



## RTA BOARD AGENDA

Wednesday, November 4, 2015  
BOARD OF SUPERVISORS' CHAMBERS  
COUNTY GOVERNMENT CENTER  
1055 Monterey Street, San Luis Obispo, California 93401  
RTA starts at 8:30 am

The AGENDA is available/posted at: <http://www.slorta.org>

**President: Debbie Arnold**

**Vice President: Jan Howell Marx**

Board Members:

Frank Mecham (First District – SLO County)  
Bruce Gibson (Second District – SLO County)  
Adam Hill (Third District – SLO County)  
Lynn Compton (Fourth District – SLO County)  
Debbie Arnold (Fifth District – SLO County)  
Jim Guthrie (Arroyo Grande)

Tom O'Malley (Atascadero)  
John Shoals (Grover Beach)  
Jamie Irons (Morro Bay)  
Fred Strong (Paso Robles)  
Shelly Higginbotham (Pismo Beach)  
Jan Howell Marx (San Luis Obispo)

Individuals wishing accessibility accommodations at this meeting under the Americans with Disabilities Act (ADA) may request such accommodations to aid hearing, visual, or mobility impairment (including Limited English Proficiency [LEP]) by contacting the RTA offices at 781-4472. Please note that 48 hours advance notice will be necessary to honor a request.

### CALL TO ORDER AND ROLL CALL

**PUBLIC COMMENTS:** This portion of the agenda is reserved for any members of the public to directly address the San Luis Obispo Regional Transit Authority (RTA) Board on any items not on the agenda and within the jurisdiction of the Board. Comments are limited to three minutes per speaker. The Board will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

### A. ACTION AGENDA

- A-1 Executive Director's Report (Receive)
- A-2 Demonstration of GPS-based Passenger Information System (Receive)
- A-3 FY14-15 Annual Fiscal and Compliance Audit Report<sup>1</sup> (Receive)

<sup>1</sup> The *Audit Report* will be distributed at the Board meeting.

**B. ACTION AGENDA**

- B-1 Fiscal Year 2015-16 Budget Amendment (Action)
- B-2 Authorize Request for Statements of Interest for Supplemental Taxicab Services (Action)

**C. CONSENT AGENDA:** (Roll Call Vote) the following items are considered routine and non controversial by staff and will be approved by one motion if no member of the RTA or public wishes an item be removed. If discussion is desired by anyone, the item will be removed from the consent agenda and will be considered separately. Questions of clarification may be made by RTA Board members, without the removal of the item from the Consent Agenda. Staff recommendations for each item are noted following the item.

- C-1 Executive Committee Meeting Minutes of August 12, 2015 (Approve)
- C-2 RTA Board Meeting Minutes of September 2, 2015 (Approve)
- C-3 Draft RTAC Meeting Minutes of October 15, 2015 (Approve)
- C-4 Resolution Authorizing Executive Director to Submit Application for Low Carbon Transit Operations Grant Funds (Approve)
- C-5 Resolution Authorizing Executive Director to Submit Application for State Prop 1B Funds (Approve)
- C-6 Authorize RFP to Conduct Environmental Review Services for Garage Facility Development (Approve)

**D. BOARD MEMBER COMMENTS**

Next regularly-scheduled Joint RTA and SLOCOG Board meeting on January 6, 2016

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**November 4, 2015**

**STAFF REPORT**

**AGENDA ITEM:** A-1

**TOPIC:** Executive Director's Report

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Accept as Information

**BACKGROUND/DISCUSSION:**

**Operations:**

RTA conducted its quarterly Employee of the Quarter barbecue lunch on October 30, 2015. *(The winner of the EOQ will be presented to the Board at the November 4<sup>th</sup> meeting).*

RTA and South County Transit (SCT) conducted a joint Bus Rodeo on September 20<sup>th</sup>. Four teams competed – one from the RTA maintenance group, and two from the RTA operations group and one from the SCT operations groups. The SCT operations group took the overall team win, while Bus Operator Rod Pappas – who drives for both SCT and RTA – won the individual trophy. It was a family-fun event, and I would be remiss if I failed to recognize sponsor Creative Bus Sales for its generous donation. I also wish to thank volunteer judges Shelly Higginbotham, Jim Guthrie, and David Latimer (Teamsters Local 986) – all of whom braved the unusually hot weather to help us out. The SLO County Sherriff's Department was also on-hand to information to attendees. Finally, Rite-Aid Pharmacy provided flu-shots and provided general health information.

Since we reported that Rabobank no longer sell bus passes in SLO County at your last Board meeting, staff has established a new pass sales outlet at the City of Paso Robles Annex. That has relieved some of the pressure that the City of Atascadero staff members were experiencing due to it being the sole outlet in the North County. We are still striving to establish outlets in Morro Bay and Nipomo.

Due to recent departures from RTA and promotions to either RTA or South County Transit (SCT) positions, staff has recruited four candidates (three for RTA and one for SCT) and we began a new Bus Operator training class on October 19<sup>th</sup>. Successful trainees should be ready for revenue service in the fourth week of November. RTA and SCT plan to also begin another training class in January 2016 to meet our future staffing needs.

The Regional Transportation Advisory Committee met on October 15<sup>th</sup>. The RTAC is recommending that the FY15-16 budget amendment be approved (see Agenda Item B-1). In addition, the RTAC discussed preliminary service alternatives as part of the Joint

Short-Range Transit Plans study effort. Although the schedule has slipped approximately three weeks, staff still believes the draft SRTP documents will be ready for public review and presentation at the March 2016 RTA Board meeting. The next scheduled SRTP public meeting will be conducted in mid-January 2016, and will include discussions on preliminary service, capital, institutional/coordination, and financial elements of the SRTP effort.

Staff met with stakeholders on September 9<sup>th</sup> to kick-off the concept design for RTA partial use of County Corp Yard in Paso Robles study. The consultant followed-up with one-on-one interviews with each stakeholder, including representatives from the City (Planning and Engineering offices) and the County (Real Estate, Road, Shop, and Ag Commissioner offices). It is our hope to bring the findings from this study back to the Board at its January meeting, as well as a recommended draft agreement to lease the parcel from the County.

On September 14<sup>th</sup>, RTA implemented a slight service change to better meet commuter needs and to address funding shortfalls on the North Coast service. Specifically, RTA launched additional weekday express roundtrips on Route 9 and Route 10 that focus on commuters' travel needs, as well as the weekday route deviation service on Route 15.

**Maintenance:**

Maintenance staff is working closely with vendors installing the GPS-based Intelligent Transportation System on RTA, Paso Express and South County Transit fixed route buses. RTA utility staff has finished installing the ITS information signs at every bus stop in the RTA/Paso/SCT system. Our technicians have signed-off on the installation of the ITS system on the buses last week, and the 30-day proving period began on October 26<sup>th</sup>. We are finalizing elements to be included in Phase 2 of the ITS program, which will likely include staff time-saving measures regarding reporting of National Transit Database information and LED/LCD screens at high-impact bus stops / passenger terminals.

RTA recently took delivery of three mid-size cutaway vans that were purchased using Rural Transit Fund and Transportation Development Act funds. Two of these vehicles will be used for Route 15 service along the North Coast, and the third one will be used for Nipomo Dial-A-Ride service (the latter was funded entirely by the County). These two new Route 15 vans will replace model year 2011 vehicles that have accumulated an average of 228,700 miles, while the third van will replace a model year 2006 Nipomo Dial-A-Ride van that has accumulated 212,600 miles.





The Federal Transit Administration Region 9 office recently approved the transfer of four 1999 MCI over-the-road coaches from Golden Gate Transit to RTA. Staff is finalizing the transfer and hopes to have the vehicles on-site by the end of November. Presuming it will require four to five weeks of readying the vehicles for RTA service and training Bus Operators, we plan to launch the use of these

57-passenger buses on Route 9 and Route 10 express services in January 2016.

RTA continues to meet preventive maintenance schedules according to manufacturer recommendations.

### **Grants Management:**

Staff is still awaiting Caltrans approval of our draft RFP for Ticket Vending Machine System using FTA Section 5339 Capital Program funds. Once approval is granted, we will issue the RFP, evaluate proposals, and seek the Board's direction on moving forward. It is staff's hope that the Board can consider authorization to contract with the successful bidder at its March 2016 meeting.

Staff is preparing for its FTA Triennial Review, which is a comprehensive test of our agency's policies, procedures and other grants-compliance issues related to continued eligibility for Federal grants. We are currently conducting a "desk review" of the 17 areas that will be scrutinized, and we will welcome the FTA's contracted reviewer on-site for a two- to three-day site visit in the first quarter of 2016. The Board will be required to accept the FTA's findings and recommendations report, which will likely be provided to RTA in the summer months of 2016.

### **Service Planning & Marketing:**

RTA's new website is close to being completed, and staff is developing marketing materials for the ITS system. Staff will include the Board in any press releases and important milestones as we unveil these important projects.

The SCT Board has approved a change to the base cash fare, increasing it from \$1.25 per passenger boarding to \$1.50 effective February 29, 2016. This will automatically increase the Runabout fare for riders in the SCT service area, based on the RTA Board's direction on the Runabout fare program adopted at its November 2014 meeting. Staff will conduct an outreach effort beginning in the middle of January, including a notice on our website and a letter to each recipient that has traveled within or into / out of the SCT service area in the past six months.

## Finance and Administration:

Below are preliminary financial and operating data through September 30<sup>th</sup>. Tables and graphs depicting unaudited RTA's financial and performance measures are provided in the ensuing pages. Several notable findings are provided below:

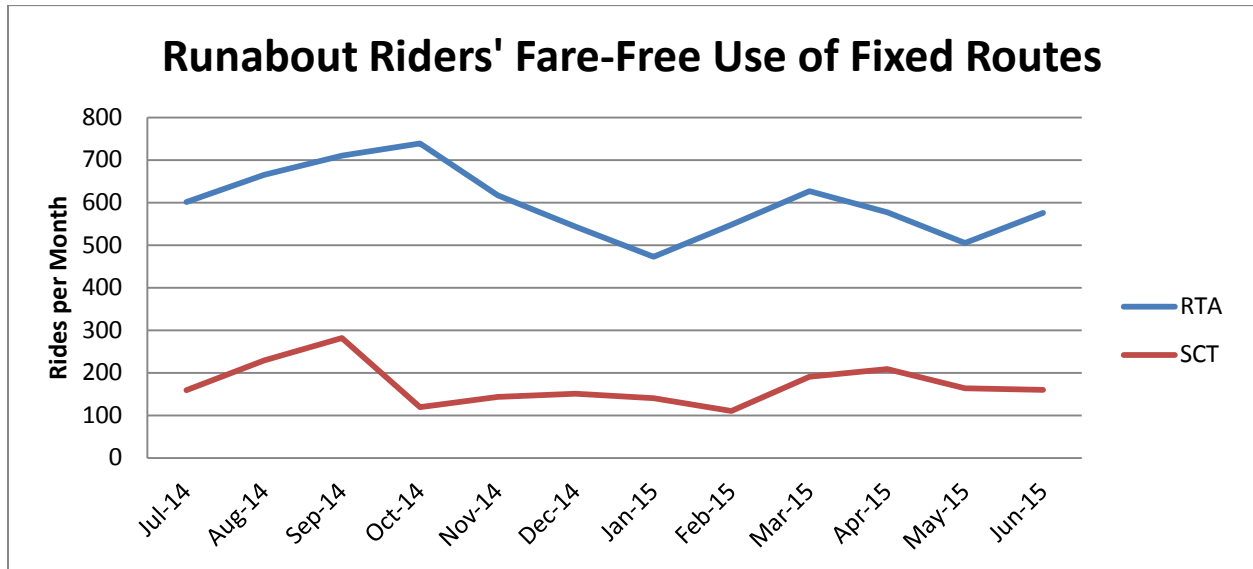
- The preliminary financial data shows that we have expended 20.9% of our non-capital budget through September 30<sup>th</sup>, which represents 25% of the fiscal year. Of the items that show the greatest proportional variance, Property Insurance is paid annually, so the ~87% figure is not alarming in this context. Other areas of variance include Fuel (16.78%), Maintenance Parts (18.87%), seasonal Trolley expenses (40.42%, which are paid by the County separately). Overall, expenses are appropriately managed and are within normal budgetary constraints.
- Fixed route services achieved an overall unaudited 30.22% farebox recovery ratio, while Runabout achieved a record 4.58% FRR. The improved Runabout FRR continues to be a result of the higher Runabout fares that were implemented on February 1, 2015, as well as staff's continued focus on improving Runabout efficiencies to reduce the financial strain that escalating Runabout services has caused RTA.
- Preliminary first-quarter FY15-16 combined RTA and Paso Express core fixed route ridership totaled 221,632 one-way passenger-trips, which is down 5.6% in comparison to the same period last year (234,761). It should be noted that we lost approximately one week of Paso Express ridership data in July when we replaced the old GFI CardQuest fareboxes with full-feature GFI Odyssey fareboxes used by RTA and we failed to capture the data. When the Paso Express routes are removed from the analysis, overall RTA core fixed route ridership is down approximately 5.1% in comparison to the same period last year, as follows:
  - Route 9 SLO to Paso – down 3,656 boardings, or -5.0%
  - Route 10 SLO to Santa Maria – down 4,190 boardings, or -6.1%
  - Route 12 SLO to Los Osos / Morro Bay – down 1,823 boardings, or -3.5%
  - Route 14 SLO to Cuesta College – down 578 boardings, or -6.5%
  - Route 15 North Coast – up 88 boardings, or +1.4%

These reductions are somewhat surprising, although relatively low fuel prices might be enticing some RTA riders to use a private automobile instead. Staff will continue to closely monitor ridership trends, particularly as we roll-out the GPS-based passenger information system.

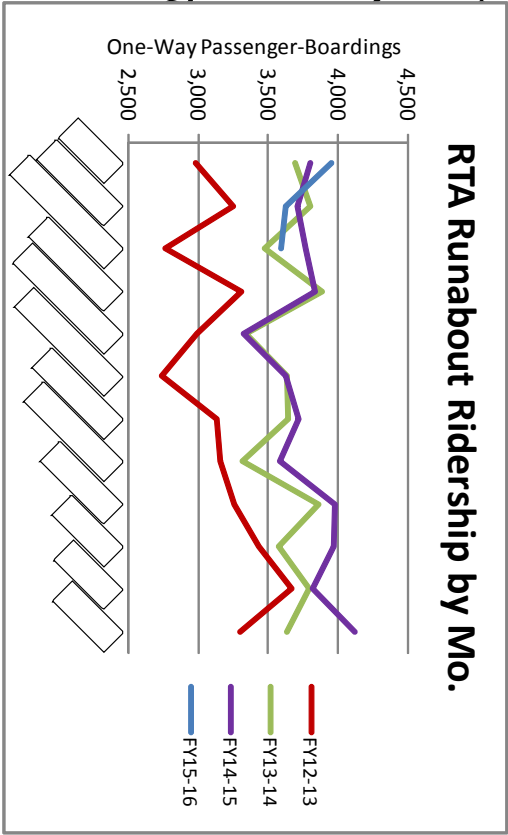
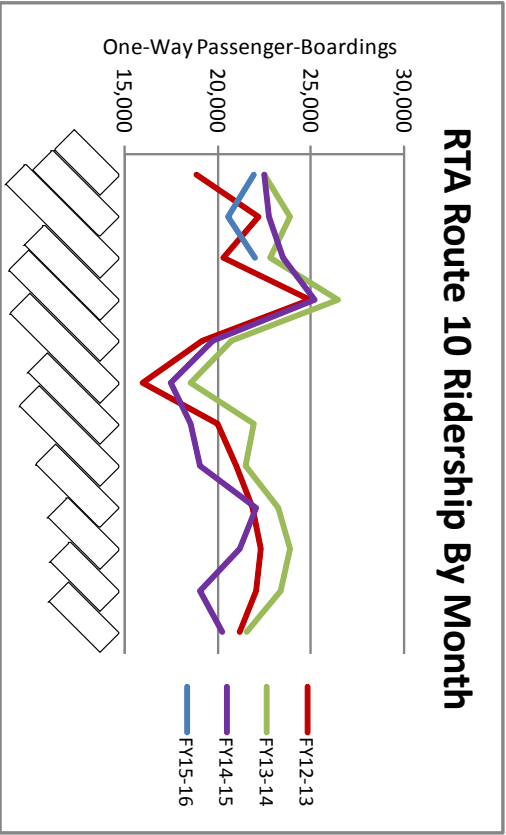
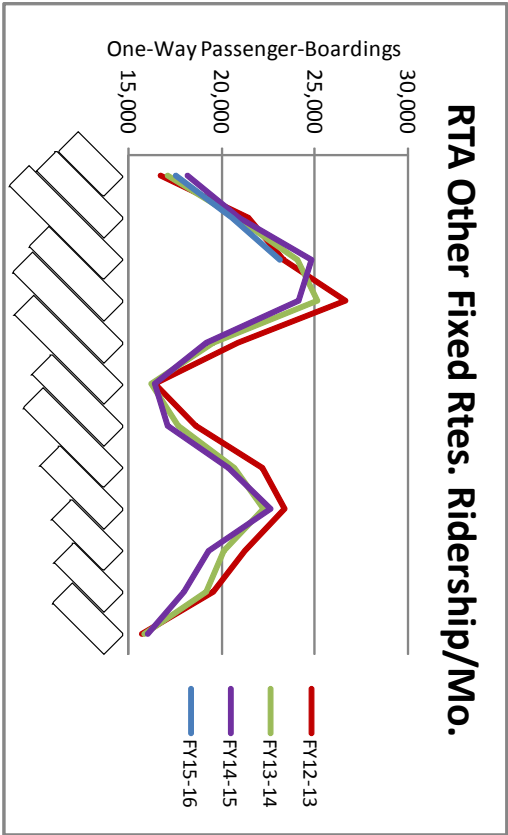
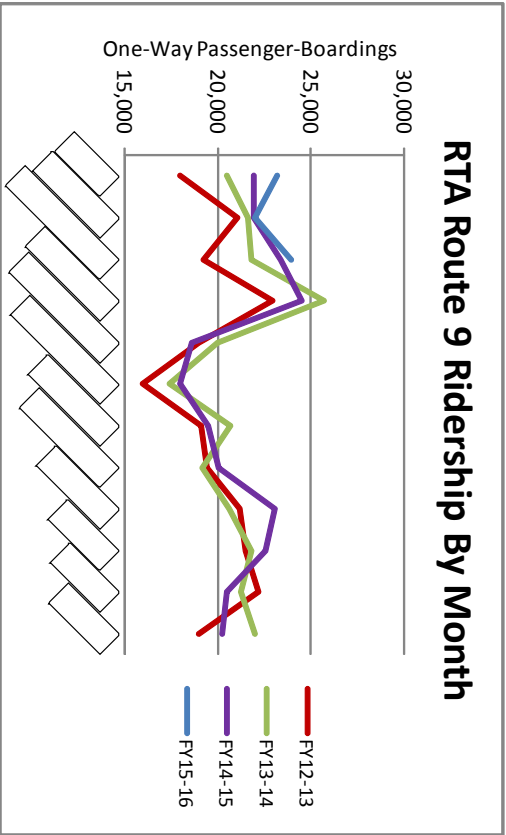
- Runabout ridership actually declined slightly: 11,174 in the first three months of FY15-16 vs. 11,282 in the previous year, or a year over year decline of 1.0%. This is a welcome relief in comparison to the financially unsustainable double-digit growth rates experienced in previous years. On the plus side, the higher

Runabout fares resulted in the highest farebox recovery ratio for Runabout in recent years.

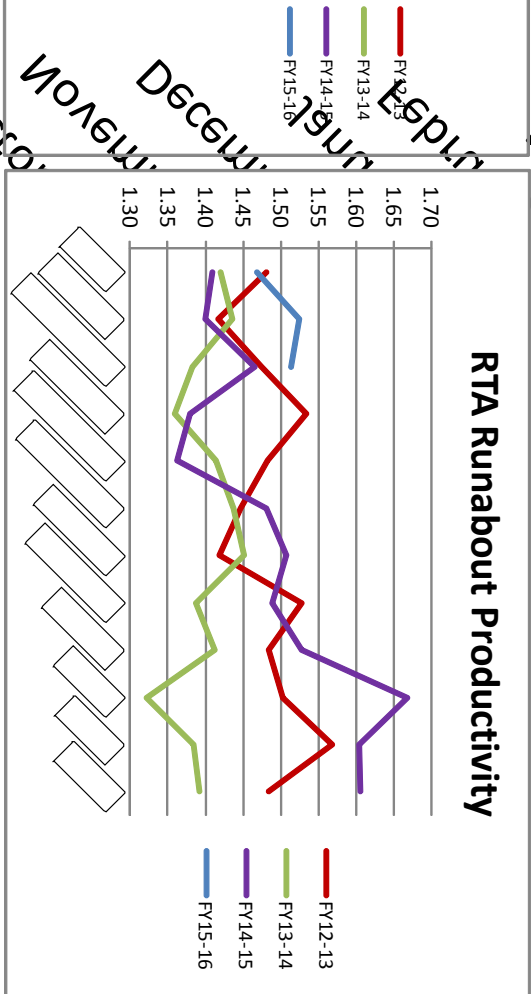
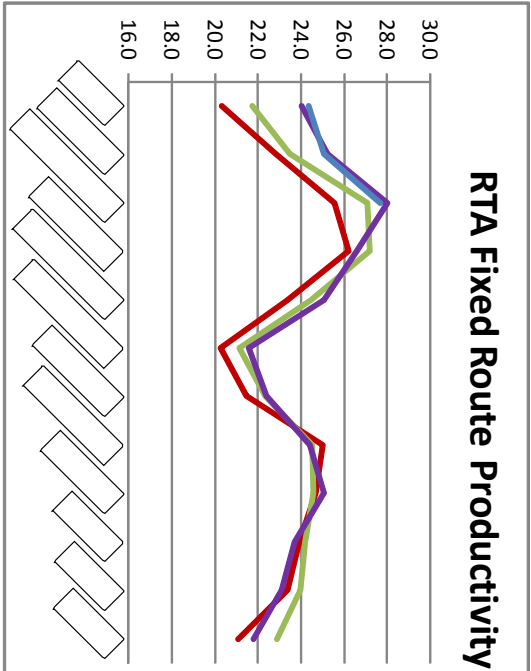
- Runabout boardings on fixed route buses represent a significant proportion of overall Runabout ridership. Below is a graph depicting Runabout riders' fare-free use of RTA and SCT fixed routes during FY14-15. In total, 9,238 boardings were recorded, which is on top of the 45,266 rides on Runabout vehicles. Obviously, had even a small proportion of these fixed route rides been provided on Runabout vehicles, RTA's overall annual costs would have been far higher due to the average per passenger subsidy of \$65.28. Staff will be tracking this trend closely, particularly since we recently reached an agreement with SLO Transit for Runabout registrants' fare-free rides and we are working toward a similar agreement with Morro Bay Transit.



The graphs on the ensuing pages depict monthly ridership by route for the past few years, as well as the strong seasonal nature of fixed route ridership. Graphs are also provided that depict monthly fixed route and Runabout productivity (passenger boardings divided by service hours) trends over the past few years. Please remember that the RTA Strategic Business Plan identifies a productivity goal of 22.0 for fixed route services, and our results have exceeded that performance measure in all but the winter months when ridership tends to be lowest.







**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
YEAR TO DATE THRU SEPTEMBER 30, 2015  
CURRENT FISCAL YEAR - 2015/2016 (page 1 of 2)**

	RT 9 P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 10 S.M., NIPOMO, A.G., S.L.O.	RT 12 MORRO BAY, CUESTA, SAN LUIS	RT 14 CUESTA, SAN LUIS TRIPPER	RT 15 SAN SIM., CAMBRIA, CAYUCOS, M.B.	TOTAL RTA CORE WEEKDAY	RT 7 PASO EXPRESS ROUTE A	RT 8 PASO EXPRESS ROUTE B	TOTAL PASO EXPRESS FIXED ROUTE	PASO EXPRESS DIAL A RIDE
<b>REVENUES:</b>										
FARES	121,459	121,952	86,700	7,258	9,357	346,727	16,313	16,011	32,324	1,863
<b>TOTAL ROUTE REVENUES</b>	<b>121,459</b>	<b>121,952</b>	<b>86,700</b>	<b>7,258</b>	<b>9,357</b>	<b>346,727</b>	<b>16,313</b>	<b>16,011</b>	<b>32,324</b>	<b>1,863</b>
<b>EXPENDITURES:</b>										
ADMINISTRATION	55,974	56,394	36,946	2,803	13,251	165,368	4,213	4,196	8,409	1,590
MARKETING	4,280	4,312	2,825	285	1,013	12,716	169	169	338	0
OPERATIONS/CONTINGENCY	170,036	172,771	111,163	8,082	40,914	502,966	69,309	69,160	138,469	24,804
FUEL	50,907	54,924	30,934	2,453	13,699	152,917	5,919	6,156	12,075	935
INSURANCE	21,631	23,338	13,144	1,179	5,821	65,113	3,458	3,597	7,055	940
<b>TOTAL EXPENDITURES</b>	<b>302,828</b>	<b>311,740</b>	<b>195,011</b>	<b>14,802</b>	<b>74,698</b>	<b>899,079</b>	<b>83,069</b>	<b>83,277</b>	<b>166,346</b>	<b>28,269</b>
<b>FAREBOX RATIO</b>	<b>40.11%</b>	<b>39.12%</b>	<b>44.46%</b>	<b>49.04%</b>	<b>12.53%</b>	<b>38.56%</b>	<b>19.64%</b>	<b>19.23%</b>	<b>19.43%</b>	<b>6.59%</b>
<b>RIDERSHIP</b>	<b>63,586</b>	<b>58,929</b>	<b>46,460</b>	<b>4,701</b>	<b>5,107</b>	<b>178,783</b>	<b>12,995</b>	<b>13,604</b>	<b>26,599</b>	<b>818</b>
<b>SERVICE MILES</b>	<b>74,204.00</b>	<b>80,060.50</b>	<b>45,090.50</b>	<b>3,987.00</b>	<b>19,969.00</b>	<b>223,311.00</b>	<b>11,854.00</b>	<b>12,328.50</b>	<b>24,182.50</b>	<b>3,221.00</b>
<b>SERVICE HOURS</b>	<b>2,424.50</b>	<b>2,442.70</b>	<b>1,600.30</b>	<b>121.53</b>	<b>573.95</b>	<b>7,162.98</b>	<b>913.09</b>	<b>909.24</b>	<b>1,822.33</b>	<b>329.86</b>
<b>RIDERS PER MILE</b>	<b>0.86</b>	<b>0.74</b>	<b>1.03</b>	<b>1.18</b>	<b>0.26</b>	<b>0.80</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>	<b>0.25</b>
<b>RIDERS PER HOUR</b>	<b>26.23</b>	<b>24.12</b>	<b>29.03</b>	<b>38.68</b>	<b>8.90</b>	<b>24.96</b>	<b>14.23</b>	<b>14.96</b>	<b>14.60</b>	<b>2.48</b>
<b>COST PER PASSENGER</b>	<b>4.76</b>	<b>5.29</b>	<b>4.20</b>	<b>3.15</b>	<b>14.63</b>	<b>5.03</b>	<b>6.39</b>	<b>6.12</b>	<b>6.25</b>	<b>34.56</b>
<b>SUBSIDY PER PASSENGER</b>	<b>2.85</b>	<b>3.22</b>	<b>2.33</b>	<b>1.60</b>	<b>12.79</b>	<b>3.09</b>	<b>5.14</b>	<b>4.94</b>	<b>5.04</b>	<b>32.28</b>

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
YEAR TO DATE THRU SEPTEMBER 30, 2015  
CURRENT FISCAL YEAR - 2015/2016 (page 2 of 2)**

	RT 9 SAT P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 9 SUN P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	RT 10 SAT S.M., NIPOMO, A.G., S.L.O.	RT 10 SUN S.M., NIPOMO, A.G., S.L.O.	RT 12 SAT MORRO BAY, CUESTA, SAN LUIS	RT 12 SUN MORRO BAY, CUESTA, SAN LUIS	RT 15 SAT SAN SIM., MORRO BAY, SAN LUIS	RT 15 SUN SAN SIM., MORRO BAY, SAN LUIS	TOTAL RTA CORE WEEKEND	TOTAL FIXED ROUTE RTA & PASO EXPRESS	RUNABOUT	SYSTEM TOTAL
<b>REVENUES:</b>												
FARES	6,673	4,305	7,091	3,931	4,532	3,161	1,534	1,227	32,454	411,506	35,008	448,377
<b>TOTAL ROUTE REVENUES</b>	6,673	4,305	7,091	3,931	4,532	3,161	1,534	1,227	32,454	411,506	35,008	448,377
<b>EXPENDITURES:</b>												
ADMINISTRATION	3,511	2,445	3,282	2,128	2,396	2,430	2,402	1,554	20,147	193,924	171,804	367,318
MARKETING	290	192	271	167	198	190	198	122	1,628	14,682	0	14,682
OPERATIONS/CONTINGENCY	10,318	7,321	9,728	6,406	6,952	7,176	7,189	4,723	59,814	701,249	494,366	1,220,419
FUEL	3,006	2,203	3,012	2,000	1,831	1,942	2,372	1,569	17,934	182,926	62,113	245,974
INSURANCE	1,335	954	1,337	866	813	841	1,053	679	7,879	80,047	36,156	117,143
<b>TOTAL EXPENDITURES</b>	18,460	13,115	17,630	11,567	12,190	12,580	13,215	8,647	107,403	1,172,828	764,439	1,965,536
<b>FAREBOX RATIO</b>	36.15%	32.83%	40.22%	33.98%	37.18%	25.13%	11.61%	14.19%	30.22%	35.09%	4.58%	22.81%
<b>RIDERSHIP</b>	3,425	2,194	3,635	2,000	2,148	1,500	783	565	16,250	221,632	11,174	233,624
<b>SERVICE MILES</b>	4,551.60	3,264.30	4,560.00	2,964.00	2,772.00	2,878.20	3,591.60	2,324.40	26,906.10	274,399.60	124,075.00	401,695.60
<b>SERVICE HOURS</b>	150.84	105.30	141.00	91.65	102.96	104.65	103.20	66.95	866.55	9,851.86	7,443.93	17,625.65
<b>RIDERS PER MILE</b>	0.75	0.67	0.80	0.67	0.77	0.52	0.22	0.24	0.60	0.81	0.09	0.58
<b>RIDERS PER HOUR</b>	22.71	20.84	25.78	21.82	20.86	14.33	7.59	8.44	18.75	22.50	1.50	13.25
<b>COST PER PASSENGER</b>	5.39	5.98	4.85	5.78	5.68	8.39	16.88	15.30	6.61	5.29	68.41	8.41
<b>SUBSIDY PER PASSENGER</b>	3.44	4.02	2.90	3.82	3.57	6.28	14.92	13.13	4.61	3.44	65.28	6.49

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

		<b>Adopted Budget FY 2015-16</b>	<b>August Actual</b>	<b>September Budget</b>	<b>September Actual</b>	<b>September Variance</b>	<b>Year to Date FY 2015-16</b>	<b>Percent of Total Budget FY 2015-16</b>
	Hours	<b>72,970</b>	5,755	6,102	5,700	402	17,626	24.15%
	Miles	<b>1,693,360</b>	131,239	141,789	131,339	10,450	401,696	23.72%
<b>Administration:</b>								
Labor	operations cost	<b>789,900</b>	57,208	65,825	59,659	6,166	172,269	21.81%
Labor - Administration Workers Comp	operations cost	<b>55,880</b>	-	-	-	-	13,421	24.02%
Office Space Rental	operations cost	<b>489,360</b>	33,640	40,780	33,640	7,140	100,921	20.62%
Property Insurance	operations cost	<b>18,500</b>	-	-	-	-	16,128	87.18%
Professional Technical Services	operations cost	<b>92,970</b>	15,000	7,748	5,169	2,579	20,169	21.69%
Professional Development	operations cost	<b>26,940</b>	4,829	2,245	1,692	553	7,475	27.75%
Operating Expense	operations cost	<b>255,450</b>	23,105	21,288	21,194	93	57,061	22.34%
Marketing and Reproduction	hourly	<b>138,400</b>	5,480	11,533	7,348	4,185	14,767	10.67%
North County Management Contract	operations cost	<b>(39,720)</b>	(3,310)	(3,310)	(3,310)	-	(9,930)	25.00%
County Management Contract	operations cost	<b>(80,500)</b>	(6,708)	(6,708)	(6,708)	-	(20,125)	25.00%
SCT Management Contract	operations cost	<b>(79,830)</b>	(6,653)	(6,653)	(6,653)	-	(19,958)	25.00%
<b>Total Administration</b>		<b>1,667,350</b>	122,592	132,748	112,032	20,715	352,198	21.12%
<b>Service Delivery:</b>								
Labor - Operations	hourly	<b>3,865,100</b>	280,556	322,092	286,558	322,092	840,639	21.75%
Labor - Operations Workers Comp	hourly	<b>378,050</b>	-	-	-	-	90,799	24.02%
Labor - Maintenance	hourly	<b>904,210</b>	65,044	75,351	65,047	10,304	199,244	22.04%
Labor - Maintenance Workers Comp	hourly	<b>110,640</b>	-	-	-	-	26,573	24.02%
Fuel	miles	<b>1,502,000</b>	75,727	125,167	73,804	51,363	252,085	16.78%
Insurance	miles	<b>483,930</b>	39,842	40,328	39,842	486	119,525	24.70%
Special Transportation (includes County programs, Cuesta evenings,)	n/a	<b>118,330</b>	4,273	9,861	5,100	4,761	13,442	11.36%
Avila Trolley	n/a	<b>57,750</b>	9,740	7,219	5,379	1,840	23,343	40.42%
Maintenance (parts, supplies, materials)	miles	<b>436,560</b>	28,029	36,380	21,077	15,303	82,372	18.87%
Maintenance Contract Costs	miles	<b>111,150</b>	7,737	9,263	12,068	(2,805)	30,275	27.24%
<b>Total Operations</b>		<b>7,967,720</b>	510,947	625,659	508,875	116,784	1,678,297	21.06%
<b>Capital/Studies:</b>								
<b>Computer System Maintenance/Upgrades</b>		<b>37,540</b>	-	-	-	-	-	0.00%
Miscellaneous Capital								
<b>Facility Improvements</b>		<b>31,100</b>	-	-	-	-	-	0.00%
<b>Maintenance Software and Maintenance Equipment</b>		<b>31,500</b>	-	-	-	-	-	0.00%
<b>Radios</b>		<b>6,000</b>	-	-	-	-	-	0.00%
<b>Vehicle ITS/Camera System</b>		<b>173,970</b>	42,824	21,500	21,435	65	67,709	38.92%
<b>Bus Stop Improvements</b>		<b>31,500</b>	-	-	-	-	-	0.00%
<b>RouteMatch Call Back System</b>		<b>37,500</b>	-	-	-	-	-	0.00%
Vehicles								
<b>Support Vehicles</b>		<b>60,000</b>	-	-	-	-	-	0.00%
<b>Over the Road Coaches</b>		<b>1,300,000</b>	-	-	-	-	-	0.00%
<b>Cutaway Vehicles</b>		<b>170,000</b>	-	-	-	-	-	0.00%
<b>Runabout Vehicles</b>		<b>311,290</b>	-	-	-	-	-	0.00%
<b>Total Capital Outlay</b>		<b>2,190,400</b>	42,824	21,500	21,435	65	67,709	3.09%
<b>Contingency</b>	hourly	<b>110,000</b>	-	9,167	-	9,167	-	0.00%
<b>Interest Expense</b>	operations cost	<b>64,500</b>	4,031	5,375	3,900	1,475	11,962	18.55%
<b>Loan Paydown</b>		<b>200,600</b>	-	-	-	-	-	0.00%
<b>Facility Environmental Planning</b>		<b>187,500</b>	-	-	-	-	-	0.00%
<b>Management Contracts</b>		<b>200,050</b>	16,671	16,671	16,671	-	50,013	25.00%
<b>TOTAL FUNDING USES</b>		<b>12,588,120</b>	697,065	811,119	662,913	148,206	2,160,179	17.16%
<b>TOTAL NON-CAPITAL EXPENDITURES</b>		<b>10,009,620</b>	654,241	789,619	641,478	148,141	2,092,470	20.90%

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**November 4, 2015**

**STAFF REPORT**

**AGENDA ITEM:** A-2

**TOPIC:** Deployment of Technology Solutions

**ACTION:** Receive

**PRESENTED BY:** Omar McPherson

**STAFF RECOMMENDATION:** Accept Presentation on RTA Fixed Route Intelligent Transportation System

**BACKGROUND/DISCUSSION:**

An important objective of the *RTA Strategic Business Plan* is to deploy technology effectively and efficiently. RTA has already deployed a computerized dispatch and data-handling program for the Runabout system, which includes GPS-based location for dispatchers and trip-by-trip analytics. RTA also recently implemented a computerized vehicle maintenance program to track and analyze resource use. Most recently, staff has been implementing a GPS-based passenger information system provided by Connexionz, a leading technology solutions provider based in New Zealand.

RTA contracted with Sunrise Consulting to guide our agency through this complex undertaking. Robin Cody will provide a presentation of the features that riders can use to determine the arrival of buses at each bus stop using a text-enabled cell phone or a Smartphone for even more robust features. He will then follow-up with some of the “backend” features that RTA dispatchers and planners can use to monitor the location of buses in relation to the published schedule, determine remaining seats on each bus, review on-time performance data, and obtain bus stop by bus stop boarding/alighting information. In addition, Bus Operators can make a clandestine call for emergency safety assistance. Finally, the communication system is tied into the on-board engine management system, which will provide real-time diagnostic information to technicians in case of a system failure on the bus.

Staff is currently evaluating results from an on-going 30-day rolling test period, which began on October 26. We plan to fully launch the system to the public soon after the 30-day acceptance testing is completed.

Staff asks that Board members bring personal web-enabled devices to meeting to participate in the hands-on demonstration.

**Staff Recommendation**

Receive project update and beta-test the system.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**November 4, 2015**

**STAFF REPORT**

**AGENDA ITEM:** A-3

**TOPIC:** Annual Fiscal & Compliance Audit

**ACTION:** Review and Accept the FY2014-15 Audit Report

**PRESENTED BY:** Tania Arnold

**STAFF RECOMMENDATION:** Review and Accept the FY2014-15 Annual Fiscal and Compliance Audit

**BACKGROUND/DISCUSSION:**

The Transportation Development Act (TDA) requires an annual fiscal and compliance audit of each TDA recipient administered by SLOCOG. The attached report was completed for SCT by Moss, Levy & Hartzheim, LLP.

Of particular interest to RTA Board members is the Independent Auditor's Report at the beginning of the document, which provides summary findings of the audit team. In short, the auditors found our financial statements to fairly present the financial position of RTA, and that we expressed our financial position and cash flows in accordance with generally accepted accounting principles. In addition, the auditor found no deficiencies in internal control or compliance with federal programs that might be considered material weaknesses or significant deficiencies.

**Staff Recommendation**

Staff recommends that the Board review and accept the Fiscal Year 2014-15 Annual Fiscal and Compliance Audit report.

**The *Audit Report* will be distributed at the Board meeting.**

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**November 4, 2015**

**STAFF REPORT**

**AGENDA ITEM:** B-1

**TOPIC:** Fiscal Year 2015-16 Budget Amendment

**ACTION:** Approve FY16 Budget Amendment

**PRESENTED BY:** Geoff Straw

**RTAC RECOMMENDATION:** Approve Budget Amendment

**STAFF RECOMMENDATION:** Approve Budget Amendment

**SUMMARY:**

The Fiscal Year 2015-16 RTA operating and capital budget was adopted on May 6, 2015 and was based on a range of assumptions, including anticipated funding and delivery dates for FY14-15 and FY15-16 capital projects.

At this time, staff is bringing back items that are being carried over from FY14-15 to FY15-16. The following is a detailed description of the proposed budget adjustments that have been incorporated and highlighted in the amended budget on the following pages.

1. Facility Improvements: carryover funds budgeted for seal coating the RTA bus and employee parking yard (\$8,900)
2. Maintenance Software: carryover funds remaining in the project for wireless shop enhancements (\$27,500)
3. Intelligent Transportation System: carryover funds remaining in the project for the implementation in FY15-16 (\$551,930)
4. Bus Stop Improvements: carryover funds for various bus stop improvements, including Theater Drive (\$75,570) in Paso Robles; recognition of ticket vending machine project previously not included (\$187,820)
5. Cutaway Vehicles – carryover funds for the replacement of one Dial-A-Ride vehicle for County services in Nipomo (\$89,300)
6. Runabout Vehicles – carryover funds for the replacement of ADA paratransit vehicles, including a mix of cutaway vans and low-floor minivans, including the repurposing of funds previously allocated for vehicle rehabilitation (\$209,990)

7. Facility Planning – repurposing of funds previously allocated for a mobile bus wash system that was deemed inefficient for survey work for 40 Prado Road, done in conjunction with CAPSLO (\$31,930)

The net effect for the above referenced budget adjustments is that there is no impact on the jurisdictions.

**Staff Recommendation**

Approve the budget amendment as indicated in the staff report.



**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
PROPOSED AMENDED CAPITAL REVENUE BUDGET FOR 2015/2016**

	<b>2013/2014 COMBINED ACTUAL</b>	<b>2014/2015 AMENDED CAPITAL BUDGET</b>	<b>2014/2015 ADOPTED SLOCAT BUDGET</b>	<b>2014/2015 ADOPTED N. COUNTY BUDGET</b>	<b>2015/2016 ADOPTED CAPITAL BUDGET</b>	<b>2015/2016 AMENDED CAPITAL BUDGET</b>	<b>2015/2016 ADOPTED SLOCAT BUDGET</b>	<b>2015/2016 AMENDED SLOCAT BUDGET</b>	<b>2015/2016 ADOPTED N. COUNTY BUDGET</b>
<b>FUNDING SOURCES:</b>									
CAPITAL PROJECTS RESERVE	844,380	589,600	109,960	-	262,954	1,356,544	3,476	182,076	29,172
<b>1.</b> ESTIMATED FUND BALANCE	844,380	589,600	109,960	-	262,954	1,356,544	3,476	182,076	29,172
<b>2.</b> LESS REQUIRED RESERVES FOR FISCAL YEAR									
CAPITAL PROJECTS RESERVE	260,823	363,150	20,660	35,010	227,228	227,228	3,476	3,476	4,172
<b>TOTAL</b>	260,823	363,150	20,660	35,010	227,228	227,228	3,476	3,476	4,172
<b>3.</b> FUND BALANCE AVAILABLE	583,557	226,450	89,300	(35,010)	35,726	1,129,316	-	178,600	25,000
<b><u>NON TDA SOURCES</u></b>									
STATE TRANSIT ASSISTANCE (STA)	670,836	636,640	-	-	561,504	561,504	-	-	-
PROPOSITION 1B FUNDING - SAFETY & SECURITY	-	558,030	-	-	173,970	173,970	-	-	-
PROPOSITION 1B FUNDING - PROPERTY PURCHASE	1,512,602	-	-	-	-	-	-	-	-
PROPOSITION 1B FUNDING - BUS REPLACEMENT	870,166	407,750	-	-	-	-	-	-	-
RURAL TRANSIT FUND (Capital)	-	491,240	-	-	229,300	229,300	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo	50,000	249,000	-	-	782,200	782,200	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5309) - State of Good Repair	1,454,007	2,336,640	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5339) - Bus and Bus Facilities	-	35,000	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5311f)	-	336,580	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5316) - JARC	-	400,000	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-North County)	-	471,000	-	-	236,600	236,600	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-South County)	400,000	51,000	-	-	534,200	534,200	-	-	-
<b>4.</b>	4,957,611	5,972,880	-	-	2,517,774	2,517,774	-	-	-
<b>5.</b> TOTAL FUND BALANCE & NON TDA FUNDING	5,541,168	6,199,330	89,300	-	2,553,500	3,647,090	-	-	25,000
<b>6.</b> NET TDA REQUIREMENTS	-	-	-	35,010	-	-	-	-	-
<b>7. TOTAL FUNDING SOURCES</b>	5,541,168	6,199,330	89,300	35,010	2,553,500	3,647,090	-	-	25,000
<b>FUNDING USES:</b>									
CAPITAL	4,432,291	5,656,200	89,300	-	2,352,900	3,446,490	-	89,300	25,000
LOAN PAYDOWN	1,108,877	543,130	-	-	200,600	200,600	-	-	-
<b>9. TOTAL FUNDING USES</b>	5,541,168	6,199,330	89,300	-	2,553,500	3,647,090	-	89,300	25,000

	Actual Capital Expenditures FY 2013-14	Amended Capital Budget FY 2014-15	Adopted Capital Budget FY 2015-16	Amended Capital Budget FY 2015-16	Projected Capital Budget FY 2016-17	Projected Capital Budget FY 2017-18	Projected Capital Budget FY 2018-19	Projected Capital Budget FY 2019-20
<b>Capital Expenditures</b>								
<b>Capital/Studies:</b>								
<b>Computer System Maintenance/Upgrades</b>	13,416	36,400	37,540	37,540	67,420	40,790	42,830	44,970
Miscellaneous Capital	-	-	-	-	-	-	-	-
<b>Facility Improvements</b>	-	15,000	31,100	39,960	-	-	37,250	-
<b>Maintenance Software and Maintenance Equipment</b>	-	60,000	31,500	58,990	10,500	36,470	-	-
Tire Lease Buyout	34,767	-	-	-	-	-	-	-
Marking and Tethering Program	898	-	-	-	-	-	-	-
Rotary Lift/Wireless Lift	-	52,000	-	-	-	22,730	-	-
Specialized Maintenance Tools	12,451	52,000	-	-	15,000	-	15,380	16,150
Maintenance Staff Office/Desks and Office Equipment	25,854	1,800	-	-	-	-	-	-
<b>Radios</b>	-	-	6,000	6,000	-	-	-	-
<b>Vehicle ITS/Camera System</b>	-	558,030	173,970	725,900	176,690	-	-	-
<b>Bus Stop Improvements/Bus Stop Solar Lighting</b>	-	73,750	31,500	294,890	96,110	33,080	34,730	36,470
Bus Rehabilitation	-	185,000	-	-	126,000	-	-	-
Bus Procurement Reserve/Large Capital Repairs	9,461	81,810	-	-	-	-	-	-
<b>RouteMatch Dispatching Software/Call Back System</b>	-	40,000	37,500	37,500	-	-	-	-
Vehicles	-	-	-	-	-	-	-	-
<b>Support Vehicles</b>	98,669	62,500	60,000	60,000	-	18,000	-	-
<b>40' Coaches</b>	2,724,173	3,865,710	-	-	-	1,527,700	-	-
<b>Over the Road Coaches</b>	-	-	1,300,000	1,300,000	-	-	-	-
Trolley replacement vehicles	-	-	-	-	200,000	-	-	-
Cutaway Vehicles	-	89,300	170,000	259,300	-	-	-	-
Runabout Vehicles	-	572,200	311,290	521,280	163,480	148,500	630,300	-
<b>Total Capital Outlay</b>	2,919,689	5,745,500	2,190,400	3,341,360	855,200	1,827,270	760,490	97,590
<b>Loan Pay down</b>	1,108,877	543,130	200,600	200,600	200,600	200,600	211,670	
<b>Property Purchase/Facility Environmental Planning</b>	1,512,602		187,500	219,430	874,990			
<b>TOTAL FUNDING USES</b>	5,541,168	6,288,630	2,578,500	3,761,390	1,930,790	2,027,870	972,160	97,590

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**November 4, 2015**

**STAFF REPORT**

**AGENDA ITEM:** B-2

**TOPIC:** Seek Statements of Interest to Provide Supplementary Taxicab Services

**ACTION:** Approve

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Authorize Executive Director to Issue Request for Statements of Interest

As discussed at its March 6, 2013 meeting, the RTA Board of Directors discussed a range of Runabout Cost-Saving Measures. The following measures have been fully or partially implemented:

1. Conduct periodic recertification of Runabout riders (on-going)
2. Fully implement the No-Show Policy (complete)
3. Fare-Free Fixed Route Service for Runabout Registrants (partially complete)<sup>1</sup>
4. Formerly Eliminate General Public Runabout Service (complete)
5. Implement a Travel Training Program (funded in FY15-16 budget)
6. Work Toward Trip-Swapping with Ride-On (on-going)
7. Eliminate or Reduce Subscription Trips (no new subscriptions permitted)
8. Reduce the Booking Window (not implemented)
9. Call-backs for next-day rides (not implemented)
10. Convert Route 15 to Route Deviation Service (complete)
11. Implement Subsidized Taxicab Services – ***our discussion today***

The on-going Joint SLO Transit / RTA Short-Range Transit Plans effort has provided good discussion on the benefits of a subsidized taxicab service to enhance current

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<sup>1</sup> Paso Express added in 2014 and SLO Transit in 2015. Still seeking agreement with Morro Bay Transit.

Runabout services and/or to use subsidized taxicab services to address demand as it increases over time. The consultant for the on-going SLOCOG Coordinated Human Services Transportation Plan has also inquired about RTA's willingness to consider this type of service in the coming years.

As such, staff is recommending that RTA conduct a formal outreach to taxicab companies to determine their possible interest in serving Runabout riders – both ambulatory riders that could use traditional taxicab sedans/vans, as well as riders that would need a wheelchair-accessible van.

### **Staff Recommendation**

Authorize staff to develop and issue a Request for Statements of Interest in providing supplementary taxicab services in the Runabout service area. Staff would summarize the statements of interest and report back to the Board at its January 2016 meeting to determine if the FY16-17 budget should assume that taxicab companies could help RTA address any future increased demands for Runabout service, or if any other service scenarios should be considered.

**REQUEST FOR STATEMENT OF INTEREST  
RTA SUPPLEMENTAL TAXICAB SERVICES**

1. PURPOSE

RTA is seeking statements of interest under two scenarios: 1) CONTRACTOR would provide all vehicles and equipment, and 2) A combination of CONTRACTOR-provided ambulatory vehicles/equipment and RTA-provided wheelchair-accessible vehicles/equipment. The respondent should be prepared to clearly state its company's interest in operating under either of these two operating scenarios.

The purpose of this scope of work is to define the limits, responsibilities and obligations of the selected CONTRACTOR in the operation of a shared ride taxicab subsidy program for RTA.

2. CONTRACTOR DUTIES AND RESPONSIBILITIES

CONTRACTOR shall perform the duties and accept the responsibilities set forth below in connection with its operation of RTA services required herein. The omission of a duty or responsibility herein below shall not relieve CONTRACTOR of its obligation to perform such duty or accept such responsibility, so long as it is usual, customary and generally accepted within the public transportation industry as being an integral element of operating a shared ride taxicab subsidy program.

3. SERVICE DESCRIPTION

CONTRACTOR will operate a shared ride taxicab subsidy program in strict accordance with the operating days and hours, service description, and service restrictions as set forth below and all such services shall be provided in a safe, professional and courteous manner.

- a. **Days of Service:** Monday through Sunday, excluding the holidays of New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. When such holidays fall on a Saturday or Sunday, RTA may designate the preceding Friday or the following Monday as a non-service day in observance of the actual holiday. Such notice shall be given annually in writing to the CONTRACTOR.
- b. **Hours of Service:** The shared ride taxicab subsidy program shall be available during the same hours that Runabout services are operated by RTA. Any service provided outside of these periods will not be eligible for reimbursement under the terms of this agreement.
- c. **Type of Service:** All service provided under this agreement shall be made available on a first-come, first-served basis within the service hours and areas prescribed

herein. Advance reservations are not required, but they shall be provided for by CONTRACTOR in a manner acceptable to RTA.

- d. **Service Area:** The area to be served hereunder shall be identical to the published service boundaries of the RTA of Logan Runabout service as it may be changed from time-to-time. No trips that begin and/or end outside of the prescribed service boundary will be eligible for reimbursement under the terms of this agreement.
- e. **Fare Structure:** CONTRACTOR shall not collect any fares or other compensation from passengers other than as prescribed in the fare structure below and as said fare structure may be adjusted from time-to-time. RTA reserves the exclusive right to adjust the fare structure at any time it deems appropriate. CONTRACTOR shall be notified in writing at least thirty (30) days prior to any such adjustments. All cash fares shall become the property of CONTRACTOR and RTA reimbursement shall be based on the difference between the applicable cash fare and the contractor rate then in effect.

**Rates to be charged passengers:**

- 1. Persons with Transportation Disabilities will be able to use RTA-subsidized vouchers. Must show RTA Runabout Eligibility Card (see Exhibit A) to verify eligibility. These patrons will be able to bring along up to two other riders with them for a single fare.
- 2. General Public riders will pay the full contract rate and will not be eligible for a subsidized taxicab trip.

The CONTRACTOR will submit monthly billings to RTA for fixed monthly subsidy payments; vouchers will also be submitted monthly for reimbursement.

The monthly fixed cost subsidy identified by CONTRACTOR in Exhibit B shall cover primarily the cost of liability insurance; other expenses that the CONTRACTOR proposes to be covered by the monthly fixed cost should be identified on the "Other" line(s) with attached narrative detailing the need for additional subsidy.

Group trips are defined as more than one individual traveling from the same origin to the same destination. Shared rides, defined as more than one person traveling together to different origins and/or destinations, are allowed and each passenger shall be charged the appropriate fare as individual passenger trips. In no event shall any passenger whose trip originated and ended in San Luis Obispo be required to ride in the taxicab longer than forty-five (45) minutes.

- f. **Eligibility/Registration:** Only registered Runabout passengers are eligible for subsidized taxicab services, and the rider must provide a valid Runabout registration

card prior to commencing each trip. CONTRACTOR shall not be responsible for issuing Runabout registration cards. Only those trips provided to currently registered Runabout passengers will be eligible for reimbursement under the terms of this agreement. RTA shall regularly provide an updated list of eligible passengers. Any passengers that board a CONTRACTOR-operated vehicle without a valid Runabout registration card shall pay the full contract rate then in effect and no RTA reimbursement shall be requested nor provided for such trips.

#### 4. TELEPHONE/INFORMATION/RESERVATIONS

All trip requests by Runabout registrants shall be made to RTA. If RTA deems it in the best interest of the agency to assign the trip to CONTRACTOR, RTA will contact CONTRACTOR directly and book the trip(s). CONTRACTOR shall maintain a local telephone number for the purpose of receiving trip requests. Said number must be staffed with knowledgeable personnel during RTA office hours (Monday through Sunday from 8:00 AM to 5:00 PM, except for the holidays noted in Section 3).

#### 5. PERSONNEL

CONTRACTOR shall be responsible for the employment and supervision of all employees necessary to perform the specified taxicab services. Such responsibilities shall include employee recruitment, screening, selection, training, supervision, employee relations, evaluations, retraining and termination. CONTRACTOR shall use appropriate employee screening and selection criteria to ensure only professional and skilled employees provide services to RTA. These criteria will include any Department of Motor Vehicle driver's license checks and physical examinations, Department of Justice Background Checks, and drug and alcohol screening as may be required in compliance with this agreement and Federal Transit Administration (FTA) guidelines and regulations.

CONTRACTOR shall designate a management contact person and an alternate who shall be available at all reasonable times to manage day-to-day operations and to respond to passenger and/or RTA inquiries regarding the service. CONTRACTOR shall take all reasonable steps to operate services provided under this agreement in full compliance with all applicable Federal, state and local laws and regulations regarding such services.

#### 7. DRIVER RESPONSIBILITIES AND GENERAL WORK RULES.

The following driver responsibilities and general work rules shall be enforced by CONTRACTOR at all times service is provided. Such responsibility and work rules are subject to modification by RTA.

- a. **Passenger Assistance:** The driver will be expected to assist passengers in and around service vehicles to the extent necessary. This may include assisting passengers with packages or properly securing those passengers who use mobility aids.

CONTRACTOR's drivers shall provide service in a courteous and professional manner at all times.

- b. **Appearance:** Drivers shall be dressed in a clean, presentable manner at all times while providing service under this agreement.
- c. **Fare Collection and Reporting:** Drivers shall collect fares consistent with the fare structure then in effect and shall record all such collections in accordance with the standards prescribed by RTA. Drivers shall personally inspect the RTA-issued Runabout registration card (see Exhibit A) of each passenger claiming eligibility for a discount fare and any discrepancies shall be resolved through the request for a second piece of identification. Drivers shall, at a minimum, record the registrant's name along with the address and time of the pick-up and drop-off locations for each eligible passenger. Drivers shall require the passenger to sign the trip log for each trip provided. Any trip that does not include the required information will not be eligible for reimbursement under the terms of this agreement. In addition, drivers will, when requested, hand out notices to passengers, administer surveys, or otherwise render assistance in RTA's service monitoring functions.

See Exhibit C for a proposed daily Dispatch Log to be used by the CONTRACTOR for gathering pertinent information.

d. **General Work Rules:**

- (1) Smoking shall not be permitted in vehicles providing service under this agreement;
- (2) While in service, no driver shall purchase, consume, or be under the influence of any narcotic, intoxicant, or harmful drug;
- (3) Drivers shall be responsible for keeping all vehicles clean and sanitary during their shift;
- (4) All drivers are responsible for reporting any defects a vehicle may have to CONTRACTOR's on-duty supervisor immediately. Drivers shall have maintenance personnel resolve any doubt about the safety of a vehicle prior to operating the vehicle in service. No vehicle shall be operated when its condition is unsafe or uncertain;
- (5) No one under the influence of any intoxicant, narcotic, or harmful drug, who potentially endangers the safety of the driver, other passengers, himself or herself, or the vehicle, shall be permitted in the vehicle; and,



- (6) Neither drivers nor passengers shall be allowed to solicit services or sales of goods in any way on vehicles providing service under this agreement.

#### 8. COLLISION AND INCIDENT REPORTING

CONTRACTOR shall develop, implement and maintain formal procedures to respond to emergencies and routine problems which may occur in the course of providing service under this agreement. Such occurrences to be addressed include, but are not limited to: in-service vehicle failures, passenger disturbances, passenger injuries and vehicle collisions.

CONTRACTOR shall immediately notify Police or Sheriff Department dispatch of any collision involving a vehicle operated in this service; the vehicle may not leave the scene of a collision until such time that a Police or Sheriff representative releases the vehicle from the scene. In addition, CONTRACTOR will notify RTA's Executive Director or his designee in his absence within twenty-four (24) hours of its occurrence; in case of injury incidents, notification shall occur immediately. A complete written report of any collision or incident shall be delivered to the Executive Director within two working days of the collision or incident, and body repairs shall be completed within ten working days.

#### 9. COMMUNICATION SYSTEM

CONTRACTOR shall install a two-way communication system (radios or cellular telephones) in all vehicles operated under this agreement. Such equipment shall be in good working order whenever such vehicles are providing related services. Citizen's band radios shall not satisfy this requirement.

#### 10. MAINTENANCE

CONTRACTOR, either directly or indirectly and at its sole cost and expense, shall provide all fuel, lubricants, repairs, cleaning, parts, supplies, labor, maintenance, major components, and component rebuilding and replacement, with the necessary service facilities to provide the same, required for the operation of all equipment pursuant to this agreement. CONTRACTOR shall be fully responsible for the safe and efficient maintenance of all vehicles, radios, seatbelts, and all other equipment to be used to perform this agreement in strict conformity to all local, state and Federal safety regulations. CONTRACTOR's duty and responsibility to so maintain all vehicles and equipment is not delegable to any other person, firm or corporation.

CONTRACTOR, in coordination with RTA, shall require any taxicab damaged in a collision or otherwise to be replaced and repaired within ten working days, or immediately in case of damage impairing the proper and safe mechanical operation of the vehicle.

The RTA requires inspection and servicing of all taxicab vehicles at successive 5,000 mile intervals or at the vehicle manufacturer's recommended specifications, whichever is more frequent.

The contractor shall outline, in detail, and maintain under this contract, its preventative maintenance program for this project. The program must conform, at a minimum, to the standards and requirements as established by the California Highway Patrol for for-hire passenger-carrying vehicles.

## 11. OPERATING REPORTS

CONTRACTOR shall gather, maintain, prepare and submit to RTA such operating information, records and reports as RTA may reasonably require to allow RTA to evaluate and analyze the type and quality of the services provided pursuant to this agreement. Such information and records shall include, but not be limited to, passenger boardings by fare category; required ADA information; fare revenues received; collision and road call information; service quality information including missed trips, on-time performance, wait times, service complaints and unfulfilled service requests; maintenance activity by vehicle including repairs of all safety items, mobility aid devices, and HVAC equipment.

A monthly activity report including the above and any other pertinent information shall be submitted to RTA by the 10<sup>th</sup> day of the month following the reporting period. The report shall highlight any problems encountered along with suggested solutions.

CONTRACTOR shall be solely responsible for conducting all required surveys, compiling data in the required format and submitting reports to RTA for compliance with National Transit Database requirements for demand response services.

## 12. MAINTENANCE RECORDS

CONTRACTOR shall prepare, maintain, reduce to written or electronic form and make available to RTA, records and data relative to vehicle, vehicle accessory and radio system maintenance. Maintenance records shall be maintained on each vehicle indicating all warranty work, preventive maintenance, mileage, road calls, fuel and oil consumption, downtime and repairs performed on each vehicle. All such records and reports shall be prepared and maintained in such a manner so as to fulfill any applicable requirements of state or Federal statutes, as well as any needs of RTA to accurately enable it to evaluate CONTRACTOR's maintenance performance.

Records of all maintenance and inspections shall be made available to RTA, the California Highway Patrol and other such regulatory agencies with jurisdiction when requested. RTA maintains the right to inspect, examine and test, at any reasonable time, any equipment used in the performance of maintenance work in order to ensure compliance with this agreement. Such inspection shall not relieve the CONTRACTOR of the obligation to continually monitor the condition of all vehicles and to identify and correct all substandard or unsafe conditions immediately upon discovery. CONTRACTOR shall transport any or all vehicles to any required inspection facilities when requested. In the event that CONTRACTOR is instructed by RTA or any other regulatory agency to remove any equipment from service due to mechanical reasons,

CONTRACTOR shall make any and all specified corrections and repairs to the equipment and resubmit the equipment for inspection and testing before it is again placed in service.

All maintenance records and reports shall be retained and maintained for as long as each vehicle is operated by CONTRACTOR, or until this agreement expires or is terminated.

### 13. FINANCIAL RECORDS

Financial and accounting records shall be prepared and maintained in a complete, detailed and accurate manner, in accordance with generally accepted accounting principles, pursuant to the requirements of any applicable state or Federal statute or regulation regarding accounting and financial reporting for publicly financed transit systems, including but not limited to the Uniform Financial and Reporting Elements as required under the National Transit Database as it is now in force or may hereafter be amended. Such records shall fairly and clearly disclose all of CONTRACTOR's costs incurred by virtue of its services provided under this agreement, including but not limited to, pay and employee benefits, materials and supplies, utilities, maintenance, contractual services, and all the related operating costs.

CONTRACTOR's records shall be kept with sufficient detail to constitute an audit trail to verify that all costs charged to RTA by virtue of this agreement are due to the operation of RTA's services only and are not due to the operation of any other service by CONTRACTOR. Such records shall be provided to RTA upon request for purposes of complying with Federal, state and local reporting requirements.

### 14. SURVEYS AND PROMOTION

RTA may design and CONTRACTOR will assist in the conduct of periodic surveys during the term of this agreement. These surveys will be used to determine matters such as passenger boarding and alighting patterns; socioeconomic characteristics of system users; their trip purposes; frequency of use; automobile and drivers license availability; how they would make the trip if the service was not available; their likes and dislikes of the service; and, how the service could be improved.

CONTRACTOR shall not be responsible to undertake any advertising or promotional activities on behalf of RTA of any kind or character. CONTRACTOR shall, however, cooperate with RTA in any such activities. CONTRACTOR shall dispense RTA information publications, respond to patron requests for information, act as a liaison and provider of information with and to community agencies and groups, and do all other things to assist and support RTA's advertising and public information programs.

### 15. INSURANCE REQUIREMENTS

All required insurance coverage will be substantiated with a certificate of insurance and must be signed by the insurer or its representative evidencing such insurance to RTA. The general

liability policy will be endorsed naming the San Luis Obispo Regional Transit Authority as an additional insured. The certificate(s) of insurance and required endorsement will be furnished to RTA prior to commencement of work. Each certificate will provide for thirty (30) days advance notice to RTA of any cancellation in coverage. Said policies will remain in force through the life of this Contract and will be payable on a per occurrence basis only.

Nothing herein will be construed as a limitation of CONTRACTOR's liability, and CONTRACTOR will indemnify and hold RTA, its employees, officers, and agents, harmless and defend RTA against any and all claims, damages, losses and expense that may arise by reason of the CONTRACTOR's negligent actions or omissions. RTA agrees to timely notify Contractor of any negligence claim.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of the agreement. In addition to any other available remedies, RTA may suspend payment to the CONTRACTOR for any services provided during any time that insurance was not in effect and until such time as the CONTRACTOR provides adequate evidence that CONTRACTOR has obtained the required coverage.

- A. GENERAL LIABILITY – The Contractor will maintain a commercial general liability insurance policy in an amount of no less than one million dollars (\$1,000,000.00). The District will be named as an additional insured on the commercial general liability policy and the Certificate of Insurance will include an additional endorsement page.
- B. AUTO LIABILITY – Where the services to be provided under this Contract involve or require the use of any type of vehicle by CONTRACTOR in order to perform said services, CONTRACTOR will also provide comprehensive business or commercial automobile liability coverage including non-owned and hired automobile liability in the amount of one million dollars (\$1,000,000.00).
- C. WORKERS' COMPENSATION – The CONTRACTOR acknowledges that it is aware of the provisions of the Labor Code of the State of California which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and it certifies that it will comply with such provisions before commencing the performance of the work under this Contract. If CONTRACTOR has employees, a copy of the certificate evidencing such insurance or a copy of the Certificate of Consent to Self-Insure will be provided to District prior to commencement of work.
- D. OTHER INSURANCES – CONTRACTOR may be required to carry additional insurance based upon the nature of the work to be performed (scope of services). For each additional required insurance, a corresponding certificate of insurance must be provided. Claims-made policies must have a retroactive date either prior to the effective date of the Contract or the beginning of the Contract work. Claims-made coverage must extend a minimum of twelve (12) months beyond completion of Contract work or end of

current Contract, whichever is later. If coverage is cancelled or non-renewed, and not replaced with another claims made policy with a retroactive date prior to the Contract effective date, the CONTRACTOR must purchase extended reporting coverage for a minimum of twelve (12) months beyond completion of Contract work. CONTRACTOR will maintain a policy limit of not less than one million dollars (\$1,000,000) per incident, with a deductible or self-insured retention not to exceed \$2,500 unless approved by RTA.

#### 16. PLANNING AND ADMINISTRATION

RTA shall be responsible for all planning activities relative to days and hours of transit operations, location of transit passenger-related street furnishings, preparation of planning documents, budgets, grant applications, and other such activities relative to overall transit system administration.

#### 17. VEHICLES, EQUIPMENT, AND SUPPLIES

The base level of service under this agreement will be provided using CONTRACTOR-supplied vehicles. In addition to any vehicles owned/operated by CONTRACTOR, RTA may in the future provide up to two wheelchair-accessible vehicles that shall only be used for bona-fide taxicab operations. RTA-subsidized trips are limited to the confines of RTA Runabout's service area, which includes a ¾-mile boundary on either side of all fixed routes operated by RTA, SLO Transit, South County Transit, Morro Bay Trolley, and Paso Express. Requests for travel outside of this service area must first be expressly given by the RTA's Executive Director.

#### 18. NOTIFICATION OF SERVICE CHANGES

Should RTA decide to implement a different design for the transit system as it relates to taxicab services, RTA shall confer with the CONTRACTOR as to the most appropriate level and description of services. In that case, RTA shall adopt an appropriately altered Scope of Work document, replacing the one in present use.

#### 19. SAFETY PROGRAM

CONTRACTOR shall comply with all applicable California Highway Patrol and OSHA requirements. CONTRACTOR shall provide RTA with a detailed description of its written safety program.

#### 20. SYSTEM RECOMMENDATIONS

CONTRACTOR shall continually monitor the taxicab operations, equipment, and shall from time to time as warranted advise RTA and make recommendations to it upon observed deficiencies and needed improvements. The RTA shall retain all authority to take action on such recommendations.

## 21. LOCAL BUSINESS LICENSE

The CONTRACTOR will be required to obtain and maintain a City of San Luis Obispo business license at the CONTRACTOR's expense.

## 22. VEHICLE CLEANING DUTIES

The CONTRACTOR will maintain taxicab vehicles in a clean and neat condition at all times. Exteriors on all taxicab s shall be washed at least weekly, including taxicab body, windows, and wheels. The interiors of all vehicles shall be inspected daily and cleaned weekly and as necessary, including windows, seats, and floor. All foreign matter such as gum, grease, dirt, and graffiti shall be removed from interior surfaces during the daily interior inspection/cleaning process. Ceilings and walls shall be cleaned at least once per month and as needed. The interior of all vehicles shall be free of all trash and debris. Any damage to seat upholstery shall be appropriately repaired (seat coverings must be approved by Executive Director) within ten working days.

The CONTRACTOR is responsible for removing dirt and debris from the interiors of taxicab vehicles. However, in no case shall corrosive materials be used which could damage RTA-supplied vehicles.

## 23. LIST OF EXHIBITS

- Exhibit A – RTA Runabout Eligibility Card
- Exhibit B – Price Sheet
- Exhibit C – Example Runabout Daily Run Sheet



San Luis Obispo Regional Transit Authority  
Executive Committee Meeting  
Minutes 8/12/2015  
C-1

Members Present: Debbie Arnold, President  
Shelly Higginbotham, Past President

Members Absent: Jan Howell Marx, Vice President

Staff Present: Geoff Straw, Executive Director  
Anna Mafort-Lacy, Administrative Assistant  
Tania Arnold, CFO & Director of Administration  
Tim McNulty, County Counsel

Also Present: Pete Rodgers, SLOCOG  
Ron DeCarli, SLOCOG  
Eric Greening, Atascadero

**1. Call to Order and Roll Call:**

**President Debbie Arnold** called the meeting to order at 10:04 a.m. Silent Roll Call was taken and a quorum was present.

**2. Public Comments:**

**Mr. Eric Greening**, Atascadero, thanked RTA for robustly participating in the Joint Short Range Transit Plan as it progresses toward completion. He was happy the Regional Transit Advisory Committee (RTAC) hosted the joint meeting with the Mass Transit Committee (MTC) in July. He noted an issue that arises often in passenger surveys is the need for greater span of service, particularly on weekends.

### 3. Information Items

#### A. Information Items:

##### A-1 Executive Director's Report

**Mr. Straw** handed out speaking points for his oral report. He said Rabobank is no longer selling bus passes, effective August 1, 2015. Heritage Oaks Bank may be interested in selling passes in exchange for exterior bus advertising. The Los Osos Chamber of Commerce is considering selling passes. We should know more by the end of the month. New pass outlets will not reference the discount eligibility list as RTA moves away from this process. This may streamline the sales process. We will be selling passes online after staff rolls out the new web site. The ticket vending machine (TVM) is going to be high priority, with five locations identified. The downtown Government Center will be top priority.

**Past President Shelly Higginbotham** asked if RTA could partner with another agency to help offset some of the costs. **Mr. Straw** said staff was working with SLO Transit staff to get the initial TVM in place downtown. This has delayed the process somewhat, in part due to questions about location, getting a static IP address and powering the machine. We want to buy a service that also maintains the system. There is an opportunity to share, particularly with Paso Express at the Depot.

**President Arnold** suggested looking at the parking machines at the airport. Perhaps the county already works with a vendor? **Mr. Straw** said the City has similar processes with the parking garages. Staff is talking with them about it. A challenge we face is that we do not have an IT department. RTA will lose some revenue as we will be paying to get the revenue. There is a cost to selling passes.

**Past President Higginbotham** inquired how the revenue will be collected from the machine. **Mr. Straw** said either Garda or the contracted vendor will collect the funds. The goal is to have staff stay as hands-off as possible.

**Mr. Ron De Carli**, SLOCOG, asked about the status of Santa Maria and their TVM procurement. **Mr. Straw** said they just awarded a contract. They will be placing two machines at the transit center.

RTA ordered two large cutaway buses for Route 15 and the Nipomo Dial-A-Ride. They should be delivered in October.

Staff received two proposals from engineering and planning firms for concept designs of the potential alternative of using a portion of the County Public Works yard in Paso Robles for RTA parking and office. We are currently using two locations, subleasing one and the other is still owned by the city. However, it will eventually be turned over to the developer. The cost for the study is \$20,000 and should begin at the end of the month. The Paso Robles



Airport is a fall-back option, although it will need a lot of work and will substantially increase operating costs.

RTA has some left-over Rural Transit Funds (RTF) originally designated for a bus wash system. Staff is seeking authorization from SLOCOG to put these funds toward a joint engineering project for 40 Prado. Our neighbor, Community Action Partnership of San Luis Obispo (CAPSLO), is current working with Cannon Engineering to address the Elks Lane realignment. We could step in and do some work with them, saving a lot of money. We don't currently have this budgeted, but should have more information by the September 2 Board meeting. **Mr. Tim McNulty**, County Counsel, interjected that Cannon Engineering is looking at the realignment, drainage, etc. They could assess our property at the same time. This would give us a much better idea of what constraints we may have when we develop the land. **Mr. De Carli** said this reallocation of funds should be fairly routine.

RTA is in the process of installing components of the Intelligent Transportation System (ITS). We are awaiting final parts to arrive from New Zealand and should be ready for Beta testing in September. **Past President Higginbotham** suggested bringing in media as Beta testers as a way of getting publicity.

**Mr. Straw** said the TVM procurement will be added to the September Board meeting agenda. He also said we have a tentative agreement with the City of San Luis Obispo for Runabout riders riding SLO Transit fare-free. We hope Morro Bay will soon follow suit.

**Mr. Straw** talked about the Safety Day celebrations in Paso Robles on July 24 and in SLO on July 31. This celebration was held in observance of the six-year anniversary since bringing the agency in-house.

**Mr. Straw** concluded the Executive Directors report.

**Mr. Greening** inquired if the schedule changes are available in writing on the buses and at bus stops. **Ms. Tania Arnold** said many of the changes have been pushed to September 14. Additional Route 10 express trips, along with Route 15, will begin next month. **Mr. Greening** asked about the 4:15 p.m. Route 9 express. **Ms. Arnold** said she would confirm with **Ms. Mary Gardner**, Marketing, as to when that route will begin.

**Mr. Greening** asked about the potential RTAC by-law amendment to allow a subcommittee to oversee Runabout appeals. What is the timeline and process? **Mr. Straw** said the proposed changes to the by-laws will be presented at the RTAC meeting in October and will go to the RTA Board for approval in November.

**Mr. Greening** asked when the driver bids take effect. **Ms. Tania Arnold** said the bids take effect this Sunday, August 16. **Mr. Straw** said the bids will say if there is a delay to part of their schedule. He discussed the Route 10 Express that will leave Morro Bay at 4:50 a.m. and travel down to Orcutt, where it will connect with the Clean Air Express. This service will begin in September and ridership will be tracked for six months. This service will be funded by FTA 5311F, which was initially approved to operate Route 83.

#### **4. Action Items**

##### B-1 Transfer RTA Buses 1011 & 1012 to SCT:

**Mr. Straw** said RTA buses 1011 and 1012 are 35-foot vehicles purchased in 2010. They are too small for service. We've been using them for back-up and training purposes, as well as for spares at SCT. The fuel mileage is 15% better than the buses SCT is currently using for spares. They have four new ones. Staff recommends transferring these two buses to SCT and allowing RTA to use funds SCT had originally programmed to purchase a replacement bus for RTA. The City Managers for SCT agreed with this. It is a no-cost transfer and will also be presented to the SCT Board for formal approval.

**Mr. Straw** concluded his report.

**President Arnold** opened Public Comment.

**President Arnold** closed Public Comment.

**President Arnold** moved to approve Action Agenda Item B-1 and **Past President Higginbotham** seconded. The motion passed on a voice vote with **Vice President Jan Marx** absent.

##### B-2 RTA Travel Policy:

**Ms. Arnold** gave a brief presentation of what RTA has done in the past and the intention of providing more staff training opportunities, which are often out of the area. Staff looked at other jurisdictions and modeled the policy after the County travel policy. The reimbursement portion is based on the General Services Administration as presented on their web site. Rather than having a general per diem allotment, travel expenses will be linked to the event location.

**Ms. Arnold** concluded her report.

**President Arnold** opened Public Comment.

**President Arnold** closed Public Comment.

**President Arnold** moved to approve Action Agenda Item B-1 and **Past President Higginbotham** seconded. The motion passed on a voice vote with **Vice President Jan Marx** absent.

B-3 Authorization to Execute Joint Procurement Agreement:

**Mr. Straw** noted back in 2013 staff was looking to buy some smaller vehicles. We used to buy cutaway vehicles via Cal Trans. They worked with Cal Act to put together a state-wide joint-procurement. As long as RTA was an active member, we could go to Cal Act and tell them what we wanted to buy. However, in mid 2013, an FTA triennial audit of Cal Trans found the procurement documents were not correct. RTA staff joined 700 other transit agencies on a consortium, which is now about ready to sign. Since the 2013 triennial audit, Cal Act was able to clear up the issues and it is simpler to buy buses through them. However, we now have two options to procure replacement vehicles.

**Mr. Straw** said he will ask the Board to allow him to sign off on the contract so the consortium can move forward.

**Mr. Straw** concluded his report.

**Past President Higginbotham** clarified that Cal Trans will no longer be a part of the procurement. **Mr. Straw** said he did not believe so.

**President Arnold** opened Public Comment.

**President Arnold** closed Public Comment.

**President Arnold** moved to approve Action Agenda Item B-1 and **Past President Higginbotham** seconded. The motion passed on a voice vote with **Vice President Jan Marx** absent.

5. Consent Agenda Items

C-1 Executive Committee Meeting Minutes of May 13, 2015

**President Arnold** moved to approve Consent Agenda Items and **Past President Higginbotham** seconded. The motion passed on a voice vote with **Vice President Jan Marx** absent.

6. Agenda Review:

**Mr. Straw** briefly reviewed the Board agenda for the meeting of September 2, 2015. He noted staff will present the quarterly update on the Strategic Business Plan. We are entering audit season. Staff will also add to consent the ticket vending machine and the agreements with the City of San Luis Obispo and possibly the City of Morro Bay to provide free rides on their fixed routes to Runabout Paratransit-eligible riders. The travel policy and bus transfer agreement will be moved to Consent.

**Mr. Pete Rodgers**, SLOCOG, suggested the new Route 10 express runs be agenized, since there will be new bus stops and routing. **Mr. Straw** agreed this is a good idea. **Mr. Rodgers** inquired about connections with SCT on these runs. **Mr. Straw** said the challenge surrounds the funding requirements that the route has no more than seven stops. Staff had to pick the ones we thought were the most important.

**Mr. Greening** suggested having a brief progress report on the Joint Short Range Transit Plan. He pointed out the importance of informing the public if there may be some changes in North County. **Mr. Straw** said he will put it in the Executive Director's report.

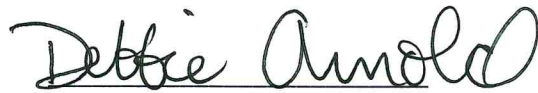
7. Adjournment: President **Arnold** adjourned the meeting at **10:47** a.m.

Respectfully Submitted,

Acknowledged by,



Anna Mafort-Lacy  
Administrative Assistant



Debbie Arnold  
RTA President

**DRAFT**  
**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**MINUTES OF SEPTEMBER 2, 2015**  
**C-2**

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**BOARD MEMBERS PRESENT:**

DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO (*President*)  
JAN MARX, CITY OF SAN LUIS OBISPO (*Vice President*)  
SHELLY HIGGINBOTHAM, CITY OF PISMO BEACH (*Past President*)  
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO  
JAMIE IRONS, CITY OF MORRO BAY  
TOM O'MALLEY, CITY OF ATASCADERO  
LYNN COMPTON, FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO  
JIM GUTHRIE, CITY OF ARROYO GRANDE  
JOHN SHOALS, CITY OF GROVER BEACH  
STEVE MARTIN, CITY OF PASO ROBLES

**BOARD MEMBERS ABSENT:**

ADAM HILL, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO  
FRANK MECHAM, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO

**STAFF PRESENT:**

GEOFF STRAW, EXECUTIVE DIRECTOR  
TANIA ARNOLD, CFO & DIRECTOR OF ADMINISTRATION  
TIM MCNULTY, SAN LUIS OBISPO COUNTY COUNSEL  
ANNA MAFORT-LACY, ADMINISTRATIVE ASSISTANT  
MARY GARDNER, MARKETING & COMMUNITY RELATIONS MANAGER  
PHIL MOORES, OPERATIONS MANAGER  
OMAR MCPHERSON, GRANTS MANAGER  
TRENA WILSON, ADMINISTRATIVE ASSISTANT  
RICK BUSH, BUS OPERATOR & EMPLOYEE OF THE QUARTER

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**CALL TO ORDER AND ROLL CALL:** **President Debbie Arnold** called the meeting to order at 8:31 a.m. A roll call was taken and a quorum was present.

**Public Comments:** **Mr. Eric Greening**, Atascadero, said he said a lot of good and important things are happening. We are working on a coordinated human services plan. I will be very interested to see if we can get any meaningful information about the Route 15 deviated fixed route in time to fold data into the plan. The Joint Short Range Transit Plan is coming on and things in general are going well. Pursuant to the drought, there was some discussion at the County Supervisors meeting yesterday about landscaping at the Government Center. I am supportive of xeriscaping, except for the turf behind the RTA bus shelter on Osos Street. It is the only place people can seek shade from the afternoon sun and heat. It would be mean-spirited to replace that grass with cactus. Most of the people using the facility and spend any length of time waiting for a bus are doing so in the afternoon. I hope the RTA will be a robust participant in any landscaping plan for that area.

**A. INFORMATION AGENDA:**

**A-1 Executive Director's Report:** **Mr. Straw** announced a Bus Roadeo on September 20 for RTA and SCT employees. We had try-outs at South County Transit (SCT), at the main RTA yard in San Luis Obispo, and in Paso Robles. We are assembling teams of four for each location. The finals will be held 9 a.m. to 1 p.m. This is a family event, and we will have many festivities and a raffle.

We are currently working through some challenging staff relations between RTA staff and SCT employees. The relationship has been strained the last two years, although it seems to be improving in recent months. RTA is contracted to provide administrative and financial oversight to SCT. However, lately RTA staff has been required to spend a larger than anticipated number of hours administering the SCT program. We are working closely with Teamster 986 to draft a collective bargaining agreement for SCT. RTA staff members are tracking hours expended through our computerized payroll system and will report back at the November Board meeting how this may affect future budgets.

Rabobank decided to no longer sell bus passes in SLO County as of August 1. This is particularly challenging in areas where there are no other outlets, including Morro Bay, Paso Robles and Nipomo. We are frantically looking for alternatives in these areas. We have agreements with Los Osos Chamber of Commerce and the Oceano Community Services District to start selling passes. This has put a huge strain on the City of Atascadero, which is now the only North County location. Sales per month have quadrupled. We are working to set up a Ticket Vending Machine (TVM) at the San Luis Obispo Government Center, but have identified other locations that would also benefit from one of these machines.

RTA announced the Employee of the Quarter in July. **Mr. Rick Bush** received that honor. **Mr. Phil Moores** introduced Mr. Bush as the most senior driver, hired in 2003. He is extremely helpful in the field and assists other drivers.

**Mr. Bush** thanked everyone for the award and said it was an honor to be selected. I am one of many drivers at RTA worthy of this award. RTA gave me a job when I really needed one. At one time, we were operated by Southland and it was very much the Wild West. Over the years, we have seen continual

improvement and the organization is now running better than ever. Over the years, worker benefits have improved, but inflation sometimes makes it difficult to keep our heads above water. I hope things will continue to improve. We lag behind county employees in terms of wages and I lost five years of seniority when we came in-house. I hope someday that can also be addressed. Thank you for the honor.

**Mr. Straw** said RTA took the service in-house in 2009. We conducted our annual Safety Awareness campaign, which corresponds with this anniversary of August 1.

Please welcome **Mr. Wes Edwards** as our newest Operations Supervisor. He is the first graduate of a mentoring program we implemented as part of the collective bargaining agreement. He is cool as a cucumber and is respected by everyone. RTA had four new Bus Operators complete the comprehensive six-week training. Ryan, C.B., Brandon and James are now out in revenue service.

The Regional Transportation Advisory Committee (RTAC) met on July 15<sup>th</sup>, along with members of the SLO Mass Transportation Committee (MTC) to discuss progress on the joint Short Range Transit Plans. We presented the results of the first three working papers. It was a standing-room only crowd. The purpose of the meeting was to discuss where we are now, our goals, standards and achievements, and where we should be going. A lot of people indicated they would like greater span of service for both RTA and SLO Transit. The next working paper will come out in a few weeks and will address estimated costs, ridership and alternatives.

We just ordered cutaway vehicles through CalACT to be used on Route 15 and on the Nipomo Dial-A-Ride service. They should arrive around mid-October. Staff recently sought proposals from engineering and planning firms for a concept design for the RTA partial use of County Corp Yard, adjacent to northbound Spring Street at Highway 101 in Paso Robles. The bus yard at 4<sup>th</sup> and Pine will no longer be available for use toward the end of 2015. Staff chose the Wallace Group to assist with the study set to begin September 9. CAPSLO is working with Cannon Engineering to complete their portion of the engineering survey to realign Elks Lance at 40 Prado. It would be a good cost-saving opportunity to join our neighbors in this project. RTA is working with SLOCOG to amend an existing Rural transit Funds in order to partially fund this projects. Authorization to negotiate an agreement is included as Agenda Item C-10.

We have some capacity issues on the express routes and have been looking around for options. The Golden Gate Bridge and Transit District Board of Directors recently authorized the transfer of four Over-The-Road Coaches to RTA at no-cost. These "Greyhound" style buses are 45 feet long and seat up to 57 passengers. They work great on express service. Although they are 1999 models, they only have about 300,000 miles. We will spend about \$20,000 to rebrand them and hope to have them in revenue service by January 1.

Staff is finishing up installing the GPS-based Intelligent Transportation System on all fixed route RTA, South County Transit, Trolley and Paso Express fleet. It provides real-time bus arrival information. We are looking for Beta testers to make sure the system is working property. The goal is to go live to the public at the next RTA Board meeting on November 2, so bring your smart phone or device. We will demonstrate how it works.

The Joint Short Range Transit Plan (SRTP) is progressing well. Working Paper One provided an overview of region and transit operations. Working Paper Two reviewed the existing goals, objectives and standards, and results. Working Paper Three provided an evaluation of RTA and SLO Transit. This document was almost 300 pages. Working Paper Four will include a range of service alternatives for RTA and SLO Transit through separate operations plans for each agency. It will be released in mid-September.

RTA is rolling out new weekday express service on Routes 9 and 10 to be fully implemented by September 14 to help alleviate overcrowding issues. The new Route 10 express will begin in Morro Bay and head down to Orcutt, connecting with the Clean Air Express. It will also service the airport area. The new Route 15 deviated fixed route service that will operate up to San Simeon will also go into effect on September 14. Weekday Route 15 service will stop at San Simeon, but will continue to service the Hearst Castle on weekends. The deviated fixed route will also service Runabout riders along this corridor.

Preliminary financial data shows that we expended 87.48% of our non-capital budget. We contribute much of that to fuel savings. Our outside maintenance costs were 57% over budget. However, the combined maintenance costs came in 4% under budget.

The unaudited farebox recovery ratio (FRR) for fixed route services was 26.56%. The blended FRR was 17%. Runabout achieved a record 4.01% FRR, partly due to the increased fare.

Preliminary RTA core fixed route ridership totaled 765,559, which is consistent with the previous year. We experienced losses on Routes 10, 12 and 14, while seeing increases on Routes 9 and 15. We attribute the Route 10 drop to the road construction along South Higuera. **Mr. Straw** discussed other possible causes for changes in ridership, such as immigrants being able to obtain licenses.

**Mr. Straw** concluded his report.

**President Arnold** opened to Board comment.

**Board Member Jan Marx** asked Mr. Straw to respond to **Mr. Greening's** inquiry about the grass behind the bus shelter. **Mr. Straw** said staff has met with County representatives to discuss what can be done with that space. They were clear they do not want RTA to encroach upon the grass with the bus shelter. They are willing to work with us to install a new, open-air bus shelter that will provide a cross breeze. We are gathering bids for this job. The goal is to get something installed before next summer.

**Board Member Bruce Gibson** said he is working with the County Facilities staff members and are working on the problem to improve upon it.

**Board Member Marx** suggested posting a notice about the new 10x service at the information desk at the San Luis Obispo Regional Airport. She asked where the bus stop will be. **Mr. Straw** said the 40-foot buses cannot safely travel all the way up to the terminal. It also isn't operating frequently enough to match airline activity. Currently the bus stop set up on Broad at Aero. We are primarily looking to service the employees at the businesses around the area, rather than travelers.



**Board Member Shelly Higginbotham** clarified that the Bus Roadeo will be held at the RTA facility. She also inquired if the new Over-the-Road-Coaches will be able to carry bike racks. **Mr. Straw** said bicycles will go on the front. Some carriers place bikes in the storage area, but this sometimes damages them. The vehicles are 45 feet long. Adding the front bike rack technically isn't allowed. However there is a pilot program happening in Southern California that we are closely monitoring and hope to mimic.

**President Arnold** opened public comment.

**President Arnold** closed public comment.

**President Arnold** closed Board comment.

**A-2** Strategic Business Plan Performance Measures: **Mr. Straw** noted this is a year-end, unaudited report. **Mr. Phil Moores** and **Ms. Tania Arnold** alternated discussing different results of the performance measures, beginning with **Mr. Moores** addressing Service Delivery. Standard 1: fixed route passengers per service hour. We are above goal. Standard 2: our service delivery is very high. RTA delivered 3,123 trips last quarter and only missed one scheduled trip. Of the 12,384 trips for the year, we only missed one. The system-wide on-time performance is currently dependent upon bus operator reporting. However, we are in the process of installing the ITS system. This will systematize the reporting process and we are looking forward to getting this data. Standard 4: Runabout on-time performance is well above our goal. Standard 5 addresses new service. We are adding new Route 9 and 10 express services beginning on September 14. We are also adding peak service to the SLO Airport Business Park on Route 10 as requested by potential riders. It's a growing area in the community. SLO Transit and RTA are currently working on the joint Short Range Transit Plans. Standard 6 addresses overcrowding and **Mr. Moores** observed the Route 12 is packed. These are mostly Cuesta students taking short trips to and from campus.

**Ms. Arnold** provided an overview of the Revenue and Resources Performance Standards. For Standard 1, we are living within our means and utilized 86.84% of the adopted budget for Fiscal Year 2015. We take the surpluses and roll them forward into the next year. Standard 2: The farebox recovery ratio in 2015 dropped dramatically. However, we largely attribute that to the incorporation of Paso Express. There were no significant financial audit findings for Standard 3. The auditors are in the office and we do not anticipate any significant findings. For Standard 4, staff has done a great job of maximizing federal dollars and finding grant opportunities for capital procurements. There will be budget amendment in November related to the ITS project. However, this is carry-over expenditure and is fully funded.

**Mr. Moores** addressed Safety Performance Standards. The first standard is not to exceed one preventable accident per 100,000 miles traveled. It's best to look at the trend line, which is the goal. Year-to-date, RTA has achieved this goal. Standard 2 includes safety hazards identified by the Safety Resource Committee, an internal group. The committee has resolved 31 employee suggestions during the last fiscal year. Further, it opened the year with eleven open items and ended with six.

**Ms. Arnold** next discussed Standards related to Workers Compensation. We've had some significant claims in the past. Fiscal Year 2014 was better than previous years. Out of the 10 claims, five were medical only. For Customer and Community Perception, staff conducted a survey in March 2015 as part of the Joint Short Range Transit Plan. The results will be incorporated into the SRTP. Finally, RTA has a goal that total risk management costs not exceed 8.5% of all operating costs. Fiscal Year 2015 resulted in this cost totaling 9.3% of operating costs, largely due to Workers Compensation expenses.

The next Performance Standard is Human Resources. **Ms. Arnold** said turn-over swings wildly. Staff may break out the stats on the next Strategic Business Plan revision to identify voluntary versus involuntary attrition. Things have improved since first taking the agency in-house. People are staying longer. Standard 2 involves ongoing training and development programs. There is a wide range of training requirements and we look at the goals by department. She reviewed the Technician training hours of the last year, which were significantly higher due to the procurements of 2013 and 2015 Gillig buses. Operations Supervisors averaged 15 hours of training. We did not meet their goal of 24 hours, due to the departure of one Supervisor and another on long-term medical leave. This stretched the department thin. We are looking at training options for Administrative staff and Operations Supervisors to ensure they get the training they need.

For the last three years, all employees participated in mandatory training as noted in Standard 3. Verbal Defense and Influence, also called Verbal Judo, focuses on how we communicate more effectively with each other and our customers. It also assists with learning how to diffuse situations and conflicts. We have also begun to include various Bus Operators and Supervisors to the bi-weekly staff meetings and provide insight on various issues. The Executive Director and three department heads meet weekly to ensure consistency in messaging and organizational direction. This group also held an overnight retreat in July to plan for challenges and major projects this year. Finally, Standard 4 addresses merit evaluations.

**Mr. Straw** presented the Fleet and Facility Standard of Excellence. The average age of our fleet is 5 ½ years with an average of 260,000 miles. The design life of the fixed route buses is 12 years and 500,000 miles. The average age of our demand response vehicles is about 2 ½ years and 96,000 miles. Our goal is to not exceed 40% beyond the 4-year/100,000-mile standard, or replace them by 140,000 miles. The maintenance department does a great job of keeping our entire fleet on the road. The SRTP Capital section will address the replacement needs. Standard 2 looks at road calls, which specifies a goal of no more than 5 per 100,000 miles of service. In the last year, we only exceeded this benchmark one month. Standard 3 is to maintain a clean, attractive fleet. The comprehensive Customer Perception survey will be included in the SRTP. The next Standard is to achieve 80% favorable rating of bus stop appearance by customers and communities. This will also be reported out as part of the survey. Standard 5 involves achieving positive reports from various agencies that perform audits. There have been no negative FTA or TDA findings in our audit.

The final four Standards of Excellence address Leadership. We have had some employee relationship challenges between South County Transit and RTA. I think it's improving, but it has strained staff resources. Staff is tracking hours worked on SCT issues over the past year and will report back after the

next quarter. The second Standard is to develop partnerships with stakeholders, community leaders and decision makers. The Executive Director attends city council meetings and reads agendas to stay informed. Standard 3 strives to promote effective internal communications and values of the organization. We implemented the Bus Rodeo to increase collaboration and improve communications. **Mr. Straw** said the relationship between management and labor are the best they've been. For the final Standard, he noted he is serving as the project manager for the joint SRTP, which will conclude around April 2016. In addition, he attended the SLO Mass Transit Committee meetings over the past three years in order to remain informed of potential regional transit issues. The relationship between land use and transportation is vital, and it's easier to plan ahead. In conclusion, he said RTA has met most objective performance standards, with the exception of Risk Management and Employee Training.

**Mr. Straw** concluded the report.

**President Arnold** opened Board comment.

**Board Member Marx** said there is an opening on the SLO Mass Transit Committee and suggested **Mr. Straw** join.

**Board Member John Shoals** congratulated staff on the annual report. He asked if we had any benchmarks with other, similar agencies and how often they are done. **Mr. Straw** said the SRTP must be done every five years. This does compare our agency with others. **Board Member Shoals** voiced concerns about strained relations between RTA administrators and SCT employees. **Mr. Straw** said RTA meets with the Executive Committee more often than the Board. He said it is his goal to be as upfront and open as possible with the SCT Executive Committee and Board members. He thinks there are some trust issues between SCT employees and RTA, but believes we are getting a handle on it and finding solutions.

**Board Member Jamie Irons** appreciated staff observing city council agendas and other items. He thought it important that lines of communication between cities and agencies remain open. **Mr. Straw** said the County and cities are also very good at alerting RTA when there are relevant issues coming on an agenda.

**President Arnold** opened public comment.

**Mr. Greening** said RTA has excellent staff and he doesn't feel like there is anyone at RTA he cannot talk to, from Bus Operators up to the Executive Director. Service Quality Standard 6 says there are currently no standees on weekend trips. This is not true. Route 9 regularly has a few on Saturdays and sometimes on Sundays. Weekend service needs some attention. He suggested adding a Standard 7 to address missed connections.

**President Arnold** closed public comment.

**President Arnold** closed Board comment.

**B. ACTION AGENDA:**

B-1 Transfer RTA Buses 1011 and 1012 to South County Transit: **Mr. Straw** provided an overview of how RTA acquired the two 35-foot buses, 1011 and 1012. They are too small for RTA primary fixed route purposes and too large for Route 15. SCT has been using them while their 2013 Gillig fleet was being fixed for a fleet warranty defect. These vehicles have higher fuel efficiency than the 2003 models. They are more reliable and are low floor models. These two vehicles were originally funded with State funds; there is no FTA requirement for a grantee-to-grantee transfer or for SCT to achieve the 12 year/500,000 miles requirements. No federal funds were involved. Staff recommends the Executive Director and Board President execute the agreement to transfer these two vehicles in exchange for FTA funding to purchase one new vehicle for RTA fixed route services.

**Board Member Shelly Higginbotham** moved to approve staff recommendation on Agenda Item B-1. **Board Member Jamie Irons** seconded, and the motion carried on a roll call vote with Board Members Adam Hill and Frank Mecham absent.

**C. CONSENT AGENDA:**

- C-1 Executive Committee Meeting Minutes of May 13, 2015 (Approve)
- C-2 RTA Board Meeting Minutes of June 3, 2015 (Approve)
- C-3 Draft RTAC Meeting Minutes of July 15, 2015 (Approve)
- C-4 Resolution Authorizing Executive Director to Execute Joint Procurement Agreement for Runabout Vans (Approve)
- C-5 RTA Travel Policy (Approve)
- C-6 Federal Grants Administration and Authorizing Resolution (Approve)
- C-7 FTA Disadvantaged Business Enterprise Goal Methodology (Approve)
- C-8 RFP for Ticket Vending Machine Project (Approve)
- C-9 Agreement for Runabout Free Rides on SLO Transit buses (Approve)
- C-10 Authorize Executive Director to Negotiate and Execute an Agreement with Cannon Engineering (Approve)
- C-11 RTA Board Meeting Minutes of May 6, 2015

**Board Member Marx** informed the Board that the San Luis Obispo City Council approved Item C-9 last night.

**Board Member O'Malley** said Atascadero has seen RTA pass sales quadruple since Rabobank stopped selling passes. The City is the only location in North County selling passes. It would be nice to have a Ticket Vending Machine at the Atascadero Transit Center to help alleviate pressure on staff. I support getting more of these in the future.

Board Member Jamie Irons moved to approve Consent Agenda Items. Board Member Bruce Gibson seconded, and the motion carried on a roll call vote with Board Members Adam Hill and Frank Mecham absent. Board Members John Shoals and Steve Martin abstained on Item C-2--RTA Board Meeting Minutes of June 3, 2015—as they were not present.

**BOARD MEMBER COMMENTS:**

**ADJOURNMENT:** President Arnold adjourned the RTA meeting at 10:00 a.m.

Respectfully Submitted,

Anna Mafort-Lacy  
RTA, Administrative Assistant

**DRAFT**  
**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**  
**REGIONAL TRANSIT ADVISORY COMMITTEE**  
**October 15, 2015**  
**MINUTES**  
**C-3**

Members Present:	Michael Seden – Hansen ( <i>Chair</i> ) Eric Greening ( <i>Vice Chair</i> ) Gamaliel Anguiano Dawn Patterson Cheryl Andrus Janeen Burlingame Phil Moores Todd Katz	City of Paso Robles Fixed Route Representative SLO Transit Atascadero Transit Cal Poly Morro Bay Transit South County Transit (SCT) Fixed Route Alternate Rep.
Members Absent:	Anthony Gutierrez John Diodati Mark Dariz	Cuesta College County of San Luis Obispo Runabout/DAR Representative
Staff Present:	Geoff Straw Anna Mafort	RTA RTA
Guest:	Eliane Wilson, SLOCOG	

**1. Call Meeting to Order, Roll Call:**

**Mr. Michael Seden-Hansen** called the meeting to order at 2:06 p.m. Roll call was taken; a quorum was present.

**2. Public Comments:**

**Mr. Geoff Straw** welcomed **Ms. Cheryl Andrus** of Cal Poly.

**A. Information Agenda Items**

**A1. Executive Director’s Report (Receive) :** **Mr. Straw** outlined the Coordinated Human Services Transportation Plan draft recommendations presented at the Mobility Summit and timeline for the next steps in the Plan. He noted that Runabout transported 45,000 rides last year, while another 9,000 rode fixed route buses fare-free. We need to capture data regarding how many of those Runabout-eligible riders are taking fixed routes on RTA, SCT, Paso Express

and SLO Transit. He provided a status report on the ITS system implementation and new website. RTA launched a new 10x service during peak hours that travels between Morro Bay and Orcutt and serves the SLO airport. We will receive four (4) 1999 Over-The-Road Coaches (OTRC) that will be used only on express routes. They are 45 feet long and seat 57 passengers. They should be in revenue service in January.

**Mr. Phil Moores** provided an update on the Bus Rodeo that took place on September 20 at the RTA facilities. He invited RTAC members to be judges next year.

**Mr. Straw** said SCT just ratified a Collective Bargaining Agreement with Teamsters 986. The committee discussed challenges in finding qualified driver candidates.

**Mr. Shaw** concluded his report.

**A2. Member Comments/ Reports from Jurisdictions (Receive):**

**Mr. Eric Greening** said the Coordinated Human Services plan presented at the Mobility Summit is not just about Paratransit. It is about disabled, seniors and low income individuals who ride fixed routes. Span of service is of particular concern and an unmet need of low-income riders.

**Ms. Janeen Burlingame** said the trolley season ended and Morro Bay Transit is down to a few drivers. The city has been looking for a volunteer organization to help transport seniors through a program similar to one in Cambria. They are putting together a draft agreement for this service with a February 2016 target start date.

**Ms. Andrus** discussed the loss of student parking on the Cal Poly campus. The parking lots are full. Students and staff are still working out this process with this issue.

**Ms. Dawn Patterson** said Atascadero recently hired a new part-time dispatcher and new Dial-a-Ride driver. We are still feeling the effects of being the only pass outlet in North County. **Mr. Straw** informed the committee that Paso Robles has agreed to sell passes at the City Hall Annex, directly across from the Transit Center.

**Mr. Gamaliel Anguiano** said SLO Transit is seeing record ridership, currently up 17%. We are now dispatching shadow vehicles to known overcrowding spots when necessary. Our purchase order to Gillig for three new vehicles was approved, but the company is back-logged. We will not receive our first new bus until April 2017.

**Mr. Moores** announced SCT Board next week will consider launching Route 26 and a fare increase to begin in February 2016. We are working on a new logo and replacing many of the old, outdated bus stop signs. We are researching ways to modify Routes 21 running times to provide proper breaks and relief for bus operators.

**A3. Review Comments on Short Range Transit Plan Service Alternatives (Receive):**

**Mr. Straw** presented Working Paper Four of the Joint Short Range Transit Plan and a five page summary of RTAC committee input to date. The consultants will redo the paper based upon feedback, with more alternatives and some quantitative numbers.

**Mr. Greening** noted the report needs more clarity of proposed changes throughout the report. The committee reviewed and discussed the feedback by RTA route and region to be submitted to the consultants. **Mr. Todd Katz** suggested having maps of current and proposed changes on the same page as a way to better compare. **Ms. Eliane Wilson** recommended also listing pros and cons of each recommendation as a way to see the bigger picture.

**Mr. Greening** wanted to know what public outreach efforts will be made regarding any proposed changes. **Mr. Straw** said he and staff will attend city council meetings and perform other duties as needed.

**Mr. Straw** next outlined some ideas regarding Runabout service strategies. Among these are ways to reduce costs and ensure proper certification and recertification of riders. He asked if the committee has other areas of concern.

**Mr. Katz** voiced concerns about drivers not having enough time for breaks and lunch. **Ms. Wilson** pointed to the top bullet on page 29 regarding a RouteMatch report for non-productive time. **Mr. Moores** agreed this report would be handy.

**Mr. Greening** pointed to Appendix A and B and asked if these are the kinds of questions staff would ask prospective Runabout applicants. He inquired about the sequence of events in the application process. **Mr. Straw** said these are the initial pre-screening questions in the certification process. Staff would then set up the functional assessment interview and travel training. **Mr. Anguiano** suggested rephrasing some of the questions so that the prospective applicant volunteers information. I.e., How far can you walk or propel yourself? The committee discussed service animals and how bus operators should handle this situation when presented.

The committee next talked about the need to flush out specific demographics, service area and county populations that showcase similarities and differences between RTA and transit agencies in other geographic locations.

**Mr. Straw** observed, and the committee discussed, the need for better connections between RTA and SLO Transit at the downtown Transit Center, including possible impacts to the Cal Poly student body class schedules.

**Mr. Straw** asked the committee to submit any and all alternatives by next Tuesday, so he could provide the comprehensive list to the consultants next Wednesday.

## **B. Action Agenda Items**

**B1. Fiscal Year 2015-16 Budget Amendment:** **Mr. Straw** briefly presented the Budget Amendment, pointing out there will be no financial impact on the jurisdictions. Six are carry-overs and one is a repurpose from the previous year. He asked for RTAC recommendation for Board approval.

**Mr. Straw** concluded his report



**Mr. Gamaliel Anguiano** moved to approve Action Agenda Item B1 and **Ms. Dawn Patterson** seconded. The motion carried with a voice vote with no oppositions

**C. CONSENT AGENDA ITEMS:**

**C-1 RTAC Minutes of 4-16-15 (approve)**

**Mr. Phil Moores** moved to approve the minutes and **Mr. Eric Greening** seconded. The motion carried with a voice vote with **Ms. Janeen Burlingame** and **Ms. Cheryl Andrus** abstaining and no oppositions.

**D. ADJOURNMENT:**

**Mr. Seden-Hansen** adjourned the meeting at 4:01 p.m.

Next RTAC Meeting: **January 21, 2016**

Respectfully Submitted:

Anna Mafort-Lacy  
Administrative Assistant  
San Luis Obispo Regional Transit Authority

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**November 4, 2015**

**STAFF REPORT**

**AGENDA ITEM:** C-4

**TOPIC:** State of California Low-Carbon Transit Grant Program

**ACTION:** Approve

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Resolution Authorizing the Executive Director to Submit an Application for Low-Carbon Transit Grant Program Funds

The Low-Carbon Transit Operations Program is one of several programs funded as part of State of California budget which have a goal of reduced greenhouse gas emissions and achievement of other benefits. These programs are funded by auction proceeds from the California Air Resource Board's Cap-and-Trade Program, with proceeds deposited into the Greenhouse Gas Reduction Fund. Senate Bill 862 continuously appropriates five percent of the annual auction proceeds in the Greenhouse Gas Reduction Fund (Fund) for LCTOP, beginning in 2015-16.

There is an estimated \$100,000 available in the County in FY16-17. Eligible recipients of the Low Carbon Transit Operations funds include RTA, South County Transit, SLO Transit, Paso Express, Atascadero Dial-A-Ride, Morro Bay Transit and SLOCAT. Eligible projects will support new or expanded bus services, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions.

**Staff Recommendation**

Approve the attached resolution authorizing the Executive Director to submit a grant application of up to \$100,000 for the purchase of various materials, supplies, equipment, and/or operations costs.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 15-\_\_**

**A RESOLUTION OF THE SAN LUIS OBISPO REGIONAL TRANSIT  
AUTHORITY BOARD OF DIRECTORS, AUTHORIZING SUBMITTAL OF A  
GRANT APPLICATION TO THE STATE OF CALIFORNIA  
LOW-CARBON TRANSIT OPERATIONS PROGRAM**

**WHEREAS**, the San Luis Obispo Regional Transit Authority is an eligible applicant for Low-Carbon Transit Operations funds; and,

**WHEREAS**, the San Luis Obispo Regional Transit Authority is in need of various materials, supplies, and equipment, all of which are eligible for purchase under the Low-Carbon Transit Operations Program; and

**WHEREAS**, the San Luis Obispo Regional Transit Authority will continue to provide fixed route and complementary ADA services in San Luis Obispo County; and

**WHEREAS**, the San Luis Obispo Regional Transit Authority is seeking grant funding to optimize the use of local Transportation Development Act funds provided by the various agencies included in the Joint Powers Agency Agreement; and

**WHEREAS**, the San Luis Obispo Regional Transit Authority is requesting up to **\$100,000** from the Low Carbon Transit Operations Program to support new or expanded bus services with the goal of reducing greenhouse gas emissions.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the San Luis Obispo Regional Transit Authority Board of Directors authorizes the Executive Director to submit a proposal to the State of California Low-Carbon Transit Operations Program of up to **\$100,000** for the purchase of various materials, supplies and equipment.

**BE IT FURTHER RESOLVED**, that the President of the Board is directed to sign this resolution to authorize the submittal of said funding requests.

**BE IT FURTHER RESOLVED**, that the Executive Director is hereby authorized to submit said funding requests.

Upon motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

The foregoing resolution is hereby adopted this 4<sup>th</sup> day of November 2015.

\_\_\_\_\_  
Debbie Arnold  
San Luis Obispo Regional Transit Authority

**ATTEST:**

\_\_\_\_\_  
Geoff Straw, Executive Director  
San Luis Obispo Regional Transit Authority

**APPROVED AS TO FORM AND LEGAL EFFECT:**

Rita L. Neal  
County Counsel

By: \_\_\_\_\_  
Timothy McNulty, Counsel  
San Luis Obispo Regional Transit Authority

Date: \_\_\_\_\_

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**November 4, 2015**

**STAFF REPORT**

**AGENDA ITEM:** C-5

**TOPIC:** State of California Proposition 1B Grant Program

**ACTION:** Approve

**PRESENTED BY:** Geoff Straw, Executive Director

**STAFF RECOMMENDATION:** Resolution Authorizing the Executive Director to Submit an Application for Proposition 1B Program Funds

Proposition 1B bond funding was passed November 2006 by the voters. Staff estimates that \$2.4 million remains in the San Luis Obispo County for capital projects over the next two years. RTA is an eligible recipient of this funding.

Besides RTA, eligible recipients of the Proposition 1B funds include South County Transit, the City of Morro Bay, the City of San Luis Obispo, the City of Atascadero, the City of Paso Robles and San Luis Obispo County. The San Luis Obispo Council of Governments has not yet issued a call for projects, but staff anticipates this will take place in the coming months. Projects must be transit-related capital projects and have a life span minimum of 10 years.

**Staff Recommendation**

Approve the attached resolution authorizing the Executive Director to submit Proposition 1B grant applications up to \$2.4 million for various transit capital needs for the 2015-16 funding year.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
RESOLUTION NO. 14-01**

**A RESOLUTION OF THE SOUTH COUNTY TRANSIT  
BOARD OF DIRECTORS, AUTHORIZING SUBMITTAL OF A GRANT  
APPLICATION TO THE SAN LUIS OBISPO COUNCIL OF GOVERNMENTS  
FOR CALIFORNIA PROPOSITION 1B FUNDS**

**WHEREAS**, South County Transit is an eligible applicant for California Proposition 1B Program funds; and,

**WHEREAS**, South County Transit is in need of various materials, supplies, and equipment, all of which are eligible for purchase under the California Proposition 1B Fund Program Policies and Procedures; and

**WHEREAS**, South County Transit will continue to provide fixed route public transportation services in the Arroyo Grande-Grover Beach Urbanized Area; and

**WHEREAS**, South County Transit is seeking grant funding to maximize the use of local TDA funds provided by the various agencies included in the Joint Powers Authority Agreement; and

**WHEREAS**, South County Transit is requesting up to **\$2.4 million** from the Proposition 1B Safety and Security Fund Program for the purchase of various materials, supplies and equipment.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the South County Transit Board of Directors authorizes the Administrator or his Designee to submit a proposal to the San Luis Obispo Council of Governments from the California Proposition 1B Fund Program of up to **\$2.4 million** for the purchase of various materials, supplies and equipment.

**BE IT FURTHER RESOLVED**, that the Chairman of the Board is directed to sign this resolution to authorize the submittal of said funding requests.

**BE IT FURTHER RESOLVED**, that the Administrator or his Designee is hereby authorized to submit said funding requests.

Upon motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

The foregoing resolution is hereby adopted this 21<sup>st</sup> day of October 2015.

\_\_\_\_\_  
Jim Guthrie, Chairman  
South County Transit

**ATTEST:**

\_\_\_\_\_  
Geoff Straw, Administrator  
South County Transit

**APPROVED AS TO FORM AND LEGAL EFFECT:**

Rita L. Neal  
County Counsel

By: \_\_\_\_\_  
Timothy McNulty, Counsel  
South County Transit

Date: \_\_\_\_\_

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY**

**November 4, 2015**

**STAFF REPORT**

**AGENDA ITEM:** C-6

**TOPIC:** RTA Long-Term Garage Facility

**PRESENTED BY:** Geoff Straw

**STAFF RECOMMENDATION:** Authorize Executive Director to Issue RFP for Environmental Services

**BACKGROUND/DISCUSSION:**

At its January 7, 2015 meeting, the RTA Board adopted the 40 Prado Road site as its preliminary preferred site for RTA's long-term garage facility project. In addition, the Board authorized staff to seek outside funding to conduct environmental review studies. Staff was successful in securing a total of \$150,000 in FTA Section 5307 funds to conduct these necessary reviews.

Staff is now seeking the Board's authorization to issue the attached draft Request for Proposal to conduct environmental reviews. Following selection of the preferred consultant team, staff will bring the draft agreement to the Board at its March 2016 meeting for consideration.

**Staff Recommendation**

Authorize the RTA Executive Director to solicit proposals from qualified consulting firms to conduct environmental review activities necessary for development of a long-term garage facility.



**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
REQUEST FOR PROPOSALS FOR  
ENVIRONMENTAL SERVICES - RTA OPERATIONS & MAINTENANCE FACILITY PROJECT**

**I. INTRODUCTION**

The San Luis Obispo Regional Transit Authority (RTA), invites proposals from qualified consultants (Offeror's) interested in providing services for a transit Maintenance Facility project that will meet the long-term needs for the operations, administration and maintenance functions.

The RTA has recently completed a facility siting analysis and adopted a preliminary preferred site located at 40 Prado Road in the City of San Luis Obispo. This Request for Proposals (RFP) is to provide consultant services for RTA Maintenance Facility activities, including, but not limited to, preparing the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) environmental documentation for the Project and, at the RTA's option, preparing and coordinating Preliminary Engineering (referred to as "PE") activities.

The team ("Consultant Team") shall include a Project Manager (the Project Manager for the Environmental Documentation phase may be different from the PE phase) to manage and oversee the tasks outlined in this RFP and qualified key personnel to complete the tasks in the Scope of Work in Section VII of this RFP.

The RTA is soliciting proposals from highly qualified transportation planning, engineering, environmental, financial planning and public outreach consulting firms, teams, or consultants with demonstrated expertise and successful experience completing project development activities associated with preparing and processing CEQA and NEPA environmental documentation, and preparing and completing PE activities. These activities, which are described more fully in the Scope of Work in Section VII, include:

- Task 1 – Administration, Project Management and Public Involvement
- Task 2 – CEQA and NEPA Environmental Documentation and Activities
- Task 3 – PE Activities

As only a preliminary preferred site has been identified by the RTA Board, the Consultant Team will validate previous studies and assist in the adoption of the Locally-Preferred Alternative (LPA). This RFP requests Offerors to provide a work plan and cost/price proposal addressing how the above Tasks 1-3 would be completed for the Maintenance Facility project. It is the intent that the Project Management activities would commence upon selection of the Consultant Team, the Environmental Documentation and would commence after the LPA is selected, and the PE activities would commence upon FTA approval to enter into PE.

Prior to commencement of work by the selected Consultant Team for each of the above Tasks 1-3 (or portions of those tasks as appropriate), the RTA shall issue a Notice to Proceed (NTP) letter. For example, after the LPA is selected, the RTA may issue a NTP letter for Task 2 for the Consultant Team to prepare an Initial Study. Following determination of the appropriate CEQA and NEPA documentation, the RTA may then issue a NTP to prepare that documentation.

The RTA is not an expert in the preparation and obtaining approvals of the tasks and deliverables being requested. The RTA is relying on the expertise of the Consultant Team to prepare a comprehensive work plan that can achieve the RTA's goals of successfully securing City of San Luis Obispo and FTA approvals of the Environmental Documentation, and approval of PE activities/deliverables to receive FTA approval to enter into Final Design. If the Offeror believes that additional activities/tasks beyond what is identified in the RFP are necessary to successfully achieve these goals, the Offeror shall identify these activities/tasks in the Proposal.

## **II. PROJECT BACKGROUND**

The Federal Transit Administration planning and project development process, within which federal, State, and local officials plan and make decisions regarding transit capital investments, contains five phases. These phases include:

1. Systems Planning,
2. Alternatives Analysis and Environmental Review,
3. Preliminary Engineering,
4. Final Design, and
5. Construction.

As projects are conceived and advanced through these phases, their design, costs, benefits, and impacts are more clearly defined, with alternatives screened with the goal of identifying a Locally Preferred Alternative, which is cost-effective and provides the greatest benefit with the fewest adverse impacts. On January 7, 2015, the RTA Board of Directors selected 40 Prado Road as the Preliminary Preferred Site for its long-term Maintenance Facility project, effectively completing first of the five phases listed above.

The identification, examination, and assessment of all reasonable and feasible alternatives are necessary to meet the requirements of the National Environmental Protection Act (NEPA). The California Environmental Quality Act (CEQA) requires an Environmental Impact Report (EIR) evaluate a reasonable range of alternatives to the project, or to the location of the project, which would feasibly attain most of the basic objectives of the project but would avoid or substantially lessen any of the significant effects of the project, and evaluate the comparative merits of the alternatives. NEPA and CEQA require similar environmental analysis in an Environmental Impact Statement (EIS) and an Environmental Impact Report (EIR), respectively, as well as public review for projects that will have significant effects on the environment. Some transit capital projects are expressly identified as a Categorical Exclusion under NEPA, including

transit garage projects. Regardless, the State of California encourages joint preparation of EIRs and EISs and has produced guidelines to facilitate preparation of joint documents.

As the lead local agency, the RTA is seeking a Consultant Team to provide consultant services for Maintenance Facility project development activities including, but not limited to, Environmental Documentation and PE activities for the selected Locally-Preferred Alternative. The San Luis Obispo Council of Governments (SLOCOG), the FTA's designated grant recipient for federal transit funding in San Luis Obispo County, will work in collaboration with the RTA to provide oversight for the Project.

### III. PROJECT SCHEDULE

RTA identified the preliminary preferred site in January 2015. The Consultant Team will validate the findings in the *Site Consideration for a RTA Long-Term Garage Facility* report (see Appendix A) and assist RTA in formally completing an Alternatives Analysis (AA) and selection of the Locally Preferred Alternative by the end of 2015. CEQA and NEPA Environmental documentation is anticipated to be completed in the third quarter of 2016, with a request to enter Preliminary Engineering in late 2016. Project final design and construction will follow PE, with Project completion anticipated in 2020. The schedule is subject to refinement. To meet this timeframe, RFP activities shall be completed as follows:

- A. **TASK 1 – PROJECT MANAGEMENT/ADMINISTRATION/PUBLIC INVOLVEMENT TASK 1 –** Ongoing throughout term of the agreement.
- B. **TASK 2 – ENVIRONMENTAL DOCUMENTATION** – Schedule to be developed to facilitate completion of Environmental Documentation by third quarter of 2016.
- C. **PE TASK 3** – This task is at the option of the RTA and shall only commence following the FTA approving the project's entry into PE and a Notice to Proceed issued by the RTA Executive Director in accordance with a schedule approved by the RTA. The RTA, at its sole discretion, may elect to delete this task from the Scope of Services.

To help the RTA chart the best course for completing the Environmental Documentation and PE activities, Offeror shall develop a Phasing Plan that indicates the length of time required to complete each task and sub-task. Offeror shall assume that work will not commence on each task until after any necessary decisions have been made (for example, work on the CEQA/NEPA documents shall not commence until an Initial Study has been prepared and the appropriate type of CEQA/NEPA document has been determined). The Phasing Plan shall also indicate which tasks and sub-tasks can be initiated without a determination of which agency will be responsible for implementation of the transit maintenance facility system. The Plan shall also provide target dates for those activities that can only be initiated after additional agency responsibilities are determined.

#### IV. INSTRUCTIONS TO OFFERORS

- A. **PRE-SUBMITTAL CONFERENCE** – A pre-submittal conference will be held on **DATE** at the RTA operations facility, 179 Cross Street, San Luis Obispo, CA at 1:30 PM. All prospective Offerors are encouraged to attend the pre-submittal conference.
- B. **EXAMINATION OF PROPOSAL DOCUMENTS** – By submitting a proposal, Offeror represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work defined in this document and otherwise found to be necessary to achieve the RTA’s objectives within the timeframe allotted by FTA Guidelines and milestone due dates.
- C. **ADDENDA** – Any RTA changes to the requirements shall be made by written addendum to this RFP in accordance with Section E below. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The RTA will not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. Offeror’s shall acknowledge receipt of all addenda in their proposals.
- D. **RTA CONTACT** – All questions and/or contacts with RTA staff regarding this RFP are to be directed to the following Contract Administrator:

Geoff Straw, Executive Director  
179 Cross Street, Suite A  
San Luis Obispo, CA 93401  
[gstraw@slorta.org](mailto:gstraw@slorta.org)

#### E. CLARIFICATIONS

- 1. **Submitting Requests for Clarifications, Questions and Comments**
  - a. Requests for clarifications, questions and comments **must be submitted in writing** and must be received by the RTA no later than 12:00 p.m. Pacific Standard Time on **DATE +1 day**. Inquiries received after this time and date may not receive a response.
  - b. Requests for clarifications, questions and comments must be submitted electronically to [gstraw@slorta.org](mailto:gstraw@slorta.org) and clearly labeled “Written Questions” in the subject line. The RTA is not responsible for failure to respond to a request that has not been labeled as such.

2. **RTA Responses** – Responses from the RTA will be posted on the RTA website <http://www.slorta.org/RFP> by **DATE + 3 days**. Offerors may download responses from the designated website.

## F. SUBMISSION OF PROPOSALS

1. **Date and Time – Proposals must be received at the following location at or before 12:00 p.m. Pacific Standard Time, on DATE + 24 days:**

Geoff Straw, Executive Director  
SLO Regional Transit Authority  
179 Cross Street, Suite A  
San Luis Obispo, CA 93401  
Phone: 805-781-4472

Proposals, and amendments to proposals, received after the date and time specified above will not be considered. ***Faxed or emailed proposals will not be accepted.***

2. **Identification of Proposals** – Offeror shall submit **one (1) unbound original and seven (7) copies and an electronic version** (in Adobe PDF format) on a CD/DVD, of its proposal in a sealed package, addressed as shown above, bearing the Offeror's name and address and clearly marked as follows:

**“SEALED PROPOSALS FOR RTA MAINTENANCE FACILITY ENVIRONMENTAL PLANNING”, with the name of the project, consultant and address**

3. **Acceptance of Proposals**

- a. The RTA reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals at its sole discretion and when in the best interest of the RTA.
- b. The RTA reserves the right to withdraw or cancel this RFP at any time without prior notice and all proposals may be rejected in whole or part if the Executive Director determines such action to be in the best interest of the RTA.
- c. The RTA makes no representations that any contract will be awarded to any Offeror responding to this RFP.
- d. The RTA reserves the right to postpone the proposal due date for its own convenience.

- e. Proposals received by the RTA are public information and copies may be made available to any person upon request after analysis by RTA is complete.
  - f. Submitted proposals are not to be copyrighted.
- G. **PRE-CONTRACTUAL EXPENSES** – The RTA shall not, in any event, be liable for any pre-contractual expenses incurred by Offeror in the preparation of its proposal. Offeror shall not include any such expenses as part of its proposal. Pre-contractual expenses are defined as expenses incurred by Offeror including but not limited to the following:
- 1. Preparing its proposal in response to this RFP;
  - 2. Submitting that proposal to the RTA;
  - 3. Negotiating with the RTA any matter related to this proposal; or
  - 4. Any other expenses incurred by Offeror prior to date of award of the Agreement.
- H. **TAXES** – Offeror’s proposals are subject to State and Local sales taxes.
- I. **PROTEST PROCEDURES** – The RTA will issue a Notice of Determination of Non-Responsiveness/Non-Responsibility if the RTA finds a Bidder has not submitted a responsive bid or is not responsible. Such Notice shall afford Bidder substantive and procedural due process rights with respect to the decision of non-responsiveness or non-responsibility in accordance with applicable state law.
- J. **CONTRACT TYPE** – It is anticipated that the Agreement resulting from this solicitation, if awarded, will be a time and materials Agreement.
- K. **WAGE RATES** – Because this project is anticipated to include Federal funds, the rate of wages for each craft or type of worker or mechanic employed under this contract shall be specified under the current determinations of the Department of Labor as required under the Davis-Bacon Act.

Notwithstanding the conditions hereinabove, the California Labor Code stipulates that not less than the general prevailing rate of per diem wages for each craft or type of worker or mechanic needed to execute the contract in the locality in which the work is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work as determined by the Director of Industrial Relations of the State of California shall be paid to all workers employed. Where a discrepancy exists between federal and state prevailing wage rates, the policy of the California Department of Labor is to require that the higher of the two prevailing wage rates shall apply. Where required pursuant to the provisions of the State of California Labor Code or the Davis Bacon Act, whichever is greater, it shall be mandatory upon the consultant to whom the contract is ultimately awarded and upon any subs under him, to pay not less than the highest prevailing rate of wages as established on the following websites:

<http://www.dir.ca.gov/dlsr/DPrewageDetermination.htm> and <http://www.wdol.gov/dba.aspx#0>.

- L. **CONFLICT OF INTEREST** – All Offerors responding to this Request for Proposals must avoid organizational conflicts of interest which would restrict full and open competition in this procurement. An organizational conflict of interest means that due to other activities, relationships or contracts, an Offeror is unable, or potentially unable to render impartial assistance or advice to the RTA; an Offeror’s objectivity in performing the work identified in the Scope of Work is or might be otherwise impaired; or an Offeror has an unfair competitive advantage. Conflict of Interest issues must be fully disclosed in the Offeror’s proposal.

Consultants under current agreements with the RTA for the Maintenance Facility Project are not precluded from submitting proposals for this RFP.

The selected Consultant Team will be required, per the RTA’s conflict of interest policy, to complete California Form 700 (Statement of Economic Interest).

- M. **INSURANCE REQUIREMENTS** – The Contract between the RTA and the successful Offeror will contain the RTA’s requirements regarding insurance. This language is set forth in the Sample Professional Services Agreement in Section XI, **Exhibit \*\***.

The insurance language in the final Agreement will be as shown. If an Offeror has any concerns/issues regarding any of the RTA’s insurance language or requirements that would render the Offeror unable or unwilling to enter into the Agreement with the RTA (i.e., any language or requirement that is a “deal-breaker” for the Offeror), the Offeror shall clearly identify such concerns/issues in its proposal. Be specific. If an Offeror has alternate language that the Offeror must have in order to enter into the Agreement, Offeror shall include such specific alternate language in its proposal. Deviations from the RTA’s Contract language may be considered by the RTA in its evaluation of the responsiveness of a proposal.

- N. **INDEMNIFICATION** – The Agreement between the RTA and the successful Offeror will contain the RTA’s requirements regarding indemnification. This language is set forth in the Sample Professional Services Agreement in Section XI, **Exhibit \*\***.

This indemnification language in the final Agreement will be as shown. If an Offeror has any concerns/issues regarding any of the RTA’s indemnification language or requirements that would render the proposer unable or unwilling to enter into the Agreement with the RTA (i.e., any language or requirement that is a “deal-breaker” for the Offeror), the Offeror shall clearly identify such concerns/issues in its proposal. Be specific. If an Offeror has alternate language that the Offeror must have in order to enter into the Agreement, Offeror shall include such specific alternate language in its

proposal. Deviations from the RTA's Contract language may be considered by the RTA in its evaluation of the responsiveness of a proposal.

[Note: Offeror should also be aware it is the RTA's practice not to enter into agreements that contain a limitation of liability provision.]

O. **RTA RESPONSIBILITY** – The RTA will be responsible for the following:

1. Making available any RTA documents that may required for project completion.
2. Providing timely responses to any Consultant Team inquiries.
3. Providing timely review of draft documents.
4. Making available local facilities needed for public outreach activities.

P. **METHOD OF PAYMENT** – The Consultant shall invoice the RTA on a monthly basis and submit invoices to the RTA, attention Tania Arnold, RTA CFO/Director of Administration. Each invoice shall include a detailed breakdown of the services, the tasks, the hours, and billable rates. The invoice will document the work effort expended during the previous month, the cumulative work effort to date, a comparison to the total work effort, a description of tasks/deliverables completed during that month, and the percentage of the draft and final task/deliverable that has been completed followed by the total invoice amount for which the Consultant Team is requesting payment. It should be noted that no more than 90 percent of the total contract amount of any task/deliverable will be paid prior to the final completion and approval by RTA of all work and RTA's receipt of final deliverables required for that task/deliverable.

The RTA may at any time request the Consultant Team to confirm scope/budget adherence, including the status of any deliverable and an analysis to confirm that the deliverable will be completed within the allocated budget. Upon request by the RTA, the Consultant Team shall provide proof of scope/budget adherence within 30 days of the RTA's request.

V. **PROPOSAL CONTENT AND FORMS**

A. **FORMAT** – Proposals shall be typed, with 12-point font, double spaced and submitted on 8 ½ x 11" size paper, using a single method of fastening. Charts and schedules may be included in 11" x 17" fold-out format in limited quantities.

In furtherance of the RTA's resource conservation policy, Offerors are asked to print proposals double-sided and are encouraged to use recycled paper. Proposals shall not exceed seventy (70) pages of text (35 pages double-sided) in length, excluding the transmittal letters, covers and dividers. Appendices are included in the 70 page text limit.



Proposal content and completeness are most important. Clarity is essential and will be considered in assessing the proposer's capabilities. Offers should not include lengthy narrative or any unnecessarily elaborate or promotional material. Presentations should be brief and concise.

- B. **TRANSMITTAL LETTER** – The Transmittal Letter shall be addressed to Caster Williams, Contract Administrator, and must, at a minimum, contain the following:
1. Identification of Offeror that will have contractual responsibility with the RTA. Identification shall include legal name of company, State of incorporation, corporate address, email, telephone and fax number. Include name, title, address, and telephone number of the contact person identified during period of proposal evaluation.
  2. Identification of all proposed sub-consultants including legal name of company, State of incorporation, DBE status, corporate address, contact person's name and address, email, telephone number and fax number. Relationship between Offeror and sub-consultant, if applicable.
  3. Acknowledgment of receipt of all RFP addenda, if any.
  4. A statement to the effect that the proposal shall remain valid for a period of not less than 120 days from the date of submittal.
  5. Signature of a person authorized to bind Offeror to the terms of the proposal.
  6. Signed statement, by authorized corporate representative, attesting that all information submitted with the proposal is true and correct.
- C. **COVER SHEET AND CONSULTANT TEAM INFORMATION** – Include the RFP subject, name of Offeror's firm, local address, email, telephone number, name of contact person regarding the proposal and date of proposal.
- D. **TABLE OF CONTENTS** – The Table of Contents shall include a clear identification of the material by section and page number.
- E. **OVERVIEW AND SUMMARY** – This section shall clearly convey the Offeror's understanding of the nature of the work and the general approach to be taken.
- F. **TECHNICAL PROPOSAL** – Since the LPA has not formally been selected yet for the Project, Offerors shall provide a Technical Proposal with a comprehensive task list work plan based upon the *Site Consideration for a RTA Long-Term Garage Facility* report (see Appendix A).

As indicated in Section VII, Task 1, one of the first tasks for the selected Consultant Team shall be to prepare a detailed work plan for the LPA once it is selected.

1. Qualifications, Related Experience and References of Offeror – This section of the proposal should establish the ability of Offeror to satisfactorily perform the required work by reasons of: experience in performing work of the same or similar nature; demonstrated experience working with local agencies and cities; strength and stability of the Offeror; staffing capability; work load; record of completing tasks on time per the project schedule on similar projects; and supportive client references.

Offeror shall have expertise and demonstrated experience in providing a full range of CEQA and NEPA environmental documentation, transportation planning, project development and preliminary engineering services required for the project. Offeror shall include team members whose experience includes developing projects that successfully resulted in FTA capital programs (Sections 5309, 5339 and/or TIGER) funding and construction.

The Offeror shall:

- a. Provide a brief profile of the firm, including the types of services offered: the year founded; form of the organization (corporation, partnership, sole proprietorship); state of incorporation; DBE status; number, size and location of offices; total number of employees and makeup of nearest office.
- b. Provide a general description of the firm's financial condition, identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede Offeror's ability to complete the project.
- c. Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and highlight the participation in such work by the key personnel proposed for assignment to this project.
- d. Describe experience in working with the various government agencies that may have jurisdiction over the approval of the work specified in this RFP. Please include specialized experience and professional competence in areas directly related to this RFP.
- e. Provide a list of past joint work by the Offeror and each sub-consultant, if applicable. The list should clearly identify the project and provide a summary of the roles and responsibilities of each party.
- f. Provide a minimum of three (3) references for work similar to that being sought in this RFP. Furnish the name title, address and telephone number of the person(s) at the client organization who is most knowledgeable about the work

performed. Offeror may also supply references from other work not cited in this section as related experience.

2. **Proposed Staffing and Project Organization** – This section of the proposal should establish the methodology that will be used by the Offeror to manage the project as well as identify key personnel assigned to the project.

The Offeror shall:

- a. Identify the Project Manager(s) (PM). The PM for the Environmental Documentation may be different than the PE PM.
  - b. Provide education, relevant experience and applicable professional credentials of project staff.
  - c. Furnish brief resumes (not more than two pages each) for the proposed Project Manager(s) and other key personnel.
  - d. Identify key personnel proposed to perform the work in the specified tasks and include major areas of subcontract work. Include the person's name, contact information, current location, and proposed position for this project, current assignment, and level of commitment to that assignment (percentage of time for each key team member dedicated to this project), availability for this assignment and how long each person has been with the firm.
  - e. Include a project organization chart that clearly delineates communication/reporting relationships among the project staff, including sub-consultants.
  - f. Include a statement that key personnel will be available to the extent proposed for the duration of the project, acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of the RTA.
3. **Work Plan** – The Offeror shall provide a narrative, which addresses the Scope of Work and shows its understanding of the Project and requirements.

The Offeror shall:

- a. Describe its general approach to completing the tasks and sub-tasks specified in the Scope of Work. This description shall be thorough and sufficiently detailed to demonstrate the Offeror's ability to accomplish the stated objectives of the Project.

- b. Outline sequentially the activities that would typically be undertaken to perform the tasks and sub-tasks specified in the Scope of Work.
- c. Identify methods that the Offeror will use to ensure quality control as well as budget and schedule control for the tasks and sub-tasks specified in the Scope of Work.
- d. Identify any special issues or problems that are likely to be encountered in performing the Scope of Work tasks and sub-tasks, and how the Offeror would propose to address them.

The Offeror may suggest alternatives to the proposed tasks and deliverables that facilitate achievement of the project objectives, provided that all tasks in the Scope of Work section of this RFP are addressed and all alternative approaches are justified in the proposal.

The Offeror is encouraged to propose enhancements or procedural or technical innovations to the Scope of Work that do not materially deviate from the objectives or required content of the project.

**4. Exceptions/Deviations** – The Offeror shall state any exceptions to or deviations from the requirements of this RFP, segregating “technical” exceptions from “contractual exceptions”. Where Offeror wishes to propose alternative approaches to meeting the RTA’s technical or contractual requirements, these should be thoroughly explained. If no contractual exceptions are noted, Offeror will be deemed to have accepted the contract requirements as set forth in Section XI, **Exhibit \*\*, Sample Professional Services Agreement.**

- G. **COST AND PRICE PROPOSAL** – Since the LPA has not been formally selected yet for the Project, Offeror shall provide a Cost and Price Proposal based upon the *Site Consideration for a RTA Long-Term Garage Facility* report and showing the variances (i.e., tasks/costs that can be eliminated or additional costs for proposed tasks) for each of the Alternatives (please show this information under separate headings so it is clear what is proposed for each of the Alternatives). Offeror shall base the costs for Environmental Documentation tasks on preparation of a CEQA Environmental Impact Report (EIR) and a NEPA Environmental Impact Statement (EIS) and also indicate variances if a NEPA Environmental Assessment (EA) is determined appropriate. Where elements (i.e., personnel, work plan) are similar between one or more of the Alternatives, the Offeror may indicate that in the Proposal instead of repeating that section.

The RTA proposes to contract for services on a time and material basis with a not-to-exceed amount of the following \$187,500.

A time and materials cost proposal is to be submitted separately in a sealed envelope plainly labeled "Fee Proposal". The fee proposal shall include a not-to-exceed fee and a Project Milestone scope, schedule and budget. The fee proposal shall include a detailed labor hour breakdown by task/draft and final deliverables and labor classification. The fee proposal shall include the number of revisions to documents assumed. A billing rate schedule for subsequent revisions to deliverables shall also be submitted. Optional tasks shall be itemized and priced separately in the fee proposal. The fee proposal shall acknowledge that fees for one task may not be reallocated to another task unless approved in writing by the RTA Executive Director.

The Offeror shall include all incidental costs estimated to accrue during the life of the contract. The Offeror shall include a billing rate schedule for the prime consultant and any sub-consultant with an hourly billing rate by classification. As this will be a multi-year project, include billing rates for the current year as well as subsequent calendar years covering the duration of the project. Also, the Offeror shall include any project costs that are not included in the hourly billing rate such as reimbursable expenses (i.e., printing and mailing of meeting notices and project status information, travel expenses, meals, website expenses and other miscellaneous items).

The fee proposal will not be opened until the Offerors have been evaluated and ranked by the proposal Review Board in accordance with Section VI.

- H. **APPENDICES** – Information considered by Offeror to be pertinent to this project and which has not been specifically solicited in any of the aforementioned sections may be placed in a separate appendix section. As indicated in Section V, Subsection A (Format), appendices count towards the 70-page text limitation. Appendices should be relevant and brief.
- I. **FORMS** – Offeror shall complete and sign Forms in Exhibits D, E, F and H of Section XI and submit as part of the proposal. Offeror is required to submit only **one** copy of the completed forms as part of its proposal and it should be included in only the **original** proposal.

## VI. **EVALUATION AND AWARD**

- A. **EVALUATION CRITERIA** – The RTA has adopted a Purchasing Policy and Purchasing Manual (updated November 5, 2014) that will be utilized in the evaluation and selection of professional consultants. A copy of this Policy is provided on RTA's website ([www.slorta.org](http://www.slorta.org)). Proposals will be evaluated on the following factors:
  1. Ability of the Offeror to perform the specific tasks outlined in the RFP (20%)

- a. Project Manager's ability to provide day to day direction to team members and sub-consultants and to coordinate with other team members as requested by RTA.
  - b. Ability of the project team to meet deadlines and manage complexity of project scope.
  - c. Technical experience in performing work of a similar nature.
  - d. Experience preparing the activities described in this RFP.
  - e. Experience preparing applications for FTA capital programs funding.
  - f. Experience working with and effectively collaborating with public agencies.
2. Qualifications of the specific individuals who will work on the project (20%)
    - a. Qualifications of project staff, especially the Project Manager and other "key personnel", including their relevant past experience and demonstrated record of success on similar work previously performed.
  3. Amount of time and involvement of key personnel who will be involved in respective portions of the project (20%)
    - a. Key personnel's level of involvement in performing related work cited in "Qualifications of the Firm" section.
    - b. Adequacy of labor commitment of key personnel including Project Manager's ability to work on the project a minimum of three days per week.
    - c. Appropriateness of labor distribution among the tasks.
    - d. Logic of project organization.
    - e. Concurrence in the restrictions on changes in key personnel.
  4. Demonstrated record of success by the Offeror, including key personnel, on work previously performed (20%).
    - a. Assessment of references from past projects.
  5. The specific method and techniques to be employed by the consultant on the project scope of services (20%).

- a. Depth of Offeror's understanding of RTA's requirements and overall quality of work plan.
- b. Logic, clarity and specificity of work plan.
- c. Reasonableness of proposed schedule and ability to meet the project deadlines.
- d. Completeness of response in accordance with RFP requirements

As indicated in Section V, Subsection G (Cost and Price Proposal), the fee proposal will not be opened until the Offerors have been evaluated and ranked by the proposal Review Board in accordance with Section VI. As indicated in Section VI, Subsection C (Award), the fee will be negotiated with the highest ranking Offeror.

- B. EVALUATION PROCEDURE** – A Review Board will be selected by the RTA Executive Director to review all proposals for this RFP. The Review Board is comprised of RTA, SLOCOG and City of San Luis Obispo staff and may include outside personnel. The Review Board members will evaluate the written proposals. Each member of the Review Board will then evaluate each proposal using the criteria identified in Section VI, Subsection A (Evaluation Criteria) to arrive at a “proposal score” for each proposal. The list of Offeror's will be ranked to develop an initial competitive range based upon the totals of each Review Board member's score for each proposal. Submittals that do not meet the minimum requirements will be considered non-responsive.

The RTA will interview all Offerors within the initial competitive range. The RTA has established \*proposal deadline plus 21 days\*, as the date to conduct interviews. All prospective Offerors will be asked to keep these dates available. No other interview dates will be provided, therefore, if an Offeror is unable to attend the interview on these dates, its proposal may be eliminated from further consideration. The interview may consist of a short presentation by the Offeror after which the evaluation committee will ask questions related to the Offeror's proposal and qualifications. At the conclusion of the interview, the Review Board will again rank proposals.

- C. AWARD** – Upon completion of the evaluation and interview process, the Review Board will select the highest ranking Offeror based on qualifications (price is not an evaluation factor for this selection). The fee proposal of the highest ranked Offeror will be opened and reviewed by the Review Board. A contract price will then be negotiated with the highest ranking Offeror based on available funding and a more detailed breakdown of the cost submitted in the fee proposal. The RTA reserves the right to a retainer of up to 10% to ensure project delivery.

The shortlisted Offerors may be asked to submit a Best and Final Offer (BAFO). In the BAFO request, the Offeror may be asked to provide additional information, confirm or

clarify issues and submit a final cost/price offer. A deadline for submission of the BAFQ will be stipulated.

If, at the discretion of the RTA, no satisfactory agreement can be reached, negotiation will be held with the next highest-ranked Offeror until a satisfactory agreement has been achieved.

Negotiations may or may not be conducted with Offerors; therefore, the proposal submitted should contain Offeror's most favorable terms and conditions, since the selection and award may be made without discussion with any Offeror.

- D. NOTIFICATION OF AWARD AND DEBRIEFING** – Offerors who submit a proposal in response to this RFP shall be notified which Offeror was awarded the contract. Such notification shall be made within three (3) days of contract award.

Offerors who were not awarded the contract may obtain a debriefing concerning the strengths and weaknesses of their proposal. Unsuccessful Offerors who wish to be debriefed, must request the debriefing in writing or electronic mail and it must be received by the RTA within three (3) days of notification of the award of contract.

## **VII. SCOPE OF WORK**

The RTA will manage the contract and supervise the Consultant Team's scope of work.

The Offeror's scope of services shall include all administrative, managerial, environmental, engineering, public involvement and other consultant services required to complete the designated Environmental Documentation activities described in Cooperative Agreement No. C-8-1156, as amended, and the designated Pre-PE and PE activities described in Cooperative Agreement No. C-1-3115 between RTA and OCTA (a copy of these Agreements are attached to the Sample Professional Services Agreement in Section XI, Exhibit C of this RFP) and further described in this RFP. All work deliverables will be subject to the approval of the RTA and the City of San Luis Obispo. These deliverables may be reviewed and discussed at bi-weekly Project meetings, or if directed by the RTA, at one or more focused meetings.

All deliverables required to be completed prior to FTA approving the Project's entry into PE shall be prepared in accordance with FTA requirements and shall be subject to the review and approval of the FTA.

The project schedule will demand a strong commitment by the Offeror to keep the Project on task so that the RTA and the City of San Luis Obispo will be able to request FTA approval to enter in PE in **late 2016**.



All PE deliverables shall be prepared in accordance with FTA requirements and shall be subject to the review and approval of the RTA/OCTA/FTA.

### **Task 1 – Administration, Project Management and Public Involvement**

A Project Manager with demonstrated effective management skills shall be designated to manage and oversee all tasks required by this Scope of Work and at the RTA's direction, coordinate with other consultants working on tasks related to the Maintenance Facility project and other related RTA projects.

Essential duties, include, but are not limited to, working collaboratively with RTA staff, managing and directing a team of experts, monitoring the progress of project activities and providing regular reports with action items, preparing and presenting RTA Board reports bimonthly or as requested, preparing written reports, analyses, maps, charts and other graphics; overseeing sub-consultant contracts and ensuring adherence to scope, schedule and budget; and establishing and maintaining effective working relationships to ensure the effective coordination of activities with internal RTA departments and external agencies.

The Project Manager shall be available a minimum of three days per week to work on the Project, direct the activities of the sub-consultants, coordinate with RTA staff and other stakeholders, and attend meetings as requested by the RTA. This work shall be conducted at the RTA operations facility, unless approved otherwise by the RTA.

The CEQA and NEPA Environmental Documentation processes emphasize the need for a robust public involvement and outreach program. Ongoing and open communication with stakeholders helps ensure that the public will receive the necessary understanding to become supportive of a proposed Maintenance Facility project.

Given the importance of continuously engaging the public throughout the process, the Offeror shall have experience and knowledge conducting public involvement activities related to the CEQA and NEPA environmental processes.

#### **Task 1 Deliverables:**

1. Develop a Maintenance Facility Project Implementation Plan (PIP) on file with the RTA.

The Consultant shall develop the PIP to identify key personnel, coordinate work plan activities and sub-consultants and feature safeguards for the early identification and effective resolution of issues as they arise. The PIP shall indicate that the Project Manager shall be available a minimum of three (3) days per week to work on the Project and direct the activities of the sub-consultants, unless the RTA approves a modification to this schedule. The Draft PIP shall be submitted for RTA approval within fourteen (14) days after Notice to Proceed (NTP) unless another timeframe is approved by the RTA Executive Director.

## 2. Project Work Plan/Scope, Milestones Schedule and Budget

The Offeror shall submit a draft schedule showing timeframes for completing the project scope as part of the proposal.

One of the first Notices to Proceed (NTP) for the selected Consultant Team will be a task to review and validate the *Site Consideration for a RTA Long-Term Garage Facility* report and other documents prepared for the Maintenance Facility project, and to assist RTA in making a formal Locally Preferred Alternative decision. The Consultant Team will then prepare a detailed work plan/scope/schedule for the project. This information shall be submitted to the RTA for review and approval within four weeks of issuance of the NTP unless another timeframe is approved by the RTA Executive Director.

The Consultant Team shall update the schedule on a monthly basis to correspond with the Progress Meetings and with the submission of the Monthly Progress Report, unless the RTA directs the schedule to be updated on a more frequent basis. The schedule will be managed using software approved by RTA.

## 3. Meetings

- a. CEQA/NEPA Scoping Meeting, Public Outreach Meetings and Presentations to RTA Board and FTA – Draft presentations including materials shall be provided with two revisions and one final draft for each presentation and the Project Manager shall attend the presentations with key personnel as directed by the RTA. Offeror shall assume up to twenty (20) meetings including, but not limited to, the following:
  1. CEQA/NEPA Scoping Meeting – 2
  2. Public Outreach Meetings – 4
  3. Public Hearings – 4
  4. RTA Board Meetings – 6
  5. FTA – 4
- b. Progress Meetings – The Project Manager will conduct, jointly with the RTA, bi-weekly status meetings to track progress on the Project. Key personnel shall participate in these meetings either in person or by conference call as determined appropriate by the RTA. Specific tasks and issues that have become critical or otherwise affect orderly performance of the work will be highlighted at these meetings. The minutes and action item list will be kept by the Consultant Team and not distributed until reviewed and approved by the RTA, at which time the minutes will be distributed electronically to meeting attendees. Minutes will be distributed within five (5) working days of each meeting. Offeror shall assume bi-weekly meetings ongoing through each project phase.

- c. Project Development Team (PDT) Meeting – The Project Manager and key personnel as requested by the RTA will chair and conduct stakeholder meetings including, but not limited to, RTA and City of San Luis Obispo staff, local agencies, area business and property owners and other stakeholders. The minutes and action item list will be kept by the Project Manager and not distributed until reviewed and approved by the RTA, at which time the minutes will be distributed electronically to the meeting attendees.

Minutes will be distributed within five (5) working days of each meeting. Offeror shall assume up to twelve (12) meetings.

4. Monthly Progress Reports, Accounting and Invoicing – The Project Manager will submit a Monthly Progress Report that conforms to the RTA’s guidelines and in accordance with the PIP required by Task 1. The progress narrative will document progress from the first day through the last day of the month. Monthly Progress Reports will be submitted in hard copy and electronic format in a format approved by the RTA. Reports will be straightforward, easy to read and understandable, logically organized and structured to provide relevant and important information. Reports will provide the needed information for the monthly reviews, assure the RTA that work is being accomplished as planned and facilitate the RTA’s invoice review and approval.

At the same time that the Monthly Progress Report is submitted, an invoice shall be submitted consistent with the Work Breakdown Structure (WBS) that has been approved by the RTA (see description of the invoice requirements in Section IV, Subsection P).

5. Computerized Project Folder – The Consultant Team shall provide and maintain a computerized project folder for the Maintenance Facility Project that is accessible via the Internet to all project participants including the RTA and the City of San Luis Obispo. The Project Manager shall place all project documentation in this folder including, but not limited to, the Target Schedule, the Consultant’s PIP, correspondence, meeting agendas/minutes, draft and final deliverables, maps, photos, and project deliverables log, document control logs, etc. The Consultant Team shall provide an index file and Table of Contents for ease of document retrieval. The project folder shall have username and password protection. Upon completion of the Project, all contents shall be transferred to and become the property of the RTA. The RTA Project Manager shall approve the organization of the folder.
6. Quality Assurance/Quality Control – The Offeror shall provide an approach to the Quality Assurance/Quality Control (AQ/QC) process as part of the proposal. The QA/QC process and approach shall be incorporated as part of the Consultant’s PIP after approval by the RTA.

## 7. Management of Deliverables, Copying and Printing

- a. Document Reviews – Up to three drafts and one final version of each deliverable shall be submitted to the RTA for review and approval by the RTA and OCTA. For deliverables requiring FTA approval, after the deliverable has been approved by the RTA, up to three additional drafts and one final deliverable shall be submitted.
- b. The Project Manager will be responsible for delivering to the RTA a complete copy (one hard copy and an electronic copy in a format approved by the RTA – for most documents the electronic copy should be submitted in an MS Word and PDF version, though mapping and other documents may require a different format as determined by the RTA) of every identified deliverable with the exception of the number of final Environmental Documentation deliverables which are described in Task 2 (CEQA and NEPA Environmental Documentation and Activities). At the RTA's request, up to five hard copies of deliverables shall be provided.
- c. The Project Manager will be responsible for providing to the RTA printed milestone documents for public distribution as authorized by the RTA. The milestone documents may include, but not be limited to, color documents, 8.5"x11" reports, 11"x17" exhibits, oversized presentation boards, camera-ready copies of color maps and exhibits and other printable graphic exhibits prepared for public distribution. The Project Manager will be responsible for the QA/QC of these printed milestone documents, in terms of accuracy, print quality and quantity.

## 8. Public Involvement Deliverables shall include:

- a. Draft and Final Maintenance Facility Public Involvement Program. The Consultant Team shall develop and submit a Public Involvement Program for the Project phases covered under this RFP including the General Outreach Activities listed in this task.
- b. General Outreach Activities – The Consultant Team shall conduct general outreach activities including, but not limited to, the following:
  1. Conduct stakeholder outreach/coordination – A communication strategy for the Project including updates to stakeholders on the Project status/milestone activities shall be provided to the RTA.
  2. Prepare materials such as graphics and newsletters to communicate project information to the public – Create a newsletter for the Project that can be mailed or sent to stakeholders via electronic communication. At the RTA's request, prepare quarterly updates to the newsletter for the RTA's review and approval.

3. Prepare presentation and other materials necessary for public meetings and public information.
    - Presentation materials for a CEQA/NEPA Scoping Meeting including one MS PowerPoint presentation in a format that can be modified by the RTA.
    - Presentation materials for a CEQA/NEPA Public Hearing including one MS PowerPoint presentation in a format that can be modified by the RTA.
    - One MS PowerPoint presentation that could be used for a community meeting, a City of San Luis Obispo Planning Commission meeting and an RTA Board meeting in a format that can be modified by RTA.
    - Modifications to the MS PowerPoint presentation as requested by the RTA for stakeholder meetings (up to five meetings).
    - One notice and one handout for each meeting, and associated copies.
    - Up to 15 display boards per meeting.
    - Quarterly website updates.
  4. Presentations, notices, handouts and other materials shall be prepared in a format that can be reproduced and/or modified and printed by RTA.
- C. Public Outreach Documentation Report – At the conclusion of each project phase, the Consultant Team shall prepare a document highlighting the activities and outcomes for that period. Each report shall provide a summary of the meetings held, meeting notes, list of all inquiries received, copy of sign-in sheets and public information materials. The final cumulative report shall be prepared at the project's conclusion and shall document each phase and provide an overarching summary.
- D. Website Design, Updates and Hosting – The following activities shall be provided by the Consultant Team:
1. Create a website for the Maintenance Facility Project to communicate project information to the public including three rounds of revisions and coordination with technical team and RTA.
  2. Prepare and coordinate frequent (a minimum of once a month) updates to the Maintenance Facility website.
  3. Host Project website on third-party server with a project specific domain name created for the Maintenance Facility Project for term of Agreement.

- E. Social Media Program (Optional Task) – As an optional task, develop a strategic social media plan to share information about the Project on various social media outlets with activities including, but not limited to, the following:
1. Implementing social media activities including developing content for Facebook and Twitter pages.
  2. Identifying and reaching out to social media stakeholders with potential interest in the project.
  3. Developing a project-specific blog.

## **Task 2 – CEQA and NEPA Environmental Documentation and Activities**

Offeror shall have demonstrated expertise and successful experience conducting and coordinating all activities and preparing all documentation required for the Maintenance Facility Project to comply with CEQA and NEPA requirements. Consultant shall be knowledgeable of applicable federal and state statutes, regulations, guidelines as well as precedent created by relevant case law. The Consultant shall pay particular attention to previously completed environmental studies and utilize all such available materials, where applicable.

The Consultant Team will validate the *Site Consideration for a RTA Long-Term Garage Facility* report for the Maintenance Facility project that was completed in January 2015, which included selection of a Preliminary Preferred Site. The Consultant Team will develop an Initial Study, which will include an action to formally designate the Locally Preferred Alternative (LPA). Once the LPA process is complete, the Consultant Team will prepare a CEQA Notice of Preparation (NOP) and NEPA Notice of Intent (NOI). It is anticipated that a CEQA Environmental Impact Report (EIR) will be required for the Maintenance Facility project. It has not been determined whether an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) will be required for NEPA compliance. This will be determined following preparation of the Initial Study.

The RTA will serve as the lead agency under CEQA. The FTA is the federal lead for NEPA. The Offeror will need to address the scope/tasks needed for preparation of an Initial Study, NOP, NOI, conducting a CEQA/NEPA Scoping Meeting and preparing an EIR and an EIS. Once the Initial Study is completed and the LPA is selected, the required type of CEQA and NEPA documents will be determined. If an EA is determined appropriate for NEPA compliance, the selected Consultant Team shall submit a modified Environmental Documentation Workplan for RTA review and approval.

The Offeror shall assume that a combined CEQA/NEPA document shall be prepared. The Offeror shall also provide, as an optional task, the scope/tasks necessary to process the CEQA and NEPA documents as separate documents.

**Task 2 Deliverables:**

The Consultant Team shall:

1. Complete all required CEQA and NEPA tasks including, but not limited to, the following (the Offeror shall provide a more detailed description of each of these activities and any other required activities for this task in the proposed Scope):
  - A. Prepare, draft and circulate the Initial Study and CEQA Notice of Preparation (NOP) and NEPA Notice of Intent (NOI). The NOP shall be prepared in accordance with the CEQA Guidelines and distributed through the Office of Planning and Research. The NOI shall be prepared in accordance with FTA models and provided to Environmental Protection Agency (EPA) for publication in the Federal Register.
  - B. As part of this task, once an initial recommendation for the appropriate CEQA and NEPA environmental documentation is determined, the Consultant Team shall participate in a meeting with the RTA and FTA to confirm the appropriate NEPA documentation and to confirm whether the CEQA and NEPA documents will be combined or separate.
  - C. The Consultant Team shall draft newspaper display ads and direct mail notices to stakeholders and required agencies. The cost estimate shall include the cost for the Consultant Team to mail notices to stakeholders and required agencies by regular mail and by registered mail (assume the typical number of notices sent out for transit projects of this type).
  - D. Project Scoping Meeting. The Consultant Team shall attend, set up and facilitate the meeting and draft presentation materials including a power point presentation and boards, public notices to advertise the meeting, and meeting materials (welcome, agenda, comment sheets, fact sheets). This task requires arranging for Spanish translators and equipment to assist participants. The Consultant Team shall also prepare a Project Scoping Report to be submitted to the RTA within two weeks following the Scoping Meeting.
  - E. Prepare all pertinent and required studies/technical analysis to support the CEQA and NEPA Environmental Documentation. Exhibit 1 provides a sample list of expected Technical Studies required for the Environmental Documentation (the Offeror shall review this list and modify as required for CEQA/NEPA compliance):

<b>Exhibit 1 – Sample List of NEPA and CEQA Expected Technical Studies</b>	
<b>NEPA</b>	<b>CEQA</b>
Greenhouse Gas Emissions	Greenhouse Gas Emissions
Coastal Zones	Agriculture and Forestry Resources
Wetlands and Navigable Waterways	
Ecologically Sensitive Areas	Biological Resources
Endangered and/or Threatened Plant and Animal Species	Mineral Resources
Paleontological Resources	
Land Use and Zoning	Land Use and Planning
Land Acquisitions, Displacement and Relocation	
Section 4 (f), Public Parkland and Recreation Areas	Recreation
Community Disruption and Environmental Justice	Population and Housing
Visual Quality	Aesthetics and Visual Resources
Historic and Archaeological Resources	Cultural Resources
Geology, Soils, and Seismicity	Geology, Soils and Seismicity
Hazardous Materials	Hazards and Hazardous Materials
Traffic	Transportation/Traffic
Noise and Vibration	Noise
Air Quality, CO and PM Hot Spots	Air Quality
Energy Resources	Utilities and Service Systems
Water Quality, Hydrology and Floodplains	Hydrology and Water Quality
Safety and Security	Public Services

The selected Consultant Team will review the *Site Consideration for a RTA Long Term Garage Facility* report (hereafter referred to as the Alternatives Analysis or AA) and other project information to determine and provide a recommendation to the RTA and FTA on which studies could be used in the CEQA/NEPA documentation and whether said studies would need to be modified, updated or revised (for example, if the historical analysis in the AA is sufficient for the Environmental Documentation, no additional historical analysis would be needed). Following completion of the Initial Study and determination of the required CEQA/NEPA documentation, the Notice to Proceed would include a more refined list of environmental deliverables.

- F. Prepare Conceptual Urban Design Plans (renderings, photo and video simulations in a DVD format compatible with Windows and Mac) of the Maintenance Facility to effectively communicate the visual and aesthetic impacts of the Project at the level needed for the Environmental Documentation and public outreach.
- G. Prepare Advanced Conceptual Engineering following selection of the LPA to approximately a 15 percent level engineering design (unless a different percentage is approved by the RTA) and system planning to a level and extent necessary to



complete the environmental process and successfully request FTA approval to enter into PE and satisfy the following, at a minimum:

1. Resolve all substantial design issues, environmental impacts, and third-party impacts and mitigations.
2. Define the project scope and construction sequences.
3. Develop more precise estimates of cost and schedule.
4. Identify the right-of-way needs to refine the project "footprint."
5. Define functional and operating characteristics.
6. Respond to public comments received during the environmental review.
7. Incorporate measures to mitigate adverse environmental and community impacts.
8. Identify activities that require long lead times to resolve and potential impact of construction and environmental concerns on affected parties, including Anaheim Resort, governmental agencies, utilities and owners.
9. Deliverables for this task include, but are not limited to, the following (note if the Offeror believes that any of these deliverables are not needed for Advanced Conceptual Engineering, this should be noted in the Proposal):
  - a. Advanced Conceptual Engineering Drawings (estimated at 15 percent level of final design).
  - b. Complete an Engineering Basis for Design Report (upon validation of the AA, the Consultant Team shall review the report prepared for the AA to determine the level of updates needed).
  - c. Update the Engineering Design Feasibility Report (upon validation of the AA, the Consultant Team shall review the report prepared for the AA to determine the level of updates needed).
  - d. Drainage/Hydraulics Design Drawings and Report.
  - e. Geotechnical and Environmental Report.
  - f. Site Assessment Study.
  - g. Plan & Profile and Typical Section Drawings.

- h. Utilities Drawings.
  - i. Right-of-Way Requirements Report and Base Maps.
  - j. Traffic Handling and Construction Staging Report and Concept Drawings.
  - k. Landscape Design Report and Concept Drawings.
  - l. Others as required (Offeror shall provide a list of any additional reports needed for each Alternative).
10. Prepare newspaper and Federal Register notices of availability of the CEQA/NEPA documentation and any direct mail notifications. Prepare the CEQA Notice of Availability.
  11. Prepare, print and distribute draft CEQA EIR and NEPA (EA or EIS) documentation for public/agency review. The Consultant shall prepare an Executive Summary of the full document in multiple media formats, as requested by the RTA.
  12. Responses to Comments. The Consultant Team shall prepare responses to comments received on the draft CEQA EIR and NEPA (EA or EIS) documents. This task shall include a draft and final master matrix of all responses to comments including identification by RTA, agency, community group, concerned citizen, etc. The draft master matrix shall be submitted to the RTA within three weeks after the close of the public review period unless approved otherwise by the RTA.
  13. Prepare the Draft CEQA Statement of Findings and Facts, Statement of Overriding Considerations and Mitigation Monitoring and Reporting Plan for RTA review. The first drafts of these documents shall be submitted to the RTA prior to the close of the public review period of the draft environmental documents for RTA/FTA review and comment as appropriate. The Consultant Team shall revise these documents as needed as a result of the responses to comments received on the Environmental Documentation and resubmit for RTA/FTA review.
  14. Public Hearings. The Consultant team shall attend, set up and facilitate the meeting and draft presentation materials including an MS PowerPoint presentation and boards, public notices to advertise the meeting, and meeting materials (welcome, agenda, comment sheets, fact sheets). This task includes arranging for Spanish translators and equipment to assist participants. It is anticipated that a minimum of four public hearings will be held for the Project Environmental Documentation (City of San Luis Obispo Planning Commission and RTA Board meetings).

15. Prepare the Final CEQA EIR and NEPA EIS or EA. The Consultant will revise the Environmental Documentation to reflect changes as a result of responses to comments from the public and agencies received during circulation of the Environmental Documentation and testimony from the Public Hearings. This includes updates to chapters of the documents as requested by the RTA. The Consultant shall coordinate updates with the RTA/FTA. The Consultant Team shall prepare a draft of the Final Environmental Documentation for RTA/FTA review and approval.
16. Prepare the CEQA Notice of Determination and the Federal Notice of Determination.
17. Submit complete Administrative Record to RTA.
2. Shall submit a schedule for completion of all required CEQA and NEPA tasks with references to applicable CEQA and NEPA requirements and guidelines for the RTA's review.
3. Assist the RTA and OCTA with coordinating reviews and approvals of the NEPA environmental documentation by the FTA.
4. The schedule shall include three (3) weeks review time by the RTA for each draft document. The Consultant Team shall factor in typical review time by FTA into schedule. Upon determination of the appropriate CEQA/NEPA Environmental Documentation, these schedules will be finalized with the RTA/FTA.

For each review, RTA staff will compile all comments to forward to the Consultant Team. Consultant Team shall be responsible for adding these comments to a matrix, preparing responses, keeping track of resolved/outstanding comments and taking a proactive role in resolving comments.

Subject to approval of the RTA, submittal of sections of the documents may be submitted (i.e., technical appendices, chapters of documents).

Following completion of RTA and FTA reviews and required revisions, at the RTA's option, up to fifteen (15) hard copies of each CEQA EIR and NEPA (EA or EIS) document and up to fifty (50) CD/DVD of the Draft documents (formatted as PDF with links within the document to the table of contents for internet posting) shall be provided to the RTA.

5. Provide expert advice and procedural support necessary to complete the federal and state environmental processes.

6. Prepare for and attend bi-weekly project meetings and up to ten meetings with RTA and FTA as requested by the RTA to discuss project deliverables, with additional meetings as requested by the RTA.
7. Make revisions to project deliverables as requested by FTA and to the satisfaction of the RTA and the FTA.

**Task 3 – Pre-PE Tasks including preparation of the draft FTA TIGER grant application and other miscellaneous tasks that may be required by RTA or necessary to successfully prepare TIGER application material and request FTA’s approval to enter PE**

Following validation of the AA and selection of the LPA, for efficiency and consistency, the Consultant Team shall draw from those materials to the maximum extent feasible to prepare and assemble documents and data needed for an FTA TIGER grant application. The Consultant Team shall also draw upon the information prepared as part of the Environmental Documentation for the Project. Offeror shall also include as Optional Items any other documents that may be needed to support a successful application for TIGER funding and FTA’s approval to enter into PE.

**Task 3 Deliverables:**

The Consultant Team shall:

1. Submit a schedule for completion of all required documents for this task along with references to applicable federal requirements and guidelines for the RTA’s review.
2. Provide expert and strategic advice throughout the term of the agreement on preparation of applications and other material needed to successfully support the FTA New Starts process as requested by the RTA.
3. Make revisions to project deliverables as requested by FTA and to the satisfaction of the RTA.
4. Prepare refinements to the Capital Cost Estimates for the selected LPA including any changes in the cost identified through the Advanced Conceptual Engineering and Environmental Documentation process at a level required for use in preparation of TIGER grant application material and requesting FTA’s approval to enter PE. The estimate shall comply with FTA cost estimates requirements.

#### **Task 4 – Preliminary Engineering Activities**

Preliminary Engineering (PE) is defined by the FTA as completion of 30-50% of the design drawings and specifications. At the conclusion of PE, as required by FTA, documents including, but not limited to the following, shall be successfully completed and approved by the RTA/FTA: documentation that defines any required right-of-way acquisition, utility relocation, third party agreements and the preparation of final construction plans (including construction management plans), detailed specifications, construction cost estimates, bid documents and the final financial plan including collection and analysis of data needed to prepare the Before and After Study required by FTA.

Offeror shall have demonstrated expertise and successful experience preparing and conducting Preliminary Engineering activities as defined by the FTA. Offeror shall also include any other documents/plans that may be needed to support successful completion of the PE phase and FTA's approval to enter into Final Design.

#### **Task 4 Deliverables:**

The Consultant Team shall:

1. Prepare the items listed below:
  - a. Design drawings and specifications.
  - b. Right-of-way acquisition plan.
  - c. Major utility relocation mitigation plan.
  - d. Real Estate parcel definition, Operations and Maintenance Facility.
2. Submit a schedule for completion of all required documents for this task along with references to applicable federal requirements and guidelines for the RTA's review.
3. Make revisions to project deliverables as requested and to the satisfaction of the RTA, the City of San Luis Obispo and the FTA.

#### **VIII. GENERAL REQUIREMENTS**

- A. All work shall be performed in conformance with the latest RTA, City of San Luis Obispo, FTA, and other involved agencies' policies, procedures, and standards.
- B. The Consultant Team Project Manager shall have total responsibility for the accuracy and completeness of all documents and plans prepared and shall check all such materials accordingly. The documents and plans will be reviewed by the RTA for conformity with the requirements of the Agreement.

- C. The documents and plans furnished under the Agreement shall be of a quality acceptable to the RTA. The criteria for acceptance shall be a product of neat appearance, well organized, technically and grammatically correct, checked, dated, and having the author and reviewer identified. The minimum standard of appearance, organization and content of the documents shall be that of similar types produced by the RTA and set forth in related RTA and other involved agencies' manuals. Consultant shall modify its work as necessary to meet the level of acceptability defined by the criteria above.
- D. The Consultant Team shall have a QA/QC plan in effect during the entire time work is being performed under the Agreement. The QA/QC plan shall establish a process that includes checking procedures for report preparation, correcting and back-checking procedures, and all job related correspondence and memoranda dated and received by affected persons and then filed in appropriate job files. The RTA reserves the right to request proof of said documentation.
- E. The Consultant Team's work will be subject to inspections by representatives of the RTA and other involved agencies.

#### **IX. PROPOSED PROFESSIONAL SERVICES AGREEMENT**

A sample Professional Services Agreement is enclosed as Exhibit \*\*. The RFP and the consultant's proposal will be attached and become part of the agreement as exhibits.

#### **X. Maintenance Facility – PROJECT INFORMATIONAL DOCUMENTS**

A description of the Maintenance Facility Project is provided in the *Site Consideration for an RTA Long-Term Garage Facility* report, which is included as Exhibit \*\*. Other important documents include the following:

1. *2010 Regional Transit Authority Short Range Transit Plan (SRTP)*, found at [https://library.slocog.org/PDFS/TRANSITPLANNING/SHORT\\_RANGE\\_TRANSIT\\_PLANS/RTA-SRTP/](https://library.slocog.org/PDFS/TRANSITPLANNING/SHORT_RANGE_TRANSIT_PLANS/RTA-SRTP/). It should be noted that RTA is currently conducting an update to the SRTP, which should be completed in April 2016.
2. *RTA 2014-2016 Strategic Business Plan*. This document can be reviewed at [<<post updated report>>](http://www.slorta.org/)
3. *SLOCOG 2014 Regional Transportation Plan/Sustainable Communities Strategy*. This report can be reviewed at <http://www.slocog.org/programs/regional-planning/2014-rtpsc>.

4. *San Luis Obispo County 2040 Population, Housing & Employment Forecast*. This SLOCOG report can be reviewed at <http://www.slocog.org/sites/default/files/San%20Luis%20Obispo%20County%202040%20Population%20Housing%20Employment%20Forecast.PDF>.
5. *Coordinated Transit Maintenance and Dispatching Facility Study*, completed for SLOCOG in June 2006. This document can be reviewed at [www.slorta.org/](http://www.slorta.org/) <<post report >>
6. *City of San Luis Obispo 2035 General Plan*. This document can be reviewed at [www.slo2035.com](http://www.slo2035.com).

**XI. EXHIBITS**

- A. **SITE CONSIDERATION FOR A RTA LONG-TERM GARAGE FACILITY Report**
- B. **SAMPLE PROFESSIONAL SERVICES AGREEMENT**
- C. **EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATE OF COMPLIANCE**
- D. **DISADVANTAGED BUSINESS ENTERPRISES**
- E. **CERTIFICATION REGARDING LOBBYING**
- F. **DEBARMENT/SUSPENSION CERTIFICATE**