



Rhode Island Department of Administration
 Division of Planning
STATEWIDE PLANNING PROGRAM
 One Capitol Hill, Providence, RI 02908
 401.222.7901 www.planning.ri.gov

**FY 14 UNIFIED PLANNING WORK PROGRAM
 COOPERATIVE AGREEMENT**

This Cooperative Agreement is entered into by the RHODE ISLAND STATEWIDE PLANNING PROGRAM (Grantor) and the Rhode Island Public Transit Authority (Grantee) for the purpose of:

Supporting RIPTA's advanced transit technology initiative in accordance with the Scope of Work (Attachment A).

Access to Records: The Grantee shall furnish information as requested by the Grantor to support claims for services provided pursuant to this Agreement. Fiscal and program records of the Grantee shall be maintained in accessible form for a minimum of three (3) years and shall be subject to monitoring, inspection and/or audit by the Grantor and its representatives. Refer to CFR Title 49 Section 18.42 for more detailed information (Attachment B).

Duration of Agreement: From September 11, 2013 to December 31, 2014

Conditions of Payment: The total amount of grant funds available for this project shall not exceed \$88,000. The Grantee shall be responsible for provision and documentation of matching funds and/or eligible in-kind professional services in the amount of \$22,000 (Attachment C).

The Grantor shall approve the reimbursement of grant funds to the Grantee according to the following conditions:

Schedule: All grant funds will be issued as reimbursements to qualified requests. Reimbursement requests will be processed no more frequently than monthly.

Allowable Expenses: The Grantor shall pay for its share of qualified services as outlined in this Agreement based on the actual cost of services rendered and supplies utilized. The Statewide Planning Program must review and approve all contractual services between the Grantee and any consultant prior to their execution. In order to gain approval for a contract award, the Grantee must submit a completed Procurement Summary Sheet (Attachment D) to the Statewide Planning Program for approval.

Terms of Payment: Requests for payments shall be accompanied by:

- A completed Project Reimbursement Request Form (Attachment E).
- An invoice from the Grantee for the reimbursement time period. All project related expenses must be itemized and identified as reimbursement or match. All requests for reimbursement must also include documentation of the required match expended during the reporting period.
- Source documentation for expenses shown on the invoice including contracts, itemized invoices, cancelled checks, and other proof of payment.

Compliance: The Grantee agrees to comply with all applicable laws and regulations including, but not limited to, the provisions of CFR Title 49 Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, RIGL 37-2, State Purchases, RIGL 37-14.1, Minority Business Enterprises, RIGL 28-5.1, Equal Employment Opportunity. No project expenses outside the Scope of Work outlined in this agreement will be reimbursed by the State. Any violation of the applicable accounting and procurement procedures or failure to comply with grant award conditions may result in forfeiture of grant funding reimbursement.

Kevin M. Flynn
 Grantor, Division of Planning

Kevin Flynn
 Print Name and Title

9-11-13
 Date

Mark R. Therrien
 Grantee, Rhode Island Public Transit Authority

Mark R. Therrien
 Print Name and Title

9-11-13
 Date

Attachment A
Scope of Work

ATTACHMENT A

RIPTA – ADVANCED TRANSIT TECHNOLOGY INITIATIVE

SCOPE OF WORK

1.0 Background

The *Transportation Corridors to Livable Communities* project was initiated by the City of Providence and RIPTA to do three things: conduct corridor studies to increase the effectiveness and efficiency of transit service on the Providence bus routes with the highest ridership; create community hubs at key nodes along those corridors; and rethink the Providence Zoning Ordinance as a tool to implement the corridor plans and the City's overall livability and sustainability goals.

Through this project, RIPTA aims to increase the effectiveness and efficiency of transit service in the following ways:

- Reduce vehicle miles traveled
- Reduce household transportation costs
- Increase transit ridership

The City of Providence, in partnership with RIPTA, was awarded a HUD Community Planning Challenge Grant for the project, and funds were used to create a planner position at RIPTA. This position helped RIPTA facilitate federal investment through the Federal Transit Administration ARRA funds to advance the project by implementing Rapid Bus improvements to the two highest ridership bus routes in the City along Broad and North Main streets. Approximately \$5 million in federal and local dollars has been committed to these corridors to coordinate traffic signals, conduct necessary road work improvements, to design and build passenger amenities, and to develop a unique branding and identity for the new R Line. This investment will benefit over 10,000 daily passengers and serve the most disadvantaged neighborhoods in the City - Upper and Lower South Providence - improving an essential link for residents to Downtown and the neighboring communities of Cranston and Pawtucket.

Three additional key corridors, Elmwood Avenue, Manton Avenue and Chalkstone Avenue, were also a focus of the project. Corridor studies were completed with an emphasis on improvements to make the routes more transit friendly, improving the transit experience for riders and looking forward, anticipating that these routes will be the next to receive Rapid Bus improvements.

Of all of the busiest transit routes in Providence, the five corridors of Broad Street, North Main Street, Elmwood Avenue, Manton Avenue and Chalkstone Avenue were selected in part because of the availability of developable land for high-density housing and new businesses.

A key long-term outcome of the project is to create mixed-use community hubs that are directly served by transit. Other key outcomes will include the promotion of practices with partner organizations, state agencies, City departments and other partners that lead to greater levels of development around existing and future transit service.

2.0 Purpose and Objectives

RIPTA is proposing to continue the efforts begun under Transportation Corridors to Livable Communities project to complete R Line implementation and to begin advancing rapid ready plans developed for other key bus corridors. Also, this project will assist in the expansion of a key component on the R Line, transit signal priority, throughout the state. Transit signal priority (TSP), has proven to reduce bus running times and increase operational efficiencies, which is a direct cost savings to RIPTA. The R Line will be the first TSP corridor in Rhode Island.

3.0 Process

Upon approval to proceed, by the Grantor, the Grantee shall:

- Execute the project in accordance with the work tasks specified in Section 5.0 and in accordance with the Schedule and Budget specified in Section 6.0 below.
- Provide the Grantor's representative named in Section 4.0 below relevant project information as the project proceeds, and submit Project Reimbursement Requests as provided in Attachment E. All requests for project reimbursement must clearly illustrate the match provided as outlined in Attachment C.
- Complete and submit all Final Products as outlined in Section 7.0 to the Statewide Planning Program for review and approval.
- Submit a Final Project Reimbursement Request to close out the grant funding. Prior to final reimbursement, all required project match as outlined in Attachment C must be adequately documented.

Sub-contracting

At the Grantee's option, and in accordance with applicable State and municipal law and procedures, it may engage professional consultant services experienced in intermodal transportation and land use issues as deemed necessary to effectuate the tasks identified in this scope of work. The Grantee remains responsible for performance and delivery of products specified in the Cooperative Agreement, and sub-contractual agreements shall not be binding upon the Grantor.

4.0 Coordination—Project Representatives

The Grantor and Grantee agree that they will assign and maintain a representative to assure effective communication and coordination during the project's execution, and

that these representatives will serve as the primary contacts for all project-related matters.

Grantor's project representative:

Karen Scott
Assistant Chief
R.I. Statewide Planning Program
One Capitol Hill, Providence, RI 02908
(401) 222-4411 Fax: (401) 222-2083
Karen.Scott@doa.ri.gov

Grantee's project representative:

Amy Pettine
Planning Director, RIPTA
705 Elmwood Avenue
Providence, RI
(401) 784-9500 x216
apettine@ripta.com

5.0 Work Tasks

The Grantor and Grantee agree that the following tasks and activities shall comprise the work to be performed under the project:

Task 1: R Line Final Planning, Implementation & System Review

- Continue to analyze ridership data and bus stop data along the routes; evaluate performance of Rapid Bus operations improvements and make necessary adjustments as needed;
- Make adjustments to program of signal priority work as needed; develop and manage TSP on call services contract; follow up with partners (Providence, Pawtucket, RI DOT) per the construction and maintenance agreements, as needed.
- Develop maintenance program for shelters and related amenities; evaluate customer satisfaction with new amenities; continue to work with City of Providence and Pawtucket on arts component of the project; recommend further roadway improvements and additional passenger amenities at stops.
- Work with RIPTA marketing department to develop passenger information campaign for the ticket vending machines; work with RIPTA Finance to develop necessary policies and procedures for TVM's; work with RIPTA Maintenance on servicing TVM's; identify funding for future TVM expansion.

Task 2: Rapid Ready Expansion Program

- Review best practices and lessons learned from R Line planning and implementation to determine level of investment and service changes necessary

to improve ridership and operations of high priority corridors, including key bus routes identified in the COA.

- Oversight of design and implementation of signal priority expansion on selected key bus routes.
- Continue to work with community partners to develop strategies and recommendations for corridor improvements; work with RIPTA Planning to realign bus stops, improve service and plan for additional investment in passenger amenities.

Task 3: Development of Transit Signal Priority Program

- Continue coordination with RIDOT and local municipalities identify appropriate locations for the next phase of TSP investment.
- Review best practices to develop policies for RIDOT and local road construction projects to include TSP when beneficial to RIPTA.
- Continue to work with RIPTA Transportation and IT to educate and train drivers on TSP use.

6.0 Schedule & Budget

The Grantor and Grantee agree that the project shall be executed in accordance with the following agreed-to Schedule and Budget:

- a. Timeline for completing the study not to exceed 15 months, with appropriate phases and progress milestones identified.

TIMELINE

Task 1	1-6 months
Task 2	3-9 months
Task 3	6-12 months

- b. Project Budget indicating total project cost, cost by activity of function (including overhead), requested grant amount and anticipated source(s) of required match. All grant funding will be provided as reimbursements. There will be no funding advances under this grant program.

PROJECT BUDGET

Principal Planner.....	\$110,000
Grant Funds.....	\$88,000

RIPTA Match

Total Match.....\$22,000

Total Project budget..... \$110,000

Total Maximum Grant Award \$88,000

7.0 *Products*

All Products must be delivered and approved by the Grantor prior to presentation of a Final Reimbursement Request. At a minimum, the Grantee must deliver:

- A copy of all planning documents developed as a part of this project.
- All cartographic, geographic, graphical, tabular or other compilations or representations of data assembled in support of the project.
- Digital geographic data produced in connection with the project.
- Project Reimbursement Requests shall be furnished upon request in the format provided by the Grantor (Attachment E).
- A Final Project Reimbursement Request with required documentation (Attachment F).

Product Specifications

All products shall be provided to the Grantor's representative at least 10 working days prior to their general public release. Products such as reports and studies must be furnished in both hard copy and electronic format. Two printed and bound copies of all final report type products must be submitted. Electronic copies must include editable files of reports and studies. All GIS products must be submitted as topologically correct Arc GIS geo-databases or shape files with metadata meeting all Federal Geographic Data Committee metadata standards and shall be made available to the RIGIS for inclusion therein. All interim and final products (reports, maps, data, etc.) supported by this agreement shall be public documents, pursuant to R.I. General Law.

Credit Notation

Interim and final products, press releases, announcements and other materials developed and distributed pursuant to this Cooperative Agreement shall indicate that the Rhode Island Statewide Planning Program, and the US Department of Transportation, Federal Highway Administration are supporting partners in the project, and shall include the names, addresses, and logos of the above-noted agencies, together with the following credit notation:

"This project was supported by the Rhode Island Statewide Planning Program with funding provided by the US Department of Transportation, Federal Transit Administration."

The Statewide Planning Program reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for state or federal government purposes, the copyright in any work developed under the grant or through a contract under the grant.

8.0 *Records Retention*

All project related records must be retained by the grantee for a minimum of three (3) years from the project completion date. All records are subject to audit and review.