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PROGRESS REPORT YORK RAPID TRANSIT PLAN

The Rapid Transit Public/Private Partnership Steering Committee recommends the following:

1. **The presentation by Mary-Frances Turner, Vice President, York Region Rapid Transit Corporation and Paul May, Director, be received.**

2. **The recommendations contained in the following report, April 15, 2004, from the Vice President, York Region Rapid Transit Corporation be adopted:**

1. RECOMMENDATIONS

It is recommended that:

1. The Progress Report for March 2004 be received for information.

2. Authorization for the next two months of work under the Year Two Amended and Restated Agreement, in the total amount of $1,410,000 for *Quick Start* and for the full system.

2. PURPOSE

This report provides a detailed description of the progress made in delivering the York Rapid Transit Plan during March 2004.

3. BACKGROUND

The June 27, 2002 contract required York Consortium 2002 to file monthly progress reports with York Region. York Consortium 2002 incurred anticipated expenses in accordance with the agreement between York Region and York Consortium 2002 dated June 27, 2002. The Consortium's January and February 2004 invoices have been received and are under review. Tables 1 to 4 summarize the financial status of the project.

Table 1
YRTP Project – Stage 1 – Year One (June 27, 2002 to June 27, 2003)

	Cost (excl. GST)	% of Budget
Paid to December 2003	$8,161,274	98.7%
Jan 04 – Feb 04 (under review)	$12,920	0.2%
Current (March 2004) est.	$10,000	0.1%
Total Cost to Date	$8,184,194	99.0%
Total Project Budget	$8,265,121	100%

Table 2
YRTP Project – Preliminary Design*

	Cost (excl. GST)	% of Budget
Paid to December 2003	$3,091,689	99.7%
Jan 04 – Feb 04 (under review)	$8,280	0.3%
Total Cost to Date	$3,099,969	100.0%
Authorized Amount	$3,100,000	100.0%

* Preliminary Design work is now complete

Table 3
YRTP Project – Year Two Work Plan (June 27, 2003 to June 27, 2004)

	Cost (excl. GST)	% of Budget
Quick Start		
- Paid to Dec. 2003	$3,877,600	78.7%
- Jan 04 – Feb 04 (under review)	$1,252,812	25.5%
- Current (March 2004) est.	$551,500	11.2%
- Cost to Date	$5,681,912	115.4%
- Authorized Amount to Mar 04	$4,922,000	100.0%
Full-Build		
- Paid to Dec. 2003	$1,030,755	73.2%
- Jan 04 – Feb 04 (under review)	$52,201	3.7%
- Current (March 2004) est.	$0	0.0%
- Cost to Date	$1,082,956	76.9%
- Authorized Amount to Mar 04	$1,408,000	100.0%
Total		
- Paid to Dec 2003	$4,908,355	77.5%

- Jan 04 – Feb 04 (under review)	$1,305,013	20.6%
- Current (March 2004) est.	$551,500	8.7%
- Cost to Date	$6,764,868	106.9%
- Authorized Amount to Mar 04	$6,330,000	100.0%

Table 4
YRTP Project – *Quick Start* Detailed Design and Project Management

	Cost (excl. GST)	% of Budget
Paid to December 2003	$1,697,612	36.1%
Jan 04 – Feb 04 (under review)	$1,341,891	28.6%
Current (March 2004) est.	$1,000,000	21.3%
Total Cost to Date	$4,039,503	85.9%
Authorized Amount	$4,700,000	100.0%

4. ANALYSIS AND OPTIONS

4.1 Year One Work Plan

The original Stage One (Year One) agreement entered into between York Region and York Consortium 2002 in June 2002 is on budget and on schedule. The majority of the Stage One work plan components are complete and the only outstanding work, which continues, relates to the Environmental Assessments (EA's). An update of the major deliverables and outstanding work is provided in Table 5.

Table 5
Summary Stage One - Major Tasks (as of February 29, 2004)

Task	Task Completion	Major Deliverable
Program Management	100%	Fully operational office with expansion underway
Communications Plan/Events	100%	Complete
Data Collection	100%	Complete
Network Configuration	100%	Network Configuration Report complete
Quick Start	100%	*Quick Start* Program definition complete
Transportation Planning	100%	Ridership analysis complete
Ridership Peer Review	100%	Peer Review complete
Environmental Assessments		
Revised ToR	95%	

Task	Task Completion	Major Deliverable
- Yonge Street	96%	Draft revised Yonge Street EA nearly complete
- Highway 7 / Vaughan NS Link	90%	Final Alignment analysis complete. Revised EA report in progress
- Markham N/S Link	88%	Terms of Reference complete
Program Implementation Plan	100%	*Quick Start* / Network Plan complete
Construction Feasibility	100%	Yonge / Hwy. 7 complete and Markham N-S underway
Financial Planning and Analysis	100%	Financial modeling complete
Transition Plan	100%	Amended and Restated Agreement ready for execution
Overall Completion	98.5%	

Outstanding environment assessment issues and the schedule for completion of the individual assessments is the subject of a separate item on this agenda.

4.2 Year Two Work Plan

4.2.1 Progress

The Year Two Work Plan made significant advancements in several areas in March 2004 including:

- Presentation of the brand story and proposed system name to Steering Committee and Regional Council and obtained concurrence regarding the same.
- Presentation of a revised draft of Systemwide TOD guidelines and draft workplan for station-area urban design study to York Region Community Planning Department.
- Development of O&M strategy and scope.
- Development of terms of reference and work plan for joint maintenance and storage facility investigation study.
- Commenced development of prequalification criteria for the O&M contract.
- Detailed service planning underway in conjunction with YRT.

4.2.2 Work Plan

The Year Two activities in Tables 6 and 7 are scheduled or underway to support *Quick Start* and full build project requirements. Activities are laid out in accordance with Schedule "H" of the amended and restated Stage One Agreement.

The work scope for the completion of *Quick Start* and full build development is currently under review, and a detailed report will be presented at the next Steering Committee meeting.

Table 6
Year Two Activities

Activities in Support of *Quick Start*	Deliverables
Project Controls and Procedures	
Monthly Progress Reports, project documents, meeting summaries and agendas, presentation materials	Monthly
• Legal – Master Agreement	May
• Legal – Concession Agreement comments	May
• Legal – RFP for O&M contracts	May
• Legal – Amendment of Stage 1 Agreement to include Year Three	May
Communications	
• General public/stakeholder Outreach Program Plan	May
• *Quick Start* collateral materials (ie. fact sheets, posters, DVDs, presentations, flip book, newsletters)	Monthly
• Website updates and statistical summary	May
• Media relations support materials	Monthly
• EA support collateral materials and public notices	Monthly
• Brand, Livery and Graphic Standards Report	May
• Draft Education Program Plan	April
Planning and Technical Support	
• Service Integration Strategy Report for *Quick Start*	May
• Support O&M planning (fare policy, resource costing, implementation)	
• Support D/B activities (interface with transit agencies, landowners, etc.)—copies of minutes and reports	Monthly
• D/B interface (service planning support)	Monthly
• Specifications for bus interior finishes	April
• Specifications for bus exterior colour, logos, associated artwork with presentations to YRTP, Steering Committee and Council	May
• Final System-wide Transit-Oriented Development Guidelines	May
Operations & Maintenance	
• Draft O&M Report	May

Table 7
Year Two Activities

Activities in Support of Full Build	Deliverables
Planning and Technical Support	
• Concept sketches and diagrams for potential joint development	May
• Opportunities at Langstaff North and South	May
• Final scope and work plan for station area planning	
Financial Planning and Analysis	
• Updated Business Plan – Final Report	April
EA for North Yonge Corridor	
• Draft Terms of Reference for North Yonge EA	May
• TAC meeting agendas and minutes	Monthly

4.2.3 Budget

Table 8
Budget Associated with Year Two Activities

For the Months of April and May	$
Quick Start	
• Project management & administration & support	420,000
• Controls	100,000
• Communications (Staff and Branding)	210,000
• Transportation Planning	120,000
• Operations and Maintenance Strategy	170,000
• Financial	0
• Expenses (rent, supplies, telephone, printing, etc)	150,000
• Miscellaneous items.	100,000
Full-Build	
• Joint Development	80,000
• Full Build Development	60,000
Total	1,410,000

4.3 Communications

Communications activities during March 2004 included:

- Presentations:
  - GTA Transportation Summit March 26th.
  - Markham Transportation Committee March 29th.
  - YRT customer service training March 25th.
- Business/Community Outreach:
  - Provided material for Richmond Hill community meeting March 25th.
  - IBM briefing March 17th.
- New brand name presented to and endorsed by Steering Committee/Council.
- Rogers Cable TV three-part series on York Region growth and rapid transit aired mid-March.
- Articles/proposals submitted or in preparation:
  - Economic Developers Council of Canada Newsletter.
  - Rapid Transit mentioned in article in Metroland Newspapers.
- Media in progress:
  - Metro Magazine in California.
  - Ontario Restaurant, Hotel and Motel Association.
  - Newmarket This Month.
  - Aurora Food and Home magazine.
  - Moving to Toronto magazine.
  - York University Newspaper Excalibur.
  - Toronto 1 TV.
  - Homes Magazine.

4.4 *Quick Start* Design Build Contract

Completed editing of contract documents, with acceptance by Region and Design Builder of contract terms, and scope of work.

- Signed contract documents.
- Completed test-pit program for utility locations, relocation planning and liaised with utility companies.
- Continued to develop *Quick Start* master schedule.
- Further development of bus shelter design, with 90% submissions started week of March 29, 2004.
- Submittal of 60% design for review/approval is almost complete, and 90% design for review/approval is underway.
- Operational planning is underway, including working sessions with Regional personnel.
- Completed review of tender responses for fare collection equipment and its components.
- Negotiating contracts with suppliers and sub-contractors.
- Assisted with the bus procurement process.

4.5 Service Planning

The detailed service planning for *Quick Start* is underway and will continue during the next month, with a draft report scheduled for early May 2004 and all work finalized by the end of May 2004.

The Service Plan elements for both YRTP and YRT will include:

- Service standards or service policies.
- Hours (span) of service by day of the week.
- Frequencies by time of day and day of the week.
- Any required service design specifics, such as short-turns or timed connections.
- Running times and round trip times, along with resultant vehicle requirements and vehicle hours.
- Projection of direct operating costs and passenger revenues resulting from the service design.

Table 9
Service Plan Preparation Schedule

YRTP Peak Design & Vehicle Requirements:	First Draft Final Draft	2003-12-01 2004-02-06
YRTP Service Plan	First Draft Second Draft Final Draft	2004-03-12 2004-04-23 2004-05-21
YRT Service Plan	Draft Service Standards First Draft Second Draft Final Draft	2004-03-12 2004-04-08 2004-04-23 2004-05-21

The YRTP Peak Design and Vehicle Requirements phase has been completed.
The YRTP Service Plan and draft Service Standards for YRTP-affected YRT services are being reviewed internally and with YRT. YRTP staff have met twice with YRT and will continue to meet on a regular basis. YRTP staff will also be reviewing progress regularly with internal team members and York Region project managers.

5. FINANCIAL IMPLICATIONS

Approval for the budget being expended in April and May is now being sought for the *Quick Start* and full system items not covered in the Design-Build contract with a proposed expenditure of $1,410,000. A work program and budget is under development by the Consortium for *Quick Start* and continuance of full system development and will be presented to Steering Committee in May. A full reconciliation of all costs associated with the Year Two work program and the Design-Build agreement will be completed now that the Design-Build agreement has bee executed. Additionally, a detailed review of the relationship between the relative budgets and expenditures for the Design-Build Contract and Year Two activities will be undertaken in the next period.

6. LOCAL MUNICIPAL IMPACT

There are no local municipal implications associated with this report.

7. CONCLUSION

York Consortium 2002 and York Region staff made significant advancements during March 2004. Key agreements have been concluded and the detailed design for *Quick Start* was significantly advanced.

(A copy of the presentation referred to in the foregoing is on file in the Office of the Regional Clerk.)