

**POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

RESOLUTION

MOTION: _____

**RESOLUTION NO. 08-01-_____
OFFICIAL COMMISSION MEETING
JANUARY 3, 2008**

SECOND: _____

**RE: AUTHORITY TO AWARD TASK ORDERS TO SMARTMAPS, INC. FOR
SCHEDULE AND BUS STOP COLLATERAL MATERIALS**

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 production of these printed bus schedules and bus stop displays is work performed by the Commission's on-call consultant for this type of work, SmartMaps, Inc.; and

WHEREAS, measures implemented in 2007 to reduce production costs are expected to offset the increased volume of schedule and bus stop displays expected to be necessary in 2008; and

WHEREAS, management is recommending that the authorized expenditure level for this work in 2008 be the same as it was in 2007 -- \$430,000; and

WHEREAS, in accordance with PRTC's adopted purchase policy, task orders in excess of \$50,000 are the subject of individual Commission authorizations; and

WHEREAS, PRTC's FY 2008 and FY 2009 budgets have or will have adequate funds to support full-fledged production at this level of authorization.

ITEM 9-B

(4 PAGES)

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to: (1) 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; and (2) issue task orders to SmartMaps, Inc. for the conduct of this work capped by the overall authorized spending level.

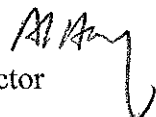


Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

January 3, 2008

TO: Chairman Jones 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 2008. The total authorization would be \$430,000, which includes a 20% contingency allowance. This is the same amount authorized for schedule production related expenses in calendar year 2007.

Background:

PRTC's bus schedules continue to be 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 2007, the Commission authorized the Executive Director to approve production expenses for printed schedules and bus stop displays in an amount up to \$430,000 (which includes a 20% contingency allowance). The volume of schedules produced each year continues to grow as a result of ridership growth and increased community demand. As operations continue to expand and as progress is made on the implementation of the Board-adopted "bus shelter siting" plan, the volume of bus stop information displays will also increase. However, during calendar year 2007 PRTC management implemented a variety of measures to reduce both schedule and stop display production costs, so the authorization sought for 2008 can be kept at the same level as it was in 2007 despite volume increases, though again there is a need for a higher-than-normal contingency allowance to account for unplanned needs.

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Chairman Jones and Commissioners
January 3, 2008
Page 2

Fiscal Impact:

Funding to cover this expenditure is provided for in PRTC's current FY 2008 budget and will also be included in the FY 2009 budget.