



2035 Tulare Street, Suite 201  
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## FRESNO COUNTY RURAL TRANSIT AGENCY (FCRTA) MEETING AGENDA

DATE: Thursday, January 25, 2018  
TIME: 5:30pm, **AFTER** the Fresno Council of Governments (FCOG) Meeting  
PLACE: FCOG / FCRTA Offices  
Sequoia Conference Room  
2035 Tulare Street, Suite 201  
Fresno, CA 93726  
*(Corner of Tulare and Van Ness Ave. - above Club One  
Park in Underground Garage - Entrance off Tulare & Van Ness Ave.  
Exit Elevator on Tulare St., Turn Left, Enter Lobby Door,  
Up Elevator to Second Floor, Left to Sequoia Conference Room)*

### **Americans with Disabilities Act (ADA) Accommodation**

The Fresno COG / FCRTA offices and restrooms are ADA accessible. Individuals with disabilities may call (559-233-4148) / FCRTA (559-233-6789) at least 3 days in advance, to request auxiliary aids and/or translation services necessary to participate in the public meeting / public hearing. If Fresno COG / FCRTA are unable to accommodate an auxiliary aid or translation request for a public hearing after receiving proper notice, the hearing will be continued on a specified date when accommodations are available.

**AB 23 Requirement:** In accordance with the Brown Act and AB23 the amount of stipend paid to members of the Board of Directors for attending this meeting of the Fresno County Rural Transit Agency, is \$50.00.

### 1. ROLL CALL

Public Presentations - This portion of the meeting is reserved for persons wishing to address the FCRTA Board on items within its jurisdiction but not on this Agenda.

NOTE: The public may also comment on any Agenda item, as they are presented, prior to action by the FCRTA Board.

### 2. ACTION ITEMS

#### **A. Approve Executive Minutes of November 16, 2017 (Attachment)**

#### **B. California Energy Commission Application for EV Units**

**Summary:** FCRTA was contacted to apply for an Incentive Project to install Electric Vehicle Charging Stations in Fresno County. The California Energy Commission (CEC) is launching this project and is offering rebates of \$4,000 for single port charging stations and \$7,000 for double port charging stations through Fresno County Incentive Program and Charge Up. FCRTA has selected 40 sites across 13 rural cities in Fresno County; this includes 13 City Maintenance Yards, 13 Police Departments, 13 Community Centers, and the FCRTA Maintenance Facility totaling an incentive of \$160,000 (Single Port Charger) to \$280,000 (Double Port Charger). Attached for your reference is the press release of this incentive program (**Attachment**).

**Action:** Staff recommends Board approval for submission of this application to the CEC.

### **C. Senate Bill 1 (SB 1) State of Good Repair Application Submittal**

**Summary:** FCRTA is proposing a project submittal for \$287,482 in funding through the Senate Bill 1 State of Good Repair Grant with a local match of \$2,100,000 Measure C capital carry over for a total of \$2,387,482 to construct a new Bus Maintenance and Fuel Yard Facility. FCRTA will acquire land and build a new facility or retrofit an existing building site. The current location is outdated and we have outgrown the location with our 90 plus vehicle fleet and the addition of 7 new 35'-40' electric buses arriving later this year (**Attachment**).

**Action:** Staff recommends approval of the FCRTA Maintenance Facility proposal and Board Resolutions No.2018-01 (SB 1 \$287,482 funding) and No.2018-02 (Measure C \$2,100,000 Budget Transfer).

### **D. Request for Proposal (RFP) Consultant Selection and RFP Timeframe/Scope of Services**

**Summary:** FCRTA has begun the process to release a Request for Proposal (RFP) to contract out the existing services FCRTA currently provides. TMTP Consulting will be utilized to provide oversight and support to FCRTA during the RFP process. The contracted services that will go out to bid include Maintenance, Inter-City Fixed Routes, and Demand Response Services and may be contracted out as one or all three. A Member Agency can also be considered to operate the contracted services of one or all three. Attached is the background of what has taken place to date; RFP timeframe, and TMTP Consulting Scope of Work (**Attachment**).

**Action:** Staff recommends approval of TMTP Consulting Scope of Work and RFP timeframe. It is further recommended that the Board authorize General Manager to execute an agreement with TMTP Consulting not to exceed \$14,083 upon Legal Counsel review.

## **3. INFORMATION/DISCUSSION**

### **A. West Park Community Transit Route Update**

**Summary:** FCRTA started the West Park Community fixed route to address unmet needs in an unincorporated community located outside the sphere of influence in Fresno. The West Park Route began service November 13, 2017 operating 5 hours a day, Monday through Friday. Residents of the West Park Community have organized events in order to promote the route and increase ridership, a BBQ on November 12th and a Toy Drive on December 22nd both at Sabers Market. West Park Community Board Members, CRLA staff, and FCRTA staff have been involved in marketing efforts to increase ridership. West Park Route is currently on a demonstration period of 6 (six) months in order to evaluate farebox and ridership numbers. The demonstration period of 6 (six) months will determine if it will meet the 10% farebox requirement of operating expenses to continue operation beyond the demonstration period. The data from the first 2 (two) months of service for the West Park route have been collected and summarized for your information (**Attachment**).

**Action:** Information and update to the Board. Updates will be provided every 2 months until 5/11/18 when the demonstration period ends.

## **4. OTHER BUSINESS**

### **A. Items from staff.**

### **B. Items from members.**

## **5. ADJOURNMENT**



## FRESNO COUNTY RURAL TRANSIT AGENCY (FCRTA)

### Executive Minutes

Thursday, November 16, 2017 at 7:30 PM before COG Policy Board Meeting  
COG Sequoia Conference Room  
2035 Tulare St., Suite 201, Fresno, CA

#### Members Attending:

Mayor Nathan Vosburg, City of Coalinga  
Mayor Brady Jenkins, City of Firebaugh  
Mayor David Cardenas, City of Fowler  
Supervisor Sal Quintero, Fresno County  
Mayor Rey Leon, City of Huron  
Mayor Pro Tem Gary Yep, City of Kerman  
Mayor Michelle Roman, City of Kingsburg  
Mayor Rolando Castro, City of Mendota  
Mayor Victor Lopez, City of Orange Cove  
Mayor Alma Beltran, City of Parlier  
Councilmember Robert Beck, City of Reedley  
Mayor Frank Gonzalez, City of Sanger  
Mayor Michael Derr, City of Selma

Moses Stites, General Manager  
Arthur Wille, County Counsel  
Jeaneen Cervantes, FCOG

#### Absent:

Mayor Pro Tem Amarpreet Dhaliwal (City of San Joaquin)

**QUORUM:** At the start of the meeting there were 13 members present representing 100% of the population and there was a quorum to conduct business. (Coalinga, Firebaugh, Fowler, Fresno County, Huron, Kerman, Kingsburg, Mendota, Orange Cove, Parlier, Reedley, Sanger, Selma)

#### 1. **ROLL CALL – meeting called to order at 7:31pm.**

Public Presentation – This portion of the meeting is reserved for persons wishing to address the FCRTA Board on items within its jurisdiction but not on the Agenda.

Note: The public may also comment on any Agenda Item, as they are presented, prior to action by the FCRTA Board.

#### 2. **ACTION ITEMS**

##### A. Approve Executive Minutes of November 16, 2017 (Attachment)

A motion was made by Mayor Beltran (City of Parlier) , seconded by Mayor Lopez (City of Orange Cove).

#### 3. **INFORMATION/DISCUSSION**

##### A. West Park Community Transit Route Update

Moses Stites gave the board an update on the West Park Route. On Sunday, November 12, 2017 the community held a rollout event at Saber Market located on Jensen Ave. between Valentine and Marks Avenue, off of Prospect Avenue in which approximately 50 to 70 residents were in attendance.

A transit bus was on display to show the residents.

On Monday, November 13, 2017 the route started, for a six month demonstration, the route has to meet the farebox requirement (10%) of the operating cost and we hope to see it be a permanent route.

If you look at the map and route schedule, staff made a minor adjustment with the stop on "C" and Fresno Street since it's not conducive to the elderly and disabled, so we had to relocate the stop before Veteran's Day to "B" St and Merced Street northwest of that location so it could be accessible. Any questions feel free to ask and I will keep you informed on the ridership and farebox.

Mayor Rey Leon (Huron) asked, if it rains will passengers be ok at the stops? Moses responded, there are quite a few trees on B & Merced Street. If we need to, we can put a temporary shelter but its City of Fresno property. The two stops are Courthouse Park and Food Maxx.

You should be interested in the "Family Bus Pass" that we created and first in the country – we're trying to do everything to make this route succeed.

Mayor Rey Leon thanked Moses for everything he has done for the communities and cities he said that they have the best Administrator in the valley.

#### **4. OTHER BUSINESS**

##### **Items from Staff**

For the second straight month I would like to apologize to Kingsburg Mayor Michelle Roman that our subcontractor failed to transport two residents to their destination. We are addressing the problem with our subcontractor Fresno Economic Opportunities Commission who have failed in several areas – they've had a change in management, dispatching and other things. We are addressing the issue so don't be surprised if the existing agreement or parts of that agreement come up for an (RFP) request for proposal. This is the second straight month I have already discussed with the Mayor of Kingsburg and we offered these two residents free rides that weren't transported to their destination as requested. These residents are very respectful and genuine individuals and requested not to do anything to staff, even though they were displaced. This is a significant issue – we have to have a high standard in providing a safe and efficient transportation service as they are transit dependent and rely and depend on this service.

We had two months in a row for Kingsburg hopefully we can break the cycle in January 2018.

Mayor Michelle Roman (Kingsburg) informed the board members that the incidents/issues that have been happening with the subcontractor (FEOC) isn't Moses problem but it is definitely something that we need to look into, I know that the City of Kingsburg is not the only city having these issues. I appreciate along with the residents of Kingsburg that when there is an issue with the subcontractor, Moses will take care of the issues right away and he gives us great customer service. He also speaks to our residents and tries to resolve the problem and they are very happy that they can speak to him directly.



### Items from Members

Mayor Michelle Roman brought to Moses attention that there is no bus shelter around the Downtown Area Train Depot, the nearest one is at the park.

Mayor Michelle Roman also brought to Moses attention about bus shelter and he will be working with Alex (City Manager) regarding the locations and how many are needed.

Mayor Nathan Vosburg (Coalinga) had a couple of issues that he brought to Moses and the Board Members attention:

- Roberta Jordan (resident) visited the council and inform us that for the past 2 months they have not had the Dial a Ride transportation for the seniors or general public. She understands that the driver for the Inter-City is out on medical leave. But they need in-city service for seniors.
- Received a letter from the hospital advising us that there is no transportation from the State Hospital or the prison to the downtown area
- Bridge is in a remote area of Coalinga off of Phelps – bridge is not owned by Coalinga. It has been brought to our attention that it is unsafe looking into some avenues to get it repaired. The majority of the people that live there are Hispanics if they shut down the bridge that is the only access to Coalinga and children have to walk 1.6 miles to school
- Maybe we can fix both things to have a shuttle service to the State hospital
- Coalinga needs transportation for the in-city not just inter-city.

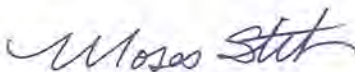
Moses responded that he would be getting in touch with City staff as they operate the transit services directly.

Moses advised Mayor Vosburg (Coalinga) that he would work around a hybrid route to address these issues. Moses advised Coalinga that the Huron Inter-City is picking up between 13 to 15 college students daily to West Hills in Coalinga with the College issuing monthly bus passes to the students.

3. **ADJOURNMENT at 6:36pm.**

A motion was made by Mayor Lopez (Orange Cove), seconded by Mayor Vosburg (Coalinga ) to adjourn. A vote was called motion carried.

Respectfully Submitted,



Moses Stites, General Manager



**Contacts:**

Melissa Jones-Ferguson, California Energy Commission, 916-654-4989

Chuck Colgan, Center for Sustainable Energy, 858-244-1184

FOR IMMEDIATE RELEASE: Dec. 20, 2017

## **New Incentive Project to Install Electric Vehicle Charging Stations Statewide Launches in Fresno County**

*Up to \$4 million available for charging stations at businesses, multifamily housing and public agencies*

SAN DIEGO (Dec. 20, 2017) – The California Energy Commission debuted a statewide project in Fresno County today promoting expansion of California's electric vehicle charging network to improve air quality and reduce greenhouse gas emissions from cars and light-duty trucks.

Funded by the Energy Commission and managed by the Center for Sustainable Energy (CSE), the California Electric Vehicle Infrastructure Project (CALEVIP) works with community partners to develop and implement regional incentive projects to install chargers and accelerate the expansion of charging infrastructure.

The first incentive project to be launched under CALeVIP is the \$4 million Fresno County Incentive Project (FCIP). FCIP will provide cash incentives for the purchase and installation of Level 2 electric vehicle chargers to owners of commercial properties, apartments, condominiums, workplaces and public agencies in Fresno County. Level 2 charging allows most vehicles to go from zero to a full charge in four to eight hours and can also be used for a partial charge.

"The California Energy Commission is pleased to launch the California Electric Vehicle Infrastructure Project and appreciates Fresno County taking the lead by debuting CALeVIP's first incentive project," said Energy Commissioner Janea A. Scott. "As the state transitions to cleaner transportation in order to meet clean air standards and climate goals, it's important to increase access to the charging infrastructure that makes plug-in electric vehicles a more viable option for communities across California."

Rebates of \$4,000 are available through FCIP to support installation of single port charging stations, which charge one car at a time. Rebates of \$7,000 are available for charging stations capable of charging two cars at a time.

"With the growing number of California car shoppers choosing to buy or lease electric vehicles, it is increasingly important that public charging stations be established at convenient locations, along the highways and at common destinations," said Andy Hoskinson, CSE's senior manager for EV initiatives. "CALEVIP will play a key role in the state's efforts to reduce transportation emissions, improve air quality and reduce dependence on petroleum."



Eligible FCIP applicants in Fresno County also may qualify for incentives available through the [Charge Up! Program](#) operated by the San Joaquin Valley Air Pollution Control District, which provides funding for businesses and public agencies in California's Central Valley to purchase publicly accessible Level 2 charging stations. The air district's Drive Clean! Rebate Program also provides rebates to Central Valley residents and businesses for the purchase or lease of new, clean-air vehicles.

CALeVIP and its regional incentive projects are made possible through a grant by the Energy Commission's [Alternative and Renewable Fuel and Vehicle Technology Program](#), which supports innovations in transportation and fuel technologies.

CALeVIP is currently funded for more than \$15 million, with the potential to receive up to \$200 million.

#####

#### **About the California Energy Commission**

The [California Energy Commission](#) is the state's primary energy policy and planning agency. The agency was established by the California Legislature through the Warren-Alquist Act in 1974. It has [seven core responsibilities](#): advancing state energy policy, encouraging energy efficiency, certifying thermal power plants, investing in energy innovation, developing renewable energy, transforming transportation and preparing for energy emergencies.

#### **About the Center for Sustainable Energy**

Founded in 1996, the [Center for Sustainable Energy](#) (CSE) is a mission-driven nonprofit dedicated to developing a clean energy future that addresses climate change, increases energy independence and generates lasting economic and environmental benefits. CSE empowers such innovation by leveraging its expertise in clean transportation, distributed energy resources, energy efficiency, energy engineering and regulatory and policy support. As a trusted advisor, CSE partners with clients of all sizes to achieve their sustainability objectives through a suite of energy services that include comprehensive program design and management, research and analysis, technical advising, incentive and rebate management, and education and outreach. CSE is staffed by some 150 dedicated professionals and is headquartered in San Diego with offices in Boston, Los Angeles and Berkeley, Calif. Learn more at [EnergyCenter.org](#) - [Facebook](#) - [Twitter](#) - [LinkedIn](#).





### Agency Information

**Funding Fiscal Year: 2017-18**

**(Choose First) Regional Entity :**

Fresno County Council of Governments

**\*Estimated SGR 99313 Allocation**

\$ 271,420

**Operator (Not required if you are the Regional Entity):**

Fresno County Rural Transit Agency

**\*Estimated SGR 99314 Allocation**

\$ 16,062

**\*\*Enter your total STA allocation in the blue box:**

\$ 71,720

**The amount to be reported on will be listed in the grey box:**

\$ 23,668

**Agency Address:**

2035 Tulare Street, Suite 201

**City:**

Fresno

**Contact Name:**

Moses Stites

**Contact Title:**

General Manager

**Contact Phone Number:**

559-233-6789 Ext. 244

**Contact Email:**

mstites@fresnocog.org

\*You can find your **SGR** allocation estimates on the letter from the California State Controller dated Nov. 3, 2017:

[https://www.sco.ca.gov/Files-ARD-Payments/Transit/statetransitassistanceestimate\\_sgr\\_1718\\_october17.pdf](https://www.sco.ca.gov/Files-ARD-Payments/Transit/statetransitassistanceestimate_sgr_1718_october17.pdf)

\*\*You can find your **STA** allocation estimates on the letter from the California State Controller dated Nov. 3, 2017:

[https://www.sco.ca.gov/Files-ARD-Payments/Transit/statetransitassistanceestimate\\_1718\\_october17.pdf](https://www.sco.ca.gov/Files-ARD-Payments/Transit/statetransitassistanceestimate_1718_october17.pdf)





## Fresno County Rural Transit Agency

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2035 Tulare Street, Suite 201, Fresno, CA 93721  
tel 559-233-6789 Fax 559-233-9645  
www.ruraltransit.org

January 25, 2018

Wendy King  
State of Good Repair Program  
California Department of Transportation  
Division of Rail and Mass Transportation, MS 39  
P.O. Box 942874  
Sacramento, CA 94274-0001

Dear Ms. King,

**Subject: FCRTA State of Good Repair (SGR) Project List**

The Fresno County Rural Transit Agency (FCRTA) is submitting the following List of Projects to the State's SGR program for the 2017/18 Budget year:

- Bus Maintenance and Fuel Yard Facility (a single project using all of FCRTA's allocated 2017/18 SGR funds).

The proposed Bus Maintenance and Fuel Yard Facility will replace the existing FCRTA Bus Maintenance Facility that has become too small to meet the needs of FCRTA's growing vehicle fleet.

FCRTA authorizes and approves this List of Projects that will be funded by \$287,482 dollars in SGR funds and also \$2,100,000 dollars in local matching funds for a total project cost of \$2,387,482 dollars.

As part of the submittal of its List of Projects, FCRTA is also submitting the following documents: A signed and dated board resolution authorizing the List of Projects for SGR funding commitment and a proposed List of Projects that describes FCRTA's project and the estimated amount of funding available to FCRTA for the upcoming fiscal year. Thank you for your consideration.

Sincerely,

Moses Stites, General Manager  
Fresno County Rural Transit Agency





STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION  
**Division of Rail and Mass Transportation**  
**State Transit Assistance State of Good Repair Program**  
**Authorized Agent Form**



Authorized Agent

The following individual(s) are hereby authorized to execute for and on behalf of the named Regional Entity/Transit Operator, and to take any actions necessary for the purpose of obtaining State Transit Assistance State of Good Repair funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. This form is valid at the beginning of Fiscal Year 2017-2018 until the end of the State of Good Repair Program. If there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself.

Moses Stites, General Manager OR  
(Name and Title of Authorized Agent)

\_\_\_\_\_  
(Name and Title of Authorized Agent) OR

\_\_\_\_\_  
(Name and Title of Authorized Agent)

AS THE General Manager  
(Chief Executive Officer / Director / President / Secretary)

OF THE Fresno County Rural Transit Agency  
(Name of County/City Organization)

Moses Stites General Manager  
(Print Name) (Title)

\_\_\_\_\_  
(Signature)

Approved this 25th day of January, 2018



## State Transit Assistance State of Good Repair Program

### Recipient Certifications and Assurances

Recipient: Fresno County Rural Transit Agency

:

Effective Date: January 25, 2018.

In order to receive State of Good Repair Program (SGR) funds from the California Department of Transportation (Department), recipients must agree to following terms and conditions:

#### A. General

- (1) The recipient agrees to abide by the State of Good Repair Guidelines as may be updated from time to time.
- (2) The potential recipient must submit to the Department a State of Good Repair Program Project List annually, listing all projects proposed to be funded by the SGR program. The project list should include the estimated SGR share assigned to each project along with the total estimated cost of each project..
- (3) The recipient must submit a signed Authorized Agent form designating the representative who can submit documents on behalf of the recipient and a copy of the board resolution authorizing the agent.

#### B. Project Administration

- (1) The recipient certifies that required environmental documentation will be completed prior to expending SGR funds. The recipient assures that each project approved for SGR funding comply with Public Resources Code § 21100 and § 21150.
- (2) The recipient certifies that SGR funds will be used for transit purposes and SGR funded projects will be completed and remain in operation for the estimated useful lives of the assets or improvements.
- (3) The recipient certifies that it has the legal, financial, and technical capacity to deliver the projects, including the safety and security aspects of each project.





- (4) The recipient certifies that there is no pending litigation, dispute, or negative audit findings related to any SGR project at the time an SGR project is submitted in the annual list.
- (5) Recipient agrees to notify the Department immediately if litigation is filed or disputes arise after submission of the annual project list and to notify the Department of any negative audit findings related to any project using SGR funds.
- (6) The recipient must maintain satisfactory continuing control over the use of project equipment and/or facilities and will adequately maintain project equipment and/or facilities for the estimated useful life of each project.
- (7) Any and all interest the recipient earns on SGR funds must be reported to the Department and may only be used on approved SGR projects or returned to the Department.
- (8) The recipient must notify the Department of any proposed changes to an approved project list by submitting an amended project list.
- (9) Funds will be expended in a timely manner.

### **C. Reporting**

- (1) Per Public Utilities Code § 99312.1 (e) and (f), the recipient must submit the following SGR reports:
  - a. Annual Expenditure Reports within six months of the close of the fiscal year (by December 31<sup>st</sup>) of each year.
  - b. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of SGR funds. A copy of the audit report must be submitted to the Department within six months of the close of each fiscal year in which SGR funds have been received or expended.

### **D. Cost Principles**

- (1) The recipient agrees to comply with Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The recipient agrees, and will assure that its contractors and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and (b) those parties shall



comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- (3) Any project cost for which the recipient has received payment that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, are subject to repayment by the recipient to the State of California (State). Should the recipient fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the recipient from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

#### **E. Record Retention**

- (1) The recipient agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the recipient, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the recipient, its contractors and subcontractors connected with SGR funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the recipient, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the recipient pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the recipient's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the recipient's contracts with third parties pursuant to Government Code § 8546.7, the recipient, its contractors and subcontractors and the Department shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a





project for audits, examinations, excerpts, and transactions, and the recipient shall furnish copies thereof if requested.

- (3) The recipient, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

#### **F. Special Situations**

- (1) Recipient acknowledges that if a project list is not submitted timely, the recipient forfeits its apportionment for that fiscal year.
- (2) Recipients with delinquent expenditure reports may risk future eligibility for future SGR funding.
- (3) Recipient acknowledges that the Department shall have the right to perform an audit and/or request detailed project information of the recipient's SGR funded projects at the Department's discretion from SGR award through 3 years after the completion and final billing of any SGR funded project.. Recipient agrees to provide any requested project information.

I certify all of these conditions will be met.

**Fresno County Rural Transit Agency**

**BY:**

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Moses Stites, General Manager  
Fresno County Rural Transit Agency



**ATTACHMENT I**

**RESOLUTION #2018-01**

**AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES  
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

In the matter of:  
Fresno County Rural Transit Agency  
State of Good Repair Account Grant Application

RESOLUTION AUTHORIZING  
FCRTA'S STATE OF GOOD  
REPAIR ACCOUNT GRANT  
APPLICATION FOR BUS  
MAINTENANCE AND FUEL  
YARD FACILITY

**WHEREAS**, the Fresno County Rural Transit Agency (FCRTA) is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for a Bus Maintenance And Fuel Yard Facility; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

**WHEREAS**, the FCRTA wishes to delegate authorization to execute these documents and any amendments thereto to the General Manager Moses Stites.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the FCRTA that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the General Manager, Moses Stites be authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Signed \_\_\_\_\_  
Amarpreet Dhaliwal, Chairman

I hereby certify that the foregoing is a true copy of a resolution of the Fresno County Rural Transit Agency Duly adopted at a meeting thereof. Held on the 25th day of January, 2018.

Signed \_\_\_\_\_  
Moses Stites, General Manager





[illegible]



[illegible]



		Project Funding					Legislative Districts			Notes, Comments, Additional Information		
		SGR Costs			Non-SGR Costs							
#	Project Location City	2017-18 SGR Costs 99313	2017-18 SGR Costs 99314	Total SGR Costs 99313	Total SGR Costs 99314	Total STA Costs - Not Including SGR	Total All Other Funds	Total Project Costs Ann Requirement	Congressional	Senate	Assembly	
1	Fresno County	\$ 271,420	\$ 16,062	\$271,420	\$16,062	\$0	\$2,100,000	\$ 2,387,482	4,16,21,22	8,12,14	23,31	FCRTA needs Bus Maintenance Facility due to small size, not age of ext.
2								\$ -				
3								\$ -				
4								\$ -				
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**RESOLUTION #2018-01**

**AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES  
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

In the matter of:  
Fresno County Rural Transit Agency  
State of Good Repair Account Grant Application

RESOLUTION AUTHORIZING  
FCRTA'S STATE OF GOOD REPAIR  
ACCOUNT GRANT APPLICATION  
FOR BUS MAINTENANCE AND FUEL  
YARD FACILITY

**WHEREAS**, the Fresno County Rural Transit Agency (FCRTA) is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for a Bus Maintenance And Fuel Yard Facility; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

**WHEREAS**, the FCRTA wishes to delegate authorization to execute these documents and any amendments thereto to the General Manager Moses Stites.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the FCRTA that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the General Manager, Moses Stites be authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed \_\_\_\_\_  
Amarpreet Dhaliwal, Chairman

I hereby certify that the foregoing is a true copy of a resolution of the Fresno County Rural Transit Agency Duly adopted at a meeting thereof. Held on the 25th day of January, 2018.

Signed \_\_\_\_\_  
Moses Stites, General Manager



**RESOLUTION #2018-02**

**AUTHORIZATION FOR THE DESIGNATION OF LOCAL  
MATCH FUNDS FOR THE CALIFORNIA  
STATE OF GOOD REPAIR PROGRAM GRANT PROJECT**

In the matter of:  
Fresno County Rural Transit Agency Local Match  
Funds for its State of Good Repair Account  
Grant Application

RESOLUTION AUTHORIZING  
FCRTA'S LOCAL MATCH FUNDS FOR  
STATE OF GOOD REPAIR ACCOUNT  
GRANT APPLICATION

**WHEREAS**, the Fresno County Rural Transit Agency (FCRTA) is an eligible project sponsor and will receive \$287,482 in State Transit Assistance funding from the State of Good Repair Account (SGR) for a Bus Maintenance and Alternative Fuel (CNG & EV) Yard Facility; and

**WHEREAS**, the estimated cost of the Bus Maintenance and Fuel Yard Facility project will be approximately \$2,387,482 million dollars; and

**WHEREAS**, FCRTA has chosen to allocate \$2.1 million dollars of its Measure C Funds as local matching funds for this project; and

**WHEREAS**, this \$2.1 million dollars funds is drawn from the FCRTA 2017-18 Capital Reserve Budget of \$8,104,027; and

**WHEREAS**, the FCRTA wishes to delegate authorization to the General Manager Moses Stites to allocate \$2.1 million dollars from the FCRTA Capital Reserve Budget for obligation to fund the construction of the Bus Maintenance And Fuel Yard Facility; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the FCRTA that the General Manager, Moses Stites be authorized to designate and obligate \$2.1 million dollars of Measure C Funds from the 2017-18 FCRTA Capital Reserve Budget to fund the SGR Grant Project to purchase or construct a Bus Maintenance And Fuel Yard Facility.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed \_\_\_\_\_  
Amarpreet Dhaliwal, Chairman

I hereby certify that the foregoing is a true copy of a resolution of the Fresno County Rural Transit Agency Duly adopted at a meeting thereof. Held on the 25th day of January, 2018.

Signed \_\_\_\_\_  
Moses Stites, General Manager





## **RFP Background**

A. Introductory meetings during November and December with 7 (seven) Transit Companies as well as the current contractor to assess interest

1. MV
2. National Express
3. Paratransit
4. Transdev
5. Keolis
6. Ride Right
7. First Transit
8. Fresno Economic Opportunities Commission (Current Contractor)

B. FCRTA provided a PowerPoint in Fresno to give a background of contracted services currently provided

C. All 8 (eight) of the above have indicated interest and provided common questions in the RFP process



## **RFP Timeframe**

### **TENTATIVE SELECTION SCHEDULE**

A.	January 25, 2018	FCRTA Board considers TMTP proposal for award
B.	January 26, 2018	Work initiates on draft RFP document and schedule
C.	February 5, 2018	RFP Submitted to Caltrans DRMT Procurement Branch for approval
D.	February 18, 2018	RFP issued
E.	February 26, 2018	Site Visit & Pre-Proposal Conference Pre-Proposal Conference – 10:00 a.m. Optional – Includes Facility Tour
F.	February 29, 2018	Last day for submission of questions
G.	March 2, 2018	Issuance of addenda, if any
H.	March 28, 2018	Proposal submittal due date and time
I.	April 9, 2018	Proposer presentations, if required
J.	April 27, 2018	FCRTA Board awards contract
K.	July 1, 2018	Commence service



## **TMTF Consulting Scope of Work**

### **Project Scope of Work – Conceptual**

#### **Task 1: Project Kickoff Meeting**

- Project kickoff meeting to get familiar with FCRTA staff that will be supporting the RFP and discuss goals and objectives of the project. TMTF will discuss the recent experiences in transit contracting, the various transit operations being included in the RFP process, and the recent activity to engage the contracting community in the upcoming RFP. TMTF will seek FCRTA's most recent RFP document and any other relevant documents such as current contracts for the various transit entities being covered in the upcoming RFP. Costs 2 hours assuming meeting over telephone.

#### **Task 2: Craft the RFP Document**

- TMTF will provide FCRTA with the latest required FTA (Federal Transit Administration) Clauses and language for inclusion to maintain compliance and allow Caltrans to approve the procurement documents.
- TMTF will request and obtain desired information on the existing services being contracted for in this project in order to provide potential bidders with all required information. This may include revenue hours/miles per transit operation, garages/bus barn locations, labor agreements, fleet information, current contracts and extensions, and operational data.
- TMTF will work interactively with FCRTA staff to finalize a realistic schedule for the procurement that balances the resources available with the desire to complete the procurement early enough to ensure adequate transition time for any new contractor to gear up for the new contract starting date, including hiring, onboarding, and training of incumbent contractor employees.
- TMTF can assist in submittal of the Draft RFP document to Caltrans for approval (if necessary, I assume it will be) and concurrently to FCRTA Counsel and/or Administration for review prior to official release. TMTF will take part in any modifications requested from this review process if requested by FCRTA.

#### **Task 3: Outreach to Transit Contracting Community and RFP Release**

- TMTF will support work already initiated by FCRTA staff by composing an introductory email to the numerous industry contacts that have expressed interest in the RFP. This correspondence will make them aware of the imminent opportunity, including the procurement schedule and designated point of contact for questions and addenda, along with the project website.





#### Task 4: Pre-Bid Conference

- TMTP will assist in creating an agenda and sign-in sheet for this optional (but encouraged) event that brings the key industry points of contact to the area, introduces them to FCRTA staff, and provides an opportunity for a tour of the transit facilities involved in the bid. These pre-bid conferences are a standard element of these types of procurements and are best practice.
- If desired, TMTP will travel to Fresno to help facilitate the event in person, including providing support on the facility tours.

#### Task 5: Response to Bidder Questions and Issuance of Addenda

- TMTP will either take the lead or support FCRTA staff in responding to bidder questions and the issuing of addenda during the phase leading up to receipt of proposals.
- TMTP will provide FCRTA with Addenda for uploading to website if desired. TMTP will email out addenda to the bidders list if desired.

#### Task 6: Assistance with Formation of Selection Committee or Advisory Committee

- TMTP can assist in the formation of a Selection Committee or the RFP process with an existing advisory or policy committee if needed. This could include separate staff reports if requested, or attendance at a meeting of this committee to outline the process.

#### Task 7: Evaluation of Received Proposals – Scoring Assistance

- TMTP can review and summarize all proposal received and produce a white paper with strengths, weaknesses, and questions for each proposal. If desired, TMTP can provide initial scoring to help staff identify the top proposers and set aside the least competitive proposals.
- TMTP can assist staff in scheduling the location and times and then inviting the top proposers to the interview day, if desired. (TMTP understands that FCRT staff will likely perform this task but wanted to make mention of it in case assistance is desired.)
- TMTP can create the agenda and lists of questions for each team being interviewed, if desired to facilitate the Selection Committee on interview day.
- TMTP can, as an option, travel to Fresno to support interview day in person, and be the Facilitator or even assist in scoring.

#### Task 8: Board Award of Contract

- TMTP can support provide notes or telephone advising during the crafting of the staff report for the FCRTA Board of Directors award of contract(s) resulting from this RFP.

#### Task 9: Support During Transition Phase – Pre Start-up

- TMTP can (if desired) provide continued support as needed during the transition phase and start up of the new contract(s). This would most likely involve simply answering questions that may arise during the onboarding of incumbent contractor employees, or further clarifications of RFP elements or providing expert advice to staff to assist in responding to implementation issues.



## **Project Cost Summary**

TMTP proposes to provide the project to FCRTA at the following not-to-exceed costs:

Task	Maximum Cost
1 – Project Kickoff Meeting (telephone)	\$178
2 – Crafting of the RFP Document – depends on extent of iterations back and forth starting with existing RFP templates	\$5340
3 – Outreach to Transit Contracting Community and RFP Release	\$178
4 –Pre-Bid Conference Support	\$767 w/travel)*
5 – Response to Bidder Questions and Issuance of Addenda	\$890
6 – Assistance with Formation of Selection Committee or Supporting of Advisory Committee in Selection Process (includes 1 in-person mtg)	\$856 (w/travel)*
7 – Evaluation of Received Proposals & Identification of Top Proposals – depends on the number of proposals received	\$5340#
8 – Support of Board Contract Award	\$178
9 – Post-Award Support During Transition Phase to Start-up	\$356
Project Not-to-Exceed Total	\$14,083

\* This task cost could be lower if a site visit (travel) is not required

# This task cost could be lower if less than 7 proposals are received





**West Park Transit 2017**  
**Productivity Performance Statistics**  
 (From November 13, 2017 to December 13, 2017)

**Fixed Route Service**

**Totals By Entire Inter-City Service**

**Summary Statistical Ridership Totals**

Total Seniors	Total Disabled	Total General Public	Total Children	Total Passengers
5	11	33	8	57

**Summary Totals**

Total Fares*	Total Days	Total Hours	Total Cost	Farebox %
\$90.00	21	105	\$6,821.85	1.32%

**Performance Indicators**

Passenger/Hour	Passenger/Mile	Cost/Hour	Cost/Mile	Cost/Passenger
0.54	0.03	64.97	\$4.11	\$119.68

**Notes**

One vehicle operating service Monday through Friday. 5 hours per day. 1 driver.

**Weekly Ridership**

Week	Passengers
11/13-11/17	24
11/20-11/24	12
11/27-12-1	6
12/4-12/8	9
12/11-12/13	6
<b>Totals</b>	<b>57</b>



**West Park Transit 2018**  
**Productivity Performance Statistics**  
(From December 14, 2017 to January 13, 2018)

**Fixed Route Service**

**Totals By Entire Inter-City Service**

**Summary Statistical Ridership Totals**

Total Seniors	Total Disabled	Total General Public	Total Children	Total Passengers
8	4	48	13	73

**Summary Totals**

Total Fares*	Total Days	Total Hours	Total Cost	Farebox %
\$144.50	20	100	\$6,497.00	2.22%

**Performance Indicators**

Passenger/Hour	Passenger/Mile	Cost/Hour	Cost/Mile	Cost/Passenger
0.73	0.05	64.97	\$4.23	\$89.00

**Notes** 22 Riders were excluded from the summary as they were part of a promotional day and did not pay fares. One vehicle operating service Monday through Friday. 5 hours per day. 1 driver.

**Weekly Ridership**

Week	Passengers	
12/14-12/15	4	
12/18-12/22	33	
12/25-12/29	13	
1/1-1/5	16	
1/8-1/12	7	
<b>Totals</b>	<b>73</b>	





**West Park Transit 2017-18**  
**Productivity Performance Statistics**  
 (From November 13, 2017 to January 13, 2018)

**Fixed Route Service**

**Totals By Entire Inter-City Service**

**Summary Statistical Ridership Totals**

Total Seniors	Total Disabled	Total General Public	Total Children	Total Passengers
<b>13</b>	<b>15</b>	<b>81</b>	<b>21</b>	<b>130</b>

**Summary Totals**

Total Fares*	Total Days	Total Hours	Total Cost	Farebox %
<b>\$234.50</b>	<b>41</b>	<b>205</b>	<b>\$13,318.85</b>	<b>1.76%</b>

**Performance Indicators**

Passenger/Hour	Passenger/Mile	Cost/Hour	Cost/Mile	Cost/Passenger
0.63	0.04	64.97	\$4.17	\$102.45

**Notes**

One vehicle operating service Monday through Friday. 5 hours per day. 1 driver.

**Weekly Ridership**

Week	Passengers	Week	Passengers
11/13-11/17	24	12/14-12/15	4
11/20-11/24	12	12/18-12/22	33
11/27-12-1	6	12/25-12/29	13
12/4-12/8	9	1/1-1/5	16
12/11-12/13	6	1/8-1/12	7
<b>Totals</b>	<b>57</b>	<b>Totals</b>	<b>73</b>

