

**POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

RESOLUTION

MOTION: _____

RESOLUTION NO. 07-01-____
OFFICIAL COMMISSION MEETING
JANUARY 4, 2007

SECOND: _____

**RE: DELEGATION OF AUTHORITY TO THE EXECUTIVE DIRECTOR TO
APPROVE ALL EXPENSES RELATED TO SCHEDULED AND BUS
STOP DISPLAY PRODUCTION**

WHEREAS, the Potomac and Rappahannock Transportation Commission (PRTC) desires to continue to provide public information reflecting the twice-a-year service changes; and

WHEREAS, this information is in the form of printed bus schedules and bus stop information displays at designated bus stops and shelters within the service area to heighten public awareness, provide on-site customer information, and improve understanding of PRTC's bus services; and

WHEREAS, the volume of schedule and bus stop displays produced by PRTC's "on-call" consultant (Smartmaps, Inc.) is increasing because of ridership growth and service expansion, necessitating an increase in the authorized expenditure for such production work; and

WHEREAS, management is recommending that the authorized expenditure level for this work be increased to \$430,000 for the January – December 2007 contract year; and

WHEREAS, in accordance with PRTC's adopted purchase policy, task orders in excess of \$30,000 are the subject of individual Commission authorizations; and

WHEREAS, PRTC's FY 2007 and FY 2008 budgets have or will have adequate funds to support full-fledged production at this level of authorization.

ITEM 12-G

(3 PAGES)

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to incur costs associated with printed schedule and bus stop information display production of as much as \$430,000, which includes a 20% contingency allowance, to avert the need for recurring Commission actions for this routine type of work.

January 4, 2007

TO: Chairman Gibbons and Commissioners

FROM: Alfred H. Harf
Executive Director

RE: Delegation of Authority to Executive Director to Approve All Expenses
Related to Schedule and Bus Stop Display Production

Recommendation:

Authorize the Executive Director to approve all production expenses incurred through Smartmaps, Incorporated, the Potomac and Rappahannock Transportation Commission's (PRTC) "on-call" schedule production consultant for the design and production of printed schedules and bus stop displays during the contract year January – December 2007. The total authorization would be \$430,000, which includes a 20% contingency allowance.

Background:

PRTC's bus schedules are altered twice annually (in the spring and fall) to reflect changes in bus service related to route re-timing, new or amended services, and other dynamic conditions. In calendar year 2006, the Commission authorized the Executive Director to approve production expenses for printed schedules and bus stop displays in an amount up to \$380,000. The 2006 experience indicates that the volume of schedules and stop information displays produced under the auspices of this contract has grown to the point that a higher authorization is required, a consequence of continuing ridership growth and expanded operations. Using the 2006 experience as a point of departure for sizing the 2007 authorization request, management is proposing a thirteen percent increase or \$430,000. The authorization amount sought continues to include a higher than normal contingency allowance to account for unplanned needs.

Fiscal Impact:

Funding to cover this expenditure is provided for in PRTC's current FY 2007 budget and will also be included in the FY 2008 budget.

