

Regional Transit Authority

Motion No. 5

A motion of the Board of the Regional Transit Authority for the Pierce, King and Snohomish Counties region authorizing staff to execute Amendment No. 4 to a contract with Parsons Brinckerhoff for Ridership and Financial Modeling & Forecasting Support Services, through King County Department of Metropolitan Services (DMS).

Background:

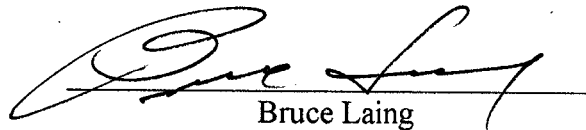
Since the fourth quarter of 1990, Parsons Brinckerhoff has provided transportation demand modeling and forecasting support to the central Puget Sound high capacity transit planning programming. This support, provided through an original contract with Metro (now King County-DMS), has continued while the RTA developed and adopted the Master Plan and Phase I.

The RTA's 1995 budget (six-month period, January 1 - June 30), adopted December 16, 1994 by Resolution No. 45, included \$121,200 to allow continuation of financial and ridership support.

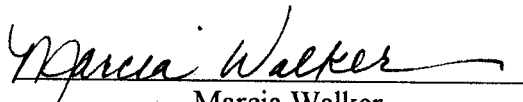
This amendment has a value of \$99,704; within the adopted RTA budget. This amendment includes \$35,000 or 35.1 percent, reserved for Berk & Associates, a local WBE firm. Staff has prepared the attached scope and budget documents for review and consideration by the RTA Finance Committee and RTA Board.

Motion:

It is hereby moved that the Board of the Regional Transit Authority that staff should work with King County - Department of Metropolitan Services to accomplish award and execution of Amendment No. 4 to a contract with Parsons Brinckerhoff for Ridership and Financial Modeling & Forecasting Support Services, as described in the attached Scope-of-Work and Budget documentation.


Bruce Laing
Chairman of the Board

ATTEST:


Marcia Walker
Board Administrator

January 25, 1995

Contract CT/M30-90; Amendment No. 4

Scope of Work for Parsons Brinckerhoff

Ridership and Financial Modeling/Forecasting Support Services

Scope: Model Refinement and Development, Data
Collection and Documentation

TASK:

1) PROJECT MANAGEMENT

Administration

- **Prepare Monthly Status Reports**

Subconsultant Agreements

The consultant will prepare a subconsultant agreement with Berk & Associates that satisfies the terms and conditions of the overall original contract (CT/M30-90).

Attend Project-Related Meetings

Upon request from staff, individuals of the consultant team will attend meetings with RTA staff, staff from other public agencies and other RTA consultants for purposes of sharing mutually required information, and helping the overall coordination of the RTA's work objectives.

2) MODEL REFINEMENT

Short- and Mid-Range Transit Ridership

Included among the refinements will be the direct relationship between the transit ridership baseline and currently available transit ridership counts.

Short- and Mid-Range Fare Revenue Forecasts

Included among the refinements will be the direct relationship between the model baseline transit ridership and revenue estimates and currently available transit ridership counts and revenue reports.

Long-Range Cash-Flow Model

Included among the improvements will be the direct reflection of revenue and expense categories as described in the RTA Master Plan and Technical Appendix, and preparation of summations and summaries for any future year or combination of years.

Documentation of Methods

The consultant will update and reissue the existing ridership RTP Travel Forecasting Methodology Report (November, 1993). The consultant team will also be available for on-call documentation of methods for such modifications as:

- Assumptions and calculations related to regional and subarea financial equity
- Incorporation of any newly available ridership- and fare revenue-related information from the region's four existing operators (e.g., surveys and counts)
- Incorporation of updates to any other components of the cash flow model, as new information is identified and available

3) DATA COLLECTION

The consultant will collect data as required and available to update RTA models, including but not limited to:

- Data related to annual local tax receipts, such as sales tax and motor vehicle excise tax (MVET), and other data related to subregional financial equity
- Ridership- and fare revenue-related information from the region's four existing operators (e.g., surveys and counts)

4) TECHNICAL ANALYSES

The consultant will assist RTA staff, upon request, in conducting model-related analyses and forecasts for:

- **Initiation of fare integration planning**
Such analysis will investigate the ridership and revenue ramifications regional fare integration. This may include preliminary analysis of various strategies for fare integration, as well as varying levels of integration across the region's transit operators.
- **Rider impact of transfers between modes**
Such analysis will be performed to determine the ridership and fare revenue impacts of various transfer strategies and levels of service. This will include analyzing rail feeder bus routes and means of providing transfers to and from regional trunk bus routes.

- **Subarea equity of RTA revenues and expenses**

This work will include refining the RTA's analysis of subregional equity and how that might vary over time.

5) **SUPPORT TO SIX YEAR STRATEGIC FINANCIAL PLANNING**

Preparation of Presentation Materials

Upon request, the subconsultant will work directly with RTA staff to develop graphics (slides, overheads, etc.) that portray the essential assumptions, elements, characteristics and conclusions of the RTA Phase 1 financial plan. The purpose will be to create an easily understandable, visually compelling means of portraying the plan. This work may also include raising and exploring the important public and regional economic policy implications of the RTA Phase 1 capital program.

Model Development

The subconsultant will develop a cash-flow model that will allow the RTA to conduct six-year strategic planning and capital budgeting. This model will be detailed in terms of revenue and expense categories, the periods of revenue receipts (including State and Federal grants) and cash outlays, and other requirements of the RTA. The model should readily permit analysis of variations in long- and short-term borrowing as well as have the capability of performing sensitivity or "risk" analysis. This model should allow ready identification of the RTA's capital capacity at any time-point under varying assumptions. As necessary, the subconsultant will develop methods for detailed and varied presentation of model results.

Development of this model within a commercially available spreadsheet software is expected, preferably using PC-based Excel software. Upon completion, the subconsultant will demonstrate model performance through a sensitivity analysis and report, at the request of the RTA and budget permitting.

Model Support

The subconsultant will train RTA Finance department staff in the application and function of the six-year cash-flow model. This will include interactive refinement of the model structure, as staff become familiar with its operation.

Documentation of Methods

The subconsultant will prepare a report documenting the model's assumptions, inputs, functionality and outputs. This report will include refinements requested by staff during the period of this contract.

Short-Range Forecasts of RTA Revenues

The subconsultant with input from the consultants will provide support to RTA staff in the following areas:

- Revenue-related data collection
- Forecasts of revenues by individual sources