Action Transmittal

Transportation Advisory Board



Meeting Date: October 18, 2023

Date: October 11, 2023

Action Transmittal: 2023-46

Scope Change Request for SouthWest Transit Mobility Hub at SouthWest Station

To: Transportation Advisory Board

From: Technical Advisory Committee

Prepared By: Joe Barbeau, Senior Planner, 651-602-1705

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Requested Action

SouthWest Transit requests a scope change to remove procurement, operation, and maintenance of carshare vehicles from its Transit Mobility Hub project at SouthWest Station.

Recommended Motion

That the Transportation Advisory Board approve SouthWest Transit's scope change request to remove procurement, operation, and maintenance of carshare vehicles from its Transit Mobility Hub project at SouthWest Station with no reduction in federal funds.

Summary

This requested scope change involves removing carshare services from SouthWest Transit's Transit Mobility Hub. The TAC Funding & Programming Committee (unanimously) and TAC (with one dissenting vote) voted to recommend approval of the request with no reduction in federal funds.

Background and Purpose

SouthWest Transit was awarded \$3,672,800 in Congestion Management and Air Quality (CMAQ) funds in the 2018 Regional Solicitation to fund a transit mobility hub, centered at SouthWest Station. The project targeted expansion of on-demand service (SouthWest Prime), a bike rental program, and a carshare service to connect users to fixed-route travel.

SouthWest Transit is proposing removal of "Procurement, operation, and maintenance of 5 carshare vehicles to be operated out of SouthWest Station in Eden Prairie. (Carshare Vehicles)" due to struggles that other carshare endeavors have had in the region. Because of the increasing cost of SouthWest Prime vehicles, SouthWest Transit requests moving the funds to help cover the increased cost of the SouthWest Prime vehicles instead of the car-sharing vehicles.

Relationship to Regional Policy

Projects that receive funding through the Regional Solicitation are subject to the regional scope change policy. The purpose of this policy is to ensure that the project is designed and constructed according to the plans and intent described in the original application. The scope change policy allows project

sponsors to adjust their projects as needed while still providing substantially the same benefits described in their original project applications.

Staff Analysis

<u>Approval/Denial of the Scope Change</u>: Table 1 shows a scoring analysis. While the project is reduced in scope, it is difficult to determine key reductions in the scoring. That said, the project scored 510 points, 52 points higher than the highest-scoring unfunded project in the Transit Expansion category. Therefore, staff recommends approval of the request.

	Max	Original	Scope	
Measure	Score	Score	Change	Notes
1A. Jobs and Educational Institutions	50	19	0	Likely no change
1B. Avg Number Weekday Transit Trips Connected	50	16	0/-	Likely minimal change
2. New Annual Riders	350	102	0/-	Likely minimal change
3A Equity	130	35	0	Likely no change
3B. Housing Performance	70	53	0	No change
4. Total Emissions Reduced	200	186	0	Potential for minimal change
5. Bike/Ped Connections	100	45	0	No change
6. Risk Assessment	50	50	0	No change
7. Cost Effectiveness	100	4	0	Not considered
TOTAL	1,100	510	-	Likely minimal change

Table 1: Scoring Analysis

* 0 = no change

+ = small improvement, ++ = moderate improvement, +++ = large improvement

- = small diminishment, -- = moderate diminishment, --- = large diminishment

<u>Funding</u>: Removal of a portion of the original project scope will result in a reduction in the original budget. The original application cost estimates are shown in Table 2, below.

Table 2: Federal and Local Costs

	Application	Proposed
Federal Funding Amount	\$3,672,800	
Local Contribution	\$918,200	
Total Cost	\$4,591,000	
5 Gas or Electric vehicles with useful lives of up to 5 years to be operated as part of the SW Prime microtransit service. Vehicles may or may not be lift-equipped (the lift equipped/non-lift equipped vehicle compliment will ensure the SW Prime service meets all FTA ADA requirements for microtransit/demand response). The five vehicles will be made up of one of or a combination of the following: Cutaway bus, passenger van, large of mid-size SUV. (Prime Vehicles)	\$500,000	\$775,000
Procurement, operation, and maintenance of 5 carshare vehicles to be operated out of SouthWest Station in Eden Prairie. (Carshare Vehicles) (\$125,000 for vehicles and \$150,000 for software cost/operation)	\$275,000	\$0

Recent history shows that retention of the full federal award is typical when removed elements are being completed by other another project. That said, the carshare service is not going to be replicated with another project. The cost of the removed elements is \$275,000 (with 80% or \$220,000 being federal funds).

Committee Comments and Action

At its September 21, 2023, meeting, the TAC Funding & Programming Committee voted unanimously to recommend approval of SouthWest Transit's scope change request to remove procurement, operation, and maintenance of carshare vehicles from its Transit Mobility Hub project at SouthWest Station with no reduction in federal funds. Discussion included acknowledgement that the project is providing rides differently from carshare, which, along with the reduced viability of carshare and the lack of direct scoring to the carshare element, justifies keeping all federal funding with the project.

At its October 4, 2023, meeting, the Technical Advisory Committee voted to recommend approval of SouthWest Transit's scope change request to remove procurement, operation, and maintenance of carshare vehicles from its Transit Mobility Hub project at SouthWest Station with no reduction in federal funds with one vote against. Discussion included the topic of whether the project should retain its federal funding.

Routing

То	Action Requested	Date Completed (Scheduled)
TAC Funding & Programming Committee	Review & Recommend	September 21, 2023
Technical Advisory Committee	Review & Recommend	October 4, 2023
Transportation Advisory Board	Review & Adopt	October 18, 2023

Original Application:

Regional Solicitation Year	2018
Application Funding Category	Transit Expansion
HSIP Solicitation	
Application Total Project Cost	\$4,591,000
Federal Award	\$3,672,800
Application Federal Percentage of Total Project	80%
Cost	

Project Elements Being Removed:

	Original Application Cost
5 Gas or Electric vehicles with useful lives of up to	\$500,000
5 years to be operated as part of the SW Prime	
microtransit service. Vehicles may or may not be	
lift-equipped (the lift equipped/non-lift equipped	
vehicle compliment will ensure the SW Prime	
service meets all FTA ADA requirements for	
microtransit/demand response). The five vehicles	
will be made up of one of or a combination of the	
following: Cutaway bus, passenger van, large of	
mid-size SUV. (Prime Vehicles)	
Procurement, operation, and maintenance of 5	\$275,000
carshare vehicles to be operated out of	
SouthWest Station in Eden Prairie. (Carshare	
Vehicles)	

New Project Elements:

	Cost (Based on Year of Costs in Original Application)
5 Gas or Electric vehicles with useful lives of up to 5 years to be operated as part of the SW Prime microtransit service. Vehicles may or may not be lift-equipped (the lift equipped/non-lift equipped vehicle compliment will ensure the SW Prime service meets all FTA ADA requirements for microtransit/demand response). The five vehicles will be made up of one of or a combination of the following: Cutaway bus, passenger van, large of mid-size SUV. (Prime Vehicles)	\$775,000

Originally, the project as submitted was to expand on the SW Prime service and bikeshare service, as well as, starting up a carshare program. The carshare portion has been shelved and those funds were re-

allocated to the purchase of Prime vehicles to help account for the rising costs of vehicles that have been observed since the application was originally submitted.

Scope Change Policy

Projects awarded federal funds by the Transportation Advisory Board (TAB) as part of the Regional Solicitation or Highway Safety Improvement Program (HSIP) are often concepts that are further developed in the period from project application to implementation. Project sponsors work on activities after funds are awarded such as preliminary and final design, environmental studies, and public involvement. Sometimes during this project development process, the project sponsor wants to make changes to the scope of the project. Changes to a project's scope could affect its benefits to the region. It is important to the TAB that any change in a project's scope does not substantially reduce these benefits.

Scope Changes

A scope change is any revision that changes the physical characteristics of the project and has the potential to add to or detract from the project's benefits to the region. The project description in the original funding application serves as the project's scope for the purpose of determining whether a scope change is needed.

Three Levels of Scope Changes

There are three types of scope changes described below. The TAB Coordinator, the MnDOT Metro District Federal Aid Program Coordinator (for Federal Highway Administration-administered projects), and the Transit Federal Grants Manager (for Federal Transit Administration-administered projects) will determine the type of scope change.

Administrative scope changes:

Minor changes that typically occur when projects move into detailed design or minor additions such as project amenities or aesthetic items do not need TAB Coordinator/Metropolitan Council staff review. The MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Transit Federal Grants Manager can review and approve minor changes including, but not limited to:

- Removing or adding of minor items, such as benches, waste receptacles, signage, etc.
- Changing the design of aesthetic items, such as lighting, railings, benches, etc.
- Adding items due to normal detailed design of a project such as noise walls, retaining walls, storm sewers, bike racks, wi-fi, etc.
- Adding new project elements/improvements funded through another source (e.g., a change to a more fuel-efficient bus) or combining a TAB-funded project with one or more separate non-TAB funded projects to improve efficiency and reduce construction impacts (e.g., combining a roadway project with an adjacent mill and overlay project). These changes should not detract from the original scope.
- Changing the width of a bike path (must still meet standards).

Informal scope changes:

Scope changes that exceed the standards of administrative scope changes are brought for a consultation between the TAB Coordinator; the MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Transit Federal Grants Manager; and Council staff. The consultation will determine if the scope change can be approved through an informal process or if a formal scope change request is needed due to the potential negative impacts of the changes. An informal scope change may include, but is not limited to:

• Slightly changing a bike or pedestrian trail route alignment while still making the major connections.

- Combining two separate TAB-funded projects, provided this does not threaten to negatively impact either project.
- Changing the termini of a project, provided this does not threaten to negatively impact the project.
- Changing a pedestrian overpass to an underpass; or an underpass to an overpass.
- Changing an intersection treatment (e.g., a traffic signal to a roundabout) or an interchange design.
- Changing bus length, fuel source, type, or number, provided there is no resulting decrease in transit service.
- Reversion to the original scope (or a previously approved scope change). Note that any federal funds taken away in a previous scope change cannot be returned; the entire scope would need to be completed with the reduced federal contribution.

Formal scope changes:

Any change that may significantly alter the estimated benefits to the region (particularly if altered to the degree where the revised scope may not have justified its original selection) must go through the formal committee process and be approved by TAB. A formal scope change request process is likely to be needed in instances including, but not limited to:

- Removing significant elements such as a trail, sidewalk, pedestrian bridge, traffic signal, transit stop, transit vehicle, etc.
- Adding elements that detract from the value or intent of the original application.
- Removing proposed access closures, if the closures are described in the project description and used to score points in the application.
- Reducing the frequency or hours of transit service.
- Reducing the number of parking spaces in a park-and-ride facility.
- Changing the number of travel lanes.
- Shifting from a bridge replacement project to a bridge rehabilitation project.
- Changing designs from an off-road trail to on-road bicycle route.

Ineligible Requests

The TAB Coordinator may inform the project sponsor that the proposed revisions exceed the limits of a scope change and that the proposed change constitutes a new project. Such requests will not be processed through the TAC and TAB and that the original project should either be completed or withdrawn. If the project is to be withdrawn, the project sponsor should submit a formal letter to the TAB Coordinator stating that the project is being withdrawn and federal funds are being returned to the region for reallocation. A proposed change will be considered a new project and therefore not eligible for a scope change if it is:

- Relocating the project away from the defined problem, need, or location, such as switching transit start-up service from one market area to another
- Moving funding from one project to another, such as moving funds awarded to a project on County Road A to the same, similar, or different work on County Road Z.
- Eliminating the primary improvement proposed in the project description (e.g., a bridge will not be improved for a project submitted in the bridge application category or a trail will not be improved in the multiuse trails application category).

Steps and Requirements to Determine Scope Change Type and Request a Formal Scope Change

The following steps must be followed to determine a scope change type and whether the proposed change needs to go through the formal scope change request process. It should be noted that once a MnDOT Metro District State Aid project has been authorized, the project scope cannot change.

- 1. The project sponsor informs the TAB Coordinator and the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Transit Grants Manager that it wants to change a project. At this time, the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Transit Federal Grants Manager may determine that the change is minor in scope and no further action is needed. If the requested change is more substantial, the project sponsor will be asked to provide a written description of the proposed scope change and a map or schematics showing how the proposed scope change affects the project.
- 2. Upon this submittal, the TAB Coordinator will consult with the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Grants Manager to discuss the extent of the changes and whether the scope change will require a formal scope change request. The TAB Coordinator will contact the project sponsor and inform them whether the proposed modification can be accomplished administratively or whether it will trigger a formal scope change request and/or TIP amendment¹ request.
- 3. For a formal scope change request, the project sponsor must provide data on the revised project scope to the TAB Coordinator, including a complete project description; location map; project layout, sketches, or schematics; and a discussion of project benefits being retained, gained, or lost. Applicants must provide a cost breakdown of the TAB-eligible items proposed for removal and addition (in the year of costs used in the original application) using the attached project cost worksheet. Failure to do so can result in the request not being included on the TAC Funding & Programming Committee's agenda.
- 4. Council staff and will conduct an analysis of the requested change, including the background information provided by the project sponsor for consideration by the TAC Funding & Programming Committee. The Committee will discuss the staff analysis and recommend one the following to TAC and TAB (see detailed sections below and on the following page about determining scope change and federal funding amount recommendations):
 - Approval of the scope change as requested;
 - Approval of the scope change request with modifications to the scope and/or a recommended reduction of federal funds; or
 - Denial of the requested change

Determining the Scope Change Approval Recommendation

To determine whether the scope change request should be approved, the TAC Funding & Programming Committee will discuss the merits of the proposed changes and weigh the overall

¹ A TIP amendment request is only required to accompany a scope change request if the project is in the current fiscal year and either the project description changes in the TIP, the project termini change by 0.3-mile or greater, or the funding amount changes enough to meet federal TIP amendment thresholds.

benefits or reduction of benefits to the region. Council staff will provide a written analysis regarding the potential impacts of the proposed changes. The affected scoring measures, except for cost-effectiveness (any cost increases are paid for by the local agency and not federal funds), will be analyzed by Council staff to determine if each sub-score would have likely increased, decreased, or stayed the same with the scope change (a precise rescoring of the application is not possible since applications were scored against each other at a specific moment in time). Council staff will then evaluate whether the total score would have likely increased, decreased, or stayed roughly the same based on the summation of the sub-score changes. This relative change in the total score will be compared to the scoring gap between the project's original score and the highest unfunded project in the same application category. The TAC Funding & Programming Committee may consider recommending denial of the scope change request if it is clear that the project would have scored fewer points than the highest-scoring unfunded project (i.e., the project would have been undoubtedly below the funding line). Council staff may confirm their findings with the original scorer of the measure and/or request additional information of the applicant, if necessary. Project sponsor must attend TAC Funding & Programming, TAC, and TAB meetings, where the item is on the agenda.

Determining the Federal Funding Amount Recommendation

To determine whether federal funds should be recommended to be removed from a project, Council staff will assess the project elements being reduced or removed and provide this information to the TAC Funding & Programming Committee. While adding eligible project elements is permitted, federal funds cannot be shifted away from any removed elements to new project elements unless the removed elements are being done as part of some other programmed project. Federal funds cannot be added to a project beyond the original award.

Applicants must provide a revised cost estimate including a cost breakdown of the items proposed for removal using the attached project cost worksheet. Any removed or added items should use the costs in the year requested in the original application instead of the year of construction costs. Regional Solicitation projects must continue to maintain at least a 20% non-federal match, while HSIP projects must continue to maintain at least a 10% non-federal match.

Staff may recommend funding reduction options, if applicable, based on the federal share of the cost of the project elements being removed or the proportionate reduction of project benefits in cases in which that is discernable (e.g., number of parking spaces or length of sidewalk) and/or another method developed by staff or the TAC Funding & Programming Committee. A recommendation will move from TAC Funding & Programming Committee to the TAC and TAB for approval. If applicable, a TIP amendment request will also be moved for approval through the Metropolitan Council.

ATTACHMENT 1: FUNDING DATA FOR SCOPE CHANGE REQUEST

Original Application:

Regional Solicitation Year		
Application Funding Category		
HSIP Solicitation?	Yes	No
Application Total Project Cost		
Federal Award		
Application Federal Percentage of Total Project Cost		

Project Elements Being Removed:

Original Application Cost

New Project Elements:

Cost (Based on Year of Costs in Original Application)	



Application

10358 - 2018 Transit Expansion	
11024 - SouthWest Transit Mobility Hub	
Regional Solicitation - Transit and TDM Projects	
Status:	Submitted
Submitted Date:	07/13/2018 2:11 PM

Primary Contact

Name:*	Mr. Salutation	Charlie First Name	Pinnell Middle Name	Cochrane Last Name
Title:	Associate Transit Planner			
Department:				
Email:	ccochrane@swtransit.org			
Address:	13500 Technology Drive			
*	Eden Prairie	Minneso	ta	55344
	City	State/Provinc	ce	Postal Code/Zip
Phone:*	952-949-2287 130			
	Phone		Ext.	
Fax:	952-949-2287			
What Grant Programs are you most interested in?	Regional Solicitation - Transit and TDM Projects			rojects

Organization Information

Name:

SouthWest Transit Jurisdictional Agency (if different):

Organization Type:	Suburban Transit Provider
Organization Website:	swtransit.org
Address:	14405 West 62nd Street

*	Eden Prairie	Minnesota	55346
	City	State/Province	Postal Code/Zip
County:	Multiple		
Phone:*	952-974-3110		
		Ext.	
Fax:	952-974-7997		
PeopleSoft Vendor Number			

Project Information

Project Name	SouthWest Transit Mobility Hub
Primary County where the Project is Located	Carver, Hennepin
Cities or Townships where the Project is Located:	Eden Prairie, Chaska, Chanhassen, Carver, and Victoria
Jurisdictional Agency (If Different than the Applicant):	

Brief Project Description (Include location, road name/functional class, type of improvement, etc.)

(Limit 2,800 characters; approximately 400 words)

TIP Description <u>Guidance</u> (will be used in TIP if the project is selected for funding)

Project Length (Miles)

to the nearest one-tenth of a mile

SouthWest Transit's Mobility Hub will be a multimodal approach to facilitate first and last mile travel within the SouthWest Transit service area. Through the expansions of the on-demand service SouthWest Prime and the bike rental program SW Ride, as well as the creation of a car share service, riders will have many options not only to connect to fixed route service for regional travel, but to travel within SouthWest Transit's service area with sustainable and efficient options. The Mobility Hub will be centered at Eden Prairie's SouthWest Station.

Through these means, SWT is able to further expand upon the current array of first and last mile options for passengers. This project is also timely considering the incoming SWLRT - Green Line extension. One goal of this project is to expand upon existing services in time to accommodate the increased ridership that will occur at SouthWest Station - providing LRT riders with options to travel to and from their final destinations with ease and comfort. Another goal is to improve these options for riders who are traveling solely within the SWT service area. Through the mentioned expansions and the creation of a car share service, riders within the service area as well as riders traveling to and from the service via express routes or the SWLRT will be provided numerous options to travel in a modern, efficient, and safe manner.

CMAQ: SouthWest Transit Mobility Hib

52.39

Project Funding

Are you applying for competitive funds from another source(s) to implement this project?

If yes, please identify the source(s)

Federal Amount	\$3,672,800.00	
Match Amount	\$918,200.00	
Minimum of 20% of project total		
Project Total	\$4,591,000.00	
Match Percentage	20.0%	
Minimum of 20% Compute the match percentage by dividing the match amount by the project total		
Source of Match Funds	Regional Transit Capital (RTC)	
A minimum of 20% of the total project cost must come from non-federal sources; additional match funds over the 20% minimum can come from other federal sources		
Preferred Program Year		
Select one:	2020	
Select 2020 or 2021 for TDM projects only. For all other applications, select 2022 or 2023.		
Additional Program Years:		
Select all years that are feasible if funding in an earlier year becomes available.		

Project Information-Transit and TDM

County, City, or Lead Agency	SouthWest Transit	
Zip Code where Majority of Work is Being Performed	55344	
Total Transit Stops		
TERMINI:(Termini listed must be within 0.3 miles of any wo	ork)	
From: (Intersection or Address)	SouthWest Station, Eden Prairie	
To: (Intersection or Address)	SouthWest Station, Eden Prairie	
DO NOT INCLUDE LEGAL DESCRIPTION		
Or At: (Intersection or Address)		
Name of Park and Ride or Transit Station:	SouthWest Station, Eden Prairie	
e.g., MAPLE GROVE TRANSIT STATION		
(Approximate) Begin Construction Date		
(Approximate) End Construction Date		
Primary Types of Work		
Examples: GRADE, AGG BASE, BIT BASE, BIT SURF, SIDEWALK, CURB AND GUTTER,STORM SEWER, SIGNALS, LIGHTING, GUARDRAIL, BIKE PATH, PED RAMPS, PARK AND RIDE, ETC.		

Requirements - All Projects

All Projects

1. The project must be consistent with the goals and policies in these adopted regional plans: Thrive MSP 2040 (2014), the 2040 Transportation Policy Plan (2015), the 2040 Regional Parks Policy Plan (2015), and the 2040 Water Resources Policy Plan (2015).

Check the box to indicate that the project meets this requirement. Yes

2. The project must be consistent with the 2040 Transportation Policy Plan. Reference the 2040 Transportation Plan goals, objectives, and strategies that relate to the project.

Transportation System Stewardship

Through multi-modal practices riders are provided a variety of ways to connect regional transit centers as well as travel efficiently throughout SWT's service area. SW Prime has proved over its three year history to be the most efficient micro transit option in the region in terms of subsidy cost and efficiency. The software used allows SWT to minimize operation cost and also provides a seamless modern approach to this type of system. SW Ride, SWT?s bike share system is provided at a low cost and is easily available to riders who wish to commute via bike long term or even as a day of decision.

Access to Destinations

List the goals, objectives, strategies, and associated pages:

The creation of SW Prime has proven that the local travel market in the SWT service area was under served with fixed route options. This has to do with the nature of the suburban setting ? low density, winding roads, and long distances made a successful fixed route service very difficult. However with the low cost on-demand model, SWT is increasing ridership in the local market that now has options to reach anywhere within the service area quickly and efficiently. Riders are able to track their ETA?s and even the exact bus location through the SW Prime phone app, or by calling in to the reservationist line. In addition, SW Prime has proved to be a valuable service for the area?s aging population. Prime is ADA compliant and has proved itself to be a cheaper and guicker alternative to the region?s existing Dial-A-Ride services.

Healthy Environment

SouthWest Transit is primarily a park and ride system where riders reach their bus connection by driving personal vehicles to one of SWT's five ramps. By expanding the mentioned services, riders will have more options to reach their bus connections without driving their personal vehicles. This will help reverse the specifically suburban trend of single occupancy vehicles, improving upon air quality and traffic congestion in this region. By providing these services in the sustainable and comfortable methods that are currently being used, riders may be encouraged to adopt more of a carfree lifestyle. Whether by a Prime ride, by a bike ride, or even by driving themselves with a car share program, SWT believes that through these services the public will be convinced that the same lifestyle can be achieved without a personal vehicle and may in fact be a more cost saving approach with the same level of comfort and freedom.

3. The project or the transportation problem/need that the project addresses must be in a local planning or programming document. Reference the name of the appropriate comprehensive plan, regional/statewide plan, capital improvement program, corridor study document [studies on trunk highway must be approved by the Minnesota Department of Transportation and the Metropolitan Council], or other official plan or program of the applicant agency [includes Safe Routes to School Plans] that the project is included in and/or a transportation problem/need that the project addresses.

List the applicable documents and pages:

2040 TPP chapter 2

4. The project must exclude costs for studies, preliminary engineering, design, or construction engineering. Right-of-way costs are only eligible as part of transit stations/stops, transit terminals, park-and-ride facilities, or pool-and-ride lots. Noise barriers, drainage projects, fences, landscaping, etc., are not eligible for funding as a standalone project, but can be included as part of the larger submitted project, which is otherwise eligible.

Check the box to indicate that the project meets this requirement. Yes

5.Applicants that are not cities or counties in the seven-county metro area with populations over 5,000 must contact the MnDOT Metro State Aid Office prior to submitting their application to determine if a public agency sponsor is required.

Check the box to indicate that the project meets this requirement. Yes

6.Applicants must not submit an application for the same project elements in more than one funding application category.

Check the box to indicate that the project meets this requirement. Yes

7. The requested funding amount must be more than or equal to the minimum award and less than or equal to the maximum award. The cost of preparing a project for funding authorization can be substantial. For that reason, minimum federal amounts apply. Other federal funds may be combined with the requested funds for projects exceeding the maximum award, but the source(s) must be identified in the application. Funding amounts by application category are listed below.

Transit Expansion: \$500,000 to \$7,000,000

Transit Modernization: \$100,000 to \$7,000,000

Travel Demand Management (TDM): \$75,000 to \$500,000

Check the box to indicate that the project meets this requirement. Yes

8. The project must comply with the Americans with Disabilities Act (ADA).

Check the box to indicate that the project meets this requirement. Yes

9. In order for a selected project to be included in the Transportation Improvement Program (TIP) and approved by USDOT, the public agency sponsor must either have, or be substantially working towards, completing a current Americans with Disabilities Act (ADA) self-evaluation or transition plan that covers the public right of way/transportation, as required under Title II of the ADA.



10. The project must be accessible and open to the general public.

Check the box to indicate that the project meets this requirement. Yes

11. The owner/operator of the facility must operate and maintain the project year-round for the useful life of the improvement, per FHWA direction established 8/27/2008 and updated 6/27/2017.

Check the box to indicate that the project meets this requirement. Yes

12. The project must represent a permanent improvement with independent utility. The term independent utility means the project provides benefits described in the application by itself and does not depend on any construction elements of the project being funded from other sources outside the regional solicitation, excluding the required non-federal match.

Projects that include traffic management or transit operating funds as part of a construction project are exempt from this policy.

Check the box to indicate that the project meets this requirement. Yes

13. The project must not be a temporary construction project. A temporary construction project is defined as work that must be replaced within five years and is ineligible for funding. The project must also not be staged construction where the project will be replaced as part of future stages. Staged construction is eligible for funding as long as future stages build on, rather than replace, previous work.

Check the box to indicate that the project meets this requirement. Yes

14. The project applicant must send written notification regarding the proposed project to all affected state and local units of government prior to submitting the application.

Check the box to indicate that the project meets this requirement. Yes

Requirements - Transit and TDM Projects

For Transit Expansion Projects Only

1. The project must provide a new or expanded transit facility or service(includes peak, off-peak, express, limited stop service on an existing route, or dial-a-ride).

Check the box to indicate that the project meets this requirement. Yes

2. The applicant must have the capital and operating funds necessary to implement the entire project and commit to continuing the service or facility project beyond the initial three-year funding period for transit operating funds.

Check the box to indicate that the project meets this requirement. Yes

Transit Expansion and Transit Modernization projects only:

3. The project is not eligible for either capital or operating funds if the corresponding capital or operating costs have been funded in a previous solicitation. However, Transit Modernization projects are eligible to apply in multiple solicitations if new project elements are being added with each application. Each transit application must show independent utility and the points awarded in the application should only account for the improvements listed in the application.

Check the box to indicate that the project meets this requirement. Yes

4. The applicant must affirm that they are able to implement a Federal Transit Administration (FTA) funded project in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices. Furthermore, the applicant must certify that they have the technical capacity to carry out the proposed project and manage FTA grants in accordance with the grant agreement, sub recipient grant agreement (if applicable), and with all applicable laws. The applicant must certify that they have adequate staffing levels, staff training and experience, documented procedures, ability to submit required reports correctly and on time, ability to maintain project equipment, and ability to comply with FTA and grantee requirements.

Check the box to indicate that the project meets this requirement. Yes

Travel Demand Management projects only:

The applicant must be properly categorized as a subrecipient in accordance with 2CFR200.330.

Check the box to indicate that the project meets this requirement.

The applicant must adhere to Subpart E Cost Principles of 2CFR200 under the proposed subaward.

Check the box to indicate that the project meets this requirement.

Specific Roadway Elements

CONSTRUCTION PROJECT ELEMENTS/COST ESTIMATES	Cost
Mobilization (approx. 5% of total cost)	\$0.00
Removals (approx. 5% of total cost)	\$0.00
Roadway (grading, borrow, etc.)	\$0.00
Roadway (aggregates and paving)	\$0.00
Subgrade Correction (muck)	\$0.00
Storm Sewer	\$0.00
Ponds	\$0.00
Concrete Items (curb & gutter, sidewalks, median barriers)	\$0.00
Traffic Control	\$0.00
Striping	\$0.00
Signing	\$0.00
Lighting	\$0.00
Turf - Erosion & Landscaping	\$0.00

Bridge	\$0.00
Retaining Walls	\$0.00
Noise Wall (not calculated in cost effectiveness measure)	\$0.00
Traffic Signals	\$0.00
Wetland Mitigation	\$0.00
Other Natural and Cultural Resource Protection	\$0.00
RR Crossing	\$0.00
Roadway Contingencies	\$0.00
Other Roadway Elements	\$0.00
Totals	\$0.00

Specific Bicycle and Pedestrian Elements

CONSTRUCTION PROJECT ELEMENTS/COST ESTIMATES	Cost
Path/Trail Construction	\$0.00
Sidewalk Construction	\$0.00
On-Street Bicycle Facility Construction	\$0.00
Right-of-Way	\$0.00
Pedestrian Curb Ramps (ADA)	\$0.00
Crossing Aids (e.g., Audible Pedestrian Signals, HAWK)	\$0.00
Pedestrian-scale Lighting	\$0.00
Streetscaping	\$0.00
Wayfinding	\$0.00
Bicycle and Pedestrian Contingencies	\$0.00
Other Bicycle and Pedestrian Elements	\$0.00
Totals	\$0.00

Specific Transit and TDM Elements

CONSTRUCTION PROJECT ELEMENTS/COST ESTIMATES	Cost
Fixed Guideway Elements	\$0.00
Stations, Stops, and Terminals	\$0.00
Support Facilities	\$0.00
Transit Systems (e.g. communications, signals, controls, fare collection, etc.)	\$0.00

Vehicles	\$769,000.00
Contingencies	\$0.00
Right-of-Way	\$0.00
Other Transit and TDM Elements	\$0.00
Totals	\$769,000.00

Transit Operating Costs

Number of Platform hours	91800.0
Cost Per Platform hour (full loaded Cost)	\$40.00
Subtotal	\$3,672,000.00
Other Costs - Administration, Overhead, etc.	\$150,000.00

Totals

Total Cost	\$4,591,000.00
Construction Cost Total	\$769,000.00
Transit Operating Cost Total	\$3,822,000.00

Measure A: Project Location Relative to Jobs, Manufacturing, and Education

Existing Employment within 1/4 (bus stop) or 1/2 mile (transitway station) buffer	80977
Post-Secondary Enrollment within 1/4 (bus stop) or 1/2 mile (transitway station) buffer	170
Existing employment outside of the 1/4 or 1/2 mile buffer to be served by shuttle service (Letter of Commitment required)	
Upload the "Letter of Commitment"	
Please upload attachment in PDF form.	
Existing Post-Secondary Enrollment outside of the 1/4 or 1/2 mile buffer to be served by shuttle service (Letter of Commitment required)	
Upload the "Letter of Commitment"	
Please upload attachment in PDF form.	
Explanation of last-mile service, if necessary:	
(Limit 1,400 characters; approximately 200 words)	
Upload Map	1531338566046_populationemployment.pdf
Please upload attachment in PDF form.	

Measure B: Transit Ridership

Select multiple routes

Existing transit routes directly connected to the project

Planned Transitways directly connected to the project (mode and alignment determined and identified in the 2040 TPP)

Upload Map

Please upload attachment in PDF form.

Response

Met Council Staff Data Entry Only

Average number of weekday trips

133.0

A Measure: Usage

Service Type New Annual Ridership

(Integer Only)

Assumptions Used:

(Limit 2,800 characters; approximately 400 words)

Urban and Suburban Local Routes

600, 602, 690, 692, 691, 695, 697, 698, 699

1531341039937_transitconnections.pdf

Boulevard Arterial BRT

Southwest LRT (METRO Green Line Extension), American

172890

Currently 10% of Prime Riders transfer to and from express services at SouthWest Station. Out of approximately 2100 express boardings daily at SouthWest Station this translates to 210 daily Prime rides generating from express route transfers for first and last mile connections with an annual total of 53,550 passengers.

The projected SWLRT - Green Line extension estimates 4683 daily riders. Assuming the same percentage of riders will transfer to a first and last mile extension, this translates to 468 daily riders with 119,340 annually. Added together this makes 172,890 riders expected annually to use the proposed first and last mile service options.

Note - the service type selection does not include 'on-demand' as an option so the closest alternative was chosen. Describe Methodology: How Park-and-Ride and Express Route Projections were calculated, which Urban and Suburban Local Route(s) were selected, and how the third year of service was estimated

(Limit 2,800 characters; approximately 400 words)

Measure A: Connection to disadvantaged populations and projects benefits, impacts, and mitigation

Select one:

Project located in Area of Concentrated Poverty with 50% or more of residents are people of color (ACP50):

(up to 100% of maximum score)

Project located in Area of Concentrated Poverty:

(up to 80% of maximum score)

Projects census tracts are above the regional average for population in poverty or population of color:

Yes

(up to 60% of maximum score)

Project located in a census tract that is below the regional average for population in poverty or populations of color or includes children, people with disabilities, or the elderly:

(up to 40% of maximum score)

1.(0 to 3 points) A successful project is one that has actively engaged low-income populations, people of color, children, persons with disabilities, and the elderly during the project's development with the intent to limit negative impacts on them and, at the same time, provide the most benefits.

Describe how the project has encouraged or will engage the full cross-section of community in decision-making. Identify the communities to be engaged and where in the project development process engagement has occurred or will occur. Elements of quality engagement include: outreach to specific communities and populations that are likely to be directly impacted by the project; techniques to reach out to populations traditionally not involved in the community engagement related to transportation projects; residents or users identifying potential positive and negative elements of the project; and surveys, study recommendations, or plans that provide feedback from populations that may be impacted by the proposed project. If relevant, describe how NEPA or Title VI regulations will guide engagement activities.

Response:

The communities affected by this project are the cities of Eden Prairie, Chanhassen, Chaska, Carver, and Victoria. From a city to agency level, SouthWest Transit has been closely involved with comments on the cities? comprehensive plans and likewise for SouthWest Transit?s long range plan. SW Prime has been a factor in these discussion. On a more micro level, feedback is always encouraged through customer service or directly through the SW Prime phone app. Furthermore, SWT?s Title VI plan indicates a service change is deemed a ?Major Service Change? when the level is service is changed by 25% or more. The proposed service additional would spark this change and per the Major Service Change Policy, a series of public hearings will be held to discuss these changes with the public.

(Limit 1,400 characters; approximately 200 words)

2.(0 to 7 points) Describe the projects benefits to low-income populations, people of color, children, people with disabilities, and the elderly. Benefits could relate to safety; public health; access to destinations; travel time; gap closure; leveraging of other beneficial projects and investments; and/or community cohesion. Note that this is not an exhaustive list. **Response:**

SW Prime has proved to provide quality service at a low cost for those within the SouthWest Transit service area. A significant expansion to this program as well as the expansion of SW Ride and the creation of a car share service provides a higher level of service for low-income residents, people of color, people with disabilities, and the elderly. The current Prime fare is \$4.00 per trip. This is a flat fare and does not change due to mileage. In addition, riders are able to transfer to and from Express services at no additional cost. SW Ride provides a daily rental for \$4.00. Both are options to move around the service area and with a free express transfer, around the region for a very affordable cost.

SW Prime has also found reliable and growing ridership with the aging population. Many in this category do not drive and the alternatives to Prime are either cost prohibitive or do not provide the level of service this population requires and wants. SW Prime accommodates such riders with an easy method of booking rides, a safe and comfortable ride with friendly drivers, and lift equipped vehicles for riders with ADA needs.

(Limit 2,800 characters; approximately 400 words)

- 3.(-3 to 0 points) Describe any negative externalities created by the project along with measures that will be taken to mitigate them. Negative externalities can result in a reduction in points, but mitigation of externalities can offset reductions.
- Below is a list of negative impacts. Note that this is not an exhaustive list.
- Increased difficulty in street crossing caused by increased roadway width, increased traffic speed, wider turning radii, or other elements that negatively impact pedestrian access.
- Increased noise.
- Decreased pedestrian access through sidewalk removal / narrowing, placement of barriers along the walking path, increase in auto-oriented curb cuts, etc.
- Project elements that are detrimental to location-based air quality by increasing stop/start activity at intersections, creating vehicle idling areas, directing an increased number of vehicles to a particular point, etc.
- Increased speed and/or cut-through traffic.
- Removed or diminished safe bicycle access.
- Inclusion of some other barrier to access to jobs and other destinations.
- Displacement of residents and businesses.
- Construction/implementation impacts such as dust; noise; reduced access for travelers and to businesses; disruption of utilities; and eliminated street crossings. These tend to be temporary.
- Other

Response:

(Limit 2,800 characters; approximately 400 words)

Upload Map

This project leaves little in the way that could be viewed as a negative externality. On possible negative externality is that at times SW Prime can be a difficult system to navigate. The inclusion of phone applications, bus tracking, and ETA's can cause a rider used to a traditional Dial-A-Ride system less able to comprehend the system quickly. SWT will mitigate this issue by providing ongoing travel trainings as well as provide written materials that will help riders feel more at ease with navigating the system.

1531491476593_socioeconomic.pdf

Measure B: Affordable Housing

City	Number of Stops in City	Number of Stops/Total Number of Stops	Score	Housing Score Multiplied by Segment percent
Eden Prairie	600.0	0.6	84.0	50.4
Chaska	150.0	0.15	94.0	14.1
Chanhassen	150.0	0.15	39.0	5.85
Carver	50.0	0.05	72.0	3.6
Victoria	50.0	0.05	28.0	1.4
				75

Total Transit Stops	1000.0	
Affordable Housing Scoring Total Housing Score	75.35	
Affordable Housing Scoring		

Measure A: Daily Emissions Reduction

New Daily Transit Riders (Integer Only)	678
Distance from Terminal to Terminal (Miles)	22.2
VMT Reduction	15051.6
CO Reduced	35973.324
NOx Reduced	2408.256
CO2e Reduced	5517917.0
PM2.5 Reduced	75.258
VOCs Reduced	451.548
Total Emissions Reduced	5556825.0

Measure A: Roadway, Bicycle, and Pedestrian Improvements

Currently SouthWest Transit provides a service named SW Ride. This is a bike rental program that is available beginning in May and lasting until October for daily or seasonal rentals. The daily rental rate is \$4.00 and the seasonal rate is \$75 if rented in May when the rental season begins. Each month the program continues, the seasonal rental rate decreases by \$10. Currently SWT has 22 bikes available for rental throughout the season. The proposed project is seeking 24 additional bikes for this service. Riders can take advantage of this program for first and last mile travel options or may perhaps choose to rent a bike for daily recreational activities. Both SW Prime and Express vehicles are able to accommodate a passenger that wishes to travel with their bike, ensuring that connectivity between a bike ride and transit services can be handled with ease. All SouthWest Transit Park and Rides have ample space for bike parking. Furthermore, the proposed bike additions will be a turn key system so riders can rent via a phone application at any time of the day. SWT will also adhere to Title VI policy and ensure that rentals can be handled in other methods as well.

Response

(Limit 2,800 characters; approximately 400 words)

Transit Projects Not Requiring Construction

If the applicant is completing a transit application that is operations only, check the box and do not complete the remainder of the form. These projects will receive full points for the Risk Assessment.

Park-and-Ride and other transit construction projects require completion of the Risk Assessment below.

Check Here if Your Transit Project Does Not Require Construction Yes

Measure A: Risk Assessment - Construction Projects

1)Layout (30 Percent of Points)

Layout should include proposed geometrics and existing and proposed right-of-way boundaries.

Layout approved by the applicant and all impacted jurisdictions (i.e., cities/counties that the project goes through or agencies that maintain the roadway(s)). A PDF of the layout must be attached along with letters from each jurisdiction to receive points.

100%

Attach Layout

Please upload attachment in PDF form.

Layout completed but not approved by all jurisdictions. A PDF of the layout must be attached to receive points.

50%

Attach Layout

Please upload attachment in PDF form.

Layout has not been started

0%

Anticipated date or date of completion

2) Review of Section 106 Historic Resources (20 Percent of Points)

No known historic properties eligible for or listed in the National Register of Historic Places are located in the project area, and project is not located on an identified historic bridge

100%

There are historical/archeological properties present but determination of no historic properties affected is anticipated.

100%

Historic/archeological property impacted; determination of no adverse effect anticipated

80%

Historic/archeological property impacted; determination of adverse effect anticipated

40%

Unsure if there are any historic/archaeological properties in the project area.

0%

Project is located on an identified historic bridge

3)Right-of-Way (30 Percent of Points)

Right-of-way, permanent or temporary easements either not required or all have been acquired

100%

Right-of-way, permanent or temporary easements required, plat, legal descriptions, or official map complete

50%

Right-of-way, permanent or temporary easements required, parcels identified

25%

Right-of-way, permanent or temporary easements required, parcels not all identified

0%

Anticipated date or date of acquisition

4)Railroad Involvement (20 Percent of Points)

No railroad involvement on project or railroad Right-of-Way agreement is executed (include signature page, if applicable)

100%

Signature Page

Please upload attachment in PDF form.

Railroad Right-of-Way Agreement required; negotiations have begun

50%

Railroad Right-of-Way Agreement required; negotiations have not begun.

0%

Anticipated date or date of executed Agreement

Measure: Cost Effectiveness

Total Annual Operating Cost:	\$1,224,000.00
Total Annual Capital Cost of Project	\$256,333.00
Total Annual Project Cost	\$1,480,333.00

Assumption Used:

Total annual operating cost includes the operating cost for SW Prime which is \$1,224,000. This is derived from a \$40 hourly rate and ten twelve hour work pieces with a total of a \$4,800 daily operating cost.

Total annual capital cost of the project would be the vehicle procurement of the five additional Prime vehicles priced at \$100,000 each totaling \$500,000, 24 additional bikes with a total cost of \$144,000, five car share vehicles priced at \$25,00 each with a total of \$125,000, and the software cost budgeted to operate the car share program totaled \$150,000 for a three year contract. These costs were totaled for \$769,000. For an annual capital cost, this figure was divided for a total of \$256,333.

Note - the bikes the project are seeking are a turn key system with added annual software cost. The cost of each bike is \$2000 and that is an annual figure.

(Limit 1400 Characters; approximately 200 words)

Points Awarded in Previous Criteria

Cost Effectiveness

\$0.00

Other Attachments

File Name	Description	File Size
11024_TE_SWT_MobilityHubCarvHennS ummary-attach.pdf	Project Summary	162 KB
18-08 Regional Soliciation Grant Application for a SouthWest Station Mobility Hub.pdf	SouthWest Transit Commission Approval	288 KB
Match Request Letter.pdf	match request confirmation	509 KB
populationemployment.pdf	Population and Employment Map	4.0 MB
regional economy.pdf	Regional Economy Map	4.8 MB
socioeconomic.pdf	Socioeconomic Conditions Map	4.9 MB
Summary.docx	Project Summary	490 KB
transitconnections.pdf	Transit Connections Map	2.9 MB

Population/Employment Summary

Results

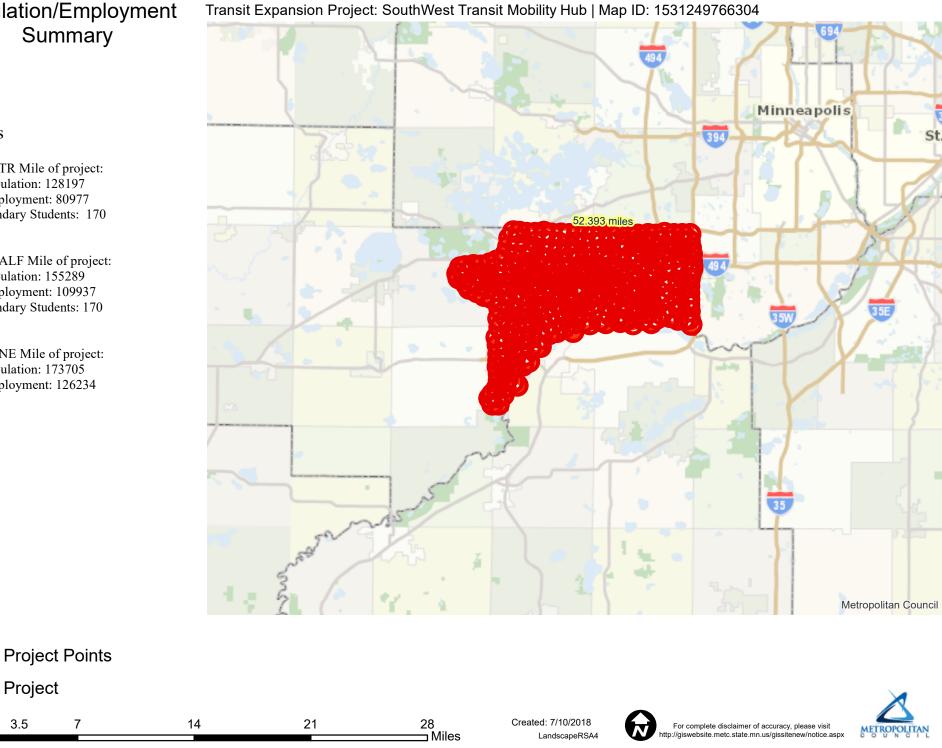
Within QTR Mile of project: Total Population: 128197 Total Employment: 80977 Postsecondary Students: 170

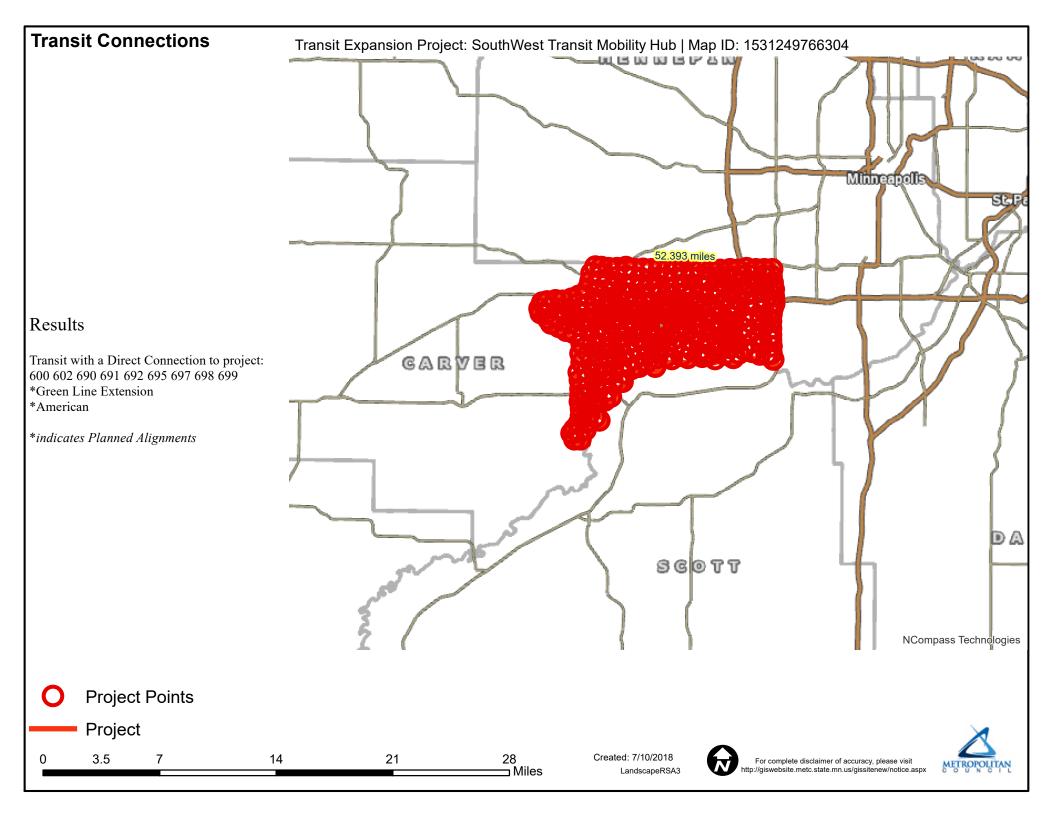
Within HALF Mile of project: Total Population: 155289 Total Employment: 109937 Postsecondary Students: 170

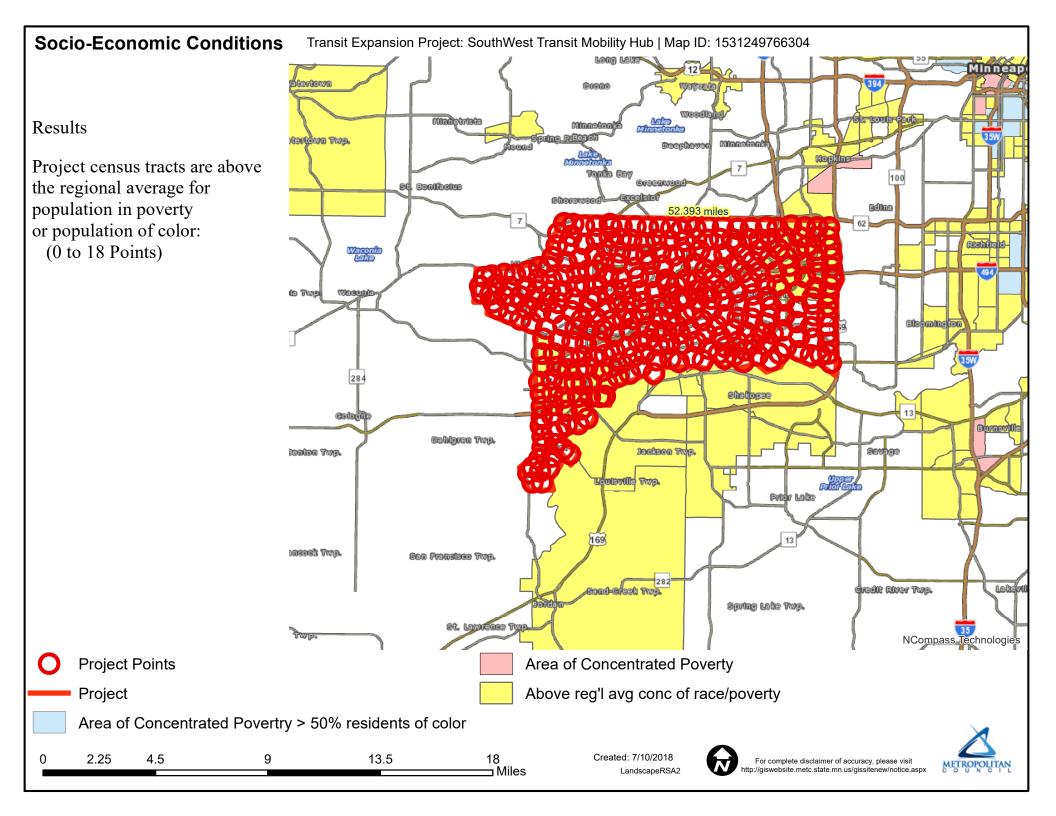
Within ONE Mile of project: Total Population: 173705 Total Employment: 126234

Project

3.5





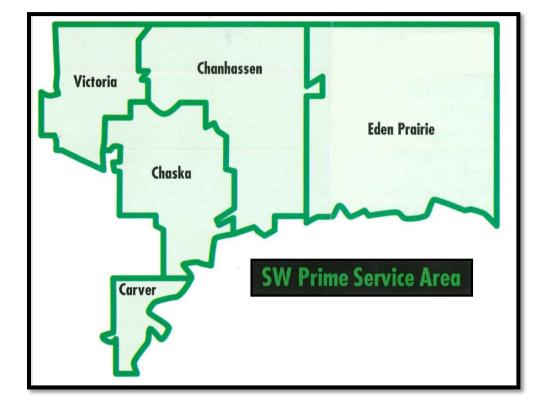


Regional Solicitation – SouthWest Transit Mobility Hub

Description

SouthWest Transit's Mobility Hub will be a multimodal approach to facilitate first and last mile travel within the SouthWest Transit service area. Through the expansions of the on-demand service SouthWest Prime and the bike rental program SW Ride, as well as the creation of a car share service, riders will have many options not only to connect to fixed route service for regional travel, but to travel within SouthWest Transit's service area with sustainable and efficient options. The Mobility Hub will be centered at Eden Prairie's SouthWest Station.

Through these means, SWT is able to further expand upon the current array of first and last mile options for passengers. This project is also timely considering the incoming SWLRT - Green Line extension. One goal of this project is to expand upon existing services in time to accommodate the increased ridership that will occur at SouthWest Station - providing LRT riders with options to travel to and from their final destinations with ease and comfort. Another goal is to improve these options for riders who are traveling solely within the SWT service area. Through the mentioned expansions and the creation of a car share service, riders within the service area as well as riders traveling to and from the service via express routes or the SWLRT will be provided numerous options to travel in a modern, efficient, and safe manner.



Service Area

Cost

Prime Expansion	\$4,172,000.00	
Bike Program Expansion	\$144,000.00	
Carshare	\$275,000.00	
Total Project Costs	\$4,591,000.00	



SOUTHWEST TRANSIT COMMISSION RESOLUTION #18-08 Regional Solicitation grant application for a SouthWest Station Mobility Hub

WHEREAS, SouthWest Transit (SWT) operates as a Joint Powers entity established by the Cities of Eden Prairie, Chaska and Chanhassen to provide transit services under the laws of the State of Minnesota including Minnesota Statute Sections 473.384, 473.388 and Statute 471.59; and

WHEREAS, the SouthWest Transit Commission considers it in the best interest of the agency to apply for a Regional Solicitation grant to increase service quality, regional connectivity and first/last mile services;

WHEREAS, the implementation of a Mobility Hub at SouthWest Station will allow for increased connectivity to and from SouthWest Station;

WHEREAS, the proposed Mobility Hub at SouthWest Station will aid in servicing the large increase in ridership expected once SWLRT is operational;

WHEREAS, the proposed Mobility Hub at SouthWest Station will increase the amount of first mile/last mile transportation options available to SouthWest Station users;

NOW THEREFORE, BE IT RESOLVED that the SWT Commission authorizes its Chief Executive Officer to submit a Regional Solicitation grant application to the Metropolitan Council for the creation of a Mobility Hub at SouthWest Station.

ADOPTED by the Commission of SouthWest Transit on June 28, 2018.

Jay Rohe, Chairperson

ATTEST

Len Simich, Chief Executive Officer

July 12, 2018

Len Simich SouthWest Transit Commission 13500 Technology Drive Eden Prairie, MN 55344

Dear Mr. Simich,

The Metropolitan Council has received SWT's request to provide the 20% local match for the Mobility Hub project if it is selected for the 2022-2023 Regional Solicitation Transit funds.

Our understanding of the project scope is that the project will include 5 vehicles for Prime expansion (small bus or electric), 5 sedan type vehicles, software for a new car share program, and expansion of SWT's bike program. The scope also includes 3 years of operations for the programs.

The project total cost is estimated at \$4.6M with \$3,680,000 in Regional Solicitation transit funds requested and a \$920,000 local match. The capital portion of this project is valued at \$775,000 with \$620,000 in Regional Solicitation funds and \$155,000 in local capital match. This represents Prime vehicles, car share program vehicles, and car share software.

The Council has a limited amount of regional transit capital (RTC) budgeted in its 2018-2023 Capital Improvement Program (CIP) for capital expansion projects. Its top priorities for regular route bus service are preservation of existing fleet (replacement of vehicles) and facilities, and maintenance of existing services (addressing overflow demand on existing services).

Given the above, the Council agrees to provide up to \$155,000 in RTC funds as local capital match for the Mobility Hub project conditional on the following:

- The Council will prioritize RTC funding to capital projects that address maintenance of existing services (meeting overflow demand) followed by new services capital needs as prioritized by TAB. The Council can provide confirmation on its RTC funding commitment before TAB finalizes its project selection, when recommended projects for funding are known.
- Any new services located at SouthWest Station will be geographically located in a manner consistent with the SouthWest Station Agreement.
- The Council cannot guarantee that operating funds will be available for any service expansion and looks to the project sponsor, SWT in this case, to be responsible for committing the local match for the operations component of the project.

Sincerely

Nick Thompson Director, Metropolitan Transportation Services Metropolitan Transportation Services

cc: Heather Aagesen-Huebner Matt Fyten



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Population/Employment Summary

Results

Within QTR Mile of project: Total Population: 128197 Total Employment: 80977 Postsecondary Students: 170

Within HALF Mile of project: Total Population: 155289 Total Employment: 109937 Postsecondary Students: 170

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Project

3.5

