

York County Community Action Corporation (YCCAC) and the Town of Sanford

Scope of Services for a Public Transportation Study

YCCAC and the Town of Sanford, in cooperation with the Southern Maine Regional Planning Commission (SMRPC) and MaineDOT, are proposing to conduct an analysis and possible redesign and/or expansion of the current services. It is the Town's intent to maximize public transportation options in addition to strengthening the role of bicycle and pedestrian travel in conjunction with this effort. Sanford understands that vibrant communities need a mix of transportation options to both enhance mobility for its residents and visitors, and promote economic development.

A. Background

YCCAC is a non-profit human service agency that has been providing public transportation services to all communities in York County since 1979. In the Town of Sanford, there are four primary services:

1. **Sanford Transit (My Bus):** Provides daily, fixed route service from 8am to 3pm between Springvale and the Center for Shopping primarily along Route 109. Service is also provided to Goodall Hospital.
2. **Sanford Ocean Shuttle:** Part of the Shoreline Explorer group of services, this route provides year-round service seven days a week between downtown Sanford and the Hannaford shopping plaza on Route 1 in Wells. Service is provided between 6am and 10pm.
3. **The WAVE:** Provides door-to-door service seven days a week for people needing transportation to work, school, or training. There are two general routes, one connecting Sanford with the Wells area, and also one connecting Sanford with Biddeford. Depending on the route, service hours are generally 6am to 10pm.
4. **Demand-Response Service:** YCCAC also provides on demand service for shopping and medical trips to every community in York County at least one day a week. Advanced notice is usually required.

More information regarding the YCCAC transportation program is available on their web site: <http://www.yccac.org/pagestransportation/Transportation1.htm>

B. Scope of Work

1. Evaluate Existing Routes: Analyze the adequacy of existing YCCAC services, including on-time performance, service area, headways, and ridership/transfer trends. The review will also include current fares, passes, and transfer policies for services, and their correlation with other transit providers in Maine.
2. Conduct analysis and assessment of past, current, and future growth patterns: Gather existing information on growth patterns and trends both in the downtown and surrounding areas and how these trends have/may affect transit service. Conduct an analysis and assessment of possible underserved or new transit markets.

3. Review and coordinate effort with other plans: The Town of Sanford has several efforts either completed, underway, or planned that will need to be considered when evaluating existing transportation services or proposing any changes. These include the Sanford downtown intersection and pedestrian study, the site assessments for the mill area in downtown, and the Sanford Center/Mousam Waterfront Market Plan. The Town may also be participating in a Transit Oriented Development plan through the assistance of MaineDOT and the University of Vermont.
4. Evaluate opportunities for expansion of service: Analyze existing and possible future service areas, including ridership trends, demographics, and development patterns to determine underserved areas and potential new routes. This would include a review of locations that could serve as a transit “hub” in the downtown area, and take into account current and future downtown redevelopment efforts.
5. Develop route design alternatives -- Based on the analysis of system performance, growth trends, and transit markets, develop several route design alternatives. Working with YCCAC and the Town of Sanford, evaluate alternatives and produce a package of viable options to move forward for further design and schedule development.
6. Public Outreach: Conduct at least one public meeting regarding public transportation and the study effort. Attend and present at other meetings in the area, such as the Chamber of Commerce, Sanford Rotary Club, and others. Produce hand outs and presentation materials as needed.
7. Develop proposed schedules for each route design and/or new routes -- Development of draft schedule(s) and route(s). Once a final route/schedule is approved develop camera-ready schedules and route maps suitable for use as a stand-alone piece and able to be utilized in existing brochures, guides, newsletters, and advertising materials.
8. Develop a Financial Plan-- Working with YCCAC and the Town of Sanford, develop both a short and long term financial plan for capital and operating costs for any new or revised routes/services.
 - a. Develop operating cost estimates including personnel/indirect costs, insurance, vehicle maintenance/repair, fuel, marketing, and capital depreciation. Cost estimates should be based on current industry costs for labor, equipment, services, and facilities in the southern Maine area and throughout the State of Maine;
 - b. Produce estimates of revenue, which may include fares, advertising, State, Federal, and local sources, and direct contributions from private sources;
 - c. Develop innovative ideas to increase ridership and revenue, such as shop and ride coupons for businesses, special events, and other pass or voucher programs;
 - d. Develop capital cost estimates based on any additional vehicle needs. This should include recommended vehicle type and number of vehicles. Capital costs may also include shelters, signs, and other items to improve service delivery;
 - e. Work with YCCAC, MaineDOT, and the Town of Sanford to identify current and future funding sources for the purchase of vehicles and proposed operating costs. These sources of funds should be reasonable and based on

methods that are likely to occur at both the local, regional, state, and national level;

- f. Develop a six-year plan, with key milestones, action items, and responsible agencies to carry out operational and financial obligations.
9. Meetings and correspondence -- Organize meetings with Town staff, YCCAC, SMRPC, MaineDOT and others. It is expected that there will be 4-6 meetings during the project.
10. Develop Final Report: Develop report to be presented to appropriate agencies, the Sanford Town Council, and others as appropriate.

Proposals should show a good faith effort to utilize Disadvantaged Business Enterprises (DBE) and Women Business Enterprises (WBE) suppliers, along with efforts to purchase services from private transportation agencies (public/private cooperation).

<http://www.maine.gov/mdot/disadvantaged-business-enterprises/dbe-home.php>