr. Tague asked for a motion to move to the full board and committee members approved.

Questions from Board Members and Others

1. Mr. Tague asked with the equity piece with other groups that are part of our equity equation and we look at the TITLE VI, do you look at other groups at the same time?
 - a. Mr. St. Pierre answered, "Yes, "that is correct, we do have an extensive equity analysis for the TITLE VI portion, and these are the two required populations that need to be analyzed. Since these are service additions, we did not do the extensive analysis. If we are going to do service reductions, then we would want to include all data points that are part of our equity analysis to make sure that there is no adverse impacts on any of the populations that we are trying to provide equitable service to.

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2. Ms. Wiens (Stakeholder PDP) we are thrilled about this proposal to extend weekend service to these routes and many of these are routes we have been calling for over the last several years. When will we have a sense of service frequency and service span of those routes?
 - a. Mr. St. Pierre answered we should know before the service changes; we are obviously going to use our transit service standards as a minimum. As we build these routes in our scheduling software, we may find efficiencies where we can have faster frequency than our minimums in our Transit Service Standards. Prior to the implementation of this service we can provide what those schedules will be and the what the span of service would be given an example of the schedule. I would probably say a couple of months before we can present on that. We will present to ACTC and CAT Committees to make sure they are aware, and we can also provide it to your organization as well.

November 22, 2020 - SUMMARY OF SERVICE CHANGES

Pick effective Sunday, November 22, 2020.

ROSS DIVISION

<u>ROUTE(S)</u>	<u>DESCRIPTION</u>	<u>REASON</u>
1 (Weekday)	The schedule is completely revised; additional trips have been added. Most trip times have changed.	Covid-19 Response Plan
1 (Saturday)	The schedule is completely revised; additional trips have been added. Most trip times have changed.	Covid-19 Response Plan
1 (Sunday)	The schedule is completely revised; additional trips have been added. Most trip times have changed.	Covid-19 Response Plan
2 (Weekday)	Some trip times have been adjusted.	Covid-19 Response Plan
2 (Saturday)	New variants (IW & OW) established; service is extended to North Hills Village	Annual Service Plan
2 (Sunday)	New variants (IW & OW) established; service is extended to North Hills Village	Annual Service Plan
4 (Weekday)	The schedule is completely revised; AM and PM peak service is reduced.	Covid-19 Response Plan
8 (Weekday)	The schedule is completely revised; AM and PM peak service is reduced.	Covid-19 Response Plan
12 (Weekday)	The schedule is completely revised; additional trips have been added. Most trip times have changed.	Covid-19 Response Plan
12 (Saturday)	The schedule is completely revised; additional trips have been added. Most trip times have changed.	Covid-19 Response Plan
12 (Sunday)	The schedule is completely revised; additional trips have been added. Most trip times have changed.	Covid-19 Response Plan
14 (Weekday)	The schedule is completely revised; AM and PM peak service is reduced.	Covid-19 Response Plan
16 (Weekday)	The schedule is completely revised; AM and PM peak service is reduced.	Covid-19 Response Plan
19L (Weekday)	Schedule is completely revised to 30 minute frequency	Covid-19 Response Plan

November 22, 2020 - SUMMARY OF SERVICE CHANGES

Pick effective Sunday, November 22, 2020.

ROSS DIVISION

<u>ROUTE(S)</u>	<u>DESCRIPTION</u>	<u>REASON</u>
01 (Weekday)	Schedule is completely revised to 30 minute frequency	Covid-19 Response Plan

DRAFT

November 22, 2020 - SUMMARY OF SERVICE CHANGES

Pick effective Sunday, November 22, 2020.

COLLIER DIVISION

<u>ROUTE(S)</u>	<u>DESCRIPTION</u>	<u>REASON</u>
20 (Saturday)	Service established; 8:00 am to 8:00 pm	Annual Service Plan
22 (Weekday)	Schedule is completely revised to 45 minute frequency	Covid-19 Response Plan
22 (Sunday)	Service established; 10:00 am to 6:00 pm	Annual Service Plan
26 (Weekday)	Schedule is completely revised to 30 minute frequency	Covid-19 Response Plan
27 (Weekday)	Schedule is completely revised to 30 minute frequency	Covid-19 Response Plan
29 (Saturday)	Service established; 8:00 am to 8:00 pm	Annual Service Plan
31 (Weekday)	Schedule is completely revised to 30 minute frequency	Covid-19 Response Plan
36 (Weekday)	Schedule is completely revised to 60 minute frequency	Covid-19 Response Plan
38 (Weekday)	Schedule is completely revised to 30 minute frequency	Covid-19 Response Plan
39 (Weekday)	Schedule is completely revised to 30 minute frequency in the AM and 20 minute frequency in the PM.	Covid-19 Response Plan

November 22, 2020 - SUMMARY OF SERVICE CHANGES

Pick effective Sunday, November 22, 2020.

COLLIER DIVISION

<u>ROUTE(S)</u>	<u>DESCRIPTION</u>	<u>REASON</u>
39 (Sunday)	Service established; 10:00 am to 6:00 pm	Annual Service Plan
40 (Weekday)	Schedule is completely revised to 60 minute frequency	Covid-19 Response Plan
41 (Weekday)	Schedule is completely revised to 30 minute frequency	Covid-19 Response Plan
43 (Weekday)	Schedule is completely revised to 60 minute frequency	Covid-19 Response Plan
44 (Weekday)	Trips added to early AM and PM peak	Covid-19 Response Plan
G3 (Weekday)	Schedule is completely revised to 30 minute frequency	Covid-19 Response Plan
G31 (Weekday)	Schedule is completely revised to 30 minute frequency	Covid-19 Response Plan

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WEST MIFFLIN DIVISION

<u>ROUTE(S)</u>	<u>DESCRIPTION</u>	<u>REASON</u>
51 (Weekday)	Trips added early AM	Covid-19 Response Plan
57 (Weekday)	Schedule completely revised to 30 minutes frequency at peaks and 45 minutes off peak.	Covid-19 Response Plan
59 (Weekday)	Schedule is completely revised to 30 minute frequency	Covid-19 Response Plan
60 (Sunday)	Service established; 10:00 am to 6:00 pm	Annual Service Plan
65 (Weekday)	Schedule is completely revised to 60 minute frequency	Covid-19 Response Plan
53L (Weekday)	Schedule is completely revised to 30 minute frequency	Covid-19 Response Plan
P3 (Weekday)	Schedule is completely revised to 15 minute frequency	Covid-19 Response Plan
P7 (Weekday)	Schedule is completely revised to 30 minute frequency, some reverse trips have been reduced.	Covid-19 Response Plan
P76 (Weekday)	Schedule is completely revised to 30 minute frequency	Covid-19 Response Plan
Y1 (Weekday)	Schedule is completely revised to 60 minute frequency	Covid-19 Response Plan
Y45 (Weekday)	Schedule is completely revised to 60 minute frequency	Covid-19 Response Plan
Y46 (Weekday)	Schedule is completely revised to 45 minute frequency	Covid-19 Response Plan
Y47 (Weekday)	Schedule is completely revised to 45 minute frequency	Covid-19 Response Plan

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WEST MIFFLIN DIVISION

ROUTE(S)
Y49
(Weekday)

DESCRIPTION
Schedule is completely revised to 45 minute frequency

REASON
Covid-19 Response Plan

DRAFT

November 22, 2020 - SUMMARY OF SERVICE CHANGES

Pick effective Sunday, November 22, 2020.

EAST LIBERTY DIVISION

<u>ROUTE(S)</u>	<u>DESCRIPTION</u>	<u>REASON</u>
58 (Weekday)	Schedule rewritten for 60 minute headway.	Covid-19 Response Plan
67 (Weekday)	AM and PM peak schedule adjusted; schedule rewritten for 30 minute headway. Numerous trips adjusted.	Covid-19 Response Plan
74 (Sunday)	New service day added; schedule written for 60 minute headway from 9:00 am to 6:00 pm.	Annual Service Plan
87 (All Days)	New Downtown routing and terminus established via 12th Street, Penn Avenue, 7th Street and Liberty Avenue.	
87 (Weekday)	The schedule is completely revised; AM and PM peak schedule rewritten for 15 minute trunk headway (30 minutes on Morningside and Stanton Heights branches).	
88 (Weekday)	Schedule rewritten for 30 minute headway throughout the day.	Covid-19 Response Plan
89 (Weekday)	Schedule rewritten for 60 minute headway, span of service extended to 11:00 pm.	Covid-19 Response Plan
P1 (Weekday)	Schedule is completely revised to 6-8 minute frequency	Covid-19 Response Plan
P10 (Weekday)	Schedule is completely revised; AM and PM peak schedule rewritten for 20 minute headway.	Covid-19 Response Plan
P12 (Weekday)	Schedule is completely revised; AM and PM peak schedule rewritten for 30 minute headway.	Covid-19 Response Plan
P16 (Weekday)	Schedule is completely revised; AM and PM peak schedule rewritten for 30 minute headway.	Covid-19 Response Plan
P2 (Weekday)	Schedule is completely revised to 8 minute frequency	Covid-19 Response Plan
P67 (Weekday)	Schedule is completely revised; AM and PM peak schedule rewritten for 30 minute headway.	Covid-19 Response Plan
P71 (Weekday)	Schedule is completely revised; AM and PM peak schedule rewritten for 30 minute headway.	Covid-19 Response Plan
P78 (Weekday)	Schedule is completely revised; AM and PM peak schedule rewritten for 20-30 minute headway.	Covid-19 Response Plan

November 22, 2020 - SUMMARY OF SERVICE CHANGES

Pick effective Sunday, November 22, 2020.

SOUTH HILLS VILLAGE DIVISION

<u>ROUTE(S)</u>	<u>DESCRIPTION</u>	<u>REASON</u>
All Routes (Weekday)	Two-car trains will not be included in the pick.	Covid-19 Response Plan
Blue Line (Weekday)	AM and PM peak service is completely revised; schedules rewritten for 20 minute headway.	Covid-19 Response Plan
Blue Line (All Days)	Mid-day and evening trip times revised to avoid routing conflicts between Overbrook Junction and Washington Junction interlockings.	Schedule Department Request
Red Line (All Days)	All trips will serve South Hills Village (IA and OA variants); all reliefs are scheduled to occur at Village Terminal (VTLT).	Covid-19 Response Plan; Schedule Committee and Division request
Red Line (Weekday)	The schedule is completely revised; AM and PM peak schedules rewritten for 10 minute headway.	Covid-19 Response Plan
Silver Line (Weekday)	AM and PM peak service is completely revised; schedules rewritten for 20 minute headway.	Covid-19 Response Plan
Silver Line (Weekday)	AM and PM peak and peak shoulder Washington Junction short trips (A variant) have been removed.	Removal of two-car trains from the schedule
Silver Line (All Days)	Mid-day and evening trip times revised to avoid routing conflicts between Overbrook Junction and Washington Junction interlockings.	Schedule Department Request

SUMMARY OF RESOLUTION

Authorization to Extend and Amend Agreements for General Planning Services

In April 2016, Port Authority of Allegheny County (Authority), in accordance with its Board-adopted Procurement Policy and Procedures for Competitive Negotiations for Professional and Technical Services, issued Request for Proposals No.16-10 to obtain firms to provide general planning services (Services) that can be utilized on an as-needed basis. Services under the agreements are in the categories of Urban Planning, Economic Analysis and Environmental Planning.

In August 2016, the Authority's Board authorized the award of agreements (Agreements) to Community Solutions Group, a GAI Consultants, Inc. Service Group and WSP USA Inc., to provide Services for an initial term of four years for a total not-to-exceed amount of \$3,080,000, to be allocated on an as-needed basis through task specific work orders. Agreements also contain one additional option year to be exercised by the Authority in its sole discretion.

To date, Services performed by Community Solutions Group, a GAI Consultants, Inc. Service Group and WSP USA Inc., have been satisfactory and in compliance with Agreements.

The initial four-year term of Agreements expires on October 31, 2020. The Authority has determined that it is in its best interest to exercise the option year, extending the term of Agreements to October 31, 2021, with no increase to the total not-to-exceed amount, in order for Services to continue to be performed.

The resolution authorizes an amendment to Agreements to extend the term of Agreements for one additional year to October 31, 2021, with no increase to the total not-to-exceed amount.

RESOLUTION

WHEREAS, Port Authority of Allegheny County's (Authority) Board, following issuance of Request for Proposals No.16-10, authorized the award of agreements (Agreements) to Community Solutions Group, a GAI Consultants, Inc. Service Group and WSP USA Inc., to provide general planning services (Services) for an initial term of four years for a total not-to-exceed amount of \$3,080,000; and

WHEREAS, Agreements provide for an option to extend the term of Agreements for up to one additional year at the sole discretion of the Authority; and

WHEREAS, the initial four-year term of Agreements expires on October 31, 2020; and

WHEREAS, Services performed by the contractors have been satisfactory and in compliance with Agreements; and

WHEREAS, the Authority has determined that it is in its best interest to exercise the option year and extend the term of Agreements to October 31, 2021; and

WHEREAS, the Authority has also determined that no increase to the previously authorized total not-to-exceed amount is necessary.

NOW, THEREFORE, BE IT RESOLVED, that the chief executive officer and/or chief development officer be, and hereby are, authorized to execute an amendment to Agreements with Community Solutions Group, a GAI Consultants, Inc. Service Group and WSP USA Inc., in a form approved by counsel, to extend the term of Agreements for one additional year to October 31, 2021, with no increase to the total not-to-exceed amount for Agreements, and to take all such other actions as may be necessary and proper to carry out the purpose and intent of this resolution.