



# BOSTON REGION METROPOLITAN PLANNING ORGANIZATION

Monica Tibbits-Nutt, MPO Chair | Secretary and CEO, Massachusetts Department of Transportation  
Tegin Leigh Teich, Executive Director, MPO Staff

## WORK PROGRAM MBTA BUS SHELTER MAPS NOVEMBER 21, 2024

### Proposed Motion

The Boston Region Metropolitan Planning Organization (MPO) votes to approve this work program.

### Project Identification

#### Unified Planning Work Program (UPWP) Classification

Not listed in federal fiscal year (FFY) 2025 UPWP

**Project Number** 11504

#### Client

Massachusetts Bay Transportation Authority (MBTA)

*Client Supervisor: Mike Seegers*

#### Project Supervisors

*Principal: Gina Perille*

*Manager: Kenneth Dumas*

#### Funding Source

Future MBTA Contract

### Schedule and Budget

**Schedule:** 24 months from notice to proceed

**Budget:** \$21,183

Schedule and budget details are shown in Exhibits 1 and 2, respectively. This budget was developed using a billing overhead rate of 120.30 percent as approved by the Boston Region MPO for state fiscal year (SFY) 2025. Beginning July 1, 2025, and each July 1 thereafter, the overhead rate will be adjusted to reflect the SFY rate approved by the MPO.

## Relationship to MPO Work

This study is supported in full with non-MPO funding. Committing MPO staff to this project will not impinge on the quality or timeliness of MPO-funded work.

## Background

The MBTA has hundreds of bus shelters and the customer service information in these shelters is both outdated and inconsistent. To improve the overall customer experience, the MBTA desires to create and install new customer service information that will contain route-specific maps in the bus shelters. These shelters are on routes with high ridership that serve multiple routes.

## Objective(s)

Create 60–80 route-specific maps for selected MBTA bus shelters.

## Work Description

Central Transportation Planning Staff (CTPS) will create new bus shelter maps by using the MBTA System Map (a CTPS product) as a source. Each map will then be fine-tuned for its specific location.

### Task 1 Create Draft Maps

The MBTA will provide a list of bus shelters and the routes that use each shelter. Using the MBTA System Map as a source, CTPS will create a new map for each shelter, highlighting the MBTA bus routes.

#### *Products of Task 1*

60–80 draft bus shelter maps

### Task 2 Revise Maps and Deliver Final Files

Based on feedback received from MBTA, CTPS will make any requested changes or corrections to each map. CTPS will provide the final computer files to the MBTA for production of the final maps.

#### *Products of Task 2*

Final digital files to be delivered to MBTA

**Exhibit 1**  
**ESTIMATED SCHEDULE**  
**MBTA BUS SHELTER MAPS**

Task	Month																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1. Create Draft Maps																								A
2. Revise Maps and Deliver Final Files																								B

---

Products/Milestones  
 A: First draft maps  
 B: Final maps

**Exhibit 2  
ESTIMATED COST  
MBTA BUS SHELTER MAPS**

<b>Direct Salary and Overhead</b>					<b>\$21,183</b>
Task	Person-Weeks by Pay Grade		Direct Salary	Overhead (120.3%)	Total Cost
	G-7	Total			
1. Create Draft Maps	4.0	4.0	\$7,692	\$9,254	\$16,946
2. Revise Maps and Deliver Final Files	1.0	1.0	\$1,923	\$2,313	\$4,237
Total	5.0	5.0	\$9,615	\$11,567	\$21,183
<b>Other Direct Costs</b>					<b>\$0</b>
<b>TOTAL COST</b>					<b>\$21,183</b>

**Funding**  
Future MBTA Contract

## CIVIL RIGHTS NOTICE TO THE PUBLIC

Welcome. Bem Vinda. Bienvenido. Akeyi. 欢迎. 歡迎



You are invited to participate in our transportation planning process, free from discrimination. The Boston Region Metropolitan Planning Organization (MPO) is committed to nondiscrimination in all activities and complies with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin (including limited English proficiency). Related federal and state nondiscrimination laws prohibit discrimination on the basis of age, sex, disability, and additional protected characteristics.

For additional information or to file a civil rights complaint, visit [www.bostonmpo.org/mpo\\_non\\_discrimination](http://www.bostonmpo.org/mpo_non_discrimination).

To request this information in a different language or format, please contact:

**Boston Region MPO Title VI Specialist**

10 Park Plaza, Suite 2150

Boston, MA 02116

Phone: 857.702.3700

Email: [civilrights@ctps.org](mailto:civilrights@ctps.org)

For people with hearing or speaking difficulties, connect through the state MassRelay service, [www.mass.gov/massrelay](http://www.mass.gov/massrelay). Please allow at least five business days for your request to be fulfilled.