



Memorandum

TO: Fox Cities Transit Commission

FROM: Ron McDonald, General Manager

DATE: November 11, 2025

RE: Authorization to Execute a MoU for Preliminary Transit Center Design

BACKGROUND

Valley Transit was awarded a \$25,000,000 RAISE/BUILD grant to construct a new transit center. In addition to the transit center, a private developer is expected to construct housing units above the transit center.

Valley Transit and City staff have been working extensively with the private developer, moving this project forward. We are now at a place where we need to define responsibilities related to the construction of the development. In short, we need to determine who is responsible for each expense.

ANALYSIS

Valley Transit went through an extensive procurement to select a developer for this project. The RAISE/BUILD grant was previously held up for review in Washington D.C. The grant is now at the Federal Transit Administration office in Chicago, being administratively prepared for grant execution. Consequently, we're close to entering into a development agreement for this project.

Before we can finish the development agreement, both parties need to iron out where each specific expense is allocated. With that, Valley Transit seeks authorization to enter into a MoU for an amount of \$100,000 to begin preliminary design of the transit center, allowing parties an opportunity to allocate each expense.

FISCAL IMPACT

Valley Transit intends to use current grant and budget funds to pay for this preliminary design work, capped at \$100,000. This work will ultimately blend into future project design work.

RECOMMENDATION

Staff recommends authorization for Valley Transit to execute a Memorandum of Understanding with the chosen developer to begin preliminary design of the transit center, capped at \$100,000.