BOARD OF DIRECTORS MEETING AGENDA
REDWOOD COAST TRANSIT AUTHORITY

DATE: Monday, November 22, 2021

Time: 5:15pm

PLACE: County of Del Norte – Flynn Administration Building - 981 H Street, Room 200 Crescent City, CA
Zoom Online Meeting: https://dnco.zoom.us/s/91894842720 Meeting ID: 918 9484 2720

INDIVIDUALS WHO ARE NOT FULLY VACCINATED AGAINST COVID-19 MUST WEAR A FACE COVERING INSIDE COUNTY FACILITIES, INCLUDING WHILE ATTENDING A RCTA BOARD MEETING IN-PERSON.

Due to the California Division of Occupational Safety and Health's (Cal/OSHA) COVID-19 Emergency Temporary Standards (ETS) and Governor Newsom's Executive Order N-09-21, individuals who are not fully vaccinated against COVID-19 are required to wear face coverings in indoor public settings. If you are not fully vaccinated, and cannot wear a face covering, you may watch and participate in the Board Meeting via Zoom, or you may watch the meeting via the County's YouTube channel. Please visit https://media.co.del-norte.ca.us/ for a public comment form. **PLEASE SUBMIT ANY PUBLIC COMMENTS AHEAD OF TIME IF AT ALL POSSIBLE.** A link to view the meeting will be posted on https://media.co.del-norte.ca.us/ .

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1. Call Meeting to Order. Roll Call.
2. Pledge of Allegiance
3. Public Comment
4. Consent Calendar

   4A. Award Cultural Center Transit Hub Planning Element to Green Dot Transportation Solutions

   4B. Declare Two Retired RCTA Buses as Surplus and Direct General Manager to Dispose of Buses
5. Approve the Minutes of the October 25, 2021 RCTA Board Meeting
6. Far North Transit Operators - Cal-ITP Contactless Regional Standard Fares Project Presentation
7. 2021 Transit Maintenance and Operations Request for Proposals – Award Contract to First Transit, Inc.
8. Discussion of Board Meeting Days and Times for CY 2022 and In-Person Format with Zoom Option
9. Cultural Center Hub Project – Discussion of Mobile Kiosk Option versus Leasing Space Downtown
10. Adopt Resolution 2021-22-02 Approving Purchase Order 2021-22-07 to Creative Bus Sales for Purchase of Three Replacement Buses for RCTA Local and Regional Services
11. Operations Report – First Transit
12. General Manager's Report
13. Announcements
14. Adjourn – Next RCTA Board Meeting will be on TBD, January, 2022 at TBD

Any member of the public may speak on any agenda item for a time period, not to exceed 3 minutes, prior to the Public Agency taking action on that agenda item.

November 22, 2021

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager RCTA

SUBJECT: Cultural Center Hub Planning – Award to Green Dot

RECOMMENDATION:

That the Board approve an agreement with Green Dot Transportation to perform the planning elements of the Cultural Center Hub Project.

BACKGROUND:

RCTA is developing a project to create a staffed presence at RCTA's main transit center, currently Front Street near the Cultural Center. This project, borne of negative public feedback on existing conditions, enjoys support of the Del Norte Local Transportation Commission (DNLTC). DNLTC programmed $30,000 to fund the planning and engineering portions of the project: $10k for planning and outreach, and $20k for engineering.

DISCUSSION:

The planning element of this project will assist RCTA in a key decision point involving the choice between a location to setup a permanent "enhanced bus stop" for a "mobile kiosk" versus leasing office space. Either option requires accessible curb space for buses nearby to an office or kiosk location, plus room for amenities. Improved access to public restrooms for both staff and passengers is a goal of the project.

Initial collaboration with the City and DNLTC led to 2 or 3 possible mobile kiosk locations within a block or so of the existing spot, where modest civil improvements could be made to increase accessibility, pedestrian amenities, and develop some type of power pedestal where RCTA could simply plug the kiosk in to power and data sources. The planning element will analyze each of these locations and possibly others for the best spot.

The office space lease path would be to find office space as near to the Front Street area as possible, in close enough proximity to an area where the buses can line up to transfer passengers. For this option to work, office space overlooking a significant stretch of ADA-accessible curb (either in the public ROW or perhaps in a public parking lot) would need to be identified. The planning element will scan available properties and analyze feasibility and cost effectiveness of this option, needed improvements, and operational impacts.

RCTA reached out to three firms that have expressed interest in RCTA planning projects in the past. Two proposals were received. The best and lowest cost proposal came from Green Dot Consulting, who is very familiar with Del Norte County and has conducted extensive successful public outreach and planning work for DNLTC on various key projects in the region. Green Dot will perform the planning elements of the project for the DNTLC programmed amount of $10,000. Green Dot is also available to support the engineering (follow-on) portion should RCTA wish to utilize Green Dot to acquire engineering services.

Recommendation

Approve an agreement with Green Dot Transportation Solutions in the not-to-exceed amount of $10,000 for the Planning elements of the Cultural Center Transit Hub Project.

Attachments: Green Dot Transportation Cultural Center Transit Hub Letter Proposal 111721
RCTA Agreement with Green Dot Transportation for Cultural Center Hub Planning

Statement of Qualifications for the

Redwood Coast Transit

Transit Hub Feasibility Study

Prepared By

GREEN DOT transportation solutions

Prepared For

RCT

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November 17, 2021

Redwood Coast Transit

RE: Transit Hub Feasibility Study

Joe,

We understand Redwood Coast Transit is seeking a feasibility analysis for a transit hub to improve the safety and operations at the existing hub location on Front Street. Additionally, a physical presence of staff at the hub might be a helpful addition to this change. Green DOT Transportation Solutions is positioned to prepare a feasibility study that analyzes opportunities that meet the needs of the transit agency, services it provides and the riders that patronize the system.

Data Analysis

Our analysis will include reviewing previously discussed hub locations/options such as Front and Play Streets, Crescent City Visitor Center, Downtown Parking area at K Street, and the current location. We will also meet with agency and City staff to explore other alternative locations. Each location will be analyzed using data, operations analysis, circulation analysis, and impact analysis to compare the different options.

Feasibility Analysis

Once our data analysis is complete, we will evaluate the effects of change between current operations and projected operations at each selected site location. We will explore opportunities for mobile kiosk and permanent kiosk options along with power and connectivity needs of the hub.

Recommendations, Funding and Implementation

The deliverable for this study would be a report which provides all the data, analysis, and findings from our work. From that, we will provide a side by side comparison of the opportunity sites showing effects on operations, cost of operations, capital costs, and maintenance costs. We will also provide ideas and recommendations for funding the hub transition and implementing the project.

Green DOT proposes to perform this work for a cost not to exceed $10,000. Should the project need additional work such as environmental and engineering related tasks, Green DOT can assist with securing and subcontracting with the appropriate expertise. Please let me know how you would like to proceed.

Sincerely,

Jeff Schwein

Jeff Schwein, AICP CTP
President-Green DOT Transportation Solutions
627 Broadway, Ste. 220, Chico, CA 95928
530-895-1109
jeff@greendottransportation.com

Firm Biography

Green DOT Transportation Solutions

Green DOT Transportation Solutions was established in 2010 to fill a niche role in transportation planning services. Our goal is to improve transportation facilities and the associated human travel experience through progressive planning approaches, comprehensive project development, and aggressive project delivery strategies. We work with the built, natural, and human environments to develop effective transportation plans and programs that ultimately create safe, efficient, and effective transportation solutions. The Green DOT team has extensive experience programming and monitoring transportation projects and navigating the complex federal and state processes. We are strategically located in Chico providing services to public agencies throughout northern California. Green DOT Transportation Solutions is a financially stable California S-Corporation.

Rural communities in California are unique and require specialized understanding. Green DOT is committed to the understanding of transportation and community planning required for rural contexts. We have performed over 70 projects in rural counties over the past 10 years and continue to keep this a priority. We also keep in touch with State and Federal funding programs and legislation that affects our communities and clients. We are actively involved in the Rural Counties Task Force, the Regional Transportation Planning Agency Group and attend meetings of the California Transportation Commission.

We have the pertinent expertise and local project experience to develop a progressive and innovative approach to preparing the Transit hub Feasibility Study for Redwood Coast Transit.

GREEN DOT
transportation solutions

Green DOT Transportation Solutions
Jeff Schwein, AICP CTP – Project Manager
627 Broadway, Suite 220
Chico, CA 95928
530-895-1109 Ph.
530-332-9905 Fax
jeff@greendottransportation.com
www.greendottransportation.com

Staff Biographies

Jeff Schwein

Project Manager & Principal Transportation Planner, Green DOT Transportation Solutions

Green DOT owner Jeff Schwein is a Certified Transportation Planner (CTP) with the American Institute of Certified Planners (AICP). Jeff has worked in the transportation planning field since 2001 on projects ranging from financial programming to multi-modal planning. His specialty is moving projects from the shelf to the ground with accessible and creative funding and delivery strategies. Jeff works with communities to define projects based on identifiable need as well as project type, in relation to available funding resources. In addition to project level transportation planning, Jeff helps communities prepare transportation plans, bicycle plans, and Safe Routes to School Plans that improve mobility options and create active transportation opportunities. Jeff is committed to progressive transportation planning and stays involved in statewide transportation circles like the Rural Counties Task Force and Regional Transportation Planning Agencies group and regularly attends meetings of the California Transportation Commission. Prior to starting Green DOT Transportation Solutions in 2011, Jeff worked in a similar role for a large engineering firm. Jeff has been working with the same clients for more than 18 years.

Stephanie Alward

Senior Transportation Planner, Green DOT Transportation Solutions

Stephanie is a Senior Transportation Planner at Green DOT and a recent graduate of the Master of Urban and Environmental Planning program at Arizona State University. Stephanie has been with Green DOT since early 2015 and is experienced in the planning process from start to finish. She is knowledgeable in the theory of transportation planning and environmental issues and has the skills to conduct an effective community outreach campaign, develop planning documents, and create visually pleasing maps and reports. Stephanie is interested in bicycle and pedestrian planning. Her passion for transportation planning originates in the desire to see the expansion of active transportation facilities and healthy communities. Stephanie is committed to decreasing humanity's reliance on car travel by encouraging multi-modal options through the work we do across northern California. Stephanie's proudest accomplishment with Green DOT is her contribution to planning and grant-writing efforts that have resulted in $28.6 million of funding for sustainable and equitable transportation projects in Shasta County, California, where she grew up.

Sofia Lepore

Associate Transportation Planner, Green DOT Transportation Solutions

Sofia is a Transportation Planner at Green DOT and is passionate about promoting active transportation and multi-modal access to equitably serve all communities. She is involved in most aspects of Green DOT delivery which includes producing GIS and outreach materials, authoring planning documents, and engaging with diverse communities to ensure full representation throughout the planning process. She is a graduate of California State Chico with a double BA in Geography & Planning and Spanish. She fervently believes that promoting active transportation and multi-modal access is a vital aspect of lowering greenhouse gas emissions, and enjoys working directly with communities to envision positive change.

Brittany White

Associate Transportation Planner, Green DOT Transportation Solutions

Brittany is an Associate Transportation Planner at Green DOT with seven years of cross-sector experience working in urban planning. She is passionate about projects that improve outcomes related to equity, sustainability, and overall livability. Working with California cities, counties, and tribal nations, her recently completed projects include active transportation plans, regional transportation plans, corridor studies, and emergency preparedness plans. She excels at conducting community outreach, writing and communicating with technical audiences and the general public, developing legible and concise maps and figures, and tracking and coordinating key project milestones. She has experience working with low-income communities and communities that have been historically underrepresented. Brittany has a bachelor's degree in Environmental Science and a master's degree in Community Development. Prior to her current role as a transportation planner, she worked on land use and water quality planning projects.

Nathaniel Redmond

Assistant Transportation Planner, Green DOT Transportation Solutions

Nathaniel is an Assistant Transportation Planner at Green DOT. Nathaniel graduated from San Francisco State University with a B.A. in Urban Studies and Planning and is a graduate of the Master of Urban Planning program at San Jose State University with a concentration in transportation planning. He has experience working with community stakeholders in the Bay Area envisioning safer and more sustainable mobility options and aims to reduce the dependency on single-occupant vehicles for daily commuters. Nathaniel strives to bring communities safer active transportation facilities and stresses the connection between public health and travel decisions.

Project Experience and References

Truckee Transit Center Relocation Feasibility Study

Town of Trukee

Project Duration

December 2018 - May 2020

Personnel

- Jeff Schwein – Principal Transportation Planner
- Stephanie Alward – Senior Planner

Reference Contact

Kelly Beede
Town of Truckee
10183 Truckee Airport Road
Truckee, CA 96161
(530) 582-7700
KBeede@townoftruckee.com

The Town of Truckee expects significant growth in transit ridership and operations, increasing congestion and safety issues at its already over-capacity transit center. Green DOT conducted a Transit Center Relocation Feasibility Study to determine the preferred site for relocation of the transit center to meet existing and future transit needs. The study considered several potential site alternatives and is anticipated to result in the development of a new or expanded transit center. The Town has entered into an MOU with Neighborhood Partners who will fund one million dollars toward the cost of constructing a new transit center using Affordable Housing and Sustainable Communities grant funds. Green DOT partnered with Nelson \ Nygaard, AIM Consulting, and Design Workshop to create a comprehensive study involving site location analysis, transit needs analysis, community outreach, and planning-level site designs. The Study will guide the Town of Truckee in deciding whether to relocate the transit center, and raise the Town of Truckee's capacity to increase access to transit.

North State Express Connect Business Plan

Shasta Regional Transportation Agency

Project Duration

July 2017 - February 2018

Personnel

- Jeff Schwein – Principal Transportation Planner
- Stephanie Alward – Senior Planner

Reference Contact

Shasta Regional Transportation Agency
530-262-6190
1255 East Street, Suite 202
Redding, CA 96001

Green DOT was contracted by SRTA as the prime consultant to develop a bus system which will connect rural northern California to the Sacramento region and beyond with battery electric coach buses. The NS Express, later named the Salmon Runner, will connect Shasta County to the City of Sacramento along I-5 as the backbone. Additionally, the system is designed to connect most of northern California's rural counties to the backbone through electric feeder buses. The vision, developed in previous planning efforts, will utilize 45-foot electric coaches for the backbone service and smaller electric buses connecting 8 regional transit systems to the I-5 coach service. The project includes electric vehicle charging stations, transit stop/hub improvements, integrated ticketing, access agreements, and extensive coordination between entities. Additionally, our project team utilized progressive industry techniques such as mobile source data to develop the most accurate ridership projections.

The North State Express Connect Business Plan laid the groundwork for the development of a Transit and Intercity Rail Capital Program (TIRCP) grant proposal. The NS Express Connect was awarded $8.641 million for the new service.

Sustainable Communities Grant Development, City of Clovis Transit Fleet Electrification Feasibility Study

City of Clovis

Funds Awarded

$161,500

Personnel

- Jeff Schwein – Principal Transportation Planner
- Stephanie Alward – Senior Planner

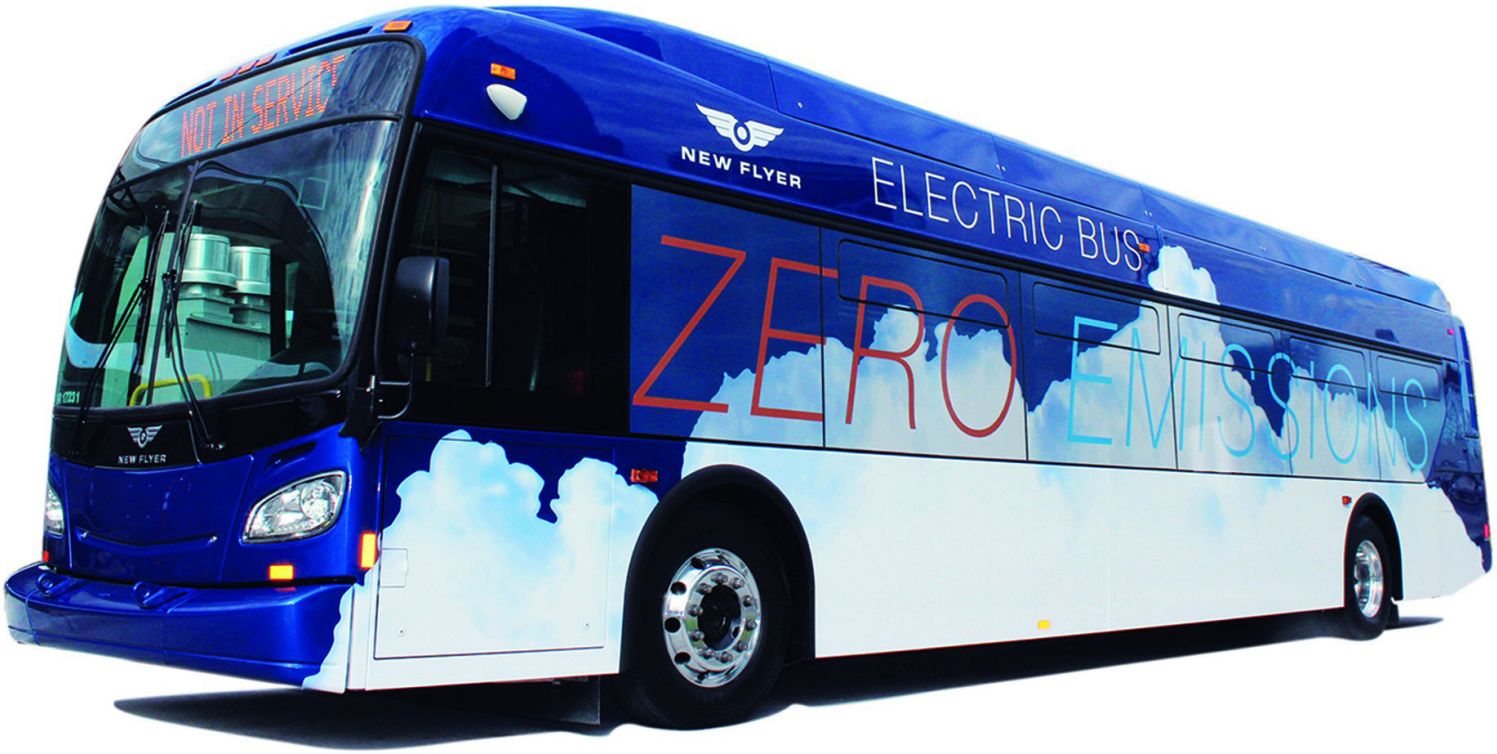
Reference Contact

Fred Silver, Vice President

CALSTART

fsilver@calstart.org

Green DOT was subcontracted by CALSTART to assist in the development of a competitive Caltrans Sustainable Communities grant for the City of Clovis Transit Fleet Electrification Feasibility Study. The Study intends to assess existing electric-vehicle infrastructure plans and suggest improvements necessary to electrify Clovis Transit's Stageline Transit Service buses and Round-Up Transit Service Dial-A-Ride vehicles. The resulting plan will guide Clovis toward implementing a zero-emission public transportation network. Currently, Clovis Transit has 30 buses, 9 vans, and 1 trolley. The City anticipates a new transit fleet of 60 buses, 9 vans, and 1 trolley. The Transit Fleet Electrification Feasibility Study will align with the Fresno Council of Governments Regional Transportation Plan / Sustainable Communities Strategy as well as statewide emissions reduction requirements including California Air Resources Board Proposed Innovative Clean Transit Regulation, Assembly Bill 32, Senate Bill 32, Senate Bill 375, and Senate Bill 1434. The City of Clovis was awarded a Sustainable Communities Grant award in the requested amount of $161,500.



Sustainable Communities Grant Development, Transit Fleet Electrification Feasibility Study

Arroyo Verdugo Transit Operators

Funds Awarded

$361,200

Personnel

- Jeff Schwein – Principal Transportation Planner
- Stephanie Alward – Senior Planner

Reference Contact

Fred Silver, Vice President

CALSTART

fsilver@calstart.org

Green DOT was subcontracted by CALSTART to assist in the development of a competitive Caltrans Sustainable Communities grant for the Cities of Pasadena, Glendale and Burbank, collectively referred to as Arroyo Verdugo Region Transit Operators for this grant writing effort. The three transit operators collaboratively sought funding to prepare three separate Transit Fleet Vehicle Electrification Plans. Each study intends to assess existing electric-vehicle infrastructure plans and suggest improvements necessary to electrify a total of 117 buses and Dial-A-Ride vehicles. The resulting Plans will guide Pasadena, Glendale, and Burbank toward implementing a zero-emission public transportation network serving the Arroyo Verdugo Subregion. In spring 2019, the Arroyo Verdugo Transit Operators were awarded a Sustainable Communities Grant award in the requested amount of $361,200.

AGREEMENT FOR CULTURAL CENTER TRANSIT HUB PLANNING SERVICES FOR REDWOOD COAST TRANSIT AUTHORITY

THIS AGREEMENT ("Agreement") is made and entered into this 22nd day of November 2021, by and between the Redwood Coast Transit Authority ("RCTA"), and Green Dot Transportation Solutions, an independent Contractor ("Contractor").

RECITALS

WHEREAS, RCTA has a need to contract with an established contracting entity/company to furnish transit planning services to Redwood Coast Transit Authority in Del Norte County, operating under the moniker of Redwood Coast Transit, services that Contractor is specially trained and experienced and competent to perform; and

WHEREAS, RCTA requested written proposals and Contractor submitted a timely and complete proposal in response, and RCTA deemed Contractor the most qualified to perform the services of Cultural Center Transit Hub Planning; and

WHEREAS, RCTA has selected Contractor for the Cultural Center Transit Hub Planning Project.

NOW THEREFORE, in consideration of the work to be rendered and the sums to be paid for that work, and each and every covenant and condition contained in this Agreement, the parties agree as follows:

1. SERVICES

Contractor is engaged by this Agreement as the duly authorized consulting firm for the Cultural Center Transit Hub Planning Project for RCTA and must provide the lead on the project, including planning the project timelines, developing and executing outreach events, deliverables including drafts and tech memos, location alternatives analysis, and presentation of the project to the RCTA Board of directors and possibly other stakeholders. The final deliverable will be the 2022 Cultural Center Transit Hub Planning Report in its entirety, as described in the attached Exhibit A. A detailed Scope of Services is appended to this contract as Exhibit A. Exhibit A consists of 1) The Scope of Work for the Cultural Center Transit Hub Planning Project and 2) the Contractor proposal, dated November 17, 2021. The Scope of Services may be revised or updated from time to time by mutual written agreement of the parties.

2. TERM AND TERMINATION

This Agreement begins on November 22, 2021 and, continues until the project is completed, estimated by April 30, 2022.

3. INDEPENDENT CONTRACTOR

Contractor is an independent contractor and not an employee of RCTA. At all times during the term of this Agreement, Contractor will be responsible for his/her own property and income taxes,

worker's compensation insurance, and any other costs and expenses in connection with the performance of services under this Agreement. RCTA does not have the right to control the means by which Contractor accomplishes services rendered pursuant to this Agreement.

Contractor must provide all his/her own general overhead necessary to perform the required services, including but not limited to office equipment, clerical assistance, utilities, telephone charges, local travel, insurance, and office supplies, and is not entitled to reimbursement for these. Details at this level are contained in the RFP, and the Contractor Proposal and are enforceable herein.

4. COMPENSATION

As compensation for the services provided hereunder, RCTA will pay Contractor in accordance with Contractor's Cost Proposal, which is an element of Contractor's Proposal and incorporated herein by this reference and attached hereto as Exhibit A. Contractor will submit invoices reflecting work performed prior to payment for services. Invoices will be submitted to RCTA once per month or as mutually agreed upon during the course of the project. Contractors invoicing procedure must comply with all federal, state, and local laws, policies, and guidelines.

5. RECORDS

Contractor must file and keep all records pertinent to RCTA activities. These are the property of RCTA and Contractor must transfer all records to RCTA upon termination of the contract. Contractor will develop and follow a records retention policy that complies with applicable State of California, Caltrans, and Federal Transit Administration laws and policies. Contractor will make all records available to state and local agencies and the public as appropriate and in compliance with California law.

6. INSURANCE

During the term of this Agreement, Contractor must maintain insurance of the types and amounts designated below. Certificates of insurance in the form approved by the Risk Manager of Del Norte County must be filed with the County Risk Manager concurrent with the execution of this Agreement. The insurance must name RCTA as an additional insured on a primary basis for General Liability Insurance and must state that the policy will not be canceled nor the scope of coverage reduced by the insurer except after filing written notice thereof with RCTA 30 days in advance. No work is authorized until the insurance certificates are filed.

a. Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than One Million Dollars ($1,000,000.00) per occurrence. If general aggregate limit applies, either the general aggregate limit will apply separately to this Agreement or the general aggregate limit will be twice the required occurrence limit.
b. Worker's Compensation. As required by the State of California, within Statutory Limits, and Employer's Liability Insurance with limits of no less than One Million Dollars ($1,000,000.00) per accident for bodily injury or disease.
c. Automobile Liability Insurance. ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code

9), with limits no less than One Million Dollars ($1,000,000.00) per accident for bodily injury and property damage.

7. LICENSES, PERMITS, ETC.

Contractor represents and warrants to RCTA that he/she/it has all licenses, permits, qualifications, and approvals legally required for Contractor perform the services required by this Agreement. If at any time Contractor ceases to have the licenses, permits, qualifications, or approvals required for Contractor to perform the services, Contractor will immediately notify RCTA and this Agreement may be terminated at RCTA's discretion.

8. STANDARD OF PERFORMANCE

Contractor must perform all services required by this Agreement in a manner and according to the standards observed by competent practitioners of the profession in which Contractor is engaged. Failure to perform services in such a manner is grounds for termination of this Agreement.

9. INDEMNITY

Contractor must defend, indemnify, and hold harmless RCTA and its elected and appointed officers, agents, and employees from any liability for damage or claims for damage for personal injury, including death, as well as for property damage, which may arise from the intentional or negligent acts or omissions of Contractor in the performance of services rendered under this Agreement.

10. THE CIVIL RIGHTS, HCD, AND AGE DISCRIMINATION ACTS

During the performance of this Agreement, Contractor ensures that no otherwise qualified person will be excluded from participation or employment, denied program benefits, or be subjected to discrimination on the basis of race, color, national origin, sex, age, or handicap, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, Title I of the Housing and Community Development Act of 1974, as amended, and the Age Discrimination Act of 1975, and all implementing regulations.

11. STATE NONDISCRIMINATION CLAUSE

During the performance of the services required by this Agreement Contractor and any subcontractors must not discriminate against any employee or applicant for employment on the basis of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40), or sex. Contractor and any subcontractors will ensure that the evaluation and treatment of any employees and applicants for employment are free of such discrimination. Contractor and any subcontractors will comply with the provisions of the Fair Employment and Housing Act and the applicable regulations, which are incorporated by this reference. Contractor and any subcontractors will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining agreement.

12. CONFLICT OF INTEREST

No Congressional representative and no resident commissioner may receive any benefit from this grant agreement or activity. None of the Contractor's officers, members or employees, designees or agents, governing board members, or other officials of Contractor have any interest in any contracts or proceeds for the work done in conjunction with this Agreement other than payment for services provided under this Agreement.

13. DRUG-FREE WORKPLACE CERTIFICATION

The Contractor certifies, when signing the contract, that it complies with the Drug-Free Workplace Act of 1990 and will take the following actions, if necessary:

a. Publish a statement to notify the Contractor's employees, if any, of prohibition of the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance and tell them what actions may be taken against them for violations;
b. Establish a Drug-Free Awareness Program to inform employees, if any, of the danger of drug abuse at work, the Contractor's drug-free workplace policy, and available employee assistance programs, and the penalties for violation of the drug-abuse policies; and
c. Give every employee, if any, a copy of the drug-free policy statement and require they abide by its terms as a condition of employment.

14. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990

Contractor must comply with the ADA and applicable regulations and guidelines thereof, which prohibit discrimination on the basis of disability in employment, state and local government service, and in public accommodations and commercial facilities.

15. COMPLIANCE WITH LAWS.

Contractor will comply with all federal, state, and local laws and ordinances applicable to the work performed under this Agreement. Contractor is responsible for understanding and adhering to laws and policies specific to the work performed under this Agreement. The exclusion of an applicable law, policy, or guideline from this Agreement does not excuse Contractor from responsibility for knowing and following such law, policy, or guideline. Contractor's failure to comply with applicable law, policy, or guideline is grounds for early termination of this Agreement.

16. MONITORING AND AUDITING

Contractor agrees to be subject to monitoring and auditing by RCTA and any other entity legally entitled to account for funds expended for performance under the terms of this Agreement. Such monitoring may include, but not be limited to, monitoring for compliance with RCTA's state and federal contracts, project schedule adherence, and plan content.

17. GOVERNING LAW AND CHOICE OF FORUM

This Agreement will be administered and interpreted under California law. Any litigation arising from this Agreement must be brought in Superior Court of Del Norte County.

18. COSTS AND ATTORNEYS FEES

If any party commences any legal action against the other party arising out of this Agreement of the performance thereof, the prevailing party in such action may recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

19. SEVERABILITY

If any court of competent jurisdiction or subsequent preemptive legislation holds or renders any of the provisions of this Agreement unenforceable or invalid, the validity and enforceability of the remaining provisions, or portions thereof, will not be affected.

20. ENTIRE AGREEMENT

This Agreement, and the Proposal submitted by Ronny Kraft Consulting in response to the request for quotes, combine to form the entire agreement between the parties with respect to its subject matter. This Agreement may be amended from time to time by the written approval of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to commence on November 22, 2021.

REDWOOD COAST TRANSIT AUTHORITY:

_____
By: Joseph Rye, General Manager

Date: _____

APPROVED AS TO FORM:

_____
Autumn E. Luna, Counsel
Redwood Coast Transit Authority

CONTRACTOR:

_____
Jeff Schwein, Green Dot Transportation

Date: _____

November 22, 2021

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager RCTA

SUBJECT: Adopt Resolution 2021-22-02 Authorizing the General Manager to Dispose of Retired Buses

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RECOMMENDATION:

That the Board adopt Resolution 2021-22-02 declaring two (2) retired buses as surplus and authorizing the General Manager to dispose of retired buses.

BACKGROUND:

The Redwood Coast Transit Authority has accumulated over the last four years, (7) seven retired buses, no longer usable for public transportation, most of which have little residual value. These buses reside on RCTA's Williams Drive Operations and Maintenance Facility yard. Because of the low value of these buses in general, and RCTA's remote location, it is a challenge to dispose of retired buses, most of which are inoperable. In October, 2018 the RCTA Board declared five of these buses as surplus and directed the GM to dispose of them. However, due to workload and other priorities, including the pandemic, the disposal did not occur. Now two additional buses have joined the boneyard, and RCTA wishes to dispose of all (7) seven buses.

BACKGROUND:

Bus 283 – 2009 Ford Glaval

Bus 283 is close to operable, and should sell if RCTA makes it available. There is an interested local entity that has indicated it will bid on the bus, and put it to work locally supporting the community. RCTA needs to invest in parts and labor to ensure the bus is safe to sell, and remove RCTA equipment and graphics from the bus. The cost to make the bus operable is estimated at $10,000 (parts & labor). RCTA can set a minimum bid amount to ensure that the agency recoups its costs for making the bus road-ready and removing graphics.

Two additional Buses for Surplus - Buses 289 and 290 – 2012 Chevrolet ARBOCs

These two buses are the most recent retired RCTA buses, retired in late 2019 (after the Board declaration of five surplus buses in late 2018), and are in fair to poor shape. Staff does not wish to allow these buses to become an eyesore and nuisance. While these buses are thought to be worth less than 283 and would require more time and work to prepare them for surplus, staff recommend including them in the bidding process and using any funds realized to help pay for the disposal of the remaining buses, which have negative value. To allow RCTA maintenance time to prepare 289/290 for surplus, the notice and bidding will be done in spring.

RCTA desires to follow past practice and industry standard for disposing of surplus buses. The Board will declare the buses as surplus, staff will advertise an opportunity to bid on these buses, and any revenue gained will be retained by RCTA and funds garnered will be used to pay for the removal of all the dilapidated buses. A local salvage yard will dispose of these buses for a fee of $500 each, ensuring that all buses will be off the RCTA property by spring of 2022. Assuming the local salvager is still interested, these can proceed soon.

RCTA needs to secure Title Certificates (pink slips) for these buses, some of which are held by Caltrans as lienholder on federally funded buses, and others are missing. Depending on the time required to obtain the titles the actual transfer of Bus 283 could be delayed until RCTA physically possesses its title document.

REDWOOD COAST TRANSIT AUTHORITY
RESOLUTION NO. 2021-22-02

RESOLUTION DECLARING TWO RCTA RETIRED BUSES AS SURPLUS AND AUTHORIZING THE GENERAL MANAGER TO DISPOSE OF SURPLUS BUSES

WHEREAS, Redwood Coast Transit Authority receives federal and state funding to purchase its revenue service buses, and adheres to Federal Transit Administration (FTA) and Caltrans useful life standards for all revenue vehicles; and,

WHEREAS, Redwood Coast Transit Authority has two additional (2) buses on its property at 140 Williams Drive in Crescent City that have expended and exceeded their useful lives and are eligible for surplus according to FTA and Caltrans standards, and

WHEREAS, Redwood Coast Transit Authority seeks to beautify its Operations and Maintenance Facility and bus yard, located at 140 Williams Drive in Crescent City and these deteriorating old buses pose an impediment to this beautification process, and

WHEREAS, Redwood Coast Transit Authority has spent time exploring various avenues for legally disposing of these unwanted, retired vehicles, and will follow industry best practices, and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the

1. Redwood Coast Transit Authority does hereby declare the two retired buses (289, 290) residing at RCTA's Williams Drive Facility as surplus buses, and;
2. Redwood Coast Transit Authority does hereby authorize the General Manager to execute the disposition of these buses as soon as is practical and legal, and;
3. Redwood Coast Transit Authority does hereby authorize the General Manager to direct the deposit of any revenues to be received in exchange for transfer of ownership of said surplus buses into an RCTA revenue account and used to fund disposal of buses that do not sell to enable their removal from the RCTA property and salvage.

PASSED AND ADOPTED by the Redwood Coast Transit Authority of Del Norte County, State of California on the 22nd day of November 2021 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

WHEREUPON THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED

_____
Darrin Short, Chair
Redwood Coast Transit Authority

ATTEST:

_____
Joseph Rye, General Manager
Redwood Coast Transit Authority

MINUTES
REDWOOD COAST TRANSIT AUTHORITY
MONDAY OCTOBER 25, 2021 AT 5:15 P.M.

PRESENT: Darrin Short (Chairman), Bob Berkowitz (Vice Chairman), Ray Altman, Beau Smith, Vidette Roberts

ABSENT:

ALSO PRESENT: Joseph Rye, Tamera Leighton, Fernando Hernandez, Nicole Burshem

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1. **CALL MEETING TO ORDER. ROLL CALL.**
   Chairman Short called the meeting to order at 5:18 P.M. Nicole Burshem took Roll call.

2. **PLEDGE OF ALLEGIANCE**
   Chairman Short led the Pledge of Allegiance.

3. **PUBLIC COMMENT**
   The following person(s) addressed the Board: none

4. **CONSENT CALENDAR**
   4A. NONE

5. **APPROVE THE MINUTES OF THE SEPTEMBER 27, 2021 RCTA BOARD MEETING**
   On a motion by Director Berkowitz, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the minutes of September 27, 2021, as presented.

6. **TRANSIT MAINTENANCE AND OPERATION REQUEST FOR PROPOSALS – UPDATE ON PROCUREMENT**
   Discussion was held regarding the Transit Maintenance and Operations Request for Proposals. Mr. Rye reported that RCTA received one proposal today from First Transit. RCTA will still go through the process as planned, using a Selection Committee to review the proposal. There will need to be two volunteers from the Board appointed to participate in the RFP Selection Committee. Chairman Short asked if there is anything to be concerned about when we only got one response and if there is a requirement to release another RFP to get another competitor. Mr. Rye responded he will review with Autumn Luna, but as far as he knows, multiple proposals are not required. However, the Selection Committee will review the proposal and if its determined not to be a responsive proposal, RCTA can choose to go through the process again.

   Ray Altman and Darrin Short volunteered to be a part of the RFP proposal Selection Committee from the Redwood Coast Transit Board.

7. **2021 MINI SRTP UPDATE – AWARD PROJECT TO RONNY KRAFT CONSULTING**

Discussion was held regarding Award the Mini SRTP Update Project to Ronny Kraft Consulting. Mr. Rye reported the Board is recommended to approve an agreement with Ronny Kraft Consulting to develop the 2021 Mini SRTP Update. This isn't a normal process for RCTA. We don't usually conduct a Mini SRTP Update between SRTP cycles, but due to the pandemic and its far flung impacts it will be helpful to update some aspects of the 2 year old SRTP, especially the financial elements. This will bridge the gap between now and when we have the full SRTP update. Mr. Rye reported staff requested consultant proposals to update Chapter 3 – Evaluation of RCTA Services Against Adopted Performance Standards, Chapter 6 – Service Plan, including evaluating potential new routes/ services, Chapter 7 – CTSA Chapter, and Chapter 9 – Financial Plan, including a deep dive into the COVID-19 impacts to RCTA funding. Mr. Rye recommends the Board to approve an agreement with Ronny Kraft Consulting in the amount of $18,880 for to update to be done. Tamera Leighton thanked Joe for getting this contracted and moving along.

On a motion by Director Altman, seconded by Director Berkowitz, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors awarded 2021 Mini SRTP Update project to Ronny Kraft Consulting.

8. **APPROVE TERMINATION OF CONTRACT FOR BUS DEEP CLEANING – TRANSITION TO IN-HOUSE DUTIES**

Discussion was held regarding termination of RCTA's 18 month old contract with Palm Industries for bus deep cleaning. Mr. Rye reported RCTA originally hired Palm Industries to come in and do Bus Deep Cleaning nightly during the COVID-19 pandemic. However, with the duration of this pandemic dragging on, RCTA would like to optimize its cleaning efforts and hire someone for a Full-Time position. Since the time we have worked with Palm Industries we have installed in each bus air purification equipment and plexiglass barriers to protect drivers and passenger Mr. Rye recommends the Board to approve First Transit to terminate its agreement with Palm Industries effective November 1, 2021. Director Smith likes the idea of hiring local, but will they need any certs through sanitation? Fernando Hernandez responded we are putting the hire through the certification so he can conduct the sanitation process. Director Smith asked with each Cert he gets will his pay increase. Fernando responded at this time we are paying for the certs so it would be a question for Mr. Rye. Director Altman asked if we could get reimbursement for this position from the federal government (CARES Act)? Mr. Rye responded yes, we will be able to ask for reimbursement. Director Roberts asked if we received the funds to cover the cleanings. Mr. Rye responded no we must spend the money and then submit for reimbursement, much like our bus replacement funds.

On a motion by Director Smith, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved termination of contract for Bus Deep Cleaning and Transition to In-House Duties.

9. OPERATION REPORT – FIRST TRANSIT

Fernando Hernandez reported we are doing great. First Transit is fully staffed with no accidents or incidents. One driver begins training tomorrow.

10. GENERAL MANAGER'S REPORT

Mr. Rye reported he spoke with an engineering firm to go over the scope of the project to get a kiosk placed downtown for riders. This will help with getting them the tickets an information they need.

11. ANNOUNCEMENTS

The following Directors commented on the following: Director Smith commented Daphne from Outreach reached out to him to purchase a used bus. She is looking for a bus to do a mobile clinic for vaccines for the homeless. Mr. Rye responded we got the request as well and wants to run it through Nick West, RCTA's mechanic to make sure the bus is decent and might be a good fit for Daphne. If it does work then we would come back to you guys with the request to surplus the bus. Director Altman asked when will the RFP proposals be ready for pickup. Mr. Rye commented they will be available with Fernando at the RCTA Yard at the fairgrounds immediately. Director Roberts would like to discuss an in-person meeting for November. Chairman Short we should schedule our next meeting November 22 to be in person.

12. ADJOURN

Redwood Coast Transit Board of Directors adjourned the meeting at 6:01 P.M. The next meeting will be on Monday, November 22, 2021 at 5:15 P.M.

_____,
Joseph Rye, General Manager
Redwood Coast Transit

November 22, 2021

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Presentation on Far North Group Contactless Fares and Fare Integration Project

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RECOMMENDATION:

Information only.

BACKGROUND:

Since the start of the pandemic, the Far North Group of Transit Providers have been meeting weekly or bi-weekly to first discuss how to respond to the unprecedented challenges of the COVID-19 virus, and also to begin collaborating on other projects of mutual value such as the Cal-ITP fare integration project.

The scope of the project is to facilitate the planning and execution of a regional project to modernize fare collection and to align and simplify fares among Far North agencies. Luckily, the changes to RCTA's fare structure being proposed are modest. RCTA's proactive move to an equitable distance-based fare structure in 2017 is being modeled for the entire Far North region.

Cal-ITP will provide the Board with a presentation on the progress of the project and details of what types of decisions are being worked through between the various staff and boards from the Far North Transit Provider Group. General project goals include:

- Obtaining on-board equipment (credit/debit card readers, wifi routers) that will enable the acceptance of credit/debit cards on board each bus in the Far North fleets
- Obtaining the operational clearinghouse service that will process the credit/debit card transactions and parse the fares between the participating Far North agencies based on the location and amount of fare charged. Identify the lead agency and roles for each agency.
- Planning and implementing the alignment of fare rules to enable the implementation of the contactless fare collection system across the Far North Group. A tiered, distance-based fare structure is proposed that aligns well with RCTA's existing fares is being proposed.

This initial project of the Far North Group is a pilot project led by Caltrans' Cal-ITP program, entitled the Fare Integration and Modernization Project (FIMP). Cal-ITP (California Integrated Travel Project) seeks to improve the ability of passengers to travel regionally and inter-regionally seamlessly between different transit providers. Specifically, the FIMP project will lead to a standard fare structure shared across transit agencies, and new on-board credit card readers that will allow the acceptance of credit and debit cards at the farebox for payment. Local base fares, distance-based fares, and standardization of discount fare eligibility criteria are all focuses of FIMP.

Far North Group: Fare Modernization & Integration Project

Presentation for RCTA Board of Directors

November 22, 2021

CAL ITP

Fare Modernization & Integration Project

The Fare Modernization & Integration Project is a **regional effort to modernize fare collection and to align and simplify fares** among “Far North Group” transit providers:

- Humboldt Transit Authority
- Redwood Coast Transit Authority
- Mendocino Transit Authority
- Lake Transit Authority
- Trinity Transit

Project Objective and Scope

The Project is primarily focused on **improving the customer experience** of riding transit by offering riders:

1. Reliable and accurate bus arrival information in real time (by publishing GTFS schedule and real time data)
2. Ability to pay their fare using a card or mobile wallet with a contactless fare payment system on all fixed route vehicles
3. Simplified fare structure across all agencies in the region with fare capping to ensure customers always get the best fare when they use the contactless fare payment system

Benefits of Contactless Fare Collection

Allowing riders to tap a contactless bank card or mobile device also **benefits transit providers** through:

- Increased system ridership and rider satisfaction
- Decreased vehicle dwell times, reducing both greenhouse gas emissions and travel time
- Lower fare collection costs associated with processing cash
- Greater accessibility to low-income riders through fare capping
- Create more robust ridership information from riders' tap-on/tap-off payment behavior

A Regional Fare Approach

- The MOU between Far North Group transit providers established alignment on a **distance-based fare** structure
- Through further conversations, the group analyzed several options for an overall fare structure that would be acceptable to all, with the primary focus of ease of use for riders, including:
    1. Base rate and dollar per mile
    2. Zone-based
    3. Tiered distance-based fares
- The group selected option #3 as best aligned with the project objective and as the easiest to create consensus across the group

Contactless Fare Implementation Plan

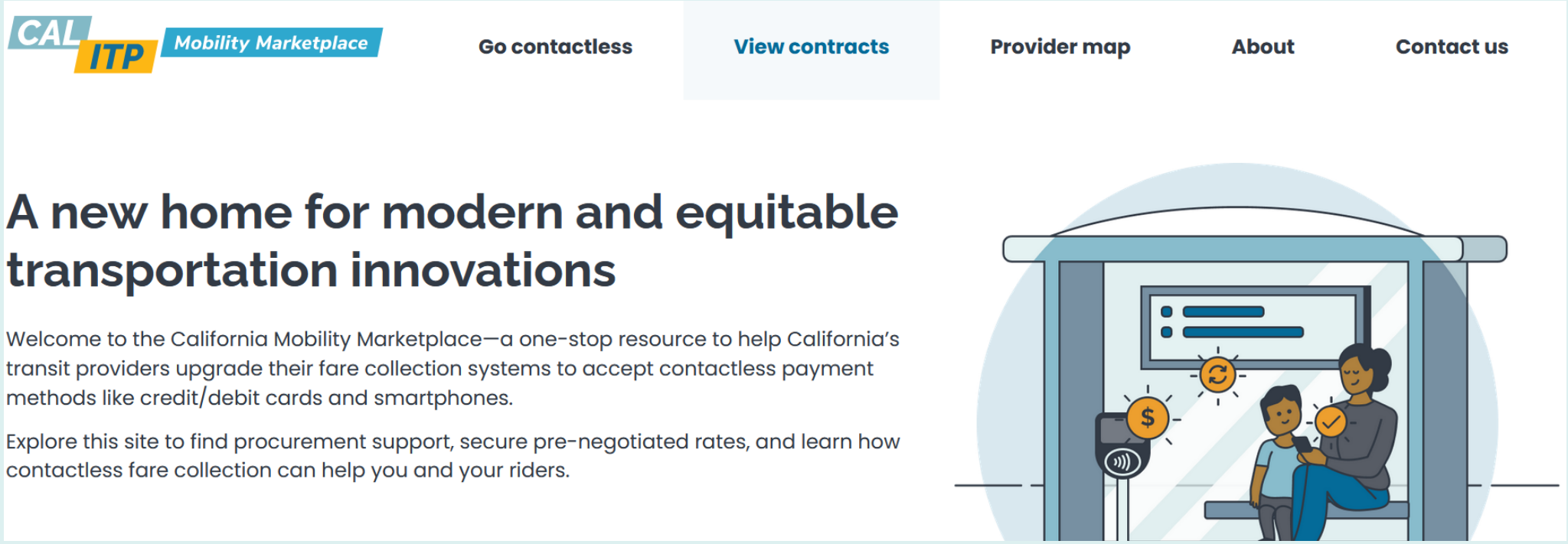
- **Promotional $1 contactless fare for all routes for six months.** Encourages riders to try using contactless payment methods and for transit agencies to gather information on ridership.
- Following promotional period, Far North Group providers have agreed on the example distance-based fare table (see right) as baseline for implementation, to be refined using data from the 6-month promotional period.
- Also following initial 6-month period, a $50 monthly fare cap promotion will be introduced to riders (also with a 6-month duration).
- Payment data collected over first 12 months used to set long-term weekly and/or monthly fare caps.

Distance (mi)	Full Fare	Discount Fare
0-12	$1.50	$0.75
13 - 20	$2.50	$1.25
21 - 30	$3.00	$1.50
31 - 40	$4.00	$2.00
41 - 60	$5.50	$2.75
61 - 90	$7.00	$3.50
91 - 100	$10.00	$5.00
100+	$20.00	$10.00

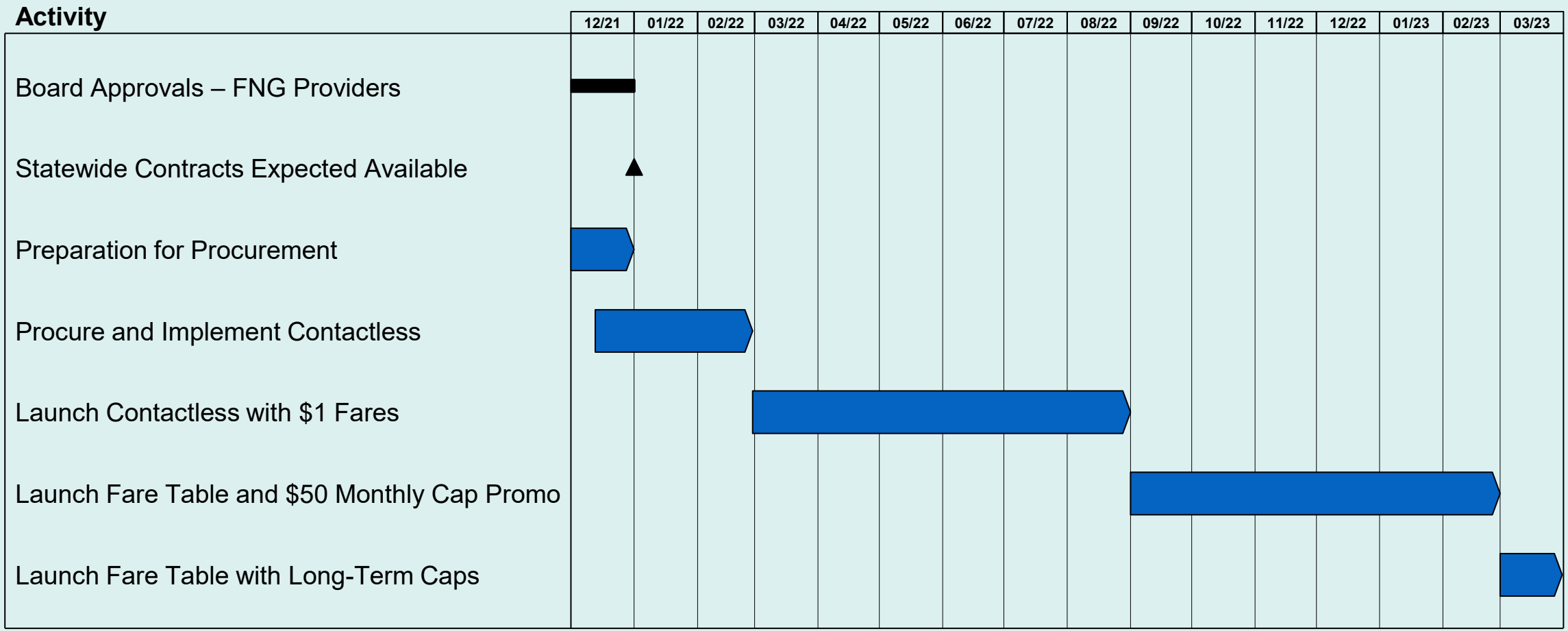
Example Distance-Based Fare Table

Contactless Fare Collection Procurement

Far North Group providers will procure contactless fare collection hardware and back-end services from statewide contracts, with technical support from Cal-ITP (many state and federal funding sources are eligible).



Indicative Project Timeline



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November 22, 2021

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Approve Resolution 2021-22-03 Awarding RCTA 2022-2026 Operations and Maintenance Contract to First Transit

RECOMMENDATION:

Adopt Resolution 2021-22-03 awarding 2022-2026 RCTA Operations and Maintenance Contract to First Transit and authorizing the General Manager to executed all contract documents.

BACKGROUND:

RCTA delivers transit service via a series of contracts, the largest of which is the Operations and Maintenance Contract, which provides all the employees (drivers, dispatch, mechanic, supervisors) that are based at RCTA's Crescent City Operations and Maintenance facility on Williams Drive. RCTA released the RFP on September 28, 2021, held a virtual zoom pre-bid conferences attended by 6 firms, issued two addenda in total, and received one proposal.

Its impossible to conclude accurately exactly why more proposals were not received, but the current labor market, a by-product of a global pandemic that still hangs on and suppresses transit demand PLUS RCTA's remote location explain the lack of proposals. RCTA staff met (via zoom and/or phone, in addition to the Pre-Bid) with four other contractors in the hope of encouraging proposals, but each chose not to bid. First Transit has held this contract nearly 20 years.

RCTA formed a Selection Committee to review and score the proposal, and the proposal was considered responsive and strong. Staff was directed by the Selection Committee to submit some questions to First Transit, and to take the lead on negotiating a BAFO (best and final offer).

DISCUSSION

The Selection Committee spent a week reviewing the First Transit proposal, and scored it highly, above a minimum standard required for a "responsive proposal". A responsive proposal determination is required in order to award a contract in a single proposal scenario such as this.

The Selection Committee average score of the First Transit proposal was an 87. First scored highest in "strength of local personnel" and "ability to perform" (First is one of the larger transit contracting corporations in the world) and lower in costs. First Transit closely followed RCTA's required wage and salary directions, providing an array of wage increases to every position in the hope of finally elevating RCTA wages above the California Minimum Wage.

Proposal Highlights

The First Transit proposal highlighted the long and successful partnership RCTA has enjoyed with First Transit. First Transit came to Crescent City back in 2003 when First acquired Laidlaw Transportation, which held the RCTA Operations and Maintenance Contract. First Transit has

retained the RCTA contract ever since, most recently being chosen over two other proposing firms in the 2016 RCTA Operations and Maintenance RFP.

First Transit enjoys a bit of competitive advantage in this remote corner of the world, having a good-sized contract in Redding that anchors the area and allows First Transit to support RCTA from a nearby location that has a larger pool of drivers and supervisors. First has a strong Northwest Regional team including Mark Elias and Lora Mallory, and provides larger contract operations in Portland, the Bay Area, and Central Valley that can also supply talent to RCTA when needed. Examples of this include the "borrowing" of drivers from First Transit's Visalia contract (several times), the well-supported transitions of First Transit GM's when Kevin Heckman left, and then during the tragic death of Chuck Clarkson in late March 2021. In both scenarios, First Transit was able to assign an experienced GM from their Portland operations to handle things in the interim until a permanent replacement could be hired and trained.

First Transit has a strong corporate culture of leading and adopting new transit technologies. This has certainly been put to the test in the last 5 years, as RCTA went from technology-void to using an array of different systems, all of which are supported (some provided) by First Transit. First has ensured that even the tech-reluctant among RCTA staff have enthusiastically adopted new technologies to save time and ensure quality transit. More of this will be needed 2022-26.

The costs are significantly higher than the previous contract, as RCTA directed First Transit to include the current $4/hour Hazard Pay into every position as a permanent fixture, and to build a pay scale that rewards longevity with significant annual pay rate increases. RCTA sought this type of proposal in order to help RCTA meet its biggest challenge, to attract and retain the best local talent. While the Mini-SRTP financial projections won't be ready until early in 2022, its most likely to show that RCTA can sustain the current level of service (albeit not much more) at these new higher rates assuming funding levels stay at FY 2021-22 levels or grow. TDA is RCTA's largest single funding source, and has increased unexpectedly in recent years, which is fortuitous as fuel and labor costs have risen. The Mini-SRTP will attempt to ascertain the permanence of this new, higher level of TDA funding.

Task	Proposed Date
~~Draft Request for Proposals (RFP) Distributed to Caltrans & Industry~~	~~September 6, 2021~~
~~Request for Proposals (RFP) Approved by Caltrans~~	~~September 27, 2021~~
~~RFP Approved for Release by RCTA Board~~	~~September 27, 2021~~
~~Pre-Proposal Meeting On-Site in Crescent City (optional)~~	~~September 27, 2021~~
~~Request for Proposals (RFP) Released & Distributed~~	~~September 28, 2021~~
~~Proposals Due~~	~~October 25, 2021~~
~~Best and Final Negotiation with Top Proposer~~	~~Nov. 12-17, 2021~~
Award of Contract (begin transition period if necessary)	November 22, 2021
Begin New Contract (end of transition)	January 1, 2022

RECOMMENDATION

Adopt Resolution 2021-22-03 Awarding a five year contract (plus options) for RCTA Operations and Maintenance to First Transit and authorize the General Manager to execute the agreement.

Attachments: Resolution 2021-22-03
Selection Committee Scoring Packet

REDWOOD COAST TRANSIT AUTHORITY
RESOLUTION NO. 2021-22-03

RESOLUTION AUTHORIZING THE AWARD OF A FIVE YEAR CONTRACT WITH OPTIONS TO FIRST TRANSIT/FIRST GROUP AMERICA FOR OPERATIONS AND MAINTENANCE SERVICES FOR REDWOOD COAST TRANSIT AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE ALL CONTRACT DOCUMENTS

WHEREAS, the Redwood Coast Transit Authority (RCTA) is required to procure services in a competitive procurement process periodically, and RCTA's largest and most important contract is with its Operations and Maintenance Contractor, which provides almost all of the activities that make up the daily services provided by the agency, including bus operations, bus maintenance and upkeep of the RCTA Operations and Maintenance Facility in Crescent City; and

WHEREAS, per Federal Transit Administration and California Department of Transportation (Caltrans) procurement guidelines, a Request for Proposals procurement was undertaken in a compressed timeframe to meet Caltrans directive to have a new contract in place for 2022; and

WHEREAS, RCTA General Manager did extensive outreach to the transit contractors; and

WHEREAS, the Redwood Coast Transit Authority formed a Selection Committee made up of RCTA Board Members, plus staff from RCTA, Del Norte Local Transportation Commission, and Del Norte County to review and score the proposals against established scoring criteria including experience with comparable contracts, strength of local management teams, cost, and innovating technologies that will be introduced as part of daily activities. The Selection Committee evaluated the single proposal received and deemed it responsive.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Redwood Coast Transit Authority does hereby award a five-year (plus options) contract for Operations and Maintenance Services to First Transit/First Group according to the terms included in the Proposal submitted by First Transit/first Group dated October 25, 2021 , and the Revised BAFO Cost Proposal submitted by First Transit/First Group dated November 21, 2021.

That the RCTA General Manager is authorized to execute and file all contracts or agreements or any other documents required by the award of this contract.

PASSED AND ADOPTED by the Redwood Coast Transit Authority of the County of Del Norte, State of California, at a regular meeting of said Commission or Board Meeting held on November 22, 2021 by the following vote:

AYES:
NOES:
ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

_____
Darrin Short, Chairperson

_____
Joseph Rye, General Manager

Redwood Coast Transit Authority

2021 Operations and Maintenance Contract

Request for Proposals Summary and Scoresheet

11/5/2021

Proposer and Criteria		First Transit (Incumbent)
Ability to Perform & Experience w/similar Contracts (25pts)	0	First Transit has 18 years experience as the incumbent contractor for RCTA. First Transit currently holds 325 transit operations contracts in North America, running over 45,000 public transit vehicles across 39 states plus Canada. Of those 325, over 30 are similar to RCTA in that the contracts feature both fixed route and paratransit. Other similar rural small agencies include Yamhill County, OR, Canby, OR, Carson City, Nevada and Redding, CA. The Redding Contract is particularly important as this nearby property has provided a great deal of support to Crescent City in the past 18 years, both staffing and managerial support. A major player in the transit contracting industry, First Transit has unsurprisingly developed many tools internally that are used to improve efficiency and create a corporate culture of safety and accountability. Of particular importance to RCTA are e-ARCU, First's online recruiting and applicant tracking tool, Programmatic Advertising, an automated job placement software, and First Advantage, their 3rd party background screening entity. First Transit deploys FirstBase for its fleet maintenance software. As mentioned, RCTA Maintenance has thrived in recent years.
Strength of Local Personnel Assigned to RCTA (35pts)	0	bodes well for RCTA as California requires public transit agencies, nomatter the size, to adopt zero-emissions fleets. The local RCTA team is relatively new in their positions, but all have been promoted from within First Transit, with the GM (FH) and Ops/Safety Mgr (AT) having been at RCTA for First Transit 11-12 years each. First Transit's Tech-in-Charge (Mechanic) has 24 years experience and has led a transformation of the RCTA Maintenance Program in the last 4 years, winning awards and keeping the fleet in top shape, even as funding shortfalls and grant bureaucracy slow the delivery of replacement vehicles, forcing RCTA to run vehicles past their useful lives. The submitted wage plan for these key positions meets and exceeds the RCTA-established RFP minimums, as First Transit shares RCTA's vision of a better-paid, stable workforce that attracts and retains the region's top talent. First Transit offers a decent benefit package, for the private sector, including 401k with company match. First Transit prides itself in retaining contracts, based on client satisfaction.
Price (25pts)	0	RCTA required all proposers in this RFP to meet or exceed an aggressive new pay scale that combines the prior contract wage rates with RCTA's pandemic Hazard Pay to ensure that no staff sees a reduction in pay during the 5-year period of this coming contract. The RCTA Board and staff have long wanted to intervene in the low wages historically paid by RCTA which contributed to high turnover, unreliable service, low morale, and difficult recruiting and retaining front line employees (drivers, dispatch, supervisors). The proposal also raises the wages of the Tech-in-Charge to keep this position notably above California labor law for journeyman mechanics, which currently mandates at least $30/hour. The wages of dispatch and the salaries of the two managerial positions (GM, and Ops/Safety Mgr) are set accordingly and both received significant increases from their current salaries. The proposal meets and exceeds what RCTA intended to see, and rolls the costs of Hazard Pay, the CTSA duties, and everything required to provide RCTA services today into one labor rate. In fact, as the total costs have increased signficiantly, RCTA will want to go through the cost proposal line item by line item to see where some savings might be found, as the proposed cost structure may be more expensive than RCTA can afford at the current (November 2021) service levels, especially someday in the future when the COVID-stimulus funds are fully expended. For example, on page 137 First Transit included a capital expense to install another shop heater to RCTA's facility at a cost of $20k. RCTA can pay for this (or not) using its own funds, thus we can ask for these costs to be removed from the proposal.
Technologies Offered (15pts)	0	With this next contract, First Transit proposes to continue the expanded use of technology that began in 2017, staying with CTS Paratransit scheduling software, implemented in 2017 at RCTA. RCTA is pleased with this low-cost choice that local staff are already familiar with. First Transit proposes to switch AVL/CAD providers, from DoubleMap today to Passio. Passio is not familiar to me, but seems to have the same features as DoubleMap, also supports rugged tablets in each bus, and allows a fare module for drivers to record boarding and alighting information by stop. The switch from DoubleMap to Passio may be an area that can be negotiated by RCTA to save money. First Transit meets the requirement of the RFP by offering Genesys Security cloud-based telephone management system. This will upgrade the current system that has reached obsolesence. First Transit was supposed to upgrade the phone system in 2017 but a snag that required RCTA to change its phone numbers led to the deferring of that upgrade. It is unclear if Genesys can be implemented without a change in customer facing telephone numbers. While desireable, Genesys could be negotiated out should costs require, or if the phone number issue arises. With First Transit's strong corporate IT support, and the talent of the current Tech-in-Charge, RCTA is in a position to adopt new technologies such as contactless fare payments.
total points	0	

Questions from RCTA Selection Committee for First Transit – November 12, 2021

What performance measures would you monitor for the RCTA fleet in a Del Norte context?

How does the RCTA safety record compare with peer agencies of similar size?

In addition to fixed routes, is there space for Mobility on Demand, microtransit type services in DN?

How would you transition to a ZEV fleet in DN County? What type of resources would you need for this transition?

Biggest challenge(s) running RCTA based on past experience? Any trends worth noting?

While the transit system seems to have funding now, I believe that it's unwise to develop a system that cannot be maintained over time. And, the transit system becomes unreliable to the public when the service is on and off and on again, making it especially difficult to get riders back even when the service is running. How can we find ways, working together, to keep the system reliable to the riders over time?

Does the contract take into consideration and include the training that will be needed for some staff with the introduction of the electric buses?

Noting the "Accident Response and Investigations" section in the RFP, how often does First Transit conduct drills for any accident that may happen in the future?

First Transit, Inc.
600 Vine Street, Suite 1400
Cincinnati, Ohio 45202
Phone: 513-241-2200
Fax: 513-684-8852

November 17, 2021

Joseph Rye, General Manager
Redwood Coast Transit Authority
900 Northcrest Drive, #134
Crescent City, CA 95531

Re: RFP – Operations and Maintenance for Redwood Coast Transit Authority (RCTA)

Dear Mr. Rye,

First Transit is excited to continue to work through the Redwood Coast Transit Authority's procurement process and build upon our long-standing relationship with RCTA to provide excellent service to our shared passengers.

Thank you for the productive call on November 12th. Below are First Transit's responses to the questions from the RCTA Selection Committee and clarifications requested during this meeting.

What performance measures would you monitor for the RCTA fleet in a Del Norte context?

First Transit uses a daily dashboard of KPIs to monitor our performance in Crescent City. We document and review our data for on-time performance, passengers per hour, ridership, hours of service, and labor efficiency. As it relates to safety, we report daily and have regular performance reviews to discuss accident trends such as frequency and type, passenger safety measures, and safe working conditions for our employees. Finally, in maintenance we are continually monitoring preventive maintenance compliance, roadcall frequency and type, and repair trends to identify areas of opportunity and to proactively address needed repairs.

How does the RCTA safety record compare with peer agencies of similar size?

RCTA has traditionally been a very safe operating system and much better than the industry standard of one (1) preventable accident per 100,000 miles for similar systems. Following are some statistics for the past several years related to preventable accident frequency rates (PAFR):

- FY2018 – 0 preventable accidents and zero passenger injuries
- FY 2019 – 1 preventable accident and a PAFR of 0.26 and zero passenger injuries.
- FY 2020 – 1 preventable accident and a PAFR of 0.24 and zero passenger injuries.
- FY 2021 – 1 preventable accident and a PAFR of 0.41 and zero passenger injuries. (Note: The PAFR is inflated because mileage was decreased due to the pandemic.)

In addition to fixed routes, is there space for Mobility on Demand (MoD)/ microtransit services in Del Norte?

We believe there may be a good opportunity to incorporate a MoD/microtransit solution in Del Norte. First Transit can assist RCTA in exploring an on-demand solution for low volume fixed ridership as well as helping to cover DAR.

First Transit operates various types of microtransit services for our clients as one solution for better connecting various communities and/or zones and increasing the use of public transit. We can help design and implement the microtransit zones, routes, technology, operators, and vehicles for RCTA. We understand that a microtransit service for RCTA would need to meet operational costs and passenger demands effectively.

Technology is a vital component of microtransit operations, as passengers use mobile apps, or call a designated number, to request a ride. The technology solutions implemented usually allow for designation of an ADA accessible vehicle for those passengers with disabilities. Passengers and dispatchers can see the real-time location of their vehicle, making commutes and trip planning much easier on the part of the passenger.

How would you transition to a zero-emission vehicle (ZEV) fleet in Del Norte County? What type of resources would you need for this transition?

First Transit has significant experience operating and maintaining electric vehicles on behalf of our clients, including high-profile services in the State of California. We share RCTA's commitment to sustainability in transit operations and is the right partner to support the integration of electric vehicles and/or the transition to a fully electric fleet and ongoing management of ZEV buses.

Within First Transit's Innovation and Operations Support departments, we have organized a team whose primary objective is to assist our transit clients' transition from petroleum-based vehicles to electric. They will assist RCTA and our RCTA local and regional management teams to conduct route analysis, develop infrastructure and fleet maintenance plans, and identify other strategic steps required to transition a fleet to fully electric.

Considerations for an Electric Fleet Transition

As you phase out your aging diesel and gasoline buses in the next few years, our regional and corporate maintenance team will support the decommissioning of these vehicles. Further, we can assist with the selection and procurement of new electric fleet assets, including developing specifications for this project. Our regional and corporate maintenance teams can also provide inspections and acceptance of incoming electric fleet assets. Finally, First Transit will ensure the health and longevity of these vehicles through tailored electric vehicle maintenance practices.

The success of RCTA's transition to an all-electric fleet would hinge on the following considerations:

- **Adjusting the Operations Approach**: An all-electric fleet requires an operational paradigm shift in terms of logistics. This includes adjusting the run cut and relief strategies based on bus ranges and determining when and where buses are charged. We will also review the

potential facility parking and update the layout to ensure smooth and safe flow throughout the yard.

- **Training Staff**: Operators will receive training in electric vehicle-specific topics, including steering, braking, acceleration, and monitoring charging levels. Our Technician-in-Charge and other maintenance staff will undergo factory training on maintaining electric motors, including cooling, air compressor, power steering, and HVAC. Service personnel are trained in how and when to charge the vehicles, with a focus on safety and ensuring service continuity. First Transit has working relationships with all electric bus and powertrain manufacturers and suppliers, which provides access to extensive maintenance support and training resources for our local maintenance team.
- **Establishing the Maintenance Shop**: In addition to establishing preventive maintenance schedules for all vehicle types, we must ensure the shop is supplied with specialty tools, electric-related PPEs, and adjusting parts and fluids inventory to maximize maintenance efficiency.
- **Initiating Warranty Procedures**: First Transit has performed warranty work with all electric bus manufacturers and has established procedures for this type of work. Warranty repairs will be performed in-house or by the vehicle manufacturer. Tech-in-Charge Nicholas West will coordinate on-site repairs with the OEM and remain in constant communication with their engineers. First Transit is factory authorized by Cummins, New Flyer, Gillig, and other electric bus manufacturers.

Electrification Partnership

First Transit recently entered into a partnership with NextEra Energy Resources (“NextEra”) to enable the electrification of transit fleets on behalf of our clients across the U.S and Canada. Our partnership with NextEra will enable First Transit to be able to offer our clients vehicle-to-grid ("V2G") power management, energy storage, and ancillary grid services. These services are critical to the successful transition to electric fleets. NextEra will supply valuable charging, storage, renewable generation, and grid connection infrastructure for electric vehicles procured and/or operated by First Transit.

NextEra Energy Resources is a leader in clean energy and battery storage and the world's largest generator of renewable energy from the wind and sun. The company is also one of the largest wholesale generators of electric power in North America. NextEra operates clean, emissions-free nuclear power generation facilities in New Hampshire and Wisconsin.

" With battery and electric vehicle prices falling rapidly, and with an increasing focus on sustainability, many fleets are preparing for wholesale electrification. The collaboration with NextEra Energy Resources will position First Transit as the leading provider of sustainable passenger transportation solutions in North America."

– Bradley A . Thomas
President, First Transit

What is the biggest challenge(s) operating RCTA based on your past experience? Are there any trends worth noting?

A few significant challenges we have faced historically are:

- Staffing for vehicle operators and other key roles based on the limited recruiting pool and isolation of the community
- Accessibility of maintenance parts and services based on location and isolation of the community
- Challenges with support for and training of personnel and technology due to the remote location and difficulty getting to it

First Transit is uniquely positioned to overcome these challenges because of our familiarity with the transit system, the strong local team, our national and statewide presence. Our other relatively close California locations and teams are available to call on for support and assistance – which we have done as needed over the years.

While the transit system seems to have funding now, I believe that it's unwise to develop a system that cannot be maintained over time. And, the transit system becomes unreliable to the public when the service is on and off and on again, making it especially difficult to get riders back even when the service is running. How can we find ways, working together, to keep the system reliable for the riders over time?

By working together, through collaboration and planning, we can develop action plans for service level sustainability. For example, concepts such as MoD and Microtransit may assist with providing supplemental and necessary services for low ridership areas while still supplying much needed services to those passengers that utilize the fixed route and DAR services. Further, by establishing a strong local leadership team and competitive wages and benefits, and by providing a great place to work, we can retain quality employees and create a sustainable workforce with longevity and experience.

Does the contract take into consideration and include the training that will be needed for some staff with the introduction of the electric buses?

The maintenance staffing strategy outlined in our proposal would need to be adjusted to meet the needs of an electric fleet.

We have numerous California locations that maintain electric buses. We are in a great position to provide firsthand experience working with electric bus vendors and maintenance, training, and support for the local RCTA staff.

Noting the "Accident Response and Investigations" section in the RFP, how often does First Transit conduct drills for any accident that may happen in the future?

First Transit addresses accidents that could happen in the future from both a prevention and preparation standpoint. **BeSafe,** our company-wide safety transformation program **for all staff and management**, is our proactive approach to safety, which focuses on eliminating potentially unsafe behaviors before they become accidents. Our operator training includes the Smith System of Defensive Driving program – a defensive driving program designed to increase employee awareness of the proper space cushion around our vehicles and reduce collisions.

All GMs and safety managers receive training on First Transit's Accident Response Procedures that are used when responding to: vehicle-involved collisions; passenger, customer, or employee accidents and injuries; pedestrian and bicycle accidents; and fixed-objects accidents (curbs, tree limbs, signs, etc.). This **Accident Investigation Procedures and Documentation training** module provides managers with the information needed to properly gather and document all of the facts relevant to an investigation, and to ensure that the driver complies with USDOT, First Transit, and RCTA policies. Managers are also trained on how to secure the vehicles involved in an accident, judging whether or not to return vehicles to immediate service, and effective coordination with all key operations personnel.

First Transit creates a **Business Continuity Plan (BCP)** for each operating contract based on National Institute of Standards and Technology (NIST) standards, industry best practices, as well as regulatory and contractual requirements. Our BCP plan for the RCTA operation is updated annually and the GM keeps a copy of it on-site and off-site for access in the event of a disruption covered in the plan.

First Transit is in the process of scheduling a **"tabletop" exercise** with each of our locations where we create an emergency scenario and walk through the plan, testing each stage of response. We will be conducting a tabletop exercise with the RCTA local management team in the future. This simulated training exercise will be another tool for helping our RCTA team practice the procedures learned as part of our safety and emergency planning and apply them toward managing a crisis.

Again, we appreciate the opportunity to continue in the procurement for these services. We have been honored to serve RCTA and very much value this partnership. Thank you for the opportunity to respond to your questions, and please let me know if you would like to discuss further. You can reach me at (707) 694-3932, David.A.Smith@firstgroup.com.

Sincerely,

Dave Smith, Director of Business Development
First Transit, Inc.

Darrin Short

Redwood Coast Transit Authority

11/5/2021

2021 Operations and Maintenance Contract
Request for Proposals Scoresheet

Proposer and Criteria	First Transit (Incumbent)
Ability to Perform & Experience w/similar Contracts (25pts)	Noting their extensive experience I will score them at 25 points
Strength of Local Personnel Assigned to RCTA (35pts)	There are some strong local employees. I will score them at 30 points
Price (25pts)	Seeing their recent increases in employee pay, I will score them at 18 points
Technologies Offered (15pts)	I appreciate First Transit's philosophy that they are willing to experiment with new tech in order to become more efficient. I will score them at 12 points.
total points	85 Points

Suresh Ratnam

Redwood Coast Transit Authority
2021 Operations and Maintenance Contract
Request for Proposals Scoresheet

11/5/2021

Proposer and Criteria	First Transit (Incumbent)	Score
Ability to Perform & Experience w/similar Contracts (25pts)	The applicant has plenty of experience operating transit fleets including the RCTA fleet for 18 years. Good skills/technologies/ tools promoting safety, staffing, training and managing the agency.	23
Strength of Local Personnel Assigned to RCTA (35pts)	Appreciate the team being promoted from within, and the long experience of the GM and Ops/safety MGR (10+ years each). The maintenance program winning awards and keeping the fleet roadworthy is also very much appreciated. Teams like this deserve to be duly compensated and retained.	33
Price (25pts)	Understand the need for just compensation to retain qualified staff, and since the proposal meets/exceeds RCTA expectations it is only fair to expect line item savings inlight of the current ridership levels. These savings could be renegotiated at the next contract.	23
Technologies Offered (15pts)	First Tranist seems to value technology applications to imprive RCTA operations. The key to this would be to assemple a local team that is tech competent.	14
total points		93

Ray Altman

Redwood Coast Transit Authority
2021 Operations and Maintenance Contract
Request for Proposals Scoresheet

11/5/2021

Proposer and Criteria	First Transit (Incumbent)
Ability to Perform & Experience w/similar Contracts (25pts)	Clearly, a history of success locally. The focus of this proposer is experience. Proven ability to adapt to changing circumstances, COVID/Pandemic protocol, inflation and therefore more competitive wages to reach retention of skilled staff is good business. In the near future the experience and skills will be called upon again with the introduction of electric vehicles in the State of Californ The Safety programs are A+ Score (25 pts)
Strength of Local Personnel Assigned to RCTA (35pts)	The team in place are subject matter experts in their field and excel at every challenge. The submitted wage plan for these key positions meets and exceeds todays challenges of employee retention. The vision of a better-paid, stable workforce that attracts and retains the region's top talent is optimum. The First Transit proposal goes over the staff experience in detail as well as a collective. All efforts have appeared to be made to keep this team in tack for the five year contract which is desirable as the First Transit Team is already a proven success locally and through challenging times when mandates and safety concerns restricted many businesses making it difficult to remain open and fully staffed. Score (30 pts)
Price (25pts)	Since there are no comparable bids. Each line item was reviewed and found to be acceptable. RCTA to pay for shop heaters. Score (20 pts)
Technologies Offered (15pts)	Current technologies and continuos improvemnets are impressive. Score (10 pts)
total points	Total Score (85 pts)

Redwood Coast Transit Authority
2021 Operations and Maintenance Contract
Request for Proposals Scoresheet

Proposer and Criteria	First Transit (Incumbent)
Ability to Perform & Experience w/similar Contracts (25pts)	22
Strength of Local Personnel Assigned to RCTA (35pts)	30
Price (25pts)	20
Technologies Offered (15pts)	12
total points	84

Tamera Leighton

Joe Rye

Redwood Coast Transit Authority
2021 Operations and Maintenance Contract
Request for Proposals Scoresheet

11/5/2021

Proposer and Criteria	First Transit (Incumbent)
Ability to Perform & Experience w/similar Contracts (25pts)	23
Strength of Local Personnel Assigned to RCTA (35pts)	32
Price (25pts)	20
Technologies Offered (15pts)	13
total points	88

November 22, 2021

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Adopt 2022 Board Meeting Calendar & Meeting Times

RECOMMENDATION:

Adopt 2022 Board Meeting calendar and agree on meeting start times.

BACKGROUND:

Historically, the Redwood Coast Transit Authority Board of Directors met at the County's Flynn Administration Building on a set day and time each month, cancelling when appropriate. RCTA has averaged 6-9 meetings per year, reserved for a set day and time each month to the extent possible, ensuring that Board members and staff can attend meetings and minimize conflicts. From 2015-2019, RCTA met on the third Wednesday of the month at 3:30pm. From mid-2019 to today, RCTA has (generally) met on the fourth Monday at 5:15pm. This adjustment in 2019 was to help with the General Manager's travel schedule and to accommodate Board members who were working traditional daytime hours and could not make a meeting prior to 5pm.

Discussion

As RCTA winds up its 2021 Board Meeting schedule, the Board asked staff to return to the issue of scheduling the optimal day and time for RCTA Board meetings in 2022. Today's (November 22, 2021) RCTA Board Meeting will be the last in 2021 and the first "in-person hybrid zoom" meeting since the relaxing of COVID-19 pandemic restrictions on public gatherings. RCTA will return to Flynn and be primarily back to a normal "in-person" experience. However, going forward, RCTA wants to retain a zoom option that will encourage the public and staff who live remotely to participate in the Board meetings, all while controlling travel costs and time.

RCTA has for the most part had good Board attendance at its 4th Monday 5:15pm timeslot. Due to unchanged travel challenges for the General Manager, a Monday or Friday remains staff's strong preference.

Staff has worked with the Clerk of the Board of Supervisors to check the availability of the BOS Chambers at Flynn for both Friday and Monday afternoons as potential 2022 standing dates for RCTA. Flynn is available for RCTA Board Meetings on both the 4th Mondays 1:30-3:30pm and after 5pm, and all afternoon most Fridays.

Board members are interested in moving the meeting earlier in the day, but a meeting before 5:15pm could have a negative impact on current Board members who work daytime hours. Due to this fact, it is recommended that RCTA maintain the current meeting day and time for 2022, the 4th Monday at 5:15pm.

The next RCTA Board meeting is tentatively scheduled for January 24th at 5:15pm (4th Monday). Looking forward to 2022, staff projects meetings will be held in January, March, April, June, August, October, and November, but the monthly standing meeting is the best option to keep consistency on the calendar.

Recommendation

Staff recommends the Board retain the 4th Monday at 5:15pm as the standing meeting day/time for calendar year 2022. Meeting dates can and will be cancelled or adjusted as necessary.

November 22, 2021

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager RCTA

SUBJECT: Cultural Center Area Kiosk/Office Alternatives

RECOMMENDATION:

Discussion only.

BACKGROUND:

RCTA has been developing a project to house a staffed presence at RCTA's main transit center, currently Front Street near the Cultural Center. The project evolved out of negative feedback received during the market research outreach leading up to the 2018-19 Short Range Transit Plan. This project enjoys support of the Del Norte Local Transportation Commission, who programmed $30,000 to fund the planning and engineering portions of the project, approximately $10k for planning and outreach, and $20k for engineering.

DISCUSSION:

This project's need arises from comparing RCTA's Transit Transfer Center at Cultural Center, and what other transit agencies in the region have built at their main transit transfer centers PLUS notable negative input that RCTA received from the public during market research outreach for the 2018-19 Short Range Transit Plan. RCTA scored poorly in security and specifically the Cultural Center hub was cited as a problem.

Mobile Kiosk versus Office Space with Ability to Establish Enhanced Bus Stop

A main decision point on this project will likely involve the choice between a location to setup an "enhanced bus stop", a strip of accessible curb at least as big as the current location, to host a mobile kiosk, versus leasing of existing office space. The mobile kiosk would be equipment that RCTA will own and store at its secured Williams Drive yard, transporting it daily to/from an established location in the vicinity of the Front Street hub. The office space lease path would be to find office space as near to this area as possible, in close enough proximity to an area where the buses can meet to transfer passengers. For this option to work, office space overlooking a significant stretch of ADA-accessible curb (either in the public ROW or perhaps in a public parking lot) would need to be identified and then a cost-benefit analysis conducted on the real estate and improvements needed to establish the physical bus transfer area closeby, versus the kiosk option.

Initial collaboration with the City and DNLTC led to 2 or 3 possible locations within a block or so of the existing spot, where modest civil improvements could be made to increase accessibility, pedestrian amenities, and develop some type of power pedestal where RCTA could simply plug the kiosk in to power and data. These utility connections are needed to allow RCTA to setup daily at this location and provide in-person customer support, sell tickets, provide a security presence, and still perform required dispatching functions.

Mobile Kiosk

RCTA could invest in a traditional ticket booth that would need to be mounted on a trailer, parked along the curb, and towed back and forth daily. Another alternative could be to purchase a purpose-built specialty (self-propelled) vehicle that could be driven to/from the transit hub each day, plugged into the power/data pedestal at the enhanced bus stop. A third path would be to convert an existing RCTA retired bus into the mobile kiosk.

Recommendation

Discussion only.

November 22, 2021

MEMO TO: Board of Directors

FROM: Joe Rye, General Manager

SUBJECT: Adopt Resolution 2021-22-04 Approving an Expenditure of Up to $550,000 to Creative Bus Sales for the Purchase of Three Replacement Buses for Redwood Coast Transit and Authorizing the General Manager to Issue a Purchase Order

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RECOMMENDATION:

That the Board approve Resolution 2021-22-04 approving an expenditure of up to $550,000 to Creative Bus Sales for purchase of (3) three replacement buses for Redwood Coast Transit and authorizing the General Manager to issue a Purchase Order.

BACKGROUND:

The RCTA Board initially approved the issuance of Purchase Order 2020-21-10 on March 2, 2021 for one replacement low-floor Champion bus, and then subsequently PO 2020-21-14 on May 4, 2021, for 2 additional replacement buses, one low-floor and one regional diesel bus. All three buses were to be ordered from Creative Bus Sales using options from the CalACT/MBTA purchasing cooperative, specifically from CalACT bid 15-03, which expired on April 30, 2021. While Caltrans approved the purchase of the first low-floor bus (from PO 2020-21-10) Caltrans rejected the second purchase (two buses, off PO 2020-21-14) saying that the order was not placed prior to the April 30, 2021 expiration of the CalACT bid. The paperwork, including all floorplans, quotes from Creative Bus Sales, the draft PO, and the CalACT-issued purchase options letter, were all dated and submitted to Caltrans Procurement by April 27th, but Caltrans refused to expedite review and approval. RCTA was told to abandon this purchase, delay and restart the process once CalACT established a new open contract later in 2021.

The lone bus ordered on March 2, 2021 from PO 2020-21-10 was expected to be delivered soon. However, this purchase has also met with misfortune. Forest River has been a player in the body-on-chassis (cutaway) transit bus market for several years, entering the market after establishing themselves as a major manufacturer of recreational vehicles (motor homes, etc.). Forest River bought out Champion in late 2020. Initially it was felt that Forest River would continue the Champion Bus line, and fulfill existing Champion bus orders. However, citing the global vehicle chip shortage (which has reduced the number of chassis available to cutaway manufacturers globally) Forest River never initiated the production of RCTA's bus, and has now indicated to Creative Bus Sales that they likely will not fulfill this order under the Champion brand. It appears that Forest River will retire the Champion line and factory. Creative Bus Sales has indicated that RCTA will likely need to scrap the first Champion purchase and start over.

Adding insult to injury, Forest River also has purchased El Dorado Bus, and has indicated plans to close the El Dorado factory and will not be fulfilling orders. RCTA needs to find "equivalents" to meet its fleet needs: Fords in general, with low-floor for local routes, and diesel for regional.

Staff worked with Creative Bus Sales (CBS) and the new CalACT purchasing cooperative Bid 20-01 to identify buses that will meet RCTA's basic needs. CBS has provided a quotation for ARBOC low-floor cutaways on Ford E-450 chassis, and a Starcraft 32' cutaway on a Ford F-550 chassis. The buses are similar to what RCTA prefers and in the same price range (although buses have risen sharply in price over the last few years) as the previous intended orders. This order will continue the fleet replacement strategy began in 2017. The ARBOC Ford low-floors are operationally superior to regular cutaway buses, especially on fixed route duty in Crescent City. The Ford F550 high floor Starcraft diesel is similar to RCTA buses 294 and 295 (El Dorados) that work on RCTA Regional Routes. RCTA is in the process of reaching an optimal fleet mix of:

(5-6) 32-35' Diesel Cutaways for Regional (Route 20 and 199) Route Duty
(5-6) 26' Low-Floor Gasoline & Electric Cutaways for Local Fixed Route and DAR duty
(2-3) Modified sedans/passenger vans for daily use in Dial-A-Ride duty (includes electric vans)

Like the ill-fated orders from earlier in 2021, this order will be leveraged with Federal 5339 funding, with local match of RCTA PTMISEA funding, and is subject to Caltrans review (ongoing). The CalACT/MBTA bid has been reviewed and approved by both the Federal Transit Administration and Caltrans and allows small agencies like RCTA to bypass the labor-intensive process of conducting their own full bus order solicitations. Due to the global chip shortage, production will be 360 days from receipt of the purchase order, arriving in late 2022 at best.

Funding for this three-bus purchase is split as follows:

Source	Amount
FTA 5339 (64AC19-01465)	$196,448
FTA 5310 (64AC19-01220)	$ 76,700
RCTA PTMISEA local match	$276,852
Total Purchase Price	$550,000

Unfortunately, the RCTA 5339 grant award (SA-01465) was a 50% match fund, requiring RCTA to dig into its capital funding balance deeper than usual, and the 5310 funding, while officially "no match" s are well below the current price of a low-floor cutaway (Caltrans discretion).

RECOMMENDATION
Staff recommends the Board approve the purchase order in a not-to-exceed amount of $550,000 and direct the General Manager to issue the purchase order.

Attachments
1. Resolution 2021-22-04
2. Quote from Creative Bus Sales – November 17, 2021
3. Draft RCTA Purchase Order 2021-22-07 to Creative Bus Sales

RESOLUTION NO. 2021-22-04

RESOLUTION APPROVING A PURCHASE ORDER IN A NOT-TO-EXCEED AMOUNT OF $550,000 TO CREATIVE BUS SALES FOR PURCHASE OF THREE REPLACEMENT BUSES FOR REDWOOD COAST TRANSIT AUTHORITY FROM THE CALACT/MBTA PURCHASING COOPERATIVE COMPETITIVE BID AND AUTHORIZING THE GENERAL MANAGER TO ISSUE THE PURCHASE ORDER AND EXECUTE ALL PURCHASE DOCUMENTS

WHEREAS, Redwood Coast Transit has a need to maintain a safe and reliable fleet which requires regular replacement of revenue vehicles as they age to ensure cost efficient and reliable transit service; and

WHEREAS, Redwood Coast Transit has programmed PTMISEA funding to purchase replacement buses in the Fiscal Year 2021-22 RCTA Budget; and

WHEREAS, Redwood Coast Transit Authority is eligible to utilize the California Association for Coordinated Transportation (CalACT) Morongo Basin Transit Authority (MBTA) Purchasing Cooperative for streamlined procurement and advantageous pricing as a privilege of CalACT membership; and

WHEREAS, Redwood Coast Transit Authority has selected (2) Type F Ford ARBOC Low-Floor Buses, and (1) Type E Ford Starcraft Bus, for purchase with this particular bus order, and worked with the vendor (Creative Bus Sales) to select the desired vehicle options that best suit RCTA's service needs; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Redwood Coast Transit Authority does hereby approve the issuance of a Purchase Order in a not-to-exceed amount of $550,000 to Creative Bus Sales for the production and delivery of three replacement buses for Redwood Coast Transit per the price and product quotations attached to this staff report and resolution, and authorizes the General Manager to execute the Purchase Order and other project purchase documents.

PASSED AND ADOPTED by the Redwood Coast Transit Authority of the County of Del Norte, State of California, at a regular meeting of said Board held on November 22, 2021 by the following vote:

AYES:
NOES:
ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

_____
Darrin Short, Chair

_____
Joseph Rye, General Manager

Creative Bus Sales
13501 Benson Avenue · Chino, CA 91710 800.326.2877

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CalACT RFP #20-01 - Class E - Quote Sheet *(Rev 11/17/2021)*

Vehicle Type:	**Class E - Startrans - Ford**	**Ford GPC #:**	
Contact:	**Joe Rye**	**Type of Lift:**	☑ Braun
Agency:	**Redwood Coast Transit**	**Lift Location:**	☑ Front ☐ Rear
Address:	**140 Williams Drive**	**Seat Material D-90:**	☑ Vinyl ☐ Cloth
City, State, Zip:	**Crescent City, CA 95531**	**Seat Color:**	
Phone:	**707-235-3078**	**Reflective Stripes:**	☐ Yes (2) 5 ☐ No
Fax:		**Stripe Color:**	**RCG**
E-Mail:	tmpconsulting@gmail.com	**Salesperson:**	**Jay H**

Quantity:	Description	Price	Ext. Price	ADA
1	Class E - (Startrans) - (F550) 6.7L Gasoline	$101,029.00	$101,029.00	$26,500.00
.	**Published Options**			
3	Freedman Foldaway Seat - Double	$1,365.00	$4,095.00	
1	Locking Rear Door w/Alarm	$460.00	$460.00	
1	Apollo 1TB DVR w/GPS (8 Camera)	$6,725.00	$6,725.00	
1	Sportworks Bike Rack (Apex 3 Bike)	$3,200.00	$3,200.00	
1	REI PA System (4 Interior, 1 Exterior)	$750.00	$750.00	
1	Ad Rails (Interior - Both Sides)	$525.00	$525.00	
8	USB Charging Port (Each)	$75.00	$600.00	
1	Liquidspring Suspension System - (Ford F-550)	$10,000.00	$10,000.00	
1	"Stop Request" w/ADA Buttons on Seat and W/C	$1,850.00	$1,850.00	
.	**Non-Published Options**			
1	Luminator Smart Sign III	$8,450.00	$8,450.00	$8,450.00
1	Redwood Coast Graphics Package	$2,750.00	$2,750.00	
1	Overhead Luggage Rack - *(Both Sides)*	$1,100.00	$1,100.00	
.				
		Class E - Base Price	$101,029.00	

		Published Options	$28,205.00	
		Non-Published Options	$12,300.00	
		Total	$141,534.00	$34,950.00
		Doc Prep Fee	$80.00	
The Non-Taxable Amount is the ADA Equipment in the Base and Added as Options		Non-Taxable	$34,950.00	
The Taxable Amount Includes the Mobility Rebate of $1,000.00 For Ford Chassis		Taxable Amount	$107,664.00	
Crescent City*	373	Tax Total	$8,074.80	7.500%
		Sub-Total	$149,688.80	
		CalACT Fee	$2,123.01	
		DMV E-File Fee:	$29.00	
		DMV Fee	$0.00	*(Estimated)*
		Tire Fee	$12.25	
		Local Delivery	$800.00	0
		Total	**$152,653.06**	*Insert Miles*
		Number of Units	1	
		Final Total	**$152,653.06**	

Local Delivery Up To 100 Miles at No Charge

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CalACT RFP #20-01 - Class G Ford (Low Floor) - Quote Sheet *(Rev 11/17/2021)*

Vehicle Type:	**Class F - Ford (Low Floor)**	**Ford GPC #:**	
Contact:	**Joe Rye**	**Type of Lift:**	☑ Braun
Agency:	**Redwood Coast Transit**	**Lift Location:**	☑ Front ☐ Rear
Address:	**140 Williams Drive**	**Seat Material D-90:**	☑ Vinyl ☐ Cloth
City, State, Zip:	**Crescent City, CA 95531**	**Seat Color:**	
Phone:	**707-235-3078**	**Reflective Stripes:**	☐ Yes (2) 5 ☐ No
Fax:		**Stripe Color:**	**RCG**
E-Mail:	tmpconsulting@gmail.com	**Salesperson:**	**Jay H**

Quantity:	Description	Price	Ext. Price	ADA
1	ARBOC - (Low Floor) - 26'	$138,528.00	$138,528.00	$26,500.00
	Published Options			
2	Freedman Foldaway Seat - Double	$1,365.00	$2,730.00	
1	Advick Power Seat Base	$755.00	$755.00	
1	Locking Fuel Door	$225.00	$225.00	
1	Apollo 1TB DVR w/GPS (8 Camera)	$6,725.00	$6,725.00	
1	Sportworks Bike Rack (Black 2-Bike)	$2,500.00	$2,500.00	
1	"Stop Request" w/ADA Buttons on Seat and W/C	$1,850.00	$1,850.00	
	Non-Published Options			
1	Co-Pilot Seat	$525.00	$525.00	
1	Two-Way Radio Prep	$250.00	$250.00	
1	Floor - Gerfloor Covering	$0.00	$0.00	
1	Luminator Smart Sign III	$8,450.00	$8,450.00	$8,450.00
1	Redwood Coast Graphics Package	$2,400.00	$2,400.00	
		Class G - Base Price	$138,528.00	
		Published Options	$14,785.00	

		Non-Published Options	$11,625.00	
		Total	$164,938.00	$34,950.00
		Doc Prep Fee	$80.00	
The Non-Taxable Amount is the ADA Equipment in the Base and Added as Options		Non-Taxable	$34,950.00	
The Taxable Amount Includes the Mobility Rebate of $1,000.00 For Ford Chassis		Taxable Amount	$131,068.00	
Crescent City*	373	Tax Total	$9,830.10	7.500%
		Sub-Total	$174,848.10	
		CalACT Fee	$2,474.07	
		DMV E-File Fee:	$29.00	
		DMV Fee	$0.00	*(Estimated)*
		Tire Fee	$12.25	
		Local Delivery	$800.00	0
		Total	**$178,163.42**	*Insert Miles*
		Number of Units	1	
		Final Total	**$178,163.42**	

Local Delivery Up To 100 Miles at No Charge

PURCHASE ORDER

c/o TMTP Consulting LLC
1275 4th Street, #733
Santa Rosa, CA 95404
707-235-3078
tmtpconsulting@gmail.com

P.O. NO. 2021-22-07
DATE November 22, 2021
CUSTOMER ID tax ID 83-0497811

VENDOR
Jay Holzauer
Creative Bus Sales, Inc.
14741 Ramona Ave.
Chino, CA 91710
855-887-1611

SHIP TO
Redwood Coast Transit
140 Williams Drive
Crescent City, CA 95531
707-464-6400

SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE
deliver to bus yard	net 30	TBD

QTY	ITEM #	DESCRIPTION	JOB	UNIT PRICE	LINE TOTAL
2.00	Type F	Ford 26' ARBOC Bus, Taxable		$ 176,000.00	$ 352,000.00
				-	
2.00		ADA Non-taxable		$26,500.00	$ 53,000.00
2.00		Sales Tax @ 8.5%		11,140.78	$ 22,281.56
2.00		DMV Docs and CalACT Fees		2,595.32	$ 5,190.64
1.00	Type E	Ford 32' Starcraft Bus, Taxable		$ 156,732.10	$ 156,732.10
				-	
1.00		ADA Non-taxable		$26,500.00	$ 26,500.00
1.00		Sales Tax @ 8.5%		9,151.44	$ 9,151.44
1.00		DMV Docs and CalACT Fees		2,244.26	$ 2,244.26
3.00		Shipping		800.00	2,400.00

SUBTOTAL	$ 518,567.00
SALES TAX	31,433.00
TOTAL (including shipping)	**$ 550,000.00**

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notifiy us immediately if you are unable to ship as specified.
4. Send all correspondence to:
Joseph Rye
1275 4th Street, #733
Santa Rosa, CA 95404
707-235-3078

22-Nov-21

Authorized by *Date*