Facilitation to Identify EasTexConnects Coordination Strategies

Goal

Conduct research and collaboratively prepare a report on options for transportation providers in Planning Region 6 to function and serve the public more efficiently.

Objectives

- Ensure independence and impartiality by engaging a third party to lead the project
- Build on previous study findings, do not duplicate previous work
- Engage stakeholders in Planning Region 6 throughout the project
- Identify various options for transportation providers to serve the public more efficiently
- Document cost and benefits of the options
- Document opportunities and risks of the options
- Share project deliverables to ensure transparency for the project process, findings, and reports

Stakeholders include but are not limited to EasTexConnects (ETC), East Texas Council of Governments (ETCOG), East Texas Regional Transportation Partners (ETRTP), Longview Transit, Tyler Transit, Amtrak, inter-city bus companies, private operators, human services agencies, non-profit organizations, and other stakeholders.

Tasks

1. TTI will facilitate a meeting with EasTexConnects and other stakeholders in East Texas to discuss the project goal, objectives, work tasks, deliverables, and timeline. TTI will prepare the meeting agenda and minutes/notes for all stakeholders to see and review. The meeting will be scheduled as soon as feasible after Notice to Proceed. The meeting will have the same purpose as a kick-off meeting to launch the project; however, TTI will proceed with Tasks 2 and 3 prior to the meeting.
2. TTI will review the 2008 East Texas Regional Transit Transfer Study and the Alliance for Regional Mobility (ARM) Scope of Work. The review will serve as a foundation for this current assessment. No part of this task will duplicate work already carried out in previous studies. TTI will assess implementation status, effectiveness, and continued viability for the recommendations. TTI prepare a brief summary of the previous study findings and recommendations to share with stakeholders.
3. TTI will collect data and prepare a peer case study report providing examples of regionally coordinated transportation services in other Texas regions (such as Hill Country Transit District, Concho Valley Transit District), and examples from out of state (such North West Oregon Transit Alliance). The number of case studies will depend on pertinent peer examples, but TTI estimates up to five case studies that document service development, service design and schedule coordination, level of service (span, frequency), service implementation, vehicle and service integration, cost allocation methods, revenue sharing (federal, state, local fund sources), fares and fare media, and interlocal agreements as well as challenges faced, lessons learned, and keys to success.

4. TTI will engage stakeholders by meeting to discuss existing conditions and to document existing examples of coordinated services (formal or informal agreements). All meeting agendas and minutes/notes from meetings with stakeholders will be available for all stakeholders to see and review (See Task 9). TTI anticipates a minimum of 10 and a maximum of 20 meetings with stakeholders or groups of stakeholders.
5. TTI will prepare a draft report to identify an array of options for transportation providers in Planning Region 6 to function and serve the public more efficiently in East Texas. TTI will focus on why a new option/paradigm is needed and assess the costs and benefits and the opportunities and risks of various options. TTI will address operations including centralized transfer points, service delivery strategies, transfer (or other) agreements, and other elements.
6. TTI will present a half-day workshop with EastTexConnects members and other stakeholders to facilitate a discussion of the array of options for transportation providers in Planning Region 6 to function and serve the public in East Texas more efficiently. TTI will prepare the workshop agenda and minutes/notes for all stakeholders to see and review.
7. TTI will revise the draft report as appropriate in response to the workshop discussion. TTI will post the revised draft report to the project web page for review and comment by EastTexasConnects members and stakeholders (See Task 9).
8. TTI will make appropriate revisions and file the Final Report. The Final Report will include a matrix describing various options for transportation providers in Planning Region 6 to function and serve the public more efficiently and a discussion of the costs and benefits (risks and opportunities) of these options.
9. Throughout the project, TTI will post all material and documentation of the project work on a web page on the TTI Transit Mobility Program website that is accessible to EastTexasConnects members, stakeholders and the general public at all times. The website will be kept current and will serve as the primary source of shared information. All meeting agendas and minutes/notes from meetings with stakeholders will be available on the web page.

Deliverables

- Project website
- Meeting agenda, presentations, and minutes/notes
- Brief summary of the previous study findings and recommendations
- Peer case study report
- Workshop agenda, presentations and minutes/notes
- Draft report
- Final report with a matrix describing various options for transportation providers in Planning Region 6 to function and serve the public more efficiently

End: October 31, 2013

Schedule

Schedule by Task by Week		Jun-13	Jul-13	Aug-13	Sep-13	Oct-13
Task 1	Conduct Kick-off Meeting	XXXXXX	XXXXXX			
Task 2	Review Previous Studies	XXXXXX				
Task 3	Prepare Peer Case Study Report	XXXXXX	XXXXXX			
Task 4	Engage Stakeholders		XXXXXX	XXXXXX		
Task 5	Draft Report			XXXXXX	XXXXXX	
Task 6	Conduct Workshop			XXXXXX	XXXXXX	
Task 7	Revise Draft Report					XXXXXX
Task 8	Produce Final Report					XXXXXX
Task 9	Create and Maintain Web Page	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX

Responsible Parties

ETCOG

- Project funding from TxDOT-PTN
- Contracting agency and fiscal oversight for project
- Assist in meetings (provide space, facilities, coffee, etc.)
- Assist in providing information about previous studies
- Provide data and information for GoBus
- Serve as a stakeholder/ review and comment on deliverables

EasTexConnects

- Serve as Steering Committee for project
- Host meetings with stakeholders
- Provide TTI information to ensure all stakeholders are invited to participate
- Serve as a stakeholder/ review and comment on deliverables

TxDOT-PTN

- Project funding to ETCOG
- Provide TTI information to ensure all stakeholders are invited to participate
- Serve as a stakeholder/ review and comment on deliverables

TTI - See Scope of Work