

Gila County Transit Governance Study

SCOPE OF WORK

Task 1: Refine Scope of Work

Approach:

Refine Scope of Work including any additional tasks necessary to successfully complete the study.

The project management team will review and revise the scope, schedule, and budget. Refinements may include schedule adjustments to achieve key milestones, coordination of standing board or council dates, or modifications to scope.

Outcome/Product/Deliverables:

Revised Scope of Work

Task 2: Project Management

Approach:

A. Describe activities that are required to manage the Study including staffing, equipment, and documentation.

B. Provide monthly progress reports to the CAG Transportation Project Manager, documenting travel and expense receipts and prepare and submit invoices.

C. Organize a kick-off meeting, monthly project management team (PMT) meetings, and other identified meetings, with the Partner Agencies and/or the TWG including preparation of associated agendas, supporting data, and summary notes.

D. Identify and maintain contact information for key person interviews, and groups for stakeholder participation.

Outcome/Product/Deliverables:

Project Management Strategy, Monthly Progress Reports, Progress Meeting Materials

Task 3: Stakeholder Participation

Approach:

A. Work with the PMT to finalize the composition of the Technical Working Group (TWG).

B. Work with the TWG to identify stakeholders with whom coordination should occur.

C. Prepare a schedule of TWG meetings, stakeholder interviews, and two stakeholder workshops that should occur throughout the Study process.

D. Prepare a stakeholder participation plan that incorporates the schedule of TWG meetings, stakeholder interviews, and stakeholder workshops, anticipated board, and committee presentations, and other targeted techniques to educate, communicate, and reach consensus among participating agencies.

Outcome/Product/Deliverables:
Stakeholder Participation Plan

Task 4: Existing Transit Services and Governance Structures

Approach:

A. Review transit study documents and results of previous efforts to identify current and future services and operations. Inventory should include all sources of funding currently utilized to provide transit services within Gila County, including existing number of staff , operational numbers, and breakdown of funding (types, amounts – for federal programs and local contributions). This will include 5310, 5311, local match and fare contributions.

B. Identify the functions of the transit services that are desired to be implemented.

Working Paper 1 will include:

- Documentation of existing transit services, previous study recommendations, and transit service functions that are desired to be implemented, including information on operations, routes, and funding sources
- Documentation of existing administration, governance structure, operations, and maintenance practices.

The draft Working Paper 1 will be presented to the TWG for review and comment. The draft will be provided to the TWG at least one week prior to the TWG meeting. Comments will be submitted by the TWG no later than one day prior to the TWG meeting for compilation into a comment response form. The PMT will have one week prior to the TWG distribution to review and provide comment.

CAG Project Manager will distribute TWG meeting invitation and host virtual TWG meeting. AECOM to provide agenda and meeting materials.

Outcome/Product/Deliverables:
Draft and Final Working Paper 1, TWG meeting and materials

Task 5: Governance Peer Agency Review

Approach:

A. The team will present 6-8 potential peer agencies to the TWG for consideration, to narrow down to 4 peer agencies. The team will then analyze the formal structure of four (4) model transit agencies, including historical information, development process, governing and operating structures, funding, and legal authorities. This task should document peer agencies that have the distinctive features similar to Gila County, i.e. agencies that characterizes tribal areas and similar funding mechanism.

B. Prepare an overview of each governance model including changes in the operating structures and funding, strengths, weaknesses, opportunities, and challenges.

The draft Working Paper 2 will be presented to the TWG for review and comment. The draft will be provided to the TWG at least one week prior to the TWG meeting. Comments will be submitted by the TWG no later than one day prior to the TWG meeting for compilation into a comment response form. The PMT will have one week prior to the TWG distribution to review and provide comment.

CAG Project Manager will distribute TWG meeting invitation and host virtual TWG meeting. AECOM to provide agenda and meeting materials.

Outcome/Product/Deliverables:

Peer Agency List, Peer Agency Interview Materials, Peer Agency Summaries, Draft and Final Working Paper 2, TWG Meeting and Materials

Task 6: Governance Assessment and Recommendation

Approach:

A. Based on the results of the Governance Peer Agency Review in Task 5, evaluate how to approach/accomplish the transit services in the Existing Transit Services and Governance Structures of Task 4.

B. Document the effectiveness of each approach including advantages and disadvantages.

C. Identify all sources of funding available for the operation and expansion of transit services including funding opportunities that can be combined or leveraged and in compliance with the rules and regulations of the Federal Transit Administration Section 5310 and 5311 programs.

D. Develop a recommended governance structure including the timing in which it should be implemented.

The draft Working Paper 3 will be presented to the TWG for review and comment. The draft will be provided to the TWG at least one week prior to the TWG meeting. Comments will be submitted by the TWG no later than one day prior to the TWG meeting for compilation into a comment response form. The PMT will have one week prior to the TWG distribution to review and provide comment.

CAG Project Manager will distribute TWG meeting invitation and host virtual TWG meeting. AECOM to provide agenda and meeting materials.

Outcome/Product/Deliverables:

Draft and Final Working Paper 3, TWG Meeting and Materials

Task 7: Governance Implementation Strategy

Approach:

A. Based on the results in the Governance Assessment and Recommendation of Task 6, provide a clear and comprehensive guide on how to implement the governance structure including final acceptance of the Study from the TWG and appropriate recommended governing bodies for approval.

B. Define roles and responsibilities for each agency and any associated assets including the transfer of professional and contractual staff, equipment, capital assets and facilities, necessary agreements, legal issues, and training.

The draft final report will be presented to the TWG for review and comment. The draft will be provided to the TWG at least one week prior to the TWG meeting. Comments will be submitted by the TWG no later than one day prior to the TWG meeting for compilation into a comment response form. The PMT will have one week prior to the TWG distribution to review and provide comment.

CAG Project Manager will distribute TWG meeting invitation and host virtual TWG meeting. AECOM to provide agenda and meeting materials.

The final plan will be presented to Regional Council, Management Committee, City/Town meetings, and the Gila County Board. It is assumed AECOM will prepare materials for the presentation and CAG Project Manager will present at the final meetings, although AECOM may be needed to present or provide support for the Gila County Board of Supervisors, Town of Payson, Town of Star Valley, Town of Miami, City of Globe, Town of Hayden, and Town of Winkelman.

Outcome/Product/Deliverables:

TWG Meeting and Materials, Draft and Final Report (Five (5) bound hard copies and a reproducible original of the Study in PDF format. All meeting summaries and working papers will be included in the appendix of the Study.)

Task 8: Document Title VI Implementation Activities

Approach:

A. Perform a basic Limited English Proficiency 4 factor analysis that includes recommendations and pricing to reduce potential significant impacts in relation to the CAG Title VI Plan.

B. Ensure that the requirements of Title VI and related authorities that include Executive Order 12898, Environmental Justice, are considered and applied in all implementation /operation planning stages in throughout the Study.

C. Provide a technical memorandum documenting compliance and activities with the applicable requirements of Title VI and Environmental Justice as they pertain to this Study.

Outcome/Product/Deliverables:

CAG Title VI Compliance Documentation Memorandum