

OREGON DEPARTMENT OF TRANSPORTATION

# TRANSIT DEVELOPMENT PLAN GUIDEBOOK



# PURPOSE OF THIS PRESENTATION

Provide an overview of Transit Development Plans (TDPs) and the TDP guidebook

[http://www.oregon.gov/ODOT/RPTD/Pages/  
Tools.aspx](http://www.oregon.gov/ODOT/RPTD/Pages/Tools.aspx)

# PURPOSE OF THE GUIDEBOOK

Support Oregon transit providers  
in preparing TDPs

# ORGANIZATION OF THE GUIDEBOOK

- ▶ Chapters introducing TDPs and providing scoping and production guidance
- ▶ Chapters focused on key TDP activities (e.g., Stakeholder Involvement and Needs Assessment)
- ▶ Chapter discussing optional components
- ▶ Appendices containing supplemental information
  - Glossary
  - Transit planning concepts primer
  - Illustrative TDP outline
  - Examples

# INTRODUCTION

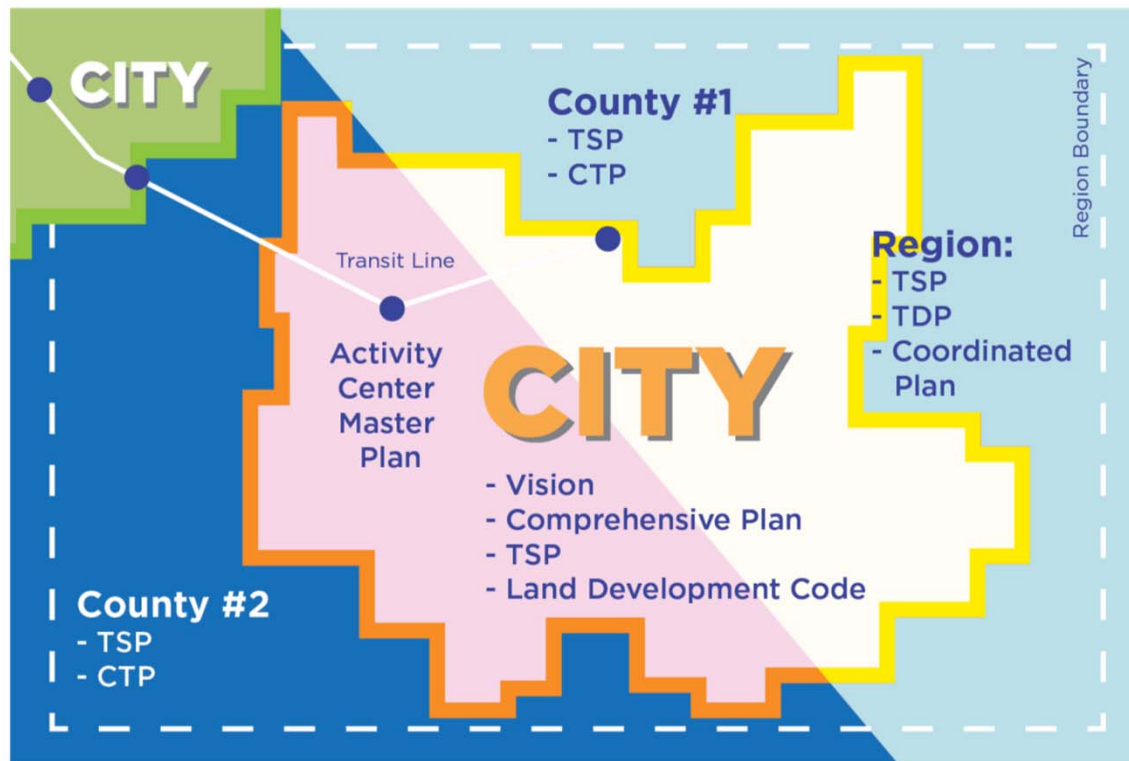
CHAPTER

01

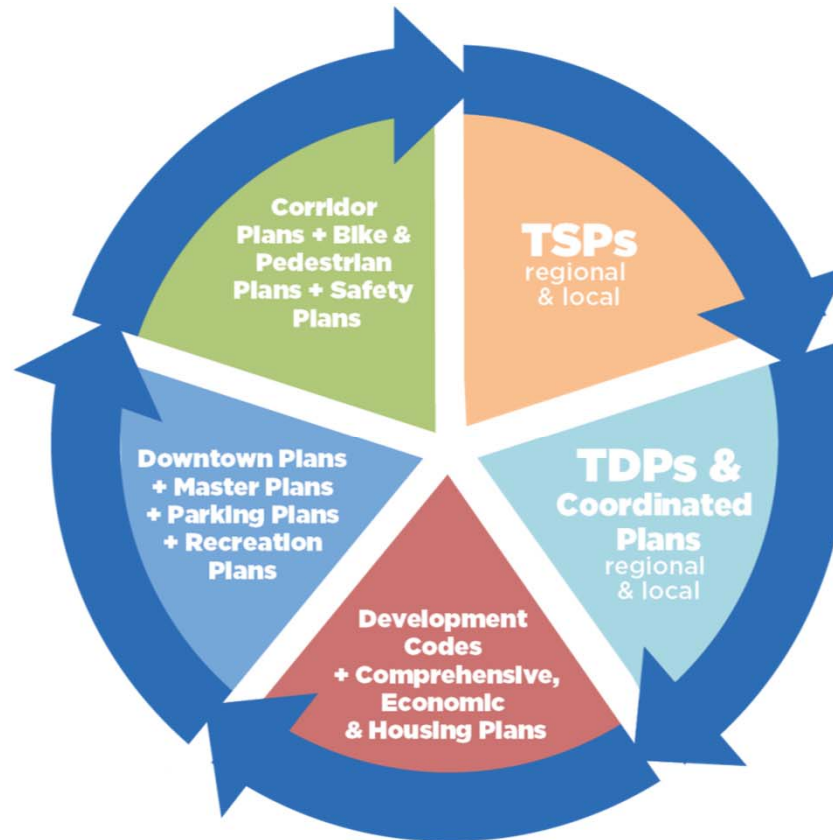
# WHAT IS A TDP?

- ▶ An expression of provider goals
- ▶ An opportunity to include transit needs in other planning processes
- ▶ A 20-year plan for addressing transit needs

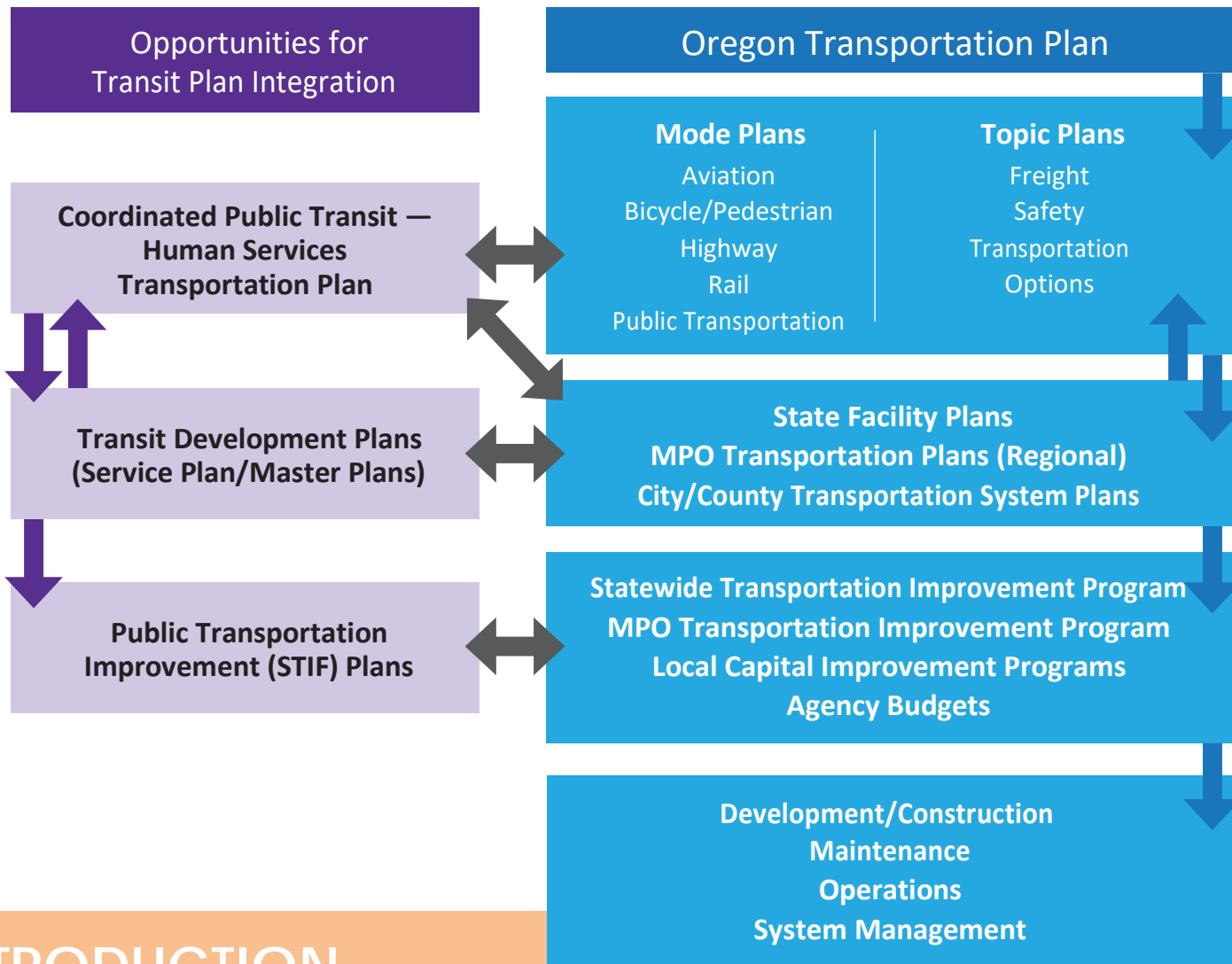
# WHAT IS A TDP?



# WHAT IS A TDP?







# WHAT IS A TDP?

## TRANSPORTATION SYSTEM PLAN (TSP)



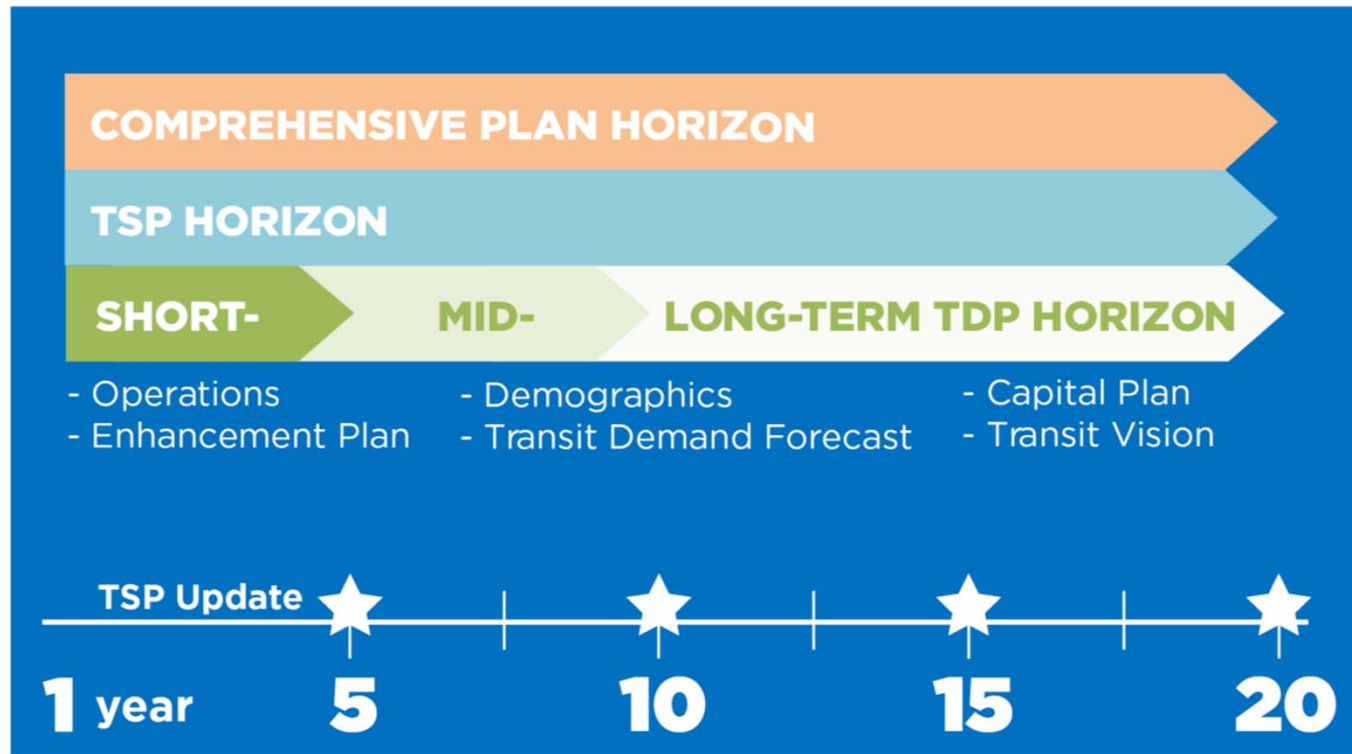
- ✦ Transportation Vision & Goals
- ✦ Future Population and Job Densities
- ✦ Travel Demand
- ✦ Disadvantaged Populations
- ✦ Inventory of Transit-Supportive Infrastructure
- ✦ Planned/Prioritized Transit-Supportive Infrastructure
- ✦ Cost-Constrained Improvements
- ✦ Implementation Plan

## TRANSIT DEVELOPMENT PLAN



- ✦ Transit Vision and Goals
- ✦ Future Ridership Potential
- ✦ Transit Access Needs
- ✦ Future Transit Routes, Capital, and Infrastructure Needs
- ✦ Future Transit Scenarios
- ✦ Funding Needs and Priorities
- ✦ Implementation Plan

# WHAT IS A TDP?



# WHAT IS A TDP?

- ▶ TDPs can be prepared by transit providers of all types and sizes
- ▶ A regional planning agency can also prepare a TDP
- ▶ TDPs should be formally approved by the transit provider's board

# WHY DEVELOP A TDP?

- ▶ Define transit's role in community
- ▶ Comply with Transportation Planning Rule
- ▶ Strategically plan investments
- ▶ Strengthen coordination with partners
- ▶ Evaluate impacts of growth and land use
- ▶ Explore alternative futures
- ▶ Seek funding and public support

# WHAT SHOULD A TDP DO?

- ▶ Assess potential for transit to support community goals
- ▶ Identify and prioritize needs
- ▶ Explore alternatives for addressing needs
- ▶ Include a financially constrained plan
- ▶ Provide the basis for the transit component of a TSP

# WHAT COULD A TDP DO?

- ▶ Visioning and goal-setting
- ▶ Develop performance measurement program
- ▶ Develop design standards
- ▶ Support Title VI program development
- ▶ Support Transit Asset Management Plan
- ▶ Identify amendments to local government plans and codes
- ▶ Support development of park-and-ride, etc.
- ▶ Review agency governance



A TDP can help a transit provider  
qualify for a distribution from the  
**Statewide Transportation  
Improvement Fund.**





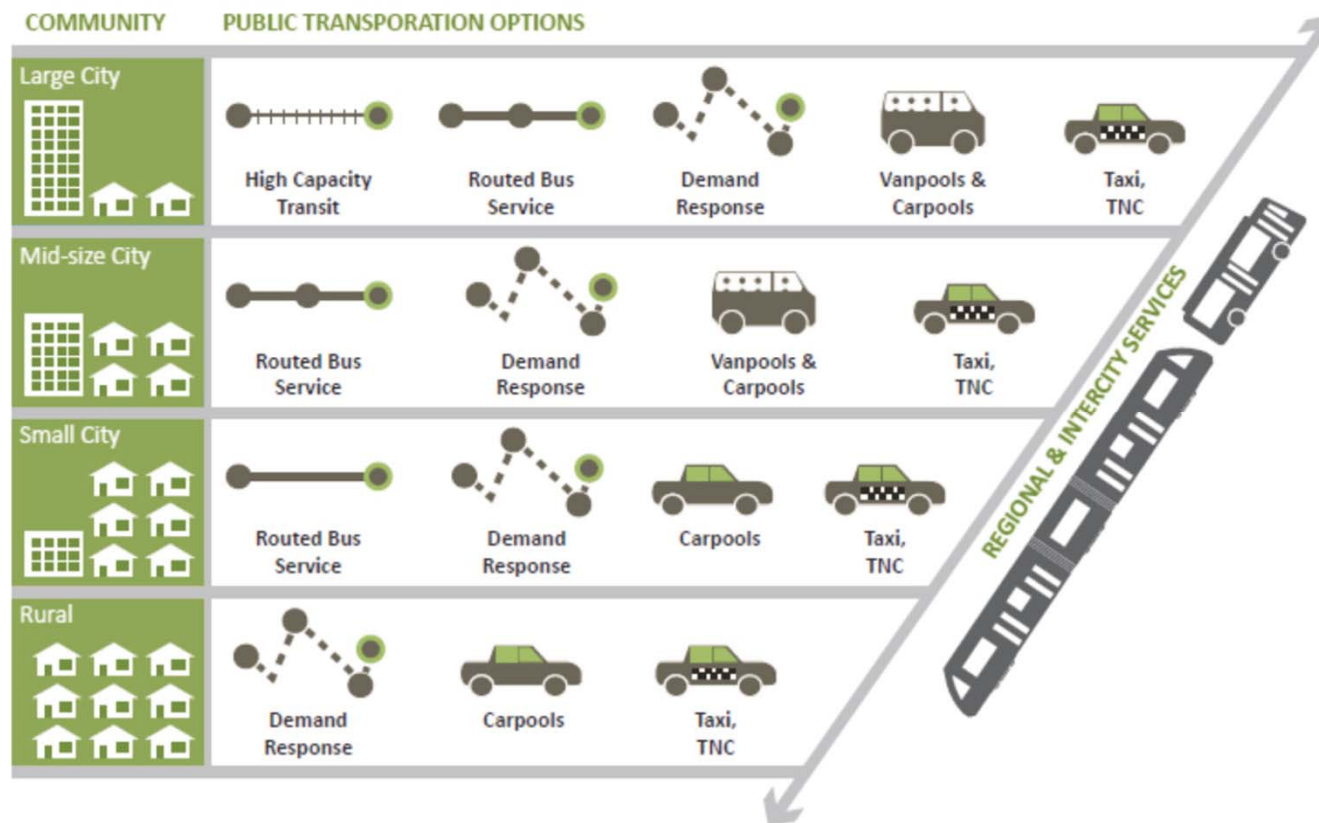
# GETTING STARTED

CHAPTER  
**02**

# MANAGING EXPECTATIONS

- ▶ TDPs should be visionary but realistic
- ▶ Recommendations should guide progress toward goals while being sensitive to what is actually achievable

# MANAGING EXPECTATIONS



GETTING STARTED

CHAPTER  
02

# SCOPING THE TDP EFFORT

- ▶ TDPs should be carefully scoped to achieve the TDP's purpose
  - Clearly define the purpose
  - Clearly define desired outcomes
- ▶ Budget and prioritize tasks accordingly
- ▶ Example TDP scope provided in appendix

# CONSIDERATION OF RESOURCES

## ► The guidebook identifies...

- TDP funding sources available to Oregon providers (p. 19)
- Technical assistance resources available to Oregon transit providers (p. 19)
- Data sources available to most Oregon providers (p. 20)

## ► Coordinating TDP preparation with other planning processes can reduce costs



TDPs help transit providers **identify their needs and make informed decisions** to address them.

# TDP CONTEXT

CHAPTER  
**03**

# WHY INCLUDE THIS IN A TDP?

- ▶ Context = circumstances and environment in which transit is provided
- ▶ Affects TDP conclusions and recommendations
- ▶ Defines coordination needs



# CONTEXT

- ▶ TDP purpose
- ▶ Provider history
- ▶ Provider funding and governance
- ▶ Agency partners
- ▶ Related plans and programs

TDPs promote transparent and accountable decision-making.



# STAKEHOLDER INVOLVEMENT

CHAPTER

04

# WHY INCLUDE THIS IN A TDP?

- ▶ Effective stakeholder involvement...
  - Provides information and insights
  - Builds partnerships
- ▶ Consists of public involvement and agency involvement

# STAKEHOLDER INVOLVEMENT

## ► Stakeholder involvement frameworks

- Processes to be used
- Linkages to TDP tasks
- Environmental justice considerations

## ► Strategies





# STAKEHOLDER INVOLVEMENT

## Advisory committees



## Community fairs



## Design charrettes



## Displays and exhibits



## Electronic surveys



## Field trips



## Focus groups



## Information contacts



## Information hotlines



## Information repositories



## Inserts



## Interactive video displays/ kiosks



## Kitchen table discussions



## Media releases



## Open houses



## Photovoice



## Poster competitions



## Printed information



## Public involvement volunteers



## Public meetings



## Questionnaires



## Shop fronts



## Sketch interviews



## Speakouts



## Stakeholder interviews



## Submissions



## Surveys



## Web sites



## Workshops



# Stakeholder Involvement Best Practices



- ▶ Ensure participants understand their role in the process.



- ▶ Ask advisory committee members and interviewed stakeholders what public outreach methods have worked best for their constituents and communities.



- ▶ Go to your audience instead of expecting your audience to come to you.



- ▶ Engage community organizations proactively.



- ▶ Conduct pilot tests of surveys.

Go to your audience instead of  
expecting them to come to you.  
**Engage community organizations  
proactively.**





# VISION & GOALS

CHAPTER  
**05**

# WHY INCLUDE THIS IN A TDP?

- ▶ The provider's vision and goals inform TDP analyses
- ▶ Can be used to identify, develop, and prioritize TDP recommendations

# VISION AND GOALS

- ▶ Can be reviewed/updated with TDP
- ▶ Linked to performance measurement
  - Monitoring progress toward goals
  - Monitoring service delivery
  - Ensuring accountability
  - Providing support for decision-making

# VISION AND GOALS



## EXAMPLE PERFORMANCE MEASURE

On-time performance  
(a measure of  
reliability)



## EXAMPLE PERFORMANCE TARGET

≥90% of buses depart  
bus stops no more than  
1 minute early or  
5 minutes late



Needs assessment in the TDP should be **realistic but visionary**.

# BASELINE CONDITIONS

CHAPTER  
**06**

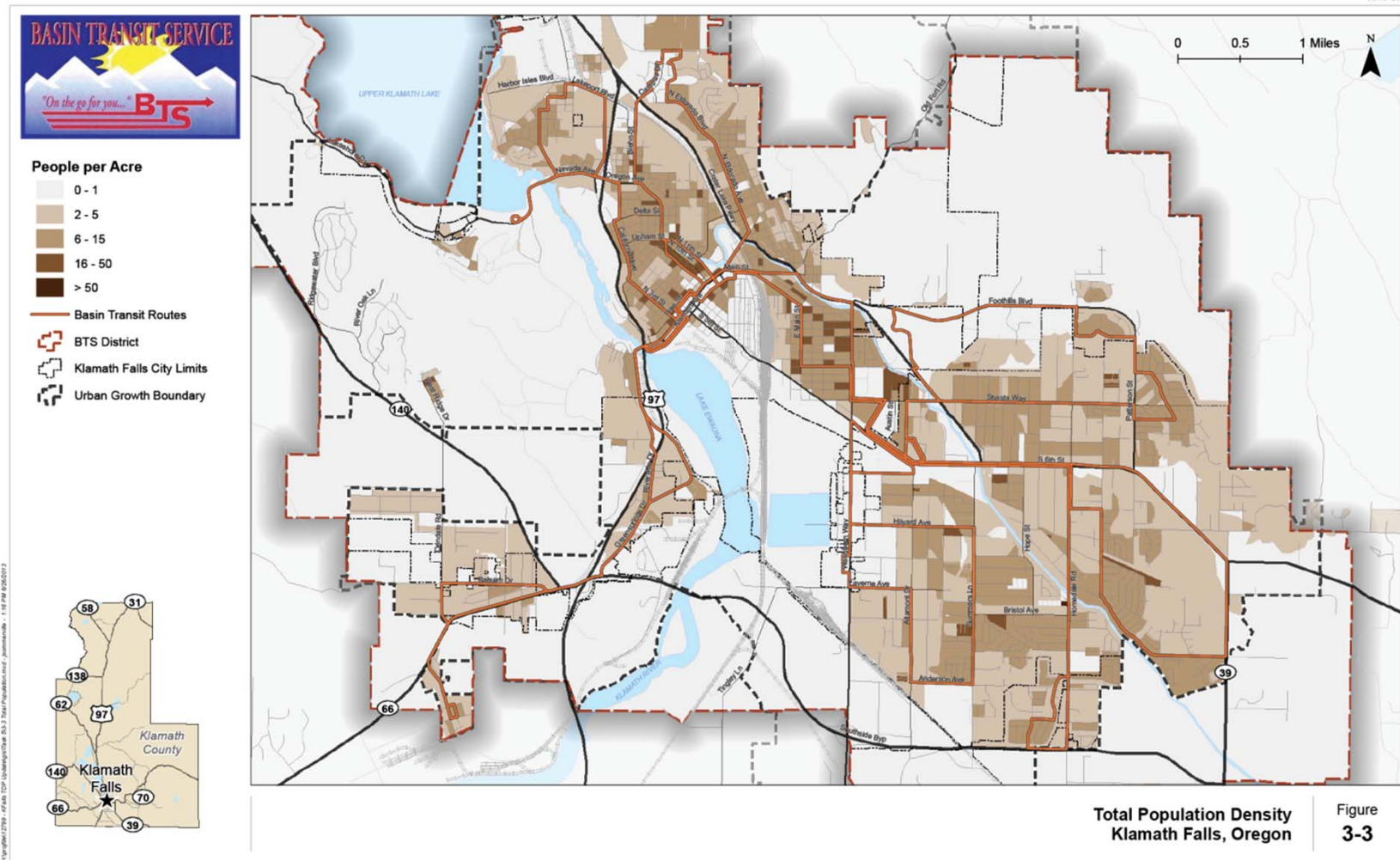
# WHY INCLUDE THIS IN A TDP?

- ▶ Provides snapshot of current transit system and current trends
- ▶ Defines existing state of the system (the "baseline")

# BASELINE CONDITIONS

- ▶ Demographics
- ▶ Land use and development
- ▶ Inventory of current transit services and infrastructure
- ▶ Current transit performance
  - Trend analysis
  - Peer analysis





Source: Basin Transit Service TDP (June 2013)

# BASELINE CONDITIONS



Weekday Frequency

- 30 min
- 60 min
- Limited service
- Other Routes (*Not part of frequency analysis*)

Park

City Limit

Urban Growth Boundary

High school

Hospital

Major employer

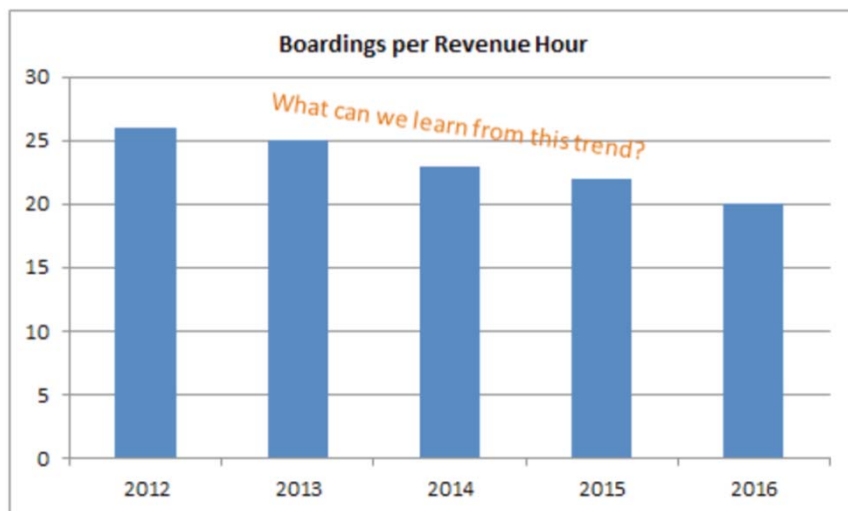
Shopping center

Transit center

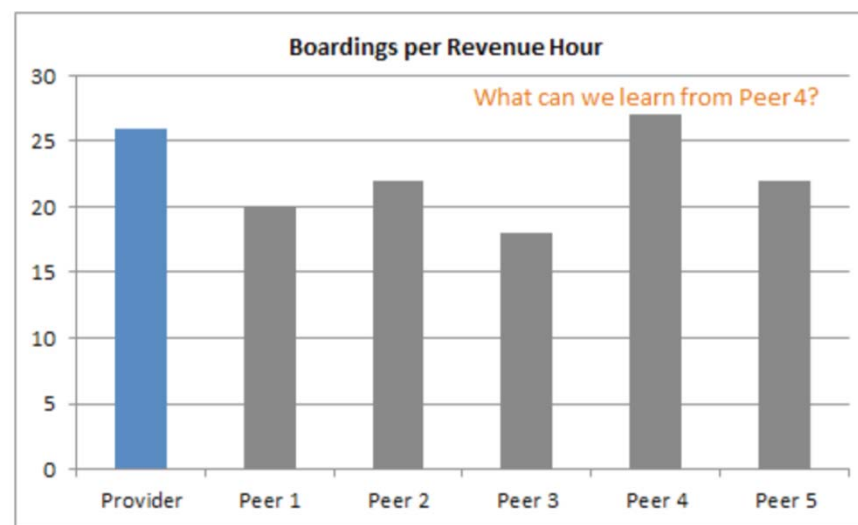
University/College

# BASELINE CONDITIONS

**FIGURE 6-7 – TREND ANALYSIS GRAPH  
[EXAMPLE]**



**FIGURE 6-8 – PEER ANALYSIS GRAPH  
[EXAMPLE]**







Resources are available to assist smaller providers in conducting analyses for their TDPs.

# NEEDS ASSESSMENT

CHAPTER  
**07**

# WHY INCLUDE THIS IN A TDP?

- ▶ Identifies potential improvements to address needs
  - Service needs
  - Capital needs
- ▶ Informs selection of recommended improvements

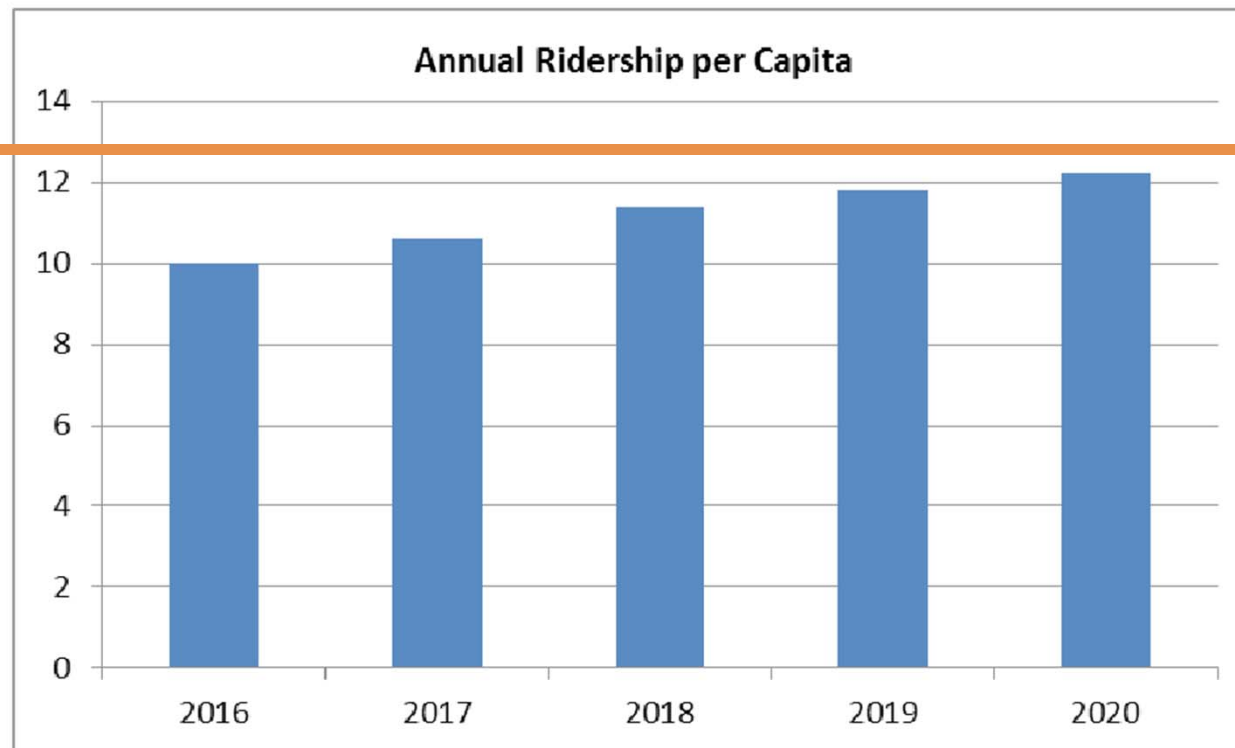


# NEEDS ASSESSMENT

## ► How are needs identified?

- Application of performance measures and targets
- Demand forecasts
- Stakeholder input

# NEEDS ASSESSMENT



Target: 13.0

# DEMAND FORECASTS

- ▶ Demand forecasts
  - "Future baseline transit demand"
  - Methodologies
- ▶ Remix (transit planning tool) is available to Oregon transit providers through ODOT



An unconstrained list of needs is not a wish list. Though not constrained by cost, it should represent identified needs and a **realistic vision** for transit in the community.

# ALTERNATIVES DEVELOPMENT AND EVALUATION

CHAPTER  
**08**

# WHY INCLUDE THIS IN A TDP?

- ▶ Need to select specific improvements to address specific transit service, capital, and infrastructure needs
- ▶ Includes identifying and evaluation potential improvements

# ALTERNATIVES DEVELOPMENT AND EVALUATION

## 1. Identify potential improvements

**TABLE 8-1 – POTENTIAL IMPROVEMENTS TO ADDRESS SPECIFIC NEEDS**

CONCERN	POTENTIAL IMPROVEMENTS
Fixed-route on-time performance does not meet target	Update schedules to better reflect actual travel times
	Realign route to reduce delay
	Consolidate stops to improve travel times
	Introduce electronic fare payment, prepaid fares, level boarding, etc. to reduce dwell times at stops
	Implement transit preferential treatments to reduce adverse impacts of traffic congestion
Paratransit on-time performance target not met	Upgrade scheduling processes to assign and route vehicles more effectively
Fixed-route buses are too crowded	Adjust schedules to better match commuting patterns
	Use larger buses
	Address reliability issues, if crowding is due to bus bunching
	Improve service frequency
	Focus marketing efforts on low-performing routes and increase overall system



# ALTERNATIVES DEVELOPMENT AND EVALUATION

## 2. Develop alternatives

Funding constraints, priorities, and competing needs may force providers to choose between certain kinds of improvements (e.g., frequency vs. service coverage) to include in alternatives.

# ALTERNATIVES DEVELOPMENT AND EVALUATION

## 3. Evaluate improvements

- Costs, impacts on ridership, compatibility with goals

**It is important not to get too focused on small details when evaluating alternatives of systemwide scope. Most alternatives will require more study to work out details and for the provider to verify the course of action before implementation.**

# ALTERNATIVES DEVELOPMENT AND EVALUATION

## 4. Refine and re-evaluate improvements

# ALTERNATIVES DEVELOPMENT AND EVALUATION

## 5. Forecast demand and fare revenue

It is important not to get too focused on small details when evaluating alternatives of systemwide scope. Most alternatives will require more study to work out details.



# FINANCIAL ASSESSMENT

CHAPTER

09

# WHY INCLUDE THIS IN A TDP?

- ▶ Supports implementation of TDP recommendations
- ▶ Can be used in capital improvement programs or other planning documents
- ▶ Shows what can be accomplished with current/projected funding and where funding shortfalls are projected

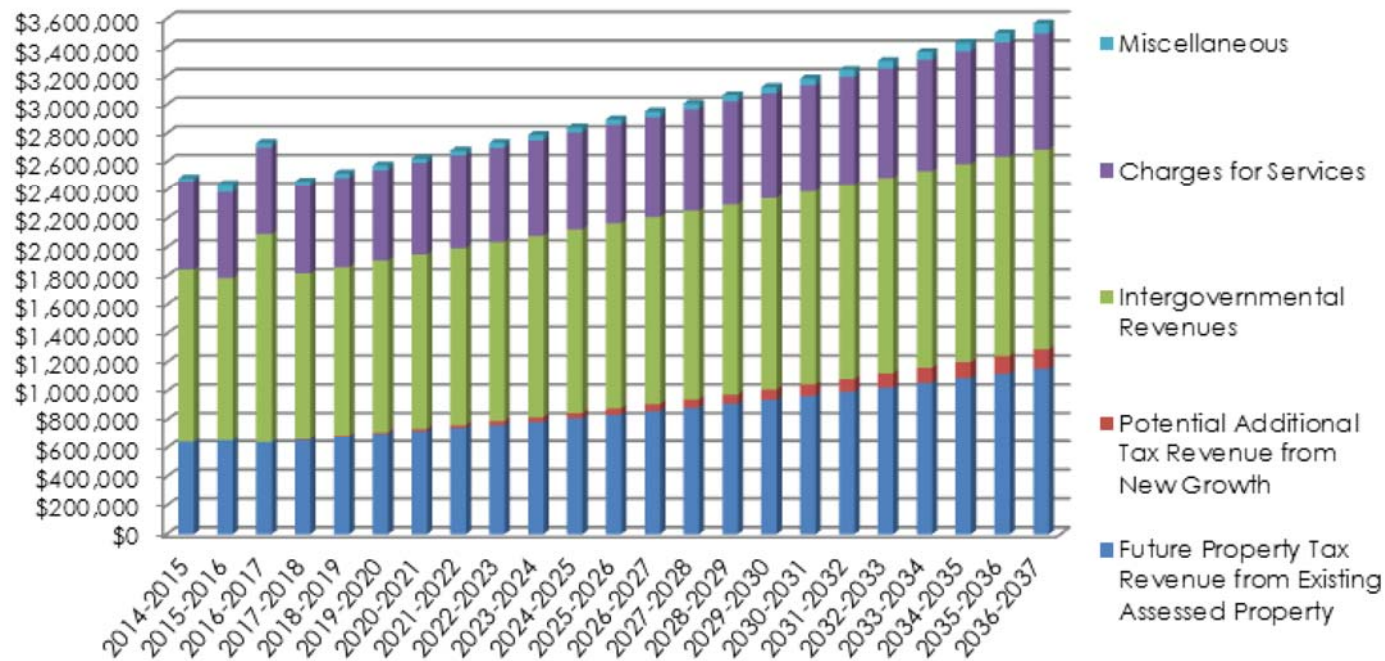


# FINANCIAL ASSESSMENT

- ▶ Identify funding scenarios
- ▶ Estimate costs
- ▶ Prioritize
- ▶ Identify new funding (if needed)

# FINANCIAL ASSESSMENT

FIGURE 9-1 - FUNDING FORECAST ASSUMING STATUS QUO [EXAMPLE]



Improvements should be ranked with respect to the priorities established in the provider's vision and goals and/or plans such as the TSP.



# RECOMMENDATIONS AND IMPLEMENTATION PLAN

CHAPTER  
**10**

# WHY INCLUDE THIS IN A TDP?

- ▶ An implementation plan is a guide for realizing improvements and changes recommended through the TDP process
- ▶ Also is a guide for evaluating whether improvements and changes are having the desired effect

# IMPLEMENTATION PLAN

## ► Summary of TDP recommendations

PROJECT OR INITIATIVE	IMPLEMENTATION TIME FRAME	COST	POTENTIAL FUNDING SOURCE	IMPLEMENTING AGENCY/ DEPARTMENT
[Project]	[Year]	[Cost]	[Funding Source]	[Implementer]
[Project]	[Year]	[Cost]	[Funding Source]	[Implementer]
[Project]	[Year]	[Cost]	[Funding Source]	[Implementer]
[Project]	[Year]	[Cost]	[Funding Source]	[Implementer]
[Project]	[Year]	[Cost]	[Funding Source]	[Implementer]
[Project]	[Year]	[Cost]	[Funding Source]	[Implementer]

# IMPLEMENTATION PLAN

## ► Other elements

- Implementation schedules
- Criteria/timeline for evaluating improvements
- Funding strategies
- Strategies for implementing specific changes or addressing specific constraints
- Changes to partnerships/coordination
- Amendments to local codes and plans



# IMPLEMENTATION PLAN

## ► Other elements (continued)

- Linkages to other planning efforts (ongoing or upcoming)
- TDP update schedule
- Performance monitoring plan

## PROJECT

Systemwide Bus Stop Consolidation (i.e., elimination of under-utilized bus stops so as to decrease travel time and improve schedule reliability)

## IMPLEMENTATION SCHEDULE

### 2018

- Collect boarding and alighting data at all bus stops.
- Develop and apply criteria for identifying bus stops that are candidates for elimination.
- Conduct public outreach activities to provide notice about the bus stop consolidation initiative and its purpose. Solicit rider feedback and input on the bus stops that are proposed for elimination.
- Develop final recommendations for provider board approval.

### 2019

- Update on-line and printed schedules and maps as needed.
- Eliminate the board-approved bus stops.

### 2020

- Measure the impacts of the bus stop consolidation (i.e., travel times and schedule reliability) to determine whether or not the bus stop consolidation initiative was effective in achieving its purpose.

## STRATEGIES

Coordinate with city, county, and state agencies to determine if bus stops can be eliminated in conjunction with programmed roadway improvement projects, thus reducing costs for the provider.



The implementation plan should cover each alternative that moves forward and prioritized improvements should be recapped.

# DOCUMENTATION

CHAPTER

11

# DOCUMENTATION

- ▶ What documentation is needed?
- ▶ Options for organizing and distributing the TDP report
- ▶ Style guidance





Anticipate preparing draft and final plans and presenting the final plan to stakeholders.

# OTHER COMPONENTS

CHAPTER  
12



## WHY INCLUDE OTHER STUDIES IN THE SCOPE OF A TDP?

- ▶ Other studies and TDP might benefit from data sharing, coordinated outreach activities, etc.
- ▶ Other studies might provide additional information to support TDP decision-making

# OTHER COMPONENTS

- ▶ Visioning and goal-setting
- ▶ Performance measurement program
- ▶ Transit design standards
- ▶ Comprehensive operations assessment
- ▶ Title VI program
- ▶ Transit Asset Management Plan
- ▶ Proposed amendments to local codes/plans
- ▶ Park-and-ride or similar program
- ▶ Review of provider governance and/or administrative structure



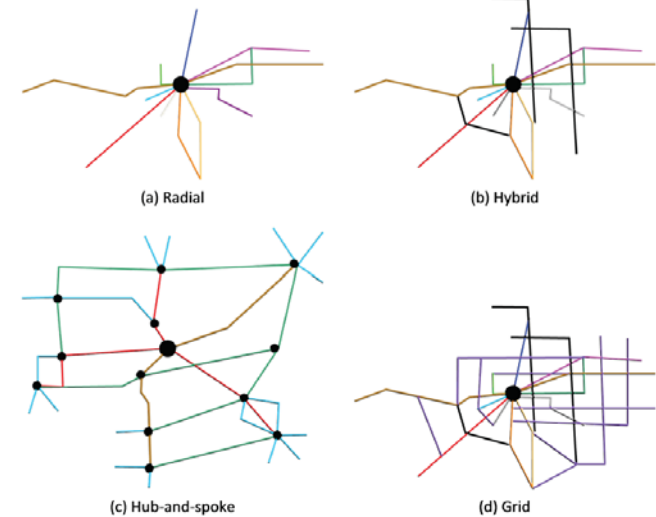
# APPENDICES

APPENDIX  
**A-D**

# APPENDICES

- A. Definitions and acronyms
- B. Transit planning concepts primer
- C. Example TDP outline
  - Includes suggested performance measures
- D. Other examples

FIGURE B-2 - FIXED-ROUTE NETWORKS



Source: TCQSM, 3rd Edition



Thank you.

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