Transit Authority of River City

MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Executive Director

Date: July 23, 2025

Re: Resolution 2025 – 29 Task for New TARC Network Implementation Project Manager and Associated Implementation Activities under Contract 20221780

With the June 20, 2025 board approval of the framework for the new TARC network, TARC staff now turns to implementation of the New TARC Network. Implementation of a network redesign is a complicated, multi-month, multi-department process with many moving parts. Best practices learned from other transit agencies that have successfully implemented network redesigns are clear that designating and empowering a project manager who can devote most of their time to the effort is critical. While TARC has many talented staff members who could technically fulfill this role, no existing staff roles have the flexibility to be able to devote the time necessary, nor does TARC as an agency have prior experience implementing a network redesign.

To ensure that this important project is implemented successfully, staff recommends that TARC utilize contract 20221780 A&E consulting services as a task order to contract for a Project Manager who can devote the necessary time to project management and has successful prior experience of implementation of a redesigned network.

Staff recommends contracting with the team that has led the consulting effort for the TARC 2025 process under contract 20221780 A&E consulting services. Jarrett Walker + Associates (JWA), the lead planning consultant for the TARC 2025 process, is able to provide a dedicated Project Manager who would start Monday, August 4, 2025. JWA has extensive experience with network redesign implementation and the individual they would provide has experience as the in-house project lead for a network redesign implementation process. Beyond already being very familiar with the New TARC Network and the TARC 2025 process, JWA is also part of the on-call team for Architectural, Engineering, Environmental, and Transit Planning Services led by Schmidt and Associates that TARC awarded an indefinite delivery/indefinite quantity (IDIQ) contract to in 2023 (Resolution 2023-13, Contract # #20221780). The purpose of the IDIQ contract is to be able to move quickly in situations like this with an experienced and qualified outside team of consultants that is familiar with TARC and can get to work immediately.

Staff has worked with JWA to establish a streamlined scope of work for implementation activities that includes a dedicated Project Manager who would oversee the project from

August 2025 until several weeks after completion in September 2026. The scope of work also includes supportive hours from additional JWA staff to focus on key implementation tasks, including leading design work for updated TARC bus stop signs, schedules, and system maps and the development of a trip planning tool that will help members of the public better understand the New TARC Network before it goes live. The Procurement Department conducted an Independent Cost Estimate and concluded that the offered price of $326,000 is fair and reasonable.

The IDIQ contract only initially authorized staff to spend $1,230,000 on transit planning-related services. This task order will be funded by TARC operating funds. Therefore, additional board approval is needed to move forward. This resolution asks the Board to grant the Executive Director the authority to authorize the start of Task 20 of the Schmidt and Associates IDIQ contract authorized in June 2023 (Resolution 2023-13, Contract # #20221780) for the not to exceed amount of $326,000.

Please call me at 561-5100 if you have any questions. Thank you.

Transit Authority of River City

RESOLUTION 2025-29
NEW TARC NETWORK IMPLEMENTATION PROJECT MANAGER AND ASSOCIATED IMPLEMENTATION ACTIVITIES

A Resolution authorizing the Executive Director to establish Task 20 of the Schmidt and Associates IDIQ contract authorized in June 2023 in order to secure the services of a network redesign implementation Project Manager and complete associated implementation activities at a cost not to exceed $326,000.

WHEREAS, the TARC Board has directed TARC staff to move forward with implementation of a redesigned New TARC Network based on the framework laid out in the Enhanced Draft Plan developed during the TARC 2025 planning process; and

WHEREAS, the intention is to implement the New TARC Network in August 2026; and

WHEREAS, a network redesign implementation process is a complex, multifaceted endeavor involving detailed planning and project management tasks that involve a wide range of agency policies, processes, and staff with some level of responsibility residing in every TARC department; and

WHEREAS, successfully managing a large task at that level requires an experienced and empowered Project Manager to oversee and facilitate an agency-wide effort; and

WHEREAS, a consulting team led by Schmidt and Associates was awarded a three-year indefinite delivery/indefinite quantity (IDIQ) Architectural, Engineering, Environmental, and Transit Planning services contract in 2023 (Contract # #20221780); and

WHEREAS, Jarrett Walker and Associates, a member of the Schmidt and Associates team has, in the careful evaluation of staff, the knowledge and qualified staff to be able to supply and manage a Project Manager and complete associated implementation activities

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Transit Authority of River City that:

The Executive Director is hereby authorized to establish Task 20 of the Schmidt and Associates IDIQ contract authorized in June 2023 to secure the services of a network redesign implementation Project Manager via Jarrett Walker and Associates and complete associated implementation activities at a cost not to exceed $326,000.

ADOPTED THIS 23rd DAY OF JULY 2025

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Ted Smith, Chair of the TARC Board of Director