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DEPARTMENTAL

A. Kumar

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

DO NOT INCLUDE MORE THAN ONE SUBJECT IN THIS COMMUNICATION

DATE: May 6, 1988

TO: Planning Managers/Supervising Planners

FROM: Gary S. Spivack

SUBJECT: Bus/Rail Interface Manual

Attached is a draft copy of a proposed Bus/Rail Interface Design Guideline Manual. Your review regarding content and any other suggestions that you may have would be appreciated.

Please forward your comments to Ben Urban by May 18, 1988.

Thank you for your cooperation.

Attachment

BUS/RAIL INTERFACE DESIGN GUIDELINE MANUAL

Prepared by

Southern California Rapid Transit District

Planning Department

SCRTD
1988
.B87
draft

Bus/Rail Interface Design Guideline Manual

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1.0 INTRODUCTION

The purpose of this document is to provide a guide for the design and placement of bus related facilities and amenities when integrated with rail operation. Frequently, bus requirements for actual operation and the ease of use for the bus passenger accessing rail service is overlooked. Yet this important source of ridership generally produces around 55% to 65% of actual rail boardings for a given system. Therefore, it is very important to clearly delineate requirements and outline a criteria for bus/rail interface design.

Attractive and practically designed facilities can lead to increased ridership and lower operating costs. Passenger convenience and the ease with which a bus driver can utilize a facility are very critical to the success of a particular project. These must be carefully considered when planning feeder bus service and designing all integrated components of the facility.

This manual presents criteria for station site location and delineates functions to be provided at bus/rail interface stations. Rationale for revising existing bus routes to serve rail stations is presented. Amenities to be furnished along with warrants that justify them are provided. Finally, design criteria is presented that indicate minimum specifications for acceptable operation. Typical layouts and designs that indicate minimum or desired arrangements for an operationally acceptable and desired design configuration at bus/rail interface locations are also provided.

2.0 REQUIREMENTS FOR STATION CONSTRUCTION

Bus/Rail interface stations that are either off-street or served by on-street bus stops will be considered when any of the selection criteria described below are present:

2.1 Passenger Activity Level

Stations with estimated bus ridership demands of at least 50% of projected station ridership or 1,000 daily bus boardings will be considered for off-street bus facilities. Stations with activity below the above mentioned levels will be served by on-street bus stops.

2.2 Bus Route Interchange Level

Rail stations with an acceptable level of bus interchange will be constructed with off-street bus facilities only when the station is served by at least two separate bus routes, by a single bus route that operates more than six trips in one direction during the peak hour, or if a line terminates at a station. Stations with only one route that operate less than six through trips per hour in each direction will be served by on-street bus stops.

2.3 Space Availability

Rail stations meeting both the passenger and bus route activity level requirements will be provided with off-street bus facilities only if sufficient right-of-way is available, at an acceptable price, to construct a facility of the required size.

3.0 LOCATION CONSIDERATIONS

The site and position of rail/bus interface stations will be influenced by the following factors:

3.1 Relation to Major Arterial Streets

Bus/Rail interface stations should be constructed as close to major intersecting arterial streets and/or major traffic generators as practical. A station spacing of at least one mile should be used in non-CBD areas to ensure acceptable rail running times. For light-rail systems, overcrossings should be considered if projected rail operation causes surface street operation to reach Level of Service E during any peak hour.

3.2 Access and Turning Movements

Interface stations will be situated on their sites in a manner such that ease of access for buses will be maximized. This implies that turns into and out of the stations can safely be made within acceptable turning radii, and without interfering

with other vehicular traffic flow. In addition, traffic control measures should be investigated to minimize delay to buses entering or leaving station entrances or exits.

3.3 Pedestrian Access

The station should be situated so that it will be possible for pedestrians to attain access from the street, building or other facilities with a minimum of effort. The access route should be direct, appropriately signed and avoid unnecessary circuity.

4.0 FUNCTIONS PROVIDED AT BUS/RAIL INTERFACE STATIONS

The functions that are to be provided at bus/rail interface stations are related to three categories, train operation, bus operation and other uses (joint development). The latter two categories are discussed in further detail below:

4.1 Bus Operation Functions

The functions that are to be provided for bus operations at bus/rail interface stations fall into three categories; boarding or alighting from buses, waiting for buses, and bus layover. The nature of the facilities to be provided will depend upon whether the facilities are to be on-street or off-street.

4.1.1 On-Street Facilities - On-street facilities are bus stops

located on public streets that are as close to the station as practical. The bus stop should be located so as to minimize walking distance and delays to transferring passengers. Facilities for interchange of passengers will be provided by curbside bus stops located as close as possible to the station entrance. The preferable location would avoid the crossing of streets with heavy traffic by passengers, and should ideally be on the same block face as the station's entrance. Bus stops not directly located adjacent to station's entrances will be of the in-line type, and normal bus stop specifications will be applied to determine the amount of curb space to be provided. These stops should be located so that patrons have ready access to a signalized crosswalk (see Figure 1). For stops adjacent to a station entrance, and where space is available, bus bays or a linear design should be provided (see Figures 2 and 3).

For bus routes that terminate at a rail interface station, between trip recovery should be taken as close as practical to the stop from which the bus will depart on its next trip. If bus and general traffic warrant, lay-over time should be taken at the loading bus stop. Otherwise, the time should be taken at the closest adjacent location that is environmentally acceptable.

Locations should be used that minimize distance and travel time from the arrival loading zone and to the departure loading zone (these may be the same location).

4.2.2 Off-Street Facilities - Off-street facilities are bus stations that are constructed on the same site as the rail station, and are an integral part of the design of the rail station. Each station will be provided with access roadways and bus loading bays in accordance with design criteria described below. Loading bays will be of the "saw-tooth" design, and all routes serving the station will be assigned to specific bays, in accordance with the design criteria. See Figure 4 for appropriate design standards.

Passenger waiting space will be provided on platforms adjacent to the loading bays. The platform shall have a minimum width of eight feet; the need for additional width will be dependent upon whether or not benches or shelters are provided, and the maximum number of passengers that are expected to board at that location during the peak 20-minute period.

For bus routes that terminate at bus/rail interface stations, between-trip recovery time should preferably be taken at the bus bay assigned to that line. If more than one line is assigned to a single bus

bay, or if the service frequency of a single line is greater than the typical layover time, then a separate lay-over location should be provided. This space will be in a remote section of the station grounds. The amount of time spent in travelling between the layover location and the loading platform should be no more than two minutes (round trip). However, if sufficient space is available, additional loading bay(s) should be provided for terminating lines that require more than one lay-over bay.

5.0 BACKGROUND BUS SYSTEM MODIFICATION CRITERIA

The extent to which bus lines will be diverted from existing routes to serve bus/rail interface stations, will depend upon whether the stations have off-street loading and waiting facilities, or on-street bus stops. Any competing parallel express or limited service bus line will either be discontinued or will terminate at the nearest logical station. Any competing local bus line may be considered for service reduction or elimination pending a review of passenger impact and cost consideration.

5.1 Criteria for On-Street Bus Stops - All lines that terminate within one mile of a proposed station should be considered for rerouting to end at the station. For through lines, the following criteria applies:

a. Lines within 1/4 Mile - Bus lines that run parallel to the rail line and travel within 1/4 mile of a proposed rail station and are not eliminated because of passenger impact or cost considerations, will be diverted to a station only if the average load per trip at the point of diversion is less than 50% of seated capacity and when there is an expected average interchange at the station with that line of at least 15 passengers per trip during the peak periods. Bus routes that run perpendicular to a rail line and cross the rail line within 1/4 of a mile of a proposed station will be diverted to serve that station.

b. Lines within 1/4 to 1/2 Mile - Bus lines that run parallel to a rail line and travel within 1/4 to 1/2 mile of a proposed station will be diverted to a station only if the average load per trip at the point of diversion is less than 25% of seated capacity, and when there is an expected average interchange at that station with that line of at least 10 passengers per trip during the peak periods. Bus routes that run perpendicular to a rail line, and intersect the line within 1/2 a mile of a proposed station will be rerouted to serve that station.

c. Lines within 1/2 to One Mile - Bus lines that run parallel to a rail line and travel within 1/2 to one mile of a proposed station will not be diverted to a station. Bus routes that run perpendicular to a rail line will be evaluated on a

case-by-case basis to determine whether they should be diverted to serve the rail station depending upon operational cost impacts and passenger inconvenience.

d. Lines More than One Mile - Bus routes that run either parallel or perpendicular to a rail line and operate at a distance of more than one mile from a proposed station will not be rerouted to serve the station.

5.2 Criteria for Off-Street Bus Facilities - If the station is equipped with off-street bus terminal facilities, then it should be considered to also be a transit center or major transfer point. All bus lines that terminate within one mile of the proposed station transit/center will be rerouted to end at the station. Lines terminating from one to two miles from a proposed station/transit center may be considered for rerouting, if such a connection with the rail system would provide a significant link. (i.e., would provide service to an important traffic generator). All parallel through routes will be diverted to serve the station if they operate within 1/2 mile of station location. Parallel lines that travel from 1/2 to one mile of a station location will be considered for diversion pending an analysis of passenger impacts and cost considerations. All bus routes that run perpendicular to a rail line, and cross the rail line within 3/4 of a mile of the station location will be diverted to serve the station. Opportunities for pulse point scheduling will be investigated.

5.3 Service Level Modifications

a. All bus routes that run parallel to and within 1/2 mile of a guideway facility and which are determined to be competitive with the rail service will initially be implemented at a reduced service level, commensurate with an appropriate schedule analysis of projected passenger impacts. Three months, six months and one year after implementation, a schedule check and reevaluation of the current schedule will be undertaken. Thereafter an annual evaluation will be conducted. Line eliminations will also be considered for competing services within 1/2 mile of a guideway facility. Parallel lines within 1/2 to one mile may be considered for service reduction, pending a review of system effects.

b. All bus routes that run perpendicular to a rail line and are rerouted to a station, should maintain current service levels. Service levels will, however, be maximized consistent with existing equipment availability. A re-evaluation of service levels will take place at four-month intervals for the first year, biannually during the second year and at annual intervals thereafter.

In no event will cross feeder service levels initially be implemented that have a service level which is less than pre-implementation, pending funding availability.

6.0 JOINT DEVELOPMENT OPPORTUNITIES

Activities other than those related to bus or rail operations may be provided at an interface station. Such activities should, however, be kept separate from transit functions, so that there is not a conflict between transit and joint development users. Policies and procedures for implementing Joint Development of Metro Rail and Bus Facilities will be adhered to as adopted by the Board of Directors on August 13, 1987 (see Appendix A).

7.0 STATION AMENITIES TO BE PROVIDED

Certain passenger comfort features are to be included in the design of all rail/bus interface stations. Other features will be provided only under certain conditions. Types of amenities that are to be provided and the circumstances under which they will be provided is discussed below:

7.1 Facility Covering

The station area used by passengers in waiting for a bus, or boarding or alighting from a bus, should be covered so as to protect riders from rain and direct sunshine during warm weather, based on the following criteria:

a. Full Platform Canopy - When station activity is greater than 3,000 boarding and alighting passengers per day, full coverings over all passenger waiting and loading areas will be provided. This will include canopies covering the entire length and width of the loading platform, and bus entrance and exit areas. Walkways to and from train loading areas will also be covered.

b. Waiting Shelters - When average daily bus boardings and alightings at a station is less than 3,000 per day, then only the area that is used in waiting for a bus will be covered. This area will be provided with a shelter for each bus loading bay.

7.2 Seating Requirements

A limited amount of seating will be provided for waiting passengers at each bus bay. These facilities are primarily intended for elderly and handicapped passengers, and there will be at least four seats at each bus bay.

7.3 Lighting

Sufficient lighting will be provided to ensure adequate visibility at all times the facility is in operation. Such visibility should be sufficient for reading, to avoid injury due to physical hazards, and to discourage crime.

7.4 Transit Information

Bulletin boards or kiosks will be provided, and maintained with maps and schedules of the rail and bus lines that service the station. Fare and tariff information will also be posted. In addition, individual line route and schedule information should be provided at each bay for the line(s) serving that bay. This information will be updated within 24 hours of any service change.

7.5 Communications

Pay telephones will be provided at all stations that have off-street bus facilities. A direct line to transit information should also be considered.

7.6 Restrooms

Restrooms will be provided for employees only at stations where at least one bus line terminates. These facilities should be separate for men and women, and are to be used by drivers during recovery (layover) and by other station employees. No public restrooms will be provided at any station.

7.7 Security

Each station will be supplied with a Closed Circuit Television (CCTV) security system that is to be monitored during all hours of operation of each station. If passenger interchange levels at any station are greater than 750 boarding and alighting patrons during the peak hour, security guard(s) will be posted in the bus loading area during those periods. Additional security requirements will be dependent upon an analysis of specific needs and conditions at individual stations.

8.0 MINIMUM DESIGN REQUIREMENTS

It is recognized that each station will have special requirements based on right-of-way availability and the geometry of the parcel. However, the following items are general specifications for off-street loading areas.

8.1 Size and Placement of Roadways - Roadways directly adjacent to loading and unloading areas should be for bus use only. Access lane widths in tangent sections should be a minimum of 12 feet wide; sufficient width for passing should be incorporated in the design, with total roadway widths from 21 to 24 feet provided. Loops should have a minimum outside radius of 60 feet and an inside radius of 30 feet, to accommodate a complete 180 degree movement (See Figure 5). Bus roadways on station property should be located so as to minimize access time from outside the station to and from the passenger loading area. In cases where it is necessary to mix bus and auto park-ride or kiss-ride traffic,

this common usage should be limited to access roadways. Facilities should ideally be designed to fully separate park-ride and kiss-ride from bus interface operation.

8.2 Loading Bays - Passenger loading areas at stations will be located as close as practical to the entrance to the concourse and the train loading areas. Lines are to be assigned by position. The positions that are to be used by standard buses will be of the "saw tooth" design. Positions to be used by articulated buses will be of tangent design, 65 feet in length, with a clear area of 100 feet for departing buses.

a. Number of Bays - To the extent possible, one loading bay should be provided for each line serving the station. In cases where space is restricted, two through lines may be assigned to the same bay if both have peak headways of 20-minutes or greater (i.e., there are fewer than 12 trips per hour in both directions). A separate bay will be provided if service exceeds 12 trips per hour. This implies a bay for each direction for services exceeding the 12 trip/hour threshold.

b. Layover Positions - Bus lines that terminate at a station should spend recovery (layover) time in the stall to which that line is assigned. If occupation of loading bays will preclude use of that bay by other buses of the same line (because layover is greater than the minimum headway), a

separate layover space will be provided. If space is available, a second loading bay (adjacent to the first) should be assigned to the line. If additional space is not available in the passenger loading area for another stall, then a separate layover area will be provided. This location may be in a remote area of the station property, however, it should be no more than two minutes travel time from the passenger loading area. One parking space will be provided for the maximum number of buses that are scheduled to use the layover facility at any one time. Bus parking in these remote areas may be of the "in-line" or "herringbone" design. Access roadways and turning areas must meet design specifications for the station areas.

8.3 Passenger Considerations - Facilities for bus passengers will be placed to optimize the circulation of people throughout the station.

a. Placement of Facilities and Amenities - Lines will be assigned to the loading bays so that the routes with the heaviest interchange are assigned to the stalls that are closest to the station center. All seating and waiting areas should be under shelter for protection from heat and rain, and located adjacent to the bus stop loading standard (i.e., adjacent to where the primary bus loading door will be

located). All other amenities should be placed in the center of the facility for the convenience and security of passengers.

b. Circulation and Access - All facilities will be located to optimize the circulation of passengers throughout the station area. Waiting areas (for seated and standing passengers) at each bus bay will located at least six feet from the platform edge, so as to allow sufficient room for queueing passengers. In addition, provision will be made for a pathway of at least four feet in width for the entire length of the loading platform for circulation purposes.

Direct access will be provided between the loading area and public streets, for use by passengers not transferring to or from a train or another bus. This access will be as direct as possible, and entrances and exits will be clearly marked.

8.4 Kiss and Ride

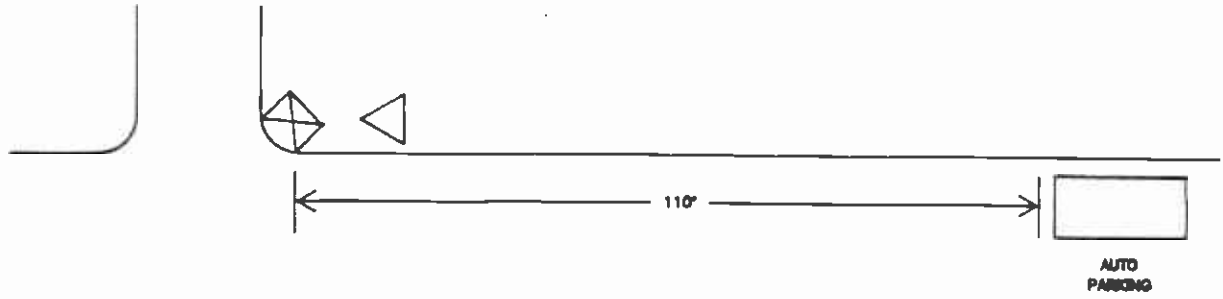
Kiss and Ride parking spaces will be provided at stations where the anticipated demand is at least 200 per day, and when right-of-way can be acquired at a reasonable cost. One parking space shall be provided for each 10 outbound kiss-ride passengers arriving during the afternoon peak hour. Kiss-ride parking spaces will be located as close as possible to the station entrance, after bus interface facilities have been designed. The

design should be such that it encourages passenger ingress/egress to a single point thereby avoiding conflicts with bus movement. No separate kiss-ride capability will be provided in CBD areas or in high volume activity centers.

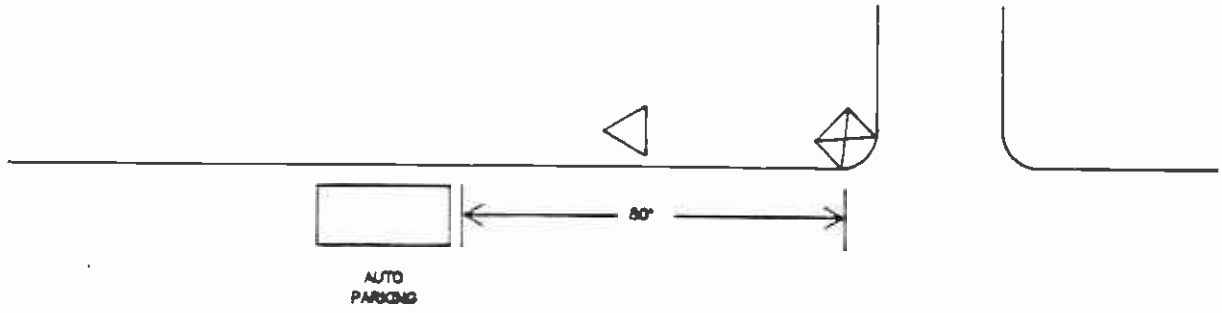
8.5 Park/Ride Facilities

Parking spaces at rail stations will be provided only when right-of-way can be acquired at a reasonable cost. In heavily dense urban areas parking strategies should be developed that encourage the use of public transportation for access to the rail mode thereby negating the need for expensive parking structures. A minimum of 75 parking spaces shall be provided at any station with parking facilities. Surface parking lots should be limited to a maximum capacity of 1,200 spaces, as walking distances from outlying spaces become too great, and extreme traffic congestion can be generated on access streets during peak hours when larger facilities are used. If demand for parking spaces at any one station does exceed 1,200, then provision of additional spaces at adjacent stations or parking structures should be considered, to the extent that this is feasible. Bus ingress/egress movements must be entirely separate from vehicular traffic for any park-ride lot that exceeds a design capability of 500 vehicles.

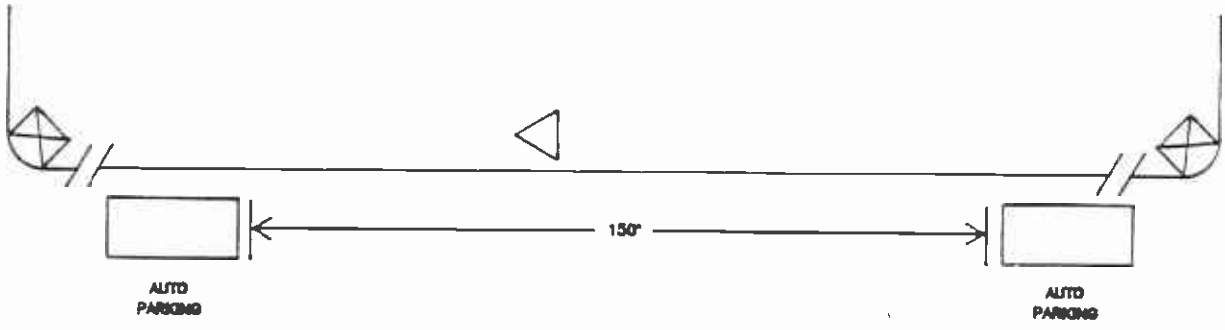
Concepts for integration of off-street buses, kiss-and-ride and park-ride facilities are shown on Figures 6, 7 and 8.



NORMAL ACCESSIBLE NEARSIDE BUS STOP



NORMAL ACCESSIBLE FARSIDE BUS STOP

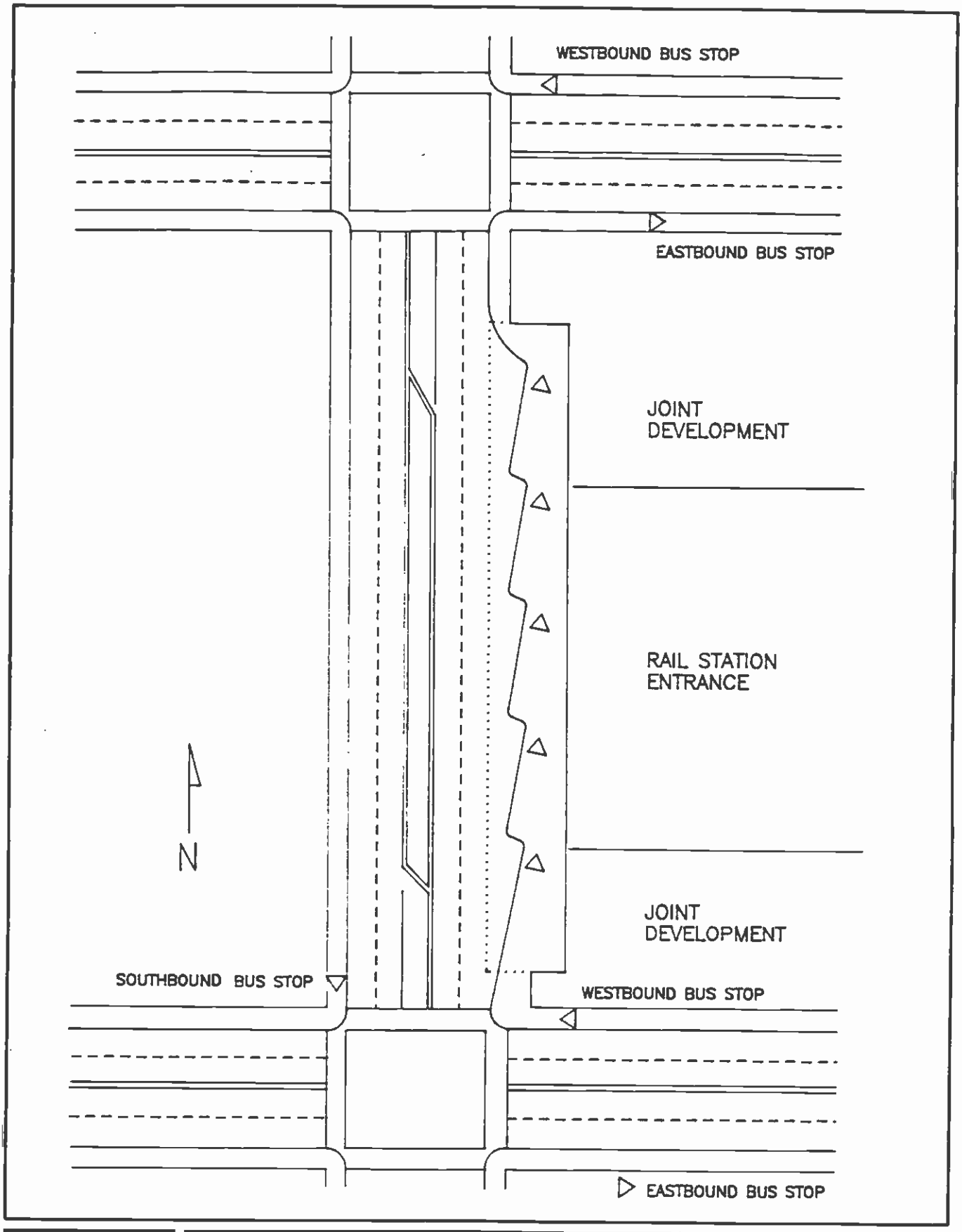


NORMAL ACCESSIBLE MIDBLOCK BUS STOP

RTD

IN-LINE BUS STOP DESIGN

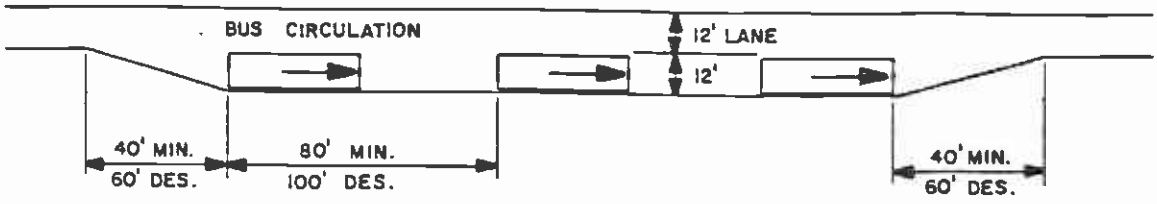
FIGURE 1



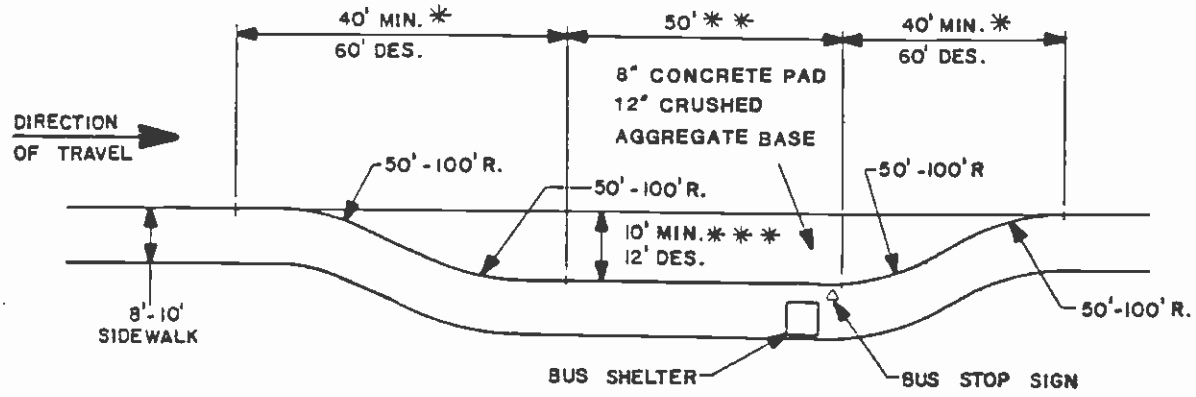
RTD

ADJACENT STATION
ENTRANCE DESIGN

FIGURE 2



PARALLEL DESIGN
SCALE = 1" = 50'



BUS TURNOUT
SCALE = 1" = 30'

* — 40' MINIMUM FOR LOW SPEED AND LOW VOLUME STREETS
60' DESIRABLE FOR HIGH SPEED AND HIGH VOLUME STREETS

* * — FOR EACH ADDITIONAL PASS-THROUGH BUS BERTH ADD 50' AND
FOR EACH ADDITIONAL LAYOVER BUS BERTH ADD 80'

* * * — 10' MINIMUM FOR LOW SPEED AND LOW VOLUME STREETS
12' DESIRABLE FOR HIGH SPEED AND HIGH VOLUME STREETS

RTD

LINEAR BUS BAY DESIGN

FIGURE 3

RTD

SAWTOOTH DESIGN

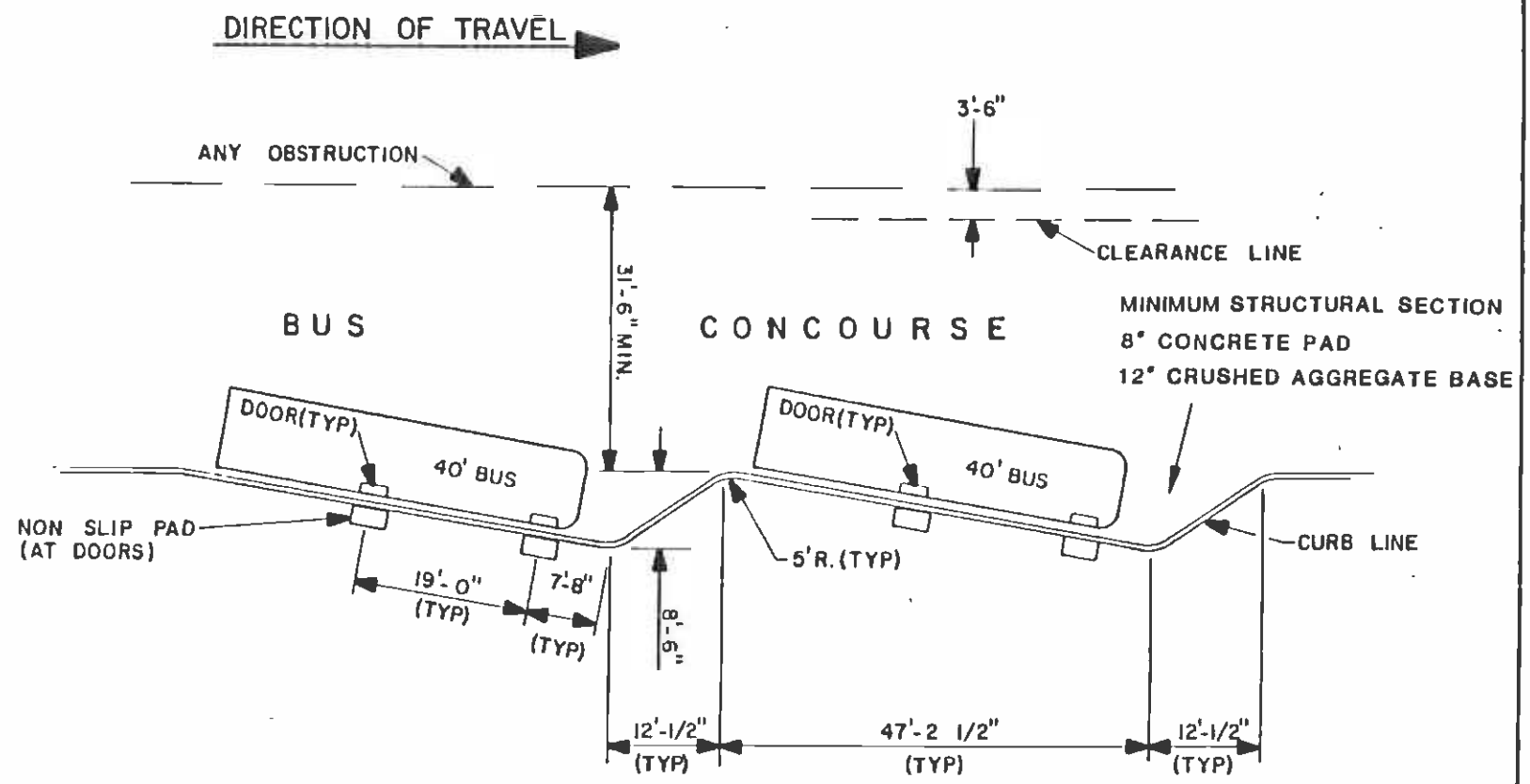
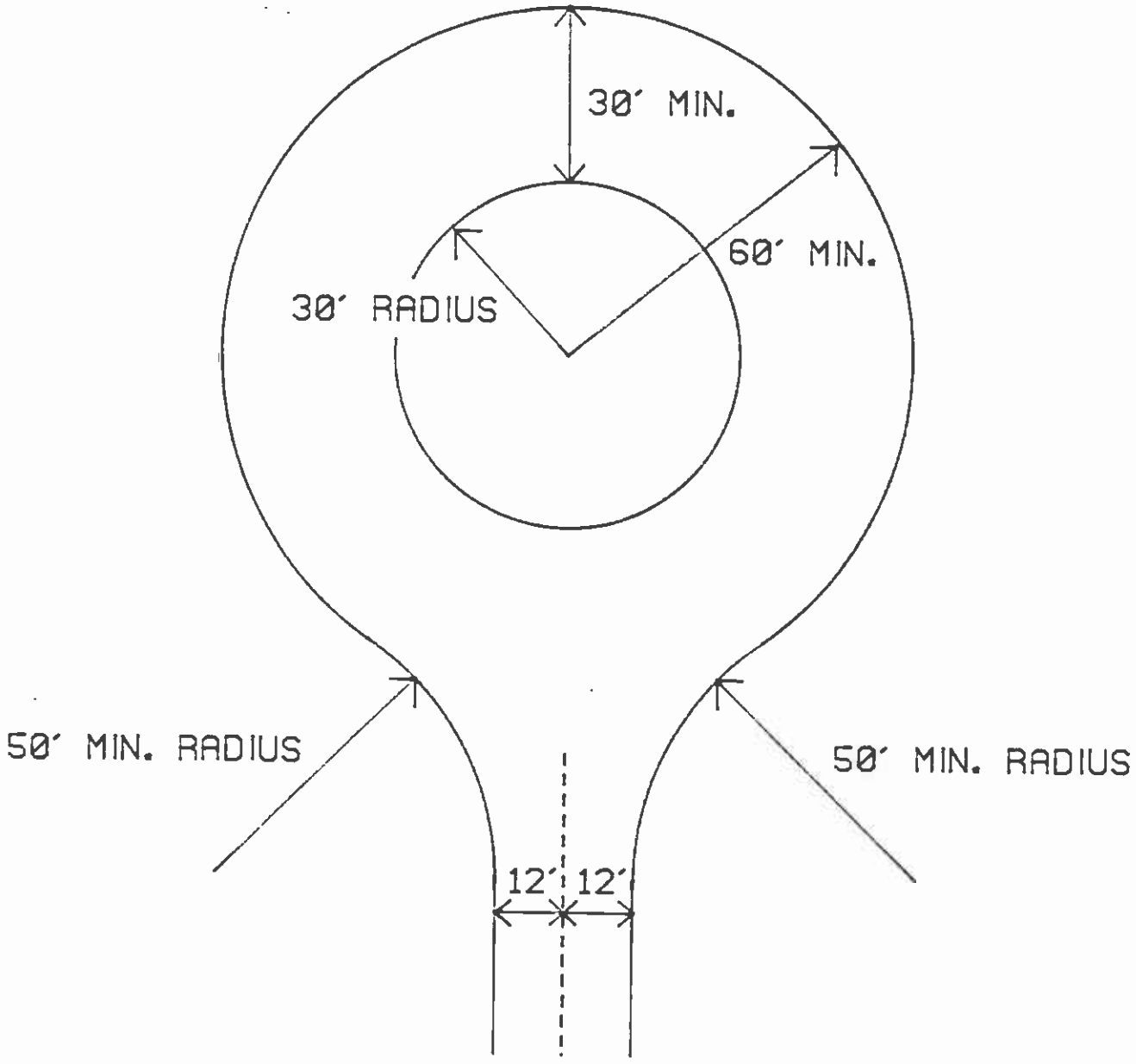


FIGURE 4



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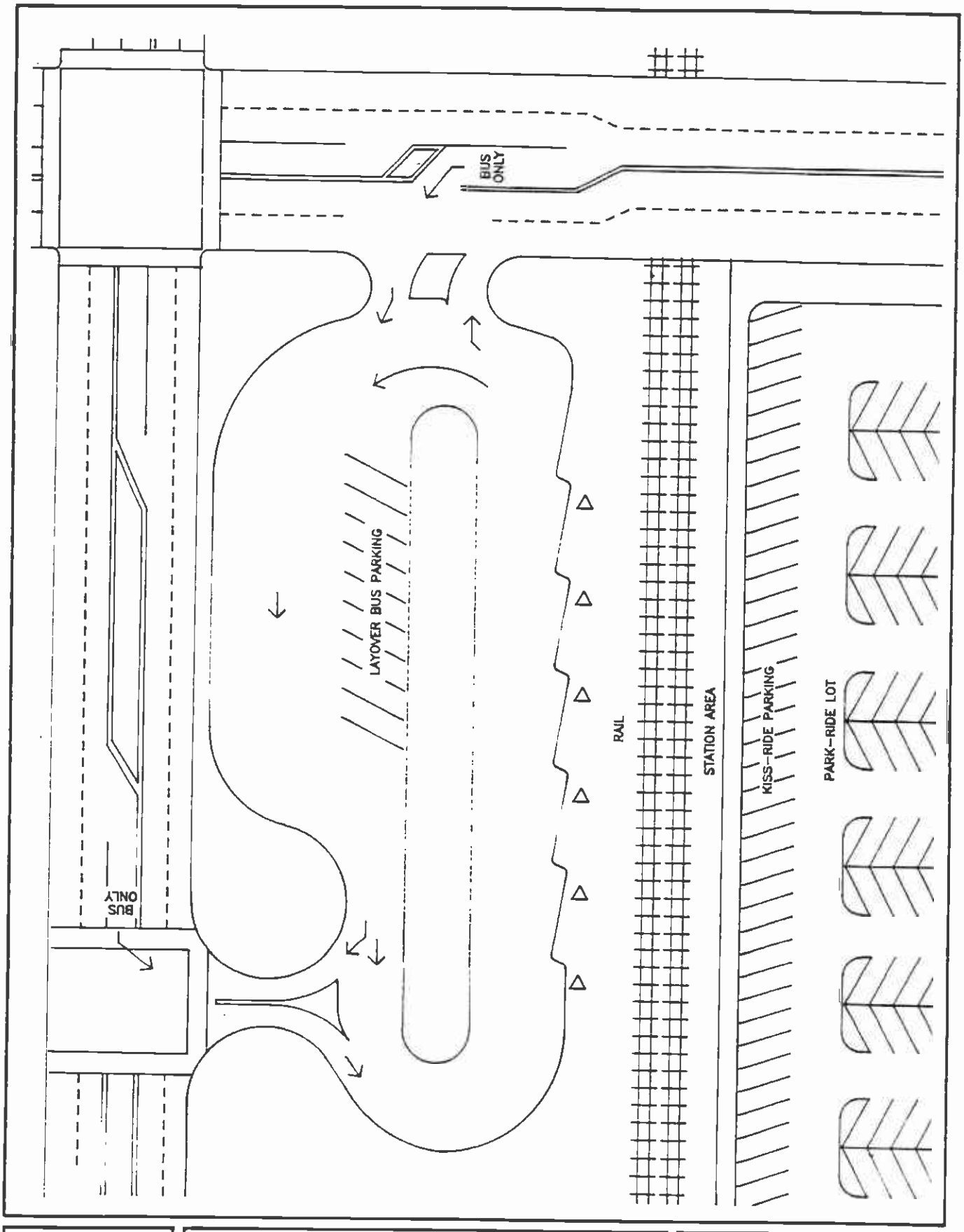
CUL DE SAC DESIGN

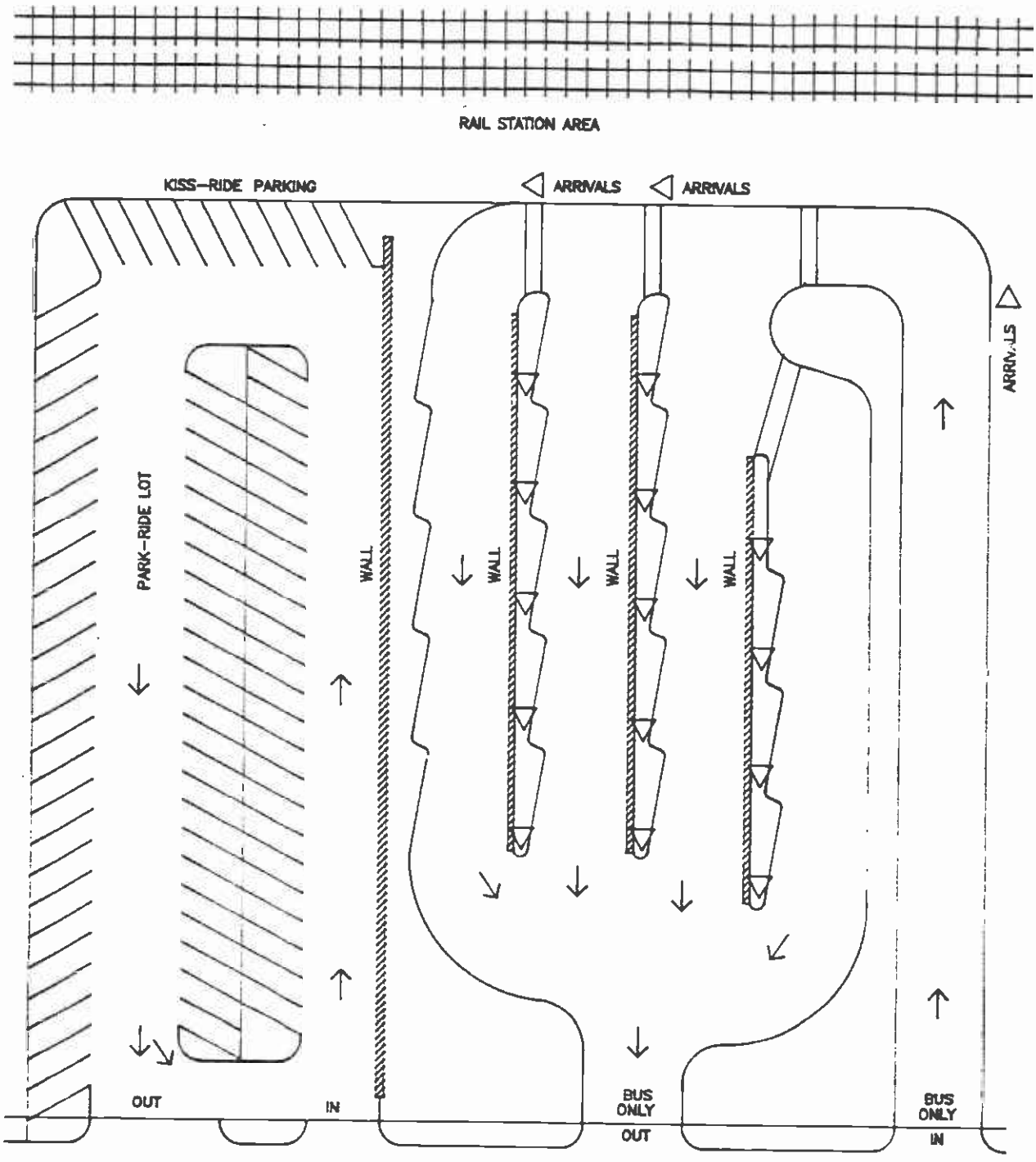
FIGURE 5



RTD

PROTOTYPE
~~TYPICAL~~ OFF STREET
TRANSIT CENTER

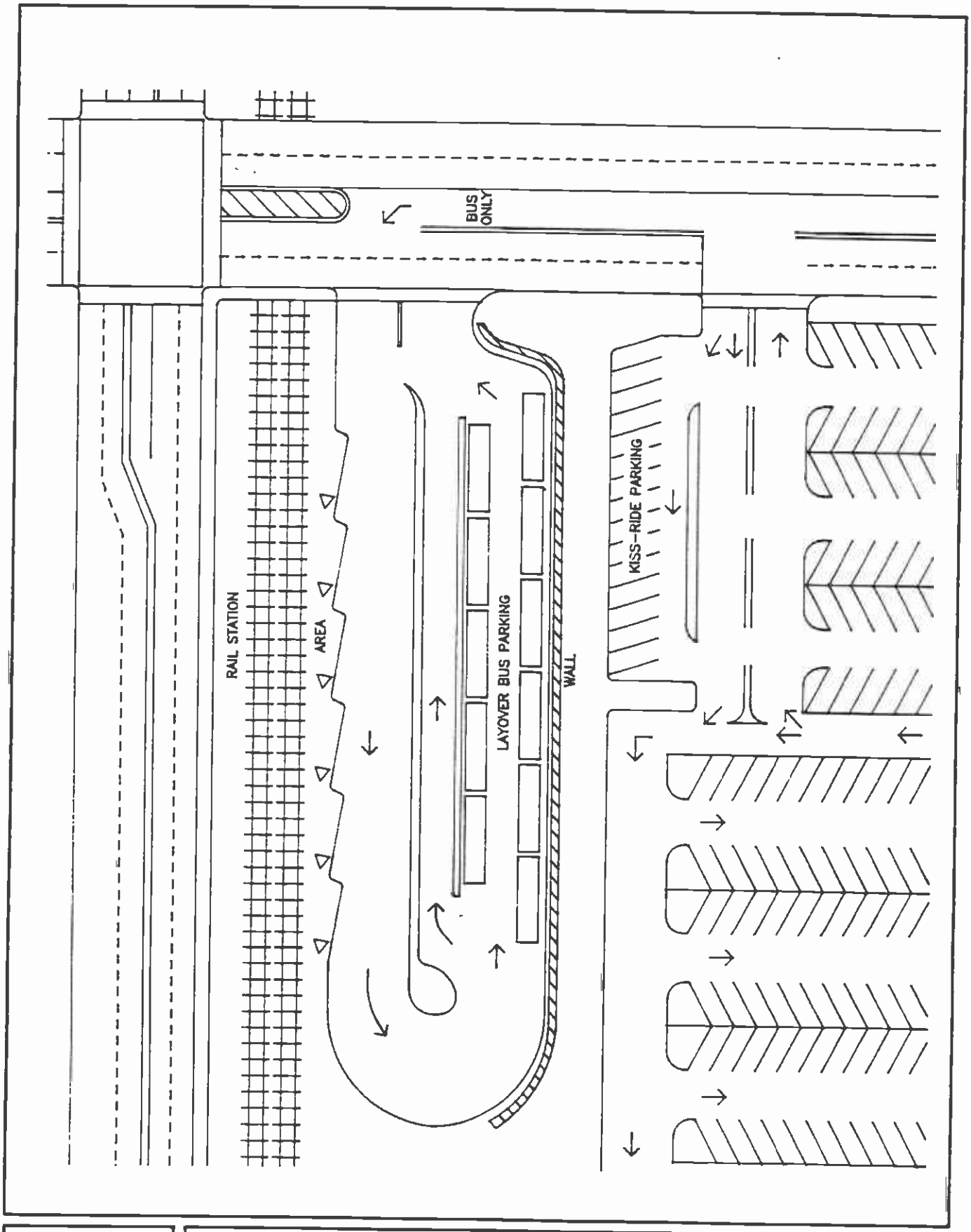
FIGURE 6



RTD

TYPICAL OFF STREET
TRANSIT CENTER

FIGURE 7



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TYPICAL OFF STREET
TRANSIT CENTER

FIGURE 8

Appendix A

The District Board of Directors has approved the following policies and procedures for implementing Joint Development at Metro Rail and Bus Facilities. This document provides for a positive response regarding inquiries from the public and the development community. Implementation of these policies and procedures in the future is expected to produce revenues from joint development opportunities that exist around sites adjacent to rail interface stations.

IT SHALL BE THE POLICY OF THE DISTRICT TO:

1.0 POLICIES FOR JOINT DEVELOPMENT OF METRO RAIL SITES

Comprehensive Planning

1. Coordinate comprehensive planning and development around station sites.

2. Encourage land use plans which are designed to enhance system ridership and provide needed public amenities during Metro Rail operation.

3. Ensure that all uses of District owned property are consistent with local jurisdiction's adopted land use plans.

4. Promote and reinforce local land use plans which provide for the creation of high-quality development at each station; where the local governmental entity's adopted land use plans call for maintenance of a residential area, maintain consistency with those plans.

5. Provide agency support and interagency representation.

6. Encourage local jurisdictions to structure their land use plans to promote uses supportive of transit adjacent to station areas.

7. Select joint development projects that promote transit ridership, increased mobility, economic development including job creation, and other community needs.

Control of Joint Development Activities

8. Obtain and retain station facility and related transportation service design and location authority.

9. Maintain an active role in all public/private coventure activities.

10. Retain ownership of land and air rights acquired for Metro Rail and jointly develop these with the private sector for the purpose of establishing long term revenues to support Metro Rail capital, operating, and maintenance requirements.

Implementation

11. Package real estate projects.

12. Establish a joint development decision making process which fosters positive relations with the private sector and other public agencies.

13. Solicit proposals for joint development of District owned property through a competitive selection process.

14. Infuse public sector capital or "in lieu" contributions where appropriate to create more viable joint development projects.

15. Ensure the involvement of disadvantaged and women business enterprises in joint development projects through the establishment of procedures for active participation in various aspects of joint development including but not limited to project planning, design, financing, equity participation, and construction.

Enhancement of Metro Rail System

16. Evaluate and consider the potential for enhancement of Metro Rail operations through joint development prior to selection and configuration of sites for Metro Rail stations.

17. Encourage direct connections to stations from surrounding developments in order to expand the pedestrian domain around the stations and to increase the usability of the system; encourage land uses which promote pedestrian activities and promote the safety and security of patrons.

18. Review Metro Rail station design and, where feasible, incorporate design features that will facilitate future joint development.

19. Make most efficient use of District real property in order to carry out the District's responsibilities to achieve maximum public benefit arising out of necessary public expenditures.

Revenue Generation, Cost Sharing and Value Capture

20. Negotiate joint agreements between the District and developers using District land and/or property rights to create a long-term source of revenue for the operation and maintenance of the system.

21. Use station cost sharing, connector fees, joint ventures, and lease agreements, among other mechanisms, to ensure long term value capture in support of the public benefit.

22. When construction of adjacent joint development projects precede or parallel construction of Metro Rail, negotiate offsets to Metro Rail costs through station cost sharing.

23. Require connector fees or equivalent consideration from any property owner/developer of any building who requests a physical link to a Metro Rail station; the cost of such connectors, including additional design costs, and maintenance costs will be borne by the property owner/developer and will be negotiated.

24. Require, where appropriate, that property owners/deyelopers who propose to be directly connected to stations, where there is no benefit assessment district, to pay fees substantially equivalent to benefit assessment as set for other stations; fees which are collected in lieu of such benefit assessments shall be in addition to all other fees, contributions, or considerations.

25. Structure connector fees or capital offset fees in the form most appropriate to the transaction; for example, lump sum payments, participation in the revenue created by the development, "in lieu" dedication payments of private property and/or easements, or combinations of forms.

26. Ensure that joint development projects contain some provision for financial security against future adverse impacts on transit operations by the owners/occupants of the joint developments.

Land Acquisition and Disposition

27. Plan property acquisitions to obtain the best possible combination of cost savings on site acquisition and joint development potential on the sites after system construction.

28. Where joint development is not feasible or is a long-range project, consider leasing land and air rights at the current market rate.

29. Dispose of real property only when it is economically advantageous or otherwise to the District's benefit.

2.0 POLICIES FOR JOINT DEVELOPMENT OF BUS FACILITY SITES

1. Make the most efficient use of District-owned bus facility sites in order to maximize revenues and/or other benefits to the District.

2. Negotiate joint agreements for development of bus facility sites, where appropriate, between the District and other entities when such development would create a long-term source of revenue for bus capital, operating and maintenance requirements.

3. Establish a joint development decision-making process which fosters positive relations with the private sector and thorough coordination with all affected departments within the District.

4. Maintain an active role in all public/private coventure activities at bus facility sites.

5. Ensure that all joint development uses of District-owned bus facility sites are consistent with local jurisdiction's adopted land use plans.

6. Select joint development projects that promote increased mobility, economic development including job creation, and other community needs.

7. Retain fee ownership of land and air rights needed for bus operations and jointly develop these rights through long-term leases or joint ventures with the private sector.

8. Ensure that joint development of bus facility sites does not adversely impact bus operations and maintenance.

9. Ensure that joint development projects contain some provision for financial security against future adverse impacts on bus operations by the owners/occupants of the joint developments.

10. Select proposals for joint development of bus facility sites through a competitive selection process.

11. Ensure the involvement of disadvantaged and women business enterprises in joint development projects through the establishment of procedures for active participation in various aspects of joint development including but not limited to project planning, design, financing, equity participation, and construction.

12. Consider the potential for joint development in the selection of new sites for bus operations and in the design of new bus facilities.

13. Dispose of bus facility sites only when it is economically advantageous or otherwise to the District's benefit.

3.0 PROCEDURES FOR JOINT DEVELOPMENT OF METRO RAIL SITES

The following is the process to be used by the District in implementing its adopted policies regarding joint development of Metro Rail stations and related facilities:

1. The District may initiate joint development of a Metro Rail site or such a proposal may be initiated by an inquiry from a private developer, public agency or other person.

2. Any recommendation by a department of the District, or any inquiry from a person outside the District regarding joint development opportunities on a Metro Rail site shall be referred to a joint staff committee of the Real Estate, Planning, Transit Facilities, Legal, Operations, Local Government and Community Affairs, and Equal Opportunity Departments (Joint Staff Committee).

3. Upon receipt of a request for joint development on a Metro Rail site, the Joint Staff Committee shall analyze the feasibility and benefits of the proposed development.

4. If a preliminary analysis by the Joint Staff Committee indicates that a proposed development on a Metro Rail site may be feasible and beneficial, following Executive Staff review, the General Manager will be requested to submit the proposal to a closed meeting of the Finance and Joint Development Committee for further consideration.

5. If the Finance and Joint Development Committee finds that the development proposal is feasible and beneficial, it may submit a recommendation to the Board to approve the issuance of a Request For Interest and Qualifications (RFIQ) for development of the site.

6. Notice of the District's intent to issue an RFIQ for a Metro Rail site shall be given in a newspaper of general circulation, and in other specialized publications, if appropriate, for a minimum of 30 days prior to the submittal deadline; notice shall also be given to adjacent property owners and to any person specifically requesting such notice from the District.

7. The District's RFIQ shall contain: (1) site description, (2) basic project description and development guidelines, (3) special District requirements for interface with the transit operations, (4) requirements for benefit to the District, (5) selection process. (6) responsibilities of the Developer, (7) form of the development proposal, and (8) statement of policy regarding participation by disadvantaged and women business enterprises.

8. Responses to a District RFIQ shall contain: (1) description of the development entity, (2) financial capability of the Developer. (3) project description including conceptual site plans and elevations

showing interface with Metro Rail and other transit operations, (4) proposed financing of project, (5) conceptual benefit to the District, (6) previous development experience, and (7) potential opportunities for disadvantaged and women business enterprises including, if known, partnership arrangements.

9. The Joint Staff Committee shall review all RFIQ submittals and may recommend that a maximum of three submittals be presented to the Finance and Joint Development Committee for further evaluation; no submittal will be forwarded to the Finance and Joint Development Committee that does not respond to all the requirements of the RFIQ.

10. The Finance and Joint Development Committee will evaluate the submittals from the Joint Staff Committee and submit a recommendation to the full Board for consideration of the issuance of Requests for Proposals to the approved development entities.

11. Development entities approved by the District Board shall be sent Requests for Proposals (RFP) which shall require a comprehensive proposal including but not limited to: (1) letter to the General Manager requesting an exclusive right to negotiate, (2) detailed project description including dimensioned site plans, elevations, circulation and parking plans and a description of the interface with Metro Rail operations during and after construction, (3) pro forma financial analysis including development cost and ten-year cash flow projections, (4) benefits to the District, (5) costs to the District. (6) evidence of market feasibility, (7) construction schedule, (8) interface with Metro Rail operations during and after construction, (9) identification of disadvantaged and women business participation at all levels at which such involvement is proposed, and (10) other information appropriate to the particular project.

12. The development entities will respond within the time set in the RFP: the Joint Staff Committee shall evaluate the additional information provided in each response to the RFP and shall make a recommendation to the General Manager for presentation to the Finance and Joint Development Committee. Said recommendation shall include the staff's analysis of each development proposal.

13. The Finance and Joint Development Committee may recommend one proposal to the Board. The Board may authorize the General Manager to enter into a 180-day Agreement to Negotiate Exclusively with that development entity.

14. A development entity that enters into an Agreement to Negotiate Exclusively with the District for a Metro Rail site shall submit a good faith deposit of $30,000 or an amount equal to one percent of total development value whichever is greater; said deposit shall not bear interest and shall be refundable only if the development entity uses its best efforts to negotiate a development agreement with the District.

15. The General Manager and/or designated staff shall negotiate with the development entity approved by the Board to reach a draft development agreement which shall be forwarded to the Finance and Joint Development Committee for review; the negotiating team shall consult with the Joint Staff Committee and the Executive Staff on a regular basis during the negotiation process.

16. Upon receipt of a draft development agreement, the Finance and Joint Development Committee may forward the proposed agreement to the Board for action or may require further negotiations.

17. The District may deviate from its RFIQ and RFP procedures for joint development of a Metro Rail site in any case where the District has entered into a Memorandum of Understanding (MOU) with a local government that is participating in the joint development process; procedures for implementing the joint development shall be specified in the MOU which shall be subject to approval by the Board.

18. The District may deviate from its RFIQ and RFP procedures for joint development of a Metro Rail site if the interested party is an adjacent property owner and the District finds that combining the District site with an adjacent property is the proposal most likely to result in a joint development that is feasible and beneficial to the District; procedures for implementing the joint development shall be specified in a written agreement between the District and the adjacent property owner and subject to approval by the Board.

4.0 PROCEDURES FOR JOINT DEVELOPMENT CONNECTIONS TO METRO RAIL STATIONS

The following is the process to be used by the District in implementing its adopted policies regarding joint development of Metro Rail sites, particularly those policies related to connections to stations:

1. The District may initiate connections (knock out panels, portals and/or pedways) into Metro Rail stations or such connections may be initiated by requests from private developers, public entities or other persons.

2. Any recommendation by a department of the District, or any inquiry from a person outside the District regarding joint development connections to a Metro Rail station shall be referred to a joint staff committee of the Real Estate, Planning, Transit Facilities, Legal, Operations, Local Government and Community Affairs, and Equal Opportunity Departments (Joint Staff Committee).

3. Upon receipt of a request for a connection to a Metro Rail station, the Joint Staff Committee shall analyze the feasibility, costs, and benefits of the proposed connection.

4. If a preliminary analysis by the Joint Staff Committee indicates that a proposed connection to a Metro Rail station may be feasible and beneficial, following Executive Staff review, the General Manager will be requested to submit the proposal to a closed meeting of the Finance and Joint Development Committee for further consideration.

5. If the Finance and Joint Development Committee finds that the connection proposal is feasible and beneficial, it shall direct the General Manager and/or designated staff to negotiate a draft agreement for the connection; the negotiating team shall consult with the Joint Staff Committee and the Executive Staff on a regular basis during the negotiation process.

6. A draft agreement for a connection to a Metro Rail station shall be reviewed by the Finance and Joint Development Committee and, if acceptable, shall be forwarded to the Board for approval.

5.0 PROCEDURES FOR JOINT DEVELOPMENT OF BUS FACILITY SITES

The following is the process to be used by the District in implementing its adopted policies regarding joint development of bus facility sites:

1. The District may initiate joint development of a bus facility site or such a proposal may be initiated by an inquiry from a private developer, public agency or other person.

2. Any recommendation by a department of the District, or any inquiry from a person outside the District regarding joint development opportunities on a bus facility site shall be referred to a joint staff committee of the Real Estate, Planning, Bus Facilities, Legal, Operations, Local Government and Community Affairs, and Equal Opportunity Departments (Joint Staff Committee).

3. Upon receipt of a request for joint development on a bus facility site, the Joint Staff Committee shall analyze the feasibility and benefits of the proposed development.

4. If a preliminary analysis by the Joint Staff Committee indicates that a proposed development on a bus facility site may be feasible and beneficial, following Executive Staff review, the General Manager will be requested to submit the proposal to a closed meeting of the Finance and Joint Development Committee for further consideration.

5. If the Finance and Joint Development Committee finds that the development proposal is feasible and beneficial, it may submit a recommendation to the Board to approve the issuance of a Request For Interest and Qualifications (RFIQ) for development of the site.

6. Notice of the District's intent to issue an RFIQ for a bus facility site shall be given in a newspaper of general circulation, and in other specialized publications, if appropriate, for a minimum of 30 days prior to the submittal deadline; notice shall also be given to adjacent property owners and to any person specifically requesting such notice from the District.

7. The District's RFIQ shall contain: (1) site description, (2) basic project description and development guidelines, (3) special District requirements for operation of the bus facility, (4) requirements for benefit to the District, (5) selection process, (6) responsibilities of the Developer (7) form of the development proposal, and (8) statement of policy regarding participation by disadvantaged and women business enterprises.

8. Responses to a District RFIQ shall contain: (1) description of the development entity, (2) financial capability of the Developer, (3) project description including conceptual site plans and elevations showing interface with bus facility operations, (4) proposed financing of project, (5) conceptual benefit to the District, (6) previous development experience, and (7) potential opportunities for disadvantaged and women business enterprises including, if known, partnership arrangements.

9. The Joint Staff Committee shall review all RFIQ submittals and may recommend that a maximum of three submittals be presented to the Finance and Joint Development Committee for further evaluation; no submittal will be forwarded to the Finance and Joint Development Committee that does not respond to all the requirements of the RFIQ.

10. The Finance and Joint Development Committee will evaluate the submittals from the Joint Staff Committee and submit a recommendation to the full Board for consideration of the issuance of Requests for Proposals to the approved development entities.

11. Development entities approved by the District Board shall be sent Request for Proposals (RFP) which shall require a comprehensive proposal, including but not limited to: (1) letter to the General Manager requesting an exclusive right to negotiate, (2) detailed project description including dimensioned site plans, elevations, circulation and parking plans and a description of the interface with bus operations during and after construction, (3) pro forma financial analysis including development cost and ten-year cash flow projections, (4) benefits to the District, (5) costs to the District. (6) evidence of market feasibility, and (7) construction schedule, (8) interface with bus operations during and after construction, (9) identification of disadvantaged and women business participation at all levels at which such involvement is proposed, and (10) other information appropriate to the particular project.

12. The development entities will respond within the time set in the RFP; the Joint Staff Committee shall evaluate the additional information provided in each response to the RFP and shall make a recommendation to the General Manager for presentation to the Finance and Joint Development Committee. Said recommendation shall include the staff's analysis of each development proposal.

13. The Finance and Joint Development Committee may recommend one proposal to the Board. The Board may authorize the General Manager to enter into a 180-day Agreement to Negotiate Exclusively with that development entity.

14. A development entity that enters into an Agreement to Negotiate Exclusively with the District for a bus facility site shall submit a good faith deposit of $30,000 or an amount equal to one percent of total development value whichever is greater; said deposit shall not bear interest and shall be refundable only if the development entity uses its best efforts to negotiate a development agreement with the District.

15. The General Manager and/or designated staff shall negotiate with the development entity approved by the Board to reach a draft development agreement which shall be forwarded to the Finance and Joint Development Committee for review; the District negotiating team shall consult with the Joint Staff Committee and the Executive Staff on a regular basis during the negotiation process.

16. Upon receipt of a draft development agreement, the Finance and Joint Development Committee may forward the proposed agreement to the Board for action or may require further negotiation.

17. The District may deviate from its RFIQ and RFP procedures for joint development of a bus facility site in any case where the District has entered into a Memorandum of Understanding (MOU) with a local government that is participating in the joint development process; procedures for implementing the joint development shall be specified in the MOU which shall be subject to approval by the Board.

18. The District may deviate from its RFIQ and RFP procedures for joint development of a bus facility if the interested party is an adjacent property owner and the District finds that combining the District site with an adjacent property is the proposal most likely to result in a joint development that is feasible and beneficial to the District; procedures for implementing the joint development shall be specified in a written agreement between the District and the adjacent property owner and subject to approval by the Board.

6.0 PROCEDURES FOR SALE OR LONG-TERM LEASE OF SURPLUS BUS FACILITY OR OTHER SITES

The following is the process to be used by the District in implementing its adopted policies regarding bus facility or other sites, particularly those policies related to the sale or long-term lease of surplus properties:

1. The District may initiate the sale or long-term lease of any bus facility or other site (Site) or such a sale may be initiated by an inquiry from a private developer, public agency or other person.

2. Any recommendation by a department of the District, or any inquiry from a person outside the District, regarding sale or long-term lease of a Site shall be referred to a joint staff committee of the Real Estate, Planning, Bus Facilities, Legal, Operations and Equal Opportunity Departments (Joint Staff Committee).

3. Upon receipt of a request to sell a Site, the Joint Staff Committee shall analyze the feasibility and potential costs and benefits of discontinuing bus or other current operations at that location.

4. If a preliminary analysis by the Joint Staff Committee indicates that sale or long-term lease of the Site is feasible and beneficial, the Committee may recommend to the General Manager that approval be obtained from the Board authorizing the General Manager to initiate efforts to sell the site.

5. Upon the General Manager's recommendation, the Board, after finding that the Site is unnecessary for existing and future District operations, and is not feasible for joint development, may direct the General Manager to sell or lease the Site following standard procedures for the sale or lease of surplus land.