

**BOARD MEETING DATE:** August 25, 2026

**PROJECT NAME:** TASK Order 7, Transit Planning & Scheduling Assistance

**DEPARTMENT:** Planning

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**EXECUTIVE SUMMARY & RECOMMENDATION**

Request for Board approval of Task Order #7 to Whitman, Requardt & Associates (WRA) in the amount not to exceed \$66,070 to cover the additional expenses for the Transit and Ferry Planning Assistance.

**DATE AND IDENTIFICATION OF PRIOR BRIEFING OR AUTHORIZING ACTION [If applicable]:**

This request follows the July 2025 Service Change

AGENDA NO: 2026-08-11-004 presented and approved by the Board on May 27, 2025

AGENDA NO: 2026-10-019-009 November 2025

AGENDA NO: 2026-10-019-013 presented and approved on October 28, 2025

AGENDA NO: 2026-10-019-013 April 2026

Agenda item 2027-07-19-001 – Summer 2026 Service Changes

**ISSUE:**

In preparation for the Fall 2026 Board changes, CAT will work with a consultant from Whitman, Requardt & Associates, LLP, to conduct data analysis to determine whether route adjustments are needed to help ensure service reliability. Any recommended changes will align with policy contingent upon recommended route modifications. Route modification guidelines in compliance with Title VI Service Change definitions and Authority policy are provided below.

**Minor Change**

- 0 – 15% change to a route
- Emails, rider alerts, and mailers

**Moderate Change**

- 16 – 24% change to a route
- 1 – 2 public meetings in a neutral area
- Emails, rider alerts, and mailers
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**Major Change**

- 25% change to a route
- 1 – 2 public meetings in the specific area impacted
- Emails, rider alerts, and mailers

The Scheduling Committee will review stop requests, eliminations, and recommended routing adjustments in a meeting, as these services also require Title VI analysis and Public Meetings due to the percentage of changes in compliance with CAT rider policies and guidelines. This assistance is needed to complete the planning process with data-driven documentation that will allow CAT to provide a more reliable service with minor interruptions or missed trips.

**DISCUSSION:**

Whitman Requardt & Associates will work with staff to analyze the current service structure and provide CAT with redesigned schedules to support service modifications that ensure reliable service to Savannah/Chatham County public riders.

**PROCUREMENT | COMPLIANCE (provided by the Procurement Officer):**

Staff is requesting this service as WRA is a contracted service provider. This request requires Board approval because it exceeds the CEO's authority to approve purchases exceeding \$20,000. This Task Order will enable Chatham Area Transit to comply with the Federal Transit Administration's Title VI and Authority procurement policy.

**FINANCIAL IMPACT :**

Staff requests authorization of Task Order 7 procuring the consulting services of Whitman Requardt & Associates to prepare for the FY 2027 fall bus system service changes. All recommended changes will support more efficient agency operations and enhance the reliability, safety, and sustainability of public transportation services provided to the community.

Whitman, Requardt & Associates has provided a cost estimate of \$66,070 to complete the systemwide schedule adjustments. This expense will be funded through the FY 2027 Operating Budget of the System Development and Planning Department.

Upon Board approval, Staff will collaborate with Whitman Requardt & Associates to complete the systemwide route analysis to determine the schedule adjustments needed for FY 2027 fall bus service changes.

| <b>Project<br/>Scope<br/>Number</b> | <b>FTA/<br/>Grant<br/>Number</b> | <b>CAT<br/>Budget<br/>Line Item</b> | <b>Budget Line-Item Description</b> | <b>Federal Funding<br/>Request</b> | <b>State Funding<br/>Request</b> | <b>Local<br/>Funding</b> | <b>Total<br/>Funding<br/>Amount</b> |
|-------------------------------------|----------------------------------|-------------------------------------|-------------------------------------|------------------------------------|----------------------------------|--------------------------|-------------------------------------|
|                                     |                                  |                                     | System Planning and Development     | \$ 0.00                            | \$ 0.00                          | \$66,070.00              | \$66,070.00                         |
|                                     |                                  |                                     | Professional Fees                   |                                    |                                  |                          |                                     |
|                                     |                                  |                                     | <b>TOTAL SECTION FUNDS:</b>         | <b>\$ 0.00</b>                     | <b>\$ 0.00</b>                   | <b>\$ 66,070.00</b>      | <b>\$66,070.00</b>                  |

**NEXT STEPS:**

Upon Board approval, proceed with the service agreement for Task Order 7, Transit Planning & Scheduling Assistance, for the Fall FY 2027 systemwide route analysis.

**ATTACHMENTS:**

Task order request.

**COMMITTEE ASSIGNMENT:**

N/A

**PROPOSED MOTION: (to be read into the minutes)**

Move to: After Board of Directors Approval issuance of purchase order to begin the work on the Fall 2026 Operation Board Changes.

**REQUIRED SIGNATURES**

**Department Item Preparer – Prepared by: Victor Colon, Procurement Manager**

**Department Chief – Reviewed by: Stephanie Cutter, Executive/ CEO**

**Procurement | Compliance – Procurement and Compliance Reviewed by: Victor Colon, Procurement Manager**

**Chief Financial Officer – Financial Impact and Budget Reviewed by: Gloria Royal, Interim - CFO**

**Executive Director/CEO - Final Reviewer Stephanie Cutter, Executive/CEO**

**Board of Directors – Final Approval [insert board action]**

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**This section is completed by the Board Administrator**

Passed and approved this [insert date] of [insert Month and Year]

Motioned by:

Seconded by:

AGENCY BOARD DESIGNEE:

**General Planning On-call Services**  
**Contract 2023-01 Task Order - 07**  
**Transit Planning and Scheduling Assistance**  
**June 30, 2026**

## **Background**

Contract 2023-01 General Planning On-Call Services is effective until December 31, 2026, and may be extended by Chatham Area Transit (CAT) for two additional one-year terms. The purpose of this task order is to provide transit planning and scheduling support for potential service and schedule changes, likely for the November 2026 bid. This work will focus on data analysis to inform route and schedule changes, making route alignment changes in Clever MAIOR, and communicating desired schedule changes to Clever Devices, who are responsible for scheduling, blocking, run cutting, and operator rostering.

WRA recently assisted CAT with planning and scheduling for the March and July 2026 service changes. Through this work the project team (including CAT and WRA) identified potential service changes that require additional planning analysis and/or potential public outreach and/or Title VI evaluation. Overall objectives include improving service reliability and efficiency of the whole system within current financial and staffing limitations. This Task Order 7 will evaluate potential service changes against those objectives.

## **Scope of Work**

### 6.1 Service Planning

WRA will conduct planning analyses of potential service changes including route alignments, schedules, and operator layovers to increase service efficiency and reliability. Analyses will consider impacts to hours of service, service frequency, vehicle revenue hours (operator hours), vehicle revenue miles, staff resources and Title VI considerations. WRA will coordinate and participate in working meetings with CAT to refine the list of alternatives and to discuss preliminary findings. For those alternatives that are of highest priority to CAT based on the preliminary findings, WRA will identify the necessary actions to implement those changes such as Title VI evaluation, public meetings, meetings with the City of Savannah, the transit union etc. Potential service changes may include those described in CAT's 2023 Comprehensive Operational Analysis and Transit Development Plan plus potential changes that have been discussed more recently including:

- Strategic service reductions on low-performing routes and trips
- Modifying the southern portion of route 14
- Modifying route 6 or consolidating with route 14
- Serving the Amtrak Station by making permanent the 7D-C extension, reviving the Route 29, or working with the City of Savannah to expand the Downtowner service
- Route 10
  - Potential to truncate route 10 at Island Towne Centre
  - Augment with microtransit zone from Towne Centre to Wilmington Island
- Analysis of service compared to jurisdictional funding
  - Analysis of vehicle revenue miles City
  - Analysis of daily bus stops by City (trips x bus stops)
- Work Sessions with CAT
  - Prepare, travel and participate in up to two in-person work sessions at CAT. WRA will include the Senior Transit Planner in person and the Transit Planner via Teams or similar remote meeting tool.

Additionally, WRA will continue the work of analyzing ridership, segment travel times, and on-time performance to consider schedule changes including:

- Modifying route schedules during some or all of the day to ensure sufficient operator layover for schedule recovery and operator comfort
- Adjusting bus service during periods of low ridership to peak periods

#### 6.2 Phasing and Implementation Plan

WRA will identify a recommended phasing plan and implementation schedule for those changes selected by CAT. The plan will consider appropriate times for planning, public outreach, Title VI evaluations, scheduling and run cutting. If multiple phases of implementation are recommended, the plan will also identify the resulting changes to vehicle hours and staff resources for each phase.

#### 6.3 Title VI Service Equity Analysis

WRA will prepare a Service Equity Analysis for anticipated Major Service Changes in November 2026. Activities will include:

- Review of CAT's 2025 – 2028 Title VI Program, including the Major Service Change Policy, Disproportionate Burden Policy, Disparate Impact Policy, Evaluation Methodology, and Monitoring Procedures.
- Demographic analysis of minority and low-income populations impacted by service changes, using the 2020 U.S. Decennial Census and 2020 – 2024 American Community Survey (ACS) 5-Year Estimates.
- Determine whether the proposed service changes are considered a disproportionate burden or disparate impact and identify potential mitigations.

#### 6.4 Scheduling Assistance

WRA will develop the revised schedules for each route as input to Clever's schedule and run cutting activities.

#### 6.5 Additional Transit Planning Support

WRA will be available to assist CAT with additional transit planning as may be requested. As additional needs may arise CAT may direct WRA to use the hours in subtask 6.5 for additional analyses or services. WRA will not bill against subtask 6.5 without prior request by CAT.

### **Hours by Activity**

|     | <b>Activity</b>                     | <b>Senior Project Manager</b> | <b>Senior Transit Planner</b> | <b>Transit / Urban Planner</b> |
|-----|-------------------------------------|-------------------------------|-------------------------------|--------------------------------|
|     |                                     | Beth Kreider                  | Tim Preece                    | Jonathan Susman                |
|     |                                     | \$230.00                      | \$200.00                      | \$110.00                       |
| 6.1 | Service Planning                    | 4                             | 100                           | 200                            |
| 6.2 | Phasing and Implementation Plan     |                               | 4                             | 16                             |
| 6.3 | Title VI Service Equity Analysis    |                               | 20                            | 60                             |
| 6.4 | Scheduling Assistance               |                               | 2                             | 24                             |
| 6.5 | Additional Transit Planning Support |                               | 6                             | 40                             |
|     | <b>Total Hours</b>                  | <b>4</b>                      | <b>132</b>                    | <b>340</b>                     |
|     | <b>Total Labor Cost</b>             | <b>\$920</b>                  | <b>\$26,400</b>               | <b>\$37,400</b>                |

## Cost Estimate

WRA proposes to complete this work in accordance with CAT's RFP No. 2023-01 and WRA's response dated October 14, 2022, including:

| Item                                                                  | Amount             |
|-----------------------------------------------------------------------|--------------------|
| A. Base services labor costs                                          | \$64,720.00        |
| B. Travel (mileage (\$350), hotel (\$225) and food (\$100) x 2 trips) | \$ 1,350.00        |
| <b>Task Total</b>                                                     | <b>\$66,070.00</b> |

CAT will be responsible for other direct costs at its expense.

## 2026 Hourly Rates

WRA's October 2022 cost proposal listed the 2023 hourly rates by position with the statement that "WRA's rates may increase annually based on the employee's actual salary, WRA's audited FAR rate and 10 percent profit." Rates were not increased for 2024 and 2025. WRA's 2026 rates are attached. They are based on actual salaries and WRA's 2024 audited FAR rate of 110.36%. WRA's 2026 rates will be effective with the execution of this task order.

### WRA 2026 Rates by Staff Classification

| Staff Classification             | Billing Rate / Hour | Professionals               |
|----------------------------------|---------------------|-----------------------------|
| Senior Project Manager           | \$230               | Elizabeth Kreider           |
| Senior Transit Planner           | \$200               | Tim Preece<br>Louwana Oliva |
| Sr. Engineer Facility Specialist | \$200               | Ryan Seymore                |
| Civil Engineer                   | \$130               | Madison Sage                |
| Transit Planner                  | \$170               | Sherri Dawson               |
| Urban Planner                    | \$110               | Jonathan Susman             |
| GIS Specialist                   | \$140               | Wendy Haubert               |
| Administrative Specialist        | \$95                | Laurie Zyna                 |
| Graphics Artist                  | \$60                | Nyah Doe                    |

### **Task Order Effective Dates**

This task order shall be effective upon receipt of Notice To Proceed from CAT anticipated by approximately July 10, 2026 or sooner if possible.

Effective Date: July 10, 2026

End Date: December 31, 2026

These dates may be revised by mutual agreement by WRA and CAT.

**IN WITNESS WHEREOF** the Parties have executed this Task Order #07, as of the Effective Date set forth above.

**Chatham Area Transit Authority**

**Whitman, Requardt & Associates, LLP**

By: \_\_\_\_\_

Stephanie Cutter  
Executive Director / CEO

By: \_\_\_\_\_

Walter P. Miller, P.E.  
Partner