

**POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

RESOLUTION

MOTION: _____

**RESOLUTION NO. 09-01-_____
OFFICIAL COMMISSION MEETING
JANUARY 8, 2009**

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, economies of scale and cost-cutting-measures are expected to offset the increased volume of schedule and bus stop displays expected to be necessary in 2009; and

WHEREAS, management is recommending that the authorized expenditure level for this work in 2009 be the same as it was in 2008 -- \$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 2009 and FY 2010 budgets have or will have adequate funds to support full-fledged production at this level of authorization.

ITEM 12-B.1

(3 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 8, 2009

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 2009. 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 2008.

Background:

PRTC's bus schedules are revised 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 2008, 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). Although the volume of schedules produced each year continues to grow, there are scale economies because the cost per printed piece decreases as the number of pieces printed increases.

Bus stop displays are also revised, as necessary, for each service change. The number of displays is also increasing on account of service expansion and the growing inventory of bus shelters. Nonetheless, the cost for revising stop / shelter displays has been held constant because of changes management has instituted to reduce production expense, such as creating replacement stickers (instead of a new display) if only one element (map or timetable) of a display has changed.

Fiscal Impact:

Funding to cover this expenditure is provided for in PRTC's current FY 2009 budget and will also be included in the FY 2010 budget.