



# Utah Transit Authority

## MEETING MEMO

669 West 200 South  
Salt Lake City, UT 84101

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**Board of Trustees**

**Date:** 10/13/2021

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**TO:** Board of Trustees  
**THROUGH:** Mary DeLoretto, Interim Executive Director  
**FROM:** Nichol Bourdeaux, Chief Planning and Engagement Officer  
**PRESENTER(S):** Nichol Bourdeaux, Chief Planning and Engagement Officer  
Jaron Robertson, Director Innovative Mobility Solutions

**TITLE:**

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**Change Order: Microtransit Master Service Agreement Service Order No.1 - Rose Park, Poplar Grove & Glendale Microtransit Service (River North Transit LLC - Via)**

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**AGENDA ITEM TYPE:**

Procurement Contract/Change Order

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**RECOMMENDATION:**

Approve the UTA-Via Service Order No. 1 and authorize Interim Executive Director to execute the contract and associated disbursements with River North Transit LLC (Via) for the Rose Park, Poplar Grove & Glendale UTA On-Demand microtransit service for the amount of \$1,740,000.

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**BACKGROUND:**

The UTA - Via Service Order No.1 is the first service order under the UTA - Via Master Services Agreement for On Demand Technologies and Innovative Services. The service order defines the parameters for operation of the Rose Park, Poplar Grove, and Glendale UTA On-Demand microtransit service. This service will be deployed as part of the UTA and Salt Lake City Microtransit Cooperative Agreement.

UTA has partnered with Salt Lake City to fund the microtransit service under UTA's partnership with Via to support Salt Lake City's Transit Master Plan and other planned fixed route service changes as part of the August 2022 Change Day. The Rose Park, Glendale & Poplar Grove UTA On-Demand microtransit service will be UTA's second microtransit deployment and aligns with UTA's Five-Year Service Plan.

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## DISCUSSION:

Staff will discuss the proposed UTA On-Demand microtransit service, which will include an overview of the following topics:

- UTA - Salt Lake City Microtransit Cooperative Agreement
  - Purpose: Salt Lake City Transit Master Plan and UTA 5-year Service Plan 2022 proposed changes
  - Microtransit service overview, including the following: goals, objectives, service area, service parameters, operating days and hours, customer experience, fares, customer service, and budget
  - The marketing, communications, and community engagement plans for the service
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## CONTRACT SUMMARY:

<b>Contractor Name:</b>	River North Transit LLC (Via)
<b>Contract Number:</b>	20-03399BM-1
<b>Base Contract Effective Dates:</b>	September 4, 2021 (Master Service Agreement)
<b>Extended Contract Dates:</b>	November 1, 2021-October 31, 2022 (or 12 months from execution date)
<b>Existing Contract Value:</b>	\$0
<b>Amendment Amount:</b>	\$1,740,000 (Service Order)
<b>New/Total Amount Contract Value:</b>	\$1,740,000
<b>Procurement Method:</b>	N/A
<b>Funding Sources:</b>	Salt Lake City

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## ALTERNATIVES:

Reject the UTA - Salt Lake City Microtransit Cooperative Agreement, the Via Service Order No.1, and ask Salt Lake City to procure and operate the microtransit service instead of UTA.

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## FISCAL IMPACT:

The UTA - Salt Lake City Microtransit Cooperative Agreement provides 12 months of Salt Lake City funding (Not-to-Exceed \$1,900,000) for UTA to provide the Rose Park, Poplar Grove & Glendale UTA On-Demand Microtransit Service with UTA's vendor Via. Salt Lake City will reimburse UTA on a monthly basis for actual expenses incurred including a 5% operations support fee for all Via provided service and fueling expenses. Marketing and promotions will be a direct pass through on UTA expenses incurred. UTA will retain all fares collected during the 12 months of service.

The 12 month Not-to-Exceed value for Service Order No. 1 is \$1,740,000. If the contract is extended beyond 12 months an addendum will be required. The difference of \$160,000 will be used for marketing and promotions, fuel expenses, the UTA operations support fee, and includes a Salt Lake City contingency.

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**ATTACHMENTS:**

- Change Order: Rose Park, Poplar Grove & Glendale Microtransit Service (River North Transit LLC - Via)