



Due to the COVID-19 Pandemic, Connect Transit Trustees may remotely participate in this meeting. Connect Transit will read public comments received in writing which were received at least two (2) hours prior to the meeting. Written comments may be submitted via mail, email, or in-person. Comments sent via email should be sent to: [trustees@connect-transit.com](mailto:trustees@connect-transit.com). The meeting will be limited to eight (8) individuals in the room at a time due to the pandemic and individuals attending will be required to be six (6) feet apart. Persons attending the meeting in-person will be given an opportunity to offer public comment. If you are experiencing COVID-19 symptoms, please do not attend the meeting. Persons attending in person are required to wear a face covering.

## AGENDA

### **Special Meeting of the Connect Transit Board of Trustees**

**July 12, 2021 – 5:15 P.M.**

**351 Wylie Drive  
Normal, Illinois 61761**

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Public Comments
- E. Executive Session (ILCS 120/2(c)(1) – Personnel Matters
- F. New Business
  - 1. *Recommendation for NEPA Environmental Assessment Services – Downtown Transfer Center*
  - 2. *Recommendation for Approval of Proterra Contract Change Order (Addendum)*
  - 3. *Recommendation for Approval of General Manager Employment Agreement*
- G. Chairman's Report
- H. General Manager's Report
- I. Trustee's Comments
- J. Adjournment



## MEMO

DATE: July 12, 2021

TO: Board of Trustees

FROM: Brady Lange, Maintenance Manager / Procurement Specialist

CC: Mark Peterson, Interim General Manager

SUBJECT: Recommendation for NEPA Environmental Assessment Services - Downtown Transfer Center

**Recommendation:**

Authorize the Interim General Manager to sign a contract with CDM Smith for NEPA Environmental Assessment Services for the Downtown Bloomington Transfer Center Project.

**Background:**

Prior to property acquisition for Connect Transit's Downtown Bloomington Transfer Center project a National Environment Policy Act (NEPA) review process must be conducted to meet Federal Transit Administration (FTA) requirements. Federal agencies including the FTA use the NEPA process to determine potential environmental impacts of a project. At its most basic level, NEPA requires government agencies to engage in a review process intended to discover any significant environmental and public health impacts before a decision to acquire property is made and construction begins. Examples of potential environmental impacts the NEPA evaluation seeks to identify are:

- Transportation impacts, including traffic and parking
- Community and social impacts
- Physical and environmental impacts
- Cultural impacts
- Hazardous waste
- Noise
- Vibration
- Community Outreach

As demonstrated, the NEPA process is complex and touches many different environmental aspects. Therefore, the project can be quite time-consuming and Connect Transit's project is estimated to take between twelve (12) to eighteen (18) months.



#### Discussion:

On May 20, 2021, Connect Transit released a Request for Qualifications seeking firms capable of assisting Connect Transit through the NEPA Process. Connect Transit identified firms that other agencies reviewed for similar consultation services and advertised the RFQ through traditional means. As a result, four proposals were received. As detailed in the table below, CDM Smith was chosen as the most qualified firm by our internal evaluation committee.

Proposer	Qualifications & Project Team 40%	Applicable Experience 40%	References 20%	Total Weighted Score
Bacon Farmer Workman Engineering & Testing	23	23	23	<b>23</b>
Carnow, Conibear & Assoc.	21	17	23	<b>19.8</b>
CDM Smith, Inc.	29	29	29	<b>29</b>
HDR Engineering, Inc.	28	28	28	<b>28</b>

CDM Smith has a long history of similar projects. The team proposed for our project has completed many contracts for agencies such as Chicago Transit Authority, PACE Suburban Bus, and IndyGo as well as rail projects for Metra. They have also completed NEPA consultation for IDOT and the Illinois Department of Commerce and Economic Opportunity. Importantly, many of these projects have required direct coordination with the Federal Transit Administration Region V offices. CDM Smith is uniquely positioned to guide Connect Transit through the NEPA process as the next step in realizing our goal of providing a Transfer Center that meets all our passenger's needs.

#### Financial Impact:

Connect Transit will utilize FTA grant funds specifically earmarked for the Downtown Transfer Center project as well as IDOT Rebuild Illinois Capital funds for these services with an anticipated cost in the range of \$100,000 - \$325,000. The cost range is wide because the scope of work is largely undefined until we better understand what NEPA class of action will be required for our project.