Executive Committee

August 27, 2025 | 3:30 p.m.



Onsite:

Greater Portland Transit District 114 Valley Street, Conference Room A | Portland, ME 04102

Remote:

Please click the link below to join the webinar:

https://us02web.zoom.us/j/84875192800?pwd=xculxzxOU3zxOQCXprEUpbfBYSr639.1

Passcode: 290666 | Webinar ID: 848 7519 2800

Phone: (646) 931-3860 | Telephone participants: *9 to raise hand, *6 to unmute

MEETING AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
1. Call Meeting to Order (3:30)	Ed Suslovic, Board President	N/A
2. Public Comment (3:30-3:35) The Board of Directors welcomes public comments at this time for items not listed on this agenda at this time. For items listed on the agenda, the chair will allow members of the public to comment following the staff presentation. There is a three-minute time limit per speaker. (Comments will be paraphrased in meeting minutes)	Ed Suslovic, Board President	Information
3. Meeting Minutes (3:35-3:35) Review and approve minutes from the June 18, 2025 Executive Committee Meeting.	Ed Suslovic, Board President	ACTION
4. Executive Director's Report (3:35-3:45) The Executive Director will provide updates pertaining to Metro operations, service performance, external affairs and major projects and initiatives.	Glenn Fenton, Executive Director	Information
5. Bus Rapid Transit Update (3:45-3:55) Staff will provide an update on the status of the conceptual design of the Bus Rapid Transit line between Gorham, Westbrook and Portland.	Glenn Fenton, Executive Director	Information
6. Regional Fare Policy Review (3:55-4:05) Staff will provide an overview of a plan for Metro and its regional partners to complete a fare policy analysis over the upcoming year.	Glenn Fenton, Executive Director	Information
7. Procurement Process Exception Request (4:05-4:15) Staff are requesting approval of a contract with Shaw Earthworks to complete budgeted contruction of bus stop improvements	Chad Heid, Chief Transportation Officer	ACTION

programmed as part of the regional Transit Stop Access Program. The contract being recommended for approval was initiated by direct negotiations after a competitive procurement process yielded no responses. 8. Local Match Policy (4:15-4:25) Staff will present proposed modifications to Metro's procurement policy that affect the way that local match can be applied to	Shelly Brooks, Chief Financial Officer	ACTION
capital projects. 9. Strategic Partnership Update (4:25-4:35)	Glenn Fenton,	Information
Staff will provide updates to the committee on two strategic partnerships that are developing.	Executive Director	
10. Future Agenda Items (4:35-4:40)	Ed Suslovic,	Information
 Updated ADA Complaint Procedure CIP Local Match Policy Fare Policy Review Rock Row Transit Oriented Development Agency Strategic Planning PACTS Initiatives and Reforms (Ongoing) 	Board President	
11. Upcoming Meetings (4:40-4:45)	Ed Suslovic,	Information
 Marketing & Communications Committee – September 10, 2025 at 3:00 pm Planning & Operations Committee – September 17, 2025 at 10:30 am Advocacy Committee – September 17, 2025 at 4:30 pm Finance Committee – September 24, 2025 at 10:00 am Executive Committee – September 24, 2025 at 3:30 pm 	Board President	
12. Adjournment (4:45)	Ed Suslovic, Board President	ACTION

As of November 9, 2022 Greater Portland METRO is holding meetings of the Board of Directors (and its committees) in hybrid format, both in person at METRO's offices and via webinar. The remote portions of all meetings are conducted in accordance with the requirements of METRO's Remote Participation Policy (adopted August 25, 2022) as well as LD 1772, PL 2022 Ch. 666, and 1 MRSA Chapter 13, Subchapter 1.



Greater Portland Metro Executive Committee

Wednesday, June 18, 2025

DRAFT Meeting Minutes

Member:	Municipality:	Role:	Status:
Ed Suslovic	Portland	President	Present
Julie Dubovsky	Yarmouth	Vice President	Absent
John Thompson	Westbrook	Secretary	Absent
Paul Bradbury	Portland	Treasurer	Present
Hope Cahan	Falmouth	Past President	Present

Staff Present	Identified Members of the Public
Glenn Fenton, Executive Director	
Chad Heid, Chief Transportation Officer	
Shelly Brooks, Chief Financial Officer	

I. The meeting was called to order by: Ed Suslovic at: 3:31 pm.

II. Public Comment.

No members of the public were present for this item.

III. Approval of the April Executive Committee meeting minutes.

Paul Bradbury moved to approve the June 18, 2025 Executive Committee meeting minutes with one amendment changing the word "initiatives" to "initiates", seconded by Hope Cahan. The motion was approved unanimously following a roll call vote.

IV. Executive Director's Report

Ed Suslovic elected to move the Executive Director's report to the end of the agenda to maintain quorum for the action items of the agenda as Hope Cahan had to leave the meeting by 4 pm.

Glenn Fenton presented his Executive Director's Report. He provided updates on various initiates that Metro staff are working on as well as a brief update on ridership performance over recent months. Paul Bradbury requested that the slides from the Executive Director's report by included in the minutes moving forward.

V. Revised Capital Improvement Plan

Glenn Fenton presented the revised CIP. Committee discussion regarding the state and local financial commitments should the awards be granted. Paul Bradbury expressed that the local match amount is reasonable given the proportion is 15/85. Paul Bradbury moved approval of

the revised CIP, Hope Cahan seconded. The motion was approved unanimously following a roll call vote.

VI. Advertising Policy

Glenn Fenton presented a revised draft of Metro's advertising policy that names the Executive Committee as the authorized body to review and approve advertisements that are non-compliant. Paul Bradbury moved approval of the revised advertising and send to the full board for adoption, Hope Cahan seconded. The motion was approved unanimously following a roll call vote.

VII. Strategic Plan Goals

Glenn Fenton presented the final draft strategic plan inclusive of the goals approved by each of Metro's committees. Paul Bradbury moved the Executive Committee approve of the strategic plan and send it to the full board for adoption, Hope Cahan seconded. The motion was approved unanimously following a roll call vote.

VIII. Metro Board Meeting Planning

The committee discussed the planned agenda for Metro's Board of Directors meeting on June 26, 2025. Ed Suslovic reminded committee chairs to be prepared to discuss the work that their committee had done on establishing goals for the strategic plan. Hope Cahan requested that the Strategic Plan item be moved up the agenda to immediately follow the Executive Director's report. Ed Suslovic requested that the Metro employee appreciation barbeque be added to future meetings on the agenda.

IX. Future Agenda Items

- Updated ADA Complaint Procedures
- CIP Local Match Policy
- Agency Strategic Planning
- PACTS Initiatives and Reforms (Ongoing)

X. Upcoming Meetings:

- Board of Directors June 26, 2025 at 4:00 pm
- Marketing & Communications Committee August 13, 2025 at 3:00 pm
- Finance Committee August 13, 2025 at 4:00 pm
- Planning & Operations Committee August 20, 2025 at 10:30 am
- Advocacy Committee August 20, 2025 at 4:30 pm
- Executive Committee August 27, 2025 at 3:30 pm

XI. Adjournment:

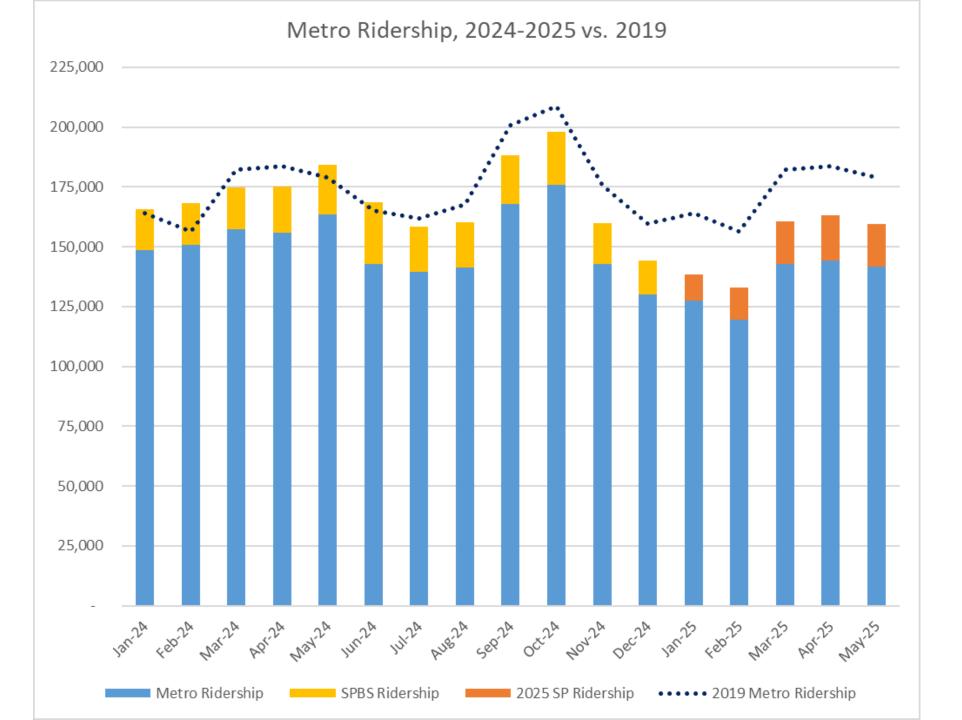
Paul Bradbury motioned to adjourn; Ed Suslovic seconded. Meeting was adjourned at 4:11 pm.

GREATER PORTLAND METRO

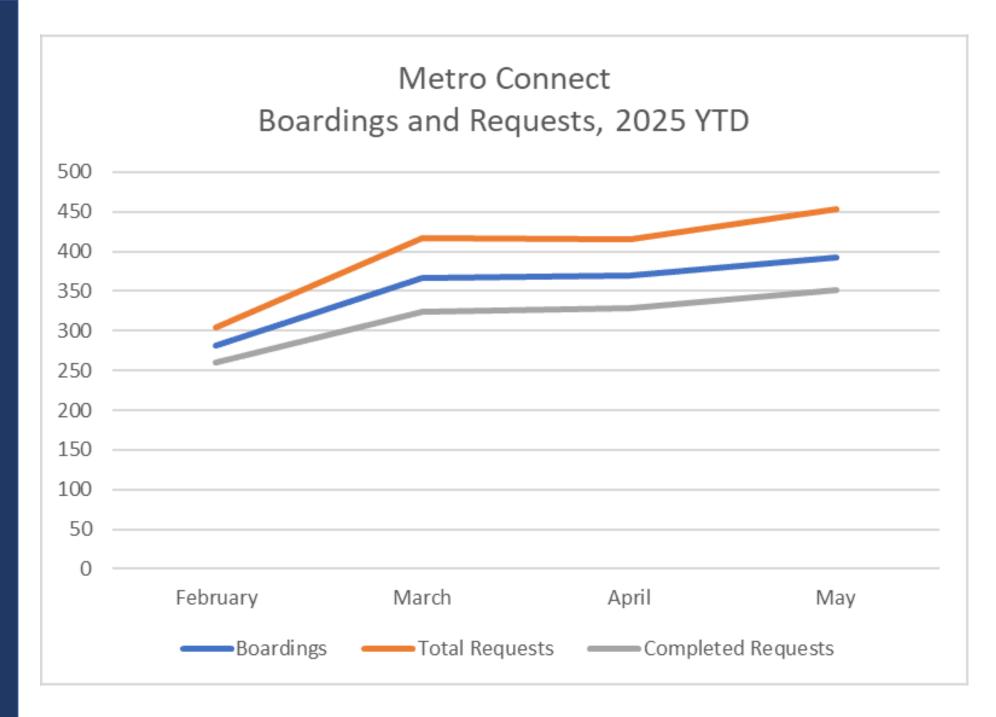
Executive Director's Report June 18, 2025



Ridership Recovery



Metro Connect



Major Project Update

CNG Compressor Overhaul – Awaiting bids (closes July 24, 2025)

ADA Bus Stop Improvements – Awaiting bids (closes July 7, 2025)

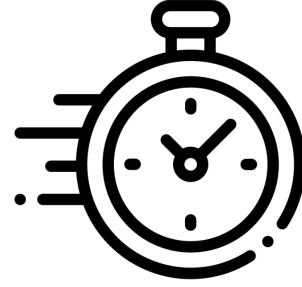
Timekeeping Software – Ongoing testing

New Facility Assessment – Preparing to bid









Bus Rapid Transit

Next steps in BRT Conceptual Design:

- ✓ Steering Committee Kick-Off Meeting
- ✓ Finalize scope for design/engineer RFP
- ✓ Firm selected (Nelson/Nygaard)
- Negotiating contract terms/pricing (June 2025)
- Begin working with stakeholders to develop conceptual design (Summer/Fall 2025)
- Complete concept design and present to; Metro Board of Directors, MaineDOT & Communities. (Early 2026)



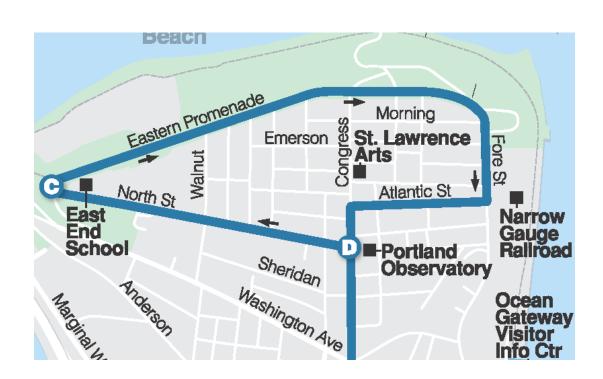
Service Changes (June/July 2025)

Route 1 – Resuming service on Atlantic Street

Route 5 – Schedule adjustments to improve OTP

Route 21 – Schedule correction (evening service)

Breez – Schedule changes and extension to BIW





Service Changes (Microtransit)



Expansion of Microtransit Zone

Benefits:

- Access to 1,200 Additional Jobs
- Population Coverage Increase 1,700
- Route 9B Connection
- Hannaford West Falmouth
- Falmouth Community Park



Other Updates





EXECUTIVE COMMITTEE

AGENDA ITEM 5

DATE

August 27, 2025

SUBJECT

Bus Rapid Transit

PURPOSE

Provide an update to the committee on progress being made to plan, design and construct Maine's first bus rapid transit line.

BACKGROUND/ANALYSIS

In July 2025 Metro awarded a contract to Nelson Nygaard Consulting to complete the conceptual design of the bus rapid transit line between Gorham, Westbrook and Portland. After that contract award, a kick off meeting was held on August 6, 2025. The meeting was attended by representatives from the three funding entities (Metro, MaineDOT and the Maine Turnpike Authority) as well as staff from each of the communities along the BRT line.

During the kick off meeting the consultant's introduced their team. The team consisted of several local professionals that Metro staff are familiar with. The consultant reviewed the purpose of the project as well as the timeline (attached).

Inputs (from RFP Scope)

Technical Work to Be Done

Outputs (from RFP Scope)

Interagency Coordination
Public Engagement
Data Collection & Analysis

Concept Refinement
Operational Assessment

Financial & Economic Analysis
Environmental Review
Implementation &
Funding Strategy

The first steps the consultant will take will be to collect data to help advise recommendations about specific station locations, lane alignments and infrastructure improvements. They will do this both independently and through coordination with local municipal staff.

FISCAL IMPACT

Not applicable

RECOMMENDATION

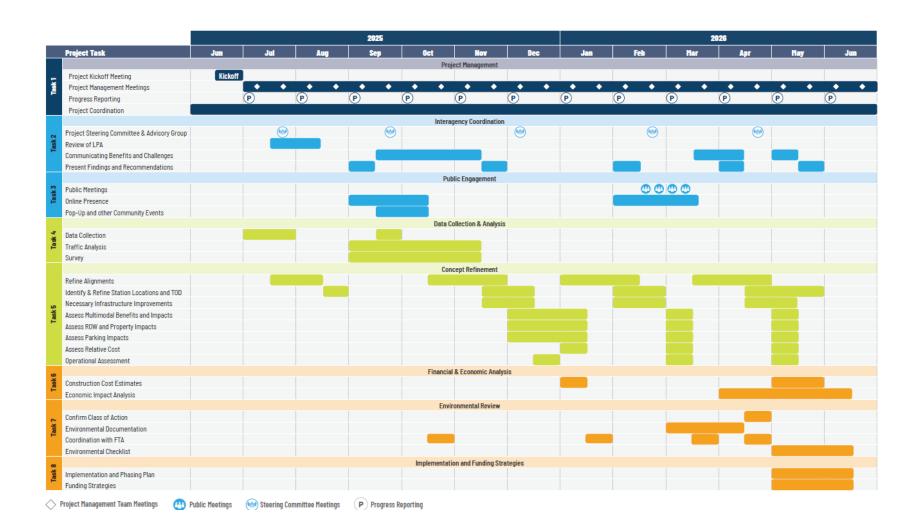
Information only.

CONTACT

Glenn Fenton Executive Director (207) 517-3025 gfenton@gpmetro.org

ATTACHMENTS

BRT Conceptual Design Plan/Schedule





EXECUTIVE COMMITTEE

AGENDA ITEM 6

DATE

August 27, 2025

SUBJECT

Regional Fare Policy Review

PURPOSE

Provide an overview of the process and considerations for Metro to complete a fare policy review.

BACKGROUND/ANALYSIS

Metro and its regional transit partners reviewed and updated the regional fare policy in 2020. As part of that process, it was determined that fare policy should be reviewed at least every five years to stay apprised of emerging fare payment systems and to enable changes in fare prices to be in small increments.

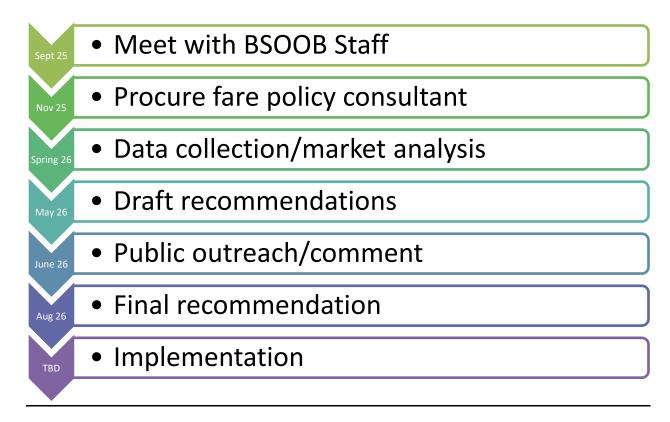
As a member of multi-agency fare policy, Metro must first notify its partner transit agency Biddeford, Saco, Old Orchard Beach Transit of our intent to evaluate and possibly modify the fare policy. Ideally, the process of assessing the fare policy can be done as a collaborative effort with the staff at BSOOB Transit.

There are several key factors to consider when assessing fare policy. These include:

- Inputs for base fare
 - Average fare among peer transit agencies
 - Fare recovery target
- Impacts of a potential fare increase on ridership
- Pricing for different types of service
 - Express routes (Breez & Zoom)
 - Microtransit
- Cost of fare collection
 - Evaluation of a free fare option
- Assessment of fare capping
- Comparison of cash to card/app
- Transfer policy
- New options for fare payment
 - Ticket vending machines

- Open fare payments
- Period passes
- Optional equity analysis
- Low income pass program

Tentative Process Timeline



FISCAL IMPACT

RECOMMENDATION

CONTACT

Glenn Fenton
Executive Director
(207) 517-3025
gfenton@gpmetro.org

ATTACHMENTS

Attachment 2 - Multi-agency fare policy

MULTI-AGENCY FARE POLICY AGREEMENT

Metro City of South Portland Biddeford/Saco/OOB Transit Regional Transportation Program

This Agreement is supplemental to the MOU agreements for the Automated Fare Payment and Collection System.

The agencies covered by this Agreement have collaborated to implement an automated fare system that provides cross agency access to transportation using an electronic fare media product. This regional fare payment and collection system requires consistency in fare policy among the partnering agencies in order to ensure ease of use for customers, and consideration by each agency for the impacts of their individual fares and fare policy on the other partners.

While understanding that fares are established by each agency's legislative body, it is the goal of this Agreement that those fares will be approved with the intent to work with the regional effort of the automated fare system, using the following conditions and the Guide for Fare Policy Structure at the end of this Agreement.

- A. Fares should be a product of the base fare amount, which will be the full, single ride, local fare. Fares for other types of service and customer qualifications will be a product of the base fare.
- B. Fares will be subject to "capping", a rewards program where frequent use yields a lower fare. Thresholds for rewards will be consistent based on number of trips to receive rewards.
- C. Institutional pass program fares will be at certain fractions of the base fare.

Exceptions to This Agreement

There may be some cases where an agency offers service that is isolated from the regional system, such as a downtown trolley, where customers do not need or have an opportunity to access cross agency transportation as envisioned in this regional system. These fare structures will be documented as exceptions and appended to this Agreement so all agencies have a full understanding of exceptions, and so the TouchPass system design is documented and always current.

Institutional Pass Programs

Partners will review current pass programs for inclusion in the TouchPass system and acceptance by all partner agencies. Proposed pass programs of any agency will be communicated to all agencies before implementation to allow for cross agency preparation and acceptance, as well as setting up the TouchPass system.

Changes to Fares and Fare Policy

Agencies agree that, prior to implementing any changes to modify fares, fare policy structure, or other elements of charging fares in the future, it will be reviewed by all partner agencies who will discuss impacts to the regional system prior to implementing any changes.

The process to initiate a fare change review will start with the agency proposing a change to call a meeting of the partnering agencies. Agency staff will meet and review proposed changes, with the goal of coming to consensus on any changes. Consensus can be that all agencies implement the change, or that the impact is not felt across agencies so that the one agency may make the change. The discussion will include an evaluation of customer impacts, along with cost and revenue impacts.

It is up to each agency to follow their process for implementing fare changes; however, it will be a coordinated effort to allow for seamless implementation. In the case where consensus cannot be reached, and the agencies cannot agree on mitigations of impact of a change, the options for proceeding with the proposed change must include steps and a timeframe for an agency to separate from the regional system, along with a plan for communication to customers.

Guide to Fare Policy Structure

- 1. Base Fare base fare is the full local fare
- 2. Reduced Fare reduced fare is half (.5x) the amount of base fare
- 3. Intercity Fare intercity fare is twice (2x) the amount of base fare
- 4. Turnpike Express Turnpike express fare is two and a half (2.5x) the amount of base fare
- 5. Fare Caps the maximum number of trips that will be charged a fare within a certain time period; trips after the cap will not be charged fare:
 - a. Daily Cap maximum trips each day is three (3)
 - b. Monthly Cap maximum trips in any calendar month is thirty (30)
- 6. Pass Program a pass program is supported by a written fare agreement with an institution or entity:
 - a. A Youth pass program is for schools and used for student riders under 18 years of age. The fare under the agreement is half (.5x) the base fare, charged for trips on school days. Youth passes are valid on non-school days, and those trips are free to the school.
 - b. All other pass programs charge two-thirds (66.7%) of the base fare for all trips on all days.

MULTI-AGENCY FARE POLICY AGREEMENT Seen and Agreed to:

	Date 2/26/2020
Metro	
City of South Portland	Date 2 26 26
Diddeford/Sado/Old Orchard/Beach Transit	Date 426(2020
Regional Transportation Program	Date



EXECUTIVE COMMITTEE

AGENDA ITEM 7

DATE

August 27, 2025

SUBJECT

Shaw Earthworks – TSAP Construction Procurement Exception

PURPOSE

Greater Portland Metro has secured the necessary funds to advance a contract to complete transit stop access (TSAP) improvements at a number of stops in the Metro network. The TSAP plan includes multiple phases of improvements, the procurement activities presented today focus on phase one, which includes 23 programmed stop improvements in Falmouth, Portland, and Westbrook, along with 3 optional stop improvements in South Portland.

A procurement exception approval is being brought to the Executive Committee to permit staff to advance an agreement with the proposing vendor, Shaw Earthworks.

BACKGROUND/ANALYSIS

Metro published an invitation to bid 2025-04, TSAP Contractor, on June 10th, 2025. The proposals had to be submitted on July 7th, to be considered for review and award. The outcome of the publicly competitive bid process resulted in no bids. The Metro procurement policy stipulates that a non-competitive negotiation can be advanced "after solicitation of a number of sources, competition is determined to be inadequate."

Given the solicitation of an open and competitive bid resulted in no proposals, Staff engaged Shaw Earthworks, a firm that has completed stop improvements in the past, to provide a proposal. Attached is the itemized stop proposal, which came in 8% higher than the independent cost estimate prepared by Stantec. After staff review, this proposal is within budget and the expected range of total cost. Therefore, we are seeking an approval from the Executive Committee that advancing a procurement process exception is appropriate on this occasion. Upon approval, staff will work with the vendor to finalize the agreement and schedule construction work. Based on the current timeline and resource availability from the vendor, the majority of this phase will be completed in 2026.

FISCAL IMPACT

Metro will contract with Shaw Earthworks for \$1,240,285 to complete 23 stops and have an option for \$430,530 on 3 South Portland stops. The funds for this project are secured in multiple grants (ARPA, 5307, 5310).

RECOMMENDATION

Consider Motion to Approve staff recommendation to advance the TSAP Construction Non-competitive procurement exception.

CONTACT

Chad Heid Chief Transportation Officer (207) 571-3029 cheid@gpmetro.org

ATTACHMENTS

Attachment A – Shaw Earthworks TSAP Pricing

Exhibit A

GREATER PORTLAND METRO Transit Stop Access Project (TSAP)—Contractor Bid Project #: 2025-004

<u>Instructions to Bidder</u>: Fill out the Unit Price for each Bus Stop (in figures) and the Total Amount of Bid Proposal (in written form and figures). In case of a discrepancy between prices in writing and prices in figures, the writing shall govern. In case of discrepancy between the total of Unit Prices and Total Amount of Bid Proposal stated, the lesser amount shall govern.

	BUS STOP#	GENERAL LOCATION	SPECIFICATIONS	UNIT PRICE
FAL	.MOUTH			
1.	704	Clearwater Drive & 202 Rt. 1	See Spec Sheet 5. Includes construction of bituminous ADA-compliant sidewalks and ramps, compliant bus stop landing areas and clear zones, crosswalk striping, installation of Rectangular Rapid Flashing Beacons (RRFB's), and landscaping.	\$96,100
2.	900	Clearwater Drive & Walmart	See Spec Sheet 5. Includes construction of bituminous ADA-compliant sidewalks and ramps, compliant bus stop landing areas and clear zones, crosswalk striping, installation of Rectangular Rapid Flashing Beacons (RRFB's), and landscaping.	\$63,780
PO	RTLAND			
3.	11	Allen Ave & 50 Allen Ave.	See Spec Sheet 6. Includes construction of bituminous ADA-compliant sidewalk, installation of bench and concrete bench foundation, and resetting granite curb.	\$39,500
4.	176	Congress St. & Stevens Ave.	See Spec Sheet 7. Includes construction of ADA-compliant reinforced concrete sidewalk and curb ramps, milling and overlaying bituminous driveway, and coordination with utility pole owner to remove utility pole stub and install pedestrian-compliant guy wires.	\$32,430
5.	201	Danforth St. & High St.	See Spec Sheet 8. Includes construction of ADA-compliant brick sidewalks, installation of reinforced concrete bench foundation and bench, resetting bus stop signage, and resetting granite curb.	\$18,260
6.	201A	Danforth St. & High St.	See Spec Sheet 8. Includes installation of reinforced concrete bench foundation and bench, and resetting the existing bus stop sign.	\$38,050
7.	203	Danforth St. & School St.	See Spec Sheet 9. Includes construction of ADA-compliant brick sidewalk and resetting bus stop signage.	\$20,960
8.	218	Eastern Prom & Walnut St.	See Spec Sheet 10. Includes construction of ADA-compliant brick and concrete sidewalks and curb ramps, crosswalk striping, and resetting bus stop signage.	\$119,710
9.	245	Forest Ave. & Baxter Blvd/USM	See Spec Sheet 11. Includes construction of ADA-complaint reinforced concrete sidewalks, and reinforced concrete bench foundation and bench installation.	\$45,840
10.	247	Forest Ave. & Bedford St/USM	See Spec Sheet 11. Includes construction of ADA-compliant bus brick sidewalk, reinforced concrete bench foundation and bench installation, and resetting bus stop signage.	\$52,550

GREATER PORTLAND METRO

Transit Stop Access Project (TSAP)—Contractor Bid Project #: 2025-004

	BUS STOP#	GENERAL LOCATION	SPECIFICATIONS	UNIT PRICE
11.	256	Forest Ave. & Falmouth St.	See Spec Sheet 12. Includes construction of ADA-compliant reinforced concrete sidewalk, reinforced concrete bench foundations and bench installations, and resetting bus stop signage.	\$23,350
12.	279	Forest Ave. & Preble St. Ext.	See Spec Sheet 12. Includes construction of ADA-compliant reinforced concrete sidewalk, reinforced concrete bench foundations and bench installations, and resetting bus stop signage.	\$17,825
13.	301	Preble St. Ext. & 295 Forest Ave.	See Spec Sheet 13. Includes construction of ADA-compliant reinforced concrete sidewalks, reinforced concrete bench foundations and bench installations, tree removal and tree planting, and resetting bus stop signage.	\$52,090
14.	301A	Preble St. Ext. & 295 Forest Ave.	See Spec Sheet 13. Includes construction of ADA-compliant reinforced concrete sidewalks, reinforced concrete bench foundations and bench installations, tree removal and tree planting, and resetting bus stop signage.	\$26,760
15.	394	North St. & Quebec St.	See Spec Sheet 14. Includes construction of ADA-compliant brick sidewalks, bus stop landing areas and clear zones, reinforced concrete bench foundation and bench installation, and resetting bus stop signage.	\$38,070
16.	410	Park Ave. & 189 Park Ave.	See Spec Sheet 15. Includes construction of concrete bus shelter foundation and construction of ADA-compliant brick sidewalks. The contractor shall work with GPM to coordinate removal of the existing shelter prior to work.	\$51,645
17.	535	Temple St. & Federal St.	See Spec Sheet 16. Includes resetting parking and bus stop signs.	\$1,490
18.	607	Washington Ave. Marion St.	See Spec Sheet 17. Includes construction of ADA-compliant brick sidewalks, construction of reinforced concrete bench foundation and bench installation, and resetting bus stop signage.	\$40,080
19.	612	Washington Ave. & Northport Dr.	See Spec Sheet 18. Includes construction of ADA-compliant bituminous sidewalks, construction of reinforced concrete bench foundation, and bench installation.	\$28,315
20.	621	Washington Ave. & E. Prom (NB)	See Spec Sheet 19. Includes construction of ADA-compliant brick sidewalks, reinforced concrete bench foundations, bench installation, resetting bus stop signage, and construction of an ADA-compliant brick curb ramp.	\$50,390
21.	682	Cumberland Ave. & Franklin St.	See Spec Sheet 20. Includes construction of ADA-compliant reinforced concrete sidewalks and curb ramps, installation of traffic signal pedestal poles and related work, crosswalk striping, and drainage structure modifications.	\$304,300

GREATER PORTLAND METRO Transit Stop Access Project (TSAP)—Contractor

Bid Project #: 2025-004

	BUS STOP #	GENERAL LOCATION	SPECIFICATIONS		UNIT PRICE
WE	STBROOK				
22.	353	Main St. & York St.	See Spec Sheet 21. Includes construction of ADA-compliant bituminous sidewalk, removing and resetting a stone wall, a resetting bus stop signage.		\$43,920
23.	486	Main St. 7 Riverside St.	See Spec Sheet 22. Includes construction of ADA-complaint bituminous sidewalk, construction of reinforced concrete be foundation, bench installation, and landscaping.		\$34,870
sol	JTH PORT	LAND			
24.	1142	Westbrook St. & Redbank (Mini- Hub)	See Spec Sheet 23. Includes construction of ADA-compliant bituminous sidewalk, construction of ADA-compliant curb re (bituminous and reinforced concrete), construction of reinforcete foundations for bike racks and benches, installation bike racks and benches, crosswalk striping, and resetting of stop signage. During construction, traffic circulation around circle at this location should be made one-way clockwise, we temporary bus stop as shown on plans. Coordinate with GP the City of South Portland before any traffic pattern change	amps orced on of bus the rith a M and	\$95,830
25.	1158	Fort Rd. & SMCC	See Spec Sheet 24. Includes construction of ADA-compliant sidewalks and curb ramps in bituminous, reinforced concret brick; crosswalk striping, landscaping, utility coordination, a resetting bus stop signage.	te, and	\$186,200
26.	1178	Western Ave. & 371 Western Ave.	See Spec Sheet 25. Includes construction of ADA-compliant sidewalks and curb ramps, construction of a median island a related curb work and signage, installation of RRFB's, construction of reinforced concrete bench foundation, installation of ber and resetting bus stop signage.	and ruction	\$148,500
	TOTAL AMOUNT OF BID OFFER (written and in figures)				
	Dollars \$ 1,670,815			670,815	



Proposal

Date	Estimate #
8/15/2025	1969

Name / Address	Work to be performed at:		
	2025 TSAP		
Greater Portland Transit District 114 Valley Street Portland, ME 04102			
This proposal may be withdrawn by us if not accepted within 30 days.	Please call us at (207) 839-7955 if you have any questions. We hope to hear from you soon!		
Descript	tion of work to be completed:		
All work necessary, including, but not limited to:			
Completing 23 bus stops as shown in plans dated 4-4-2025 fro Pricing includes Street Opening Permits, traffic control and fla Price per stop as listed in Exhibit A Exclusions: Ledge or large boulder removal, work outside the Total for Falmouth, Portland and Westbrook stops - \$1,240,28 South Portland stops can be added for the following; Stop 1142 - \$95,830 Stop 1158 - \$186,200 Stop 1178 - \$148,500	limits on each plan.		
All material is guaranteed to be as specified, and the above work to be performed and completed in a substantial workmanlike manner for the amounts shown above, to be paid, in full, upon completion.			
Payment under this proposal is subject the Maine Prompt Pay Statute.			
Disputes under this agreement shall be settled by arbitration with a third party acceptable to both parties.			
	ne an		
will be made as outlined above.			
Signature	Date		



EXECUTIVE COMMITTEE

AGENDA ITEM 8

DATE

August 27, 2025

SUBJECT

Capital Improvement Program Local Match Policy Draft

PURPOSE

To present an updated Capital Improvement Program (CIP) Local Match Usage Policy for review and approval by the Executive Committee.

BACKGROUND/ANALYSIS

Metro collects local capital match contributions from its member communities to leverage federal and state funding for capital projects. Historically, local match funds have been tied to specific projects at the time of collection. As project priorities and funding timelines evolve, Metro requires flexibility to reallocate local match funds while maintaining transparency and accountability.

The revised policy establishes a consistent framework for the use and reporting of local capital match funds. Key objectives include:

Flexible Use: Permit reallocation of prior and future local match funds to any capital project approved through the CIP process. Permit reallocation of remaining local match funding, when, although rare, a project is completed without exhausting the available funds; leaving a portion of local match unspent.

Governance Oversight: Ensure all projects receiving reallocated funds are Board-approved through the annual budget or specific Board (or designated Committee) action. Present any reallocation of local match funds to the Finance Committee and the Board of Directors at the meetings following as informational items.

Financial Integrity: Maintain unspent local match in a restricted cash account and report annually on Metro's financial statements as Restricted Net Position.

FISCAL IMPACT: As described.

RECOMMENDATION

Executive Committee approval of the policy.

PRIOR COMMITTEE REVIEW

Finance Committee- August 13, 2025

CONTACT

Shelly Brooks, Chief Financial Officer 207-221-8710 - sbrooks@gpmetro.org



Greater Portland Metro Capital Improvement Program Local Match Usage Policy

1. Purpose

This policy establishes a framework for the use of locally sourced matching funds to support capital improvement projects at Greater Portland Transit District (Metro). It provides flexibility for Metro staff to utilize previously collected, remaining and future local match funds for any approved capital project, regardless of the funds' original intended purpose, as long as the project has been approved through Metro's Capital Improvement Program (CIP).

2. Use of Capital Local Match Funds

2.1 Flexible Use of Previously Collected Funds

Local match funds collected in prior years may be reallocated to any capital improvement project that has received formal approval through Metro's CIP process. These funds are not restricted to the specific projects for which they were originally collected.

2.2 Reallocation Based on Evolving Priorities

Metro staff may reassign previously designated local match funds to other approved projects if the priorities within the CIP change. All reallocations must be consistent with projects approved by Metro's Board of Directors—either through the annual budget or separate board or committee action.

2.3 Accounting and Financial Reporting

Unspent local match funds will be maintained in a restricted cash account. These funds will be reported annually on Metro's financial statements under Restricted Net Position, ensuring transparency and compliance with financial management standards.

Any reallocations of local capital match will first be presented to the Finance Committee at their next scheduled meeting and then forwarded to the Board of Directors at their next scheduled meeting as informational items.

3. Annual CIP Development and Approval

Metro will prepare and submit an annual five-year Capital Improvement Program for review and approval by the Board of Directors. This submission will outline planned capital investments and





associated funding sources, including the use of local match contributions. The process ensures public accountability and provides member communities with advance notice of capital plans and related local funding needs.

