



MEMORANDUM

TO: MRA Board

FROM: Annette Marchesseault, RLA *ARM*
Project Manager/Redevelopment Specialist

DATE: September 12, 2022

SUBJECT: **Brooks Street BRT/TOD RAISE Grant Planning Study (URD III)** – Request for Approval to Enter into a Sub-Recipient Agreement with Mountain Line

In July 2021 the City of Missoula, through MRA and in collaboration with the Missoula Urban Transportation District (Mountain Line) applied for a competitive planning grant from the U.S. Department of Transportation (USDOT) Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program. The federal grant application was in the amount of \$847,000, with an additional \$80,000 local match. (At its June 14, 2021 meeting the MRA Board approved a \$50,000 local match, and at its June 24, 2021 meeting Mountain Line approved a \$30,000 local match.)

In November 2021 USDOT announced that Missoula's Brooks Street BRT/TOD RAISE Grant application was selected for funding at the requested amount, and that the grant would be administered through the Federal Transit Authority (FTA). Because FTA only executes Recipient Grant Agreements (Master Agreements) with transit agencies, FTA has requested that the Master Agreement be executed with Mountain Line. The local paperwork for the Master Agreement was submitted last month and is awaiting final approval from FTA.

MRA has been taking the lead on the Brooks BRT/TOD project. To continue in this role, FTA and Mountain Line have recommended that MRA and Mountain Line execute a Sub-Recipient Agreement, establishing Mountain Line as a pass-through entity and authorizing MRA to lead the project. MRA's commitment under this Sub-Recipient Agreement would include: issuing the RFP to select a preferred consultant team; entering into a contract with the consultant team; initially paying consultant invoices; and submitting paid invoices for reimbursement from Mountain Line/FTA on a quarterly basis.

Staff is requesting Board approval to negotiate and enter into this Sub-Recipient Agreement now, so that when the Master Agreement has been finalized, MRA and Mountain Line could

immediately execute the Sub-Recipient Agreement, and MRA could immediately issue the RFP seeking consultant teams.

Timing is somewhat uncertain. Staff is hopeful that the Master Agreement will be in place within the next few weeks and that the Sub-Agreement would be executed and the RFP issued shortly thereafter.

Staff would seek Board approval later this year to enter into a contract with a consultant team when that team has been identified, hopefully by the end of this year. The duration of the consultant contract is expected to be between 14 and 18 months.

RECOMMENDATION: Staff recommends that the Board approve its request to enter into a Sub-Recipient Agreement with Mountain Line to lead project management of the Brooks Street BRT/TOD RAISE Grant Planning Study, pending Mountain Line's finalization of the Master Agreement with FTA. Staff further seeks Board approval to include a clause in the Sub-Agreement agreeing to Mountain Line's request that MRA initially pay consultant invoices and submit for reimbursement from Mountain Line/FTA on a quarterly basis.