

Memorandum

Date: Tuesday, October 20, 2020
To: Jeff Sanders, Monte Aldridge, Carly Castle and Karen Guzman-Newton
From: Jon Nepstad, Jason Miller and Paul Jewel
Subject: City of Moab – Shuttle Transit Sketch Plan Outline

Outline

Fehr and Peers will prepare a Technical Memorandum which City staff can submit to council. It is assumed that for the pilot period (2-4 years) the entire operation will be “Turn Key”, meaning that a contract operator will be hired to operate the service, provide the vehicles, store and maintain the vehicles, collect and process fare revenue, etc.

This “Sketch Plan”¹ Concept Report for shuttle service will have an outline that looks like the following:

1. Cover Page
2. Acknowledgement Page (responsible staff from city, county, state and consulting team)
3. Section 1 – Project Background
 - o What has brought the city to this point and why does it want to move forward with a plan for shuttle services?
4. Section 2 – Demand Assessment
 - o In this section we will outline what we know about the need for a local shuttle service. This section will be based exclusively on existing data and information.
5. Section 3 – Proposed System

¹ As a Sketch Plan this Technical Memorandum will not include the standard approach to transit planning and will not, by choice, have the rigorous demand analysis, service justifications or multiple scenarios one might expect to find in similar project. This is by design as time is of the essence and staff would like to present some basic plan to the council within the next five weeks.



- This section will describe the conceptual route(s), operating parameters (hours, days, frequency, etc.), proposed vehicle type (e.g. 20' light duty away, etc.), proposed fare(s)
- 6. Section 4 – Financial Plan
 - We will create a basic MS Excel spreadsheet to project system revenues, capital and operating costs for a Turnkey 100% contracted operation and an in-house operation. The in-house costs are being provided for comparison purposes only.
- 7. Section 5 – Sample RFP
 - This last section will include a sample contract operation RFP which the City can modify as needed.

Process

Jason Miller will serve as the Fehr & Peers Project Manager and Lead Planner. He can start working on the project as soon as the first week of October, or as soon as UDOT Consultant Services can process a contract.

A draft version of the Sketch Plan can be presented to the Recreation HotSpots Committee in electronic format (MS Word and Adobe PDF versions) three weeks after Notice to Proceed. A final version of the Sketch Plan will be delivered electronically ten days after comments.