



SPECIAL MEETING NOTICE & AGENDA

DATE: Thursday, September 21, 2023

TIME: 6:00 P.M. [Please Note Later Evening Meeting Time]

PLACE: Yuba County Government Center
Board of Supervisors Chambers
915 Eighth Street
Marysville, California

A remote option for audience participation is being provided only as a courtesy. Members of the Yuba-Sutter Transit Board of Directors must attend in person. If the remote connection fails for any reason, the meeting will continue as noticed so the public must attend in person to assure access to the meeting.

To join the meeting from your computer, tablet, or smartphone, please use the Zoom Meeting link below.

<https://us02web.zoom.us/j/87177140472?pwd=NktzQUUvYlplWk1hEbytrQmxlQWgxzd09>

To join by telephone conference call: 1-669-900-6833
Meeting ID: 871 7714 0472
Password: 428337

The public will be muted by default. The following options are available to speak during the public comment portions of the meeting:

Online: Raise your hand or use the Q&A panel to submit your comments.
Phone: Press *9 to raise your hand or press *6 to send a request to be unmuted to submit comments.

I. Call to Order & Roll Call

Bains (Chair), Blaser, Buttacavoli, Flores, Fuhrer (Vice-Chair), Hudson, Kirchner, and Shaw

II. Public Hearings

A. Final Draft Sacramento Service Plan. Receive public comments and consider action regarding proposed schedule and policy changes to the Sacramento Commuter and Midday services. (Attachment)

1. Staff Presentation
2. Open /Close Public Hearing
3. Board Discussion and Action

RECOMMENDATION: Approve the Sacramento schedule and policy changes as proposed or amended effective November 1, 2023.

III. Public Business from the Floor

Members of the public may address the Authority on items of interest that are within the Authority's jurisdiction and are not on the agenda for this meeting. Public comment regarding agenda items will be permitted as each agenda item is considered by the Board.

IV. Consent Calendar

All matters listed under the Consent Calendar are considered routine and can be enacted in one motion. There will be

no separate discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be discussed or removed from the Consent Calendar for specific action.

- A. Minutes from the Regular Meeting of July 20, 2023. (Attachment)
- B. Disbursement List for July 2023. (Attachment)
- C. Disbursement List for August 2023. (Attachment)
- D. Monthly Performance Report for July 2023. (Attachment)
- E. Monthly Performance Report for August 2023. (Attachment)
- F. Suspension of Courtesy Public Zoom Meeting Access. (Attachment)

V. Reports

- A. **Request for Proposals (RFP) for Ongoing Information Technology (IT) Support Services – Implementation of the NextGen Transit Plan.** Review and consideration of recommendation to contract for an expanded scope of IT services, as an alternative to the Yuba-Sutter Transit NextGen, Phase 1 staffing plan recommendation. (Attachment)

RECOMMENDATION: Authorize release of an RFP for IT Support Services as proposed or amended.

- B. **Special Service Authorization for the 2023 Sikh Parade Parking Shuttle.** (Attachment)

RECOMMENDATION: Authorize the operation of a parking lot shuttle service under the proposed terms and conditions.

- C. **Feather River Air Quality Management District (FRAQMD) Blue Sky Grant Application for FY 2024.** Review and consideration of a priority project for the preparation and submittal of annual grant applications. (Attachment)

RECOMMENDATION: Authorize submittal of a FRAQMD Blue Sky grant application for continuation of the Discount Monthly Bus Pass Program for area youth, seniors, and persons with disabilities as proposed.

- D. **FY 2023 Annual Performance Report.** (Attachment)

RECOMMENDATION: Information only.

- E. **Project & Program Updates.**

1. Binney Junction / State Route 70 (B Street) Highway Project
2. Yuba-Sutter Transit FY 2023 Fiscal Audit (Virtual Field Work September 25 – 29)
3. Annual Sacramento Area Council of Governments (SACOG) Unmet Transit Needs Hearings:
Virtual – Via Zoom, 6:00 pm, Tuesday, October 23rd
In Person – Yuba County Government Center, 1:00 pm, Wednesday, October 25th

VI. Correspondence / Information

VII. Other Business

VIII. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 19, 2023
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

If you need assistance to attend the Yuba-Sutter Transit Board Meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, please contact the Yuba-Sutter Transit office at (530) 634-6880 or by email at info@yubasuttertransit.com at least 72 hours in advance so such aids or services can be arranged.

AGENDA ITEM II – A
STAFF REPORT

FINAL DRAFT SACRAMENTO SERVICE PLAN

Now 3½ years since the start of the COVID-19 pandemic, Yuba-Sutter Transit's Sacramento ridership is still averaging less than 30% of pre-COVID levels. While 6 of 23 weekday Sacramento schedules have been suspended since May 2020, additional schedule reductions and adjustments are needed for cost-saving purposes and to reset the service to better reflect what now appears to be the new post-pandemic "normal". To inform this process, past, present, and possible future Sacramento passengers were surveyed, and a preliminary draft service plan was circulated, to gain a better understanding of how these services are currently being used and for ideas on how those services might be tailored to best serve them in the future with the available resources.

Based on the input received to-date, and an analysis of current ridership patterns and traffic conditions, the attached Final Draft Sacramento Service Plan was developed and circulated for public review and comment on August 21, 2023. The key features of the service plan include:

1. Permanent elimination of the six suspended schedules
2. Elimination of the existing 2nd morning and 3rd afternoon Highway 99 schedules
3. Elimination of the existing 3rd Midday schedule
4. Schedule changes and realignment of the 1st and 2nd Midday schedules to provide service from Yuba City and the Highway 70 corridor, with return service to all stops upon request
5. Minor time changes (and some name changes) for the remaining schedules, including a slight push of the last afternoon Highway 99 bus to depart Sacramento 10 minutes later than it does now.

In addition to distributing the Final Draft Sacramento Service Plan to our email subscribers, the proposed changes were posted on the Yuba-Sutter Transit website, featured in a press release as well as in both the August and September issues of the passenger newsletter. A public notice for this special evening hearing was published in the Appeal Democrat on August 22, 2023. Posters announcing the proposed changes, along with copies of the draft schedules, were made available on all Sacramento Commuter buses starting the week of September 4th. On September 7th, Yuba-Sutter Transit staff rode the three Highway 99 schedules that would be most impacted by the proposed changes to gather input directly from commuters.

To date, staff has received the most comments concerning the elimination of another afternoon Highway 99 schedule. The first draft of the proposed changes, released August 1st, included elimination of the existing 4th afternoon Highway 99 (499PM) schedule, but based on the initial feedback received, the Final Draft reinstated the 499PM in favor of the current recommendation to eliminate the existing 3rd afternoon Highway 99 (399PM) bus. Understandably, this change prompted a new round of comments opposing the proposed reduction of the 399PM schedule. Because ridership on these adjoining schedules has been similar recently and the elimination of either would create a considerable gap in the timing of the afternoon departures bound for Yuba City and Sutter County, an alternative approach would be to leave both schedules in place at this point, continue to monitor their performance, and reassess changes to the afternoon Highway 99 schedules at a later

date. The FY 2024 budget assumed the elimination of at least two daily existing roundtrip Sacramento schedules which would still be accomplished even under the alternate approach.

If approved as proposed or amended, the changes to the Sacramento Commuter services will be made permanent effective November 1, 2023. Attached is a copy of the appropriately posted public hearing notice for this meeting. Also attached is a summary of the public comments that have been received to date. Staff will update this summary at the meeting should any additional comments be received after the posting of this agenda.

Staff will be prepared to discuss this issue in more detail at the meeting.

RECOMMENDATION: Approve the Sacramento Commuter Services as proposed or amended effective November 1, 2023.

**FINAL DRAFT
SACRAMENTO SERVICE PLAN
September 21, 2023**

| Highway 70 (A.M.) | 170 | 170 | 270 | 270 | 470 | 370 |
|--|------------------|--------------|-----------------|-------------|-----------------|--------------|
| | (Current) | (Proposed) | (Current) | (Proposed) | (Current) | (Proposed) |
| Walton (Sunsweet) | | --- | | --- | | --- |
| Yuba Co. Govt. Center | 5:20 | 5:25 | 5:55 | 5:55 | 6:40 | 6:40 |
| McGowan P & R | 5:30 | 5:35 | 6:05 | 6:05 | 6:50 | 6:50 |
| Plumas Lake P & R | 5:42 | 5:42 | 6:17 | 6:15 | 7:02 | 7:02 |
| J & 4 th | 6:15 | 6:15 | 6:50* | 6:50* | 7:40 | 7:40* |
| J & 8 th | 6:17 | 6:16 | 6:52* | 6:52* | 7:42 | 7:42* |
| J & 11 th | 6:19 | 6:17 | 6:54* | 6:54* | 7:45 | 7:44* |
| 15 th & K | 6:22 | 6:20 | 6:57* | 6:57* | 7:49 | 7:47* |
| 15 th & N | 6:23 | 6:21 | 6:58* | 6:58* | 7:50 | 7:48* |
| P & 13 th | 6:25 | 6:23 | 7:00* | 7:00* | 7:53 | 7:50* |
| P & 9 th | 6:27 | 6:24 | 7:02* | 7:02* | 7:56 | 7:52* |
| P & 5 th | 6:30 | 6:25 | 7:05* | 7:05* | 8:00 | 7:55* |
| 2379 Gateway Oaks (NB) | 6:35 | 6:32 | --- | --- | --- | --- |
| Plumas Lake P & R | --- | --- | --- | --- | --- | --- |
| McGowan P & R | --- | --- | --- | --- | --- | --- |
| Caltrans District 3 (B & 8 th) | 7:25* | 7:20* | --- | --- | 8:50* | --- |
| Yuba Co. Govt. Center | 7:30* | 7:25* | --- | --- | 8:55* | --- |

Proposed 170 – Minor timepoint adjustments

Proposed 270 – Minor timepoint adjustment at Plumas Lake Park & Ride

Proposed 370 – Renamed existing 470, minor timepoint adjustments, and elimination of Marysville stops

| Highway 99 (A.M.) | 199 | 199 | 499 | 299 | 699 | 399 |
|--------------------------|------------------|--------------|-----------|------------|------------------|--------------|
| | (Current) | (Proposed) | (Current) | (Proposed) | (Current) | (Proposed) |
| Yuba Co. Govt. Center | --- | --- | 6:05 | 6:05 | --- | --- |
| Walton Terminal (Sam's) | 5:25 | 5:30 | 6:15 | 6:15 | 6:40 | 6:45 |
| Bogue P & R | 5:35 | 5:40 | 6:25 | 6:25 | 6:50 | 6:55 |
| J & 4 th | 6:15* | 6:20* | 7:05* | 7:05* | 7:35* | 7:40* |
| J & 8 th | 6:17* | 6:21* | 7:07* | 7:07* | 7:38* | 7:42* |
| J & 11 th | 6:19* | 6:22* | 7:09* | 7:09* | 7:40* | 7:44* |
| 15 th & K | 6:22* | 6:25* | 7:12* | 7:12* | 7:44* | 7:47* |
| 15 th & N | 6:23* | 6:26* | 7:13* | 7:13* | 7:45* | 7:48* |
| P & 13 th | 6:25* | 6:28* | 7:15* | 7:15* | 7:48* | 7:50* |
| P & 9 th | 6:27* | 6:29* | 7:17* | 7:17* | 7:51* | 7:52* |
| P & 5 th | 6:30* | 6:30* | 7:20* | 7:20* | 7:55* | 7:55* |

Existing 299AM to be discontinued

Proposed 199 – Minor timepoint adjustments

Proposed 299 – Renamed existing 499 with no timepoint adjustments

Proposed 399 – Renamed existing 699 with minor timepoint adjustments

**FINAL DRAFT
SACRAMENTO SERVICE PLAN
September 21, 2023**

| MIDDAY | 1st | 1st | | 2nd | 2nd | | 3rd |
|-------------------------|-----------------------|-----------------------|--|-----------------------|-----------------------|--|-----------------------|
| | (Current) | (Proposed) | | (Current) | (Proposed) | | (Current) |
| | | | | | | | Discontinued |
| Walton (Sunsweet) | 7:55 | 7:50 | | 11:10 | 11:10 | | --- |
| Yuba Co. Govt. Center | 8:02 | 7:55 | | 11:00 | 11:15 | | 1:15 |
| McGowan P & R | 8:15 | 8:05 | | --- | 11:25 | | --- |
| Plumas Lake P & R | 8:27 | 8:15 | | --- | 11:35 | | --- |
| Bogue P & R | --- | --- | | 11:20 | --- | | |
| | | | | | | | |
| J & 4 th | 9:00 | 8:50 | | 12:00 | 12:05 | | 2:00 |
| J & 8 th | 9:02 | 8:52 | | 12:02 | 12:07 | | 2:02 |
| J & 11 th | 9:04 | 8:54 | | 12:04 | 12:09 | | 2:04 |
| 15 th & K | 9:07 | 8:57 | | 12:07 | 12:12 | | 2:07 |
| 15 th & N | 9:08 | 8:58 | | 12:08 | 12:13 | | 2:08 |
| P & 13 th | 9:10 | 9:00 | | 12:10 | 12:15 | | 2:10 |
| P & 9 th | 9:12 | 9:02 | | 12:12 | 12:17 | | 2:12 |
| P & 5 th | 9:15 | 9:05 | | 12:15 | 12:20 | | 2:15 |
| | | | | | | | |
| Plumas Lake P & R | 9:45* | *By request | | --- | *By request | | 2:50* |
| McGowan P & R | 9:57* | *By request | | --- | *By request | | 3:00* |
| Yuba Co. Govt. Center | 10:10* | *By request | | 1:15* | *By request | | 3:15* |
| Walton Terminal (Sam's) | --- | *By request | | 1:10* | *By request | | 3:30* |
| Bogue P & R | --- | *By request | | 1:00* | *By request | | --- |

Proposed 1st MIDDAY – Minor timepoint adjustments with additional return service to Yuba City

Proposed 2nd MIDDAY – Minor timepoint adjustments with additional service to Yuba County

Existing 3rd MIDDAY schedule to be discontinued.

*Note - Return service will be provided only to the stops requested by passengers boarding the bus in Sacramento.

**FINAL DRAFT
SACRAMENTO SERVICE PLAN
September 21, 2023**

| Highway 70 (P.M.) | 170 | 170 | 270 | 270 | 470 | 370 |
|--|-----------|------------|-----------|------------|------------------|--------------|
| | (Current) | (Proposed) | (Current) | (Proposed) | (Current) | (Proposed) |
| Walton Terminal (Sam's) | | | | | | --- |
| Caltrans District 3 (B & 9 th) | --- | --- | --- | --- | 4:05 | 4:10 |
| Yuba Co. Govt. Center | --- | --- | --- | --- | | --- |
| 2379 Gateway Oaks (SB) | --- | --- | --- | --- | 4:50 | 4:55* |
| J & 4 th | 3:35 | 3:35 | 4:05 | 4:05 | 5:05 | 5:05 |
| J & 8 th | 3:37 | 3:37 | 4:07 | 4:07 | 5:08 | 5:08 |
| J & 11 th | 3:39 | 3:39 | 4:09 | 4:09 | 5:10 | 5:10 |
| 15 th & K | 3:42 | 3:42 | 4:12 | 4:12 | 5:15 | 5:15 |
| 15 th & N | 3:43 | 3:43 | 4:13 | 4:13 | 5:16 | 5:16 |
| P & 13 th | 3:45 | 3:45 | 4:15 | 4:15 | 5:20 | 5:20 |
| P & 9 th | 3:47 | 3:47 | 4:17 | 4:17 | 5:25 | 5:22 |
| P & 5 th | 3:50 | 3:50 | 4:20 | 4:20 | 5:30 | 5:25 |
| Plumas Lake P & R | 4:25* | 4:25* | 4:55* | 4:55* | 6:10* | 6:05* |
| McGowan P & R | 4:40* | 4:40* | 5:10* | 5:10* | 6:25* | 6:20* |
| Yuba County Govt. Center | 4:55* | 4:55* | 5:25* | 5:25* | 6:35* | 6:30* |

Proposed 170 – No changes

Proposed 270 – No changes

Proposed 370 – Renamed existing 470 with minor timepoint adjustments

| Highway 99 (P.M.) | 199 | 199 | 499 | 299 | 699 | 399 |
|--------------------------|-----------|------------|-----------|--------------|-----------------|--------------|
| | (Current) | (Proposed) | (Current) | (Proposed) | (Current) | (Proposed) |
| Yuba Co. Govt. Center | 2:40 | 2:40 | --- | --- | 4:15 | 4:30 |
| J & 4 th | 3:30 | 3:30 | 4:30 | 4:30 | 5:10 | 5:25 |
| J & 8 th | 3:32 | 3:32 | 4:33 | 4:32 | 5:13 | 5:28 |
| J & 11 th | 3:34 | 3:34 | 4:35 | 4:34 | 5:15 | 5:30 |
| 15 th & K | 3:37 | 3:37 | 4:39 | 4:37 | 5:20 | 5:35 |
| 15 th & N | 3:38 | 3:38 | 4:40 | 4:38 | 5:21 | 5:37 |
| P & 13 th | 3:40 | 3:40 | 4:43 | 4:40 | 5:25 | 5:41 |
| P & 9 th | 3:42 | 3:42 | 4:46 | 4:42 | 5:30 | 5:43 |
| P & 5 th | 3:45 | 3:45 | 4:50 | 4:45 | 5:35 | 5:45 |
| Bogue P & R | 4:25* | 4:25* | 5:40* | 5:30* | 6:25 | 6:30* |
| Walton Terminal | 4:40* | 4:40* | 5:55* | 5:45* | 6:40 | 6:45* |
| Yuba Co. Govt. Center | 4:50* | 4:50* | 6:05* | 5:55* | 6:50 | 6:55* |

Proposed 199 – No changes

Proposed 299 – Renamed existing 499 with timepoint adjustments

Proposed 399 – Renamed existing 699 with timepoint adjustments

Existing 399 to be discontinued

Public Comments on Proposed Schedule Changes to the Sacramento Commuter Service

| Name | Date | Comment |
|------------------|-----------|---|
| Sushila White | 7/27/2023 | <p>I heard that you may e change the bus schedule and I want to inform you that I need bus that leave 5;20 AM from gov center because I start to work at 6;30 AM everyday I work 10 hours everyday so please do change bec I need bus ride to Sacramento. I do not want to drive down there and park there. It is very expensive than bus fare!! I want you keep the bus schedule at 5;20 AM everyday. I will be working like this hour everyday for long long time til I am retire. Please do not change the schedule. If you change it, how can I get there? DO NOT CHANGE MY BUS SCHEDULE AT ALL!! THANK YOU</p> |
| Virginia Fukuoka | 8/2/2023 | <p>I don't have an issue with the plan, but would like to point something out about the actual schedule. The plan shows no time changes on the 470 (to be 370) for the stops on J Street. I board at 11th Street. The current schedule and plan state that it arrives at J& 11th at 5:10 pm. That actually has not ever happened in the past 2 years I've been boarding there. It sits at J&4th until at least 5:10 and then moves up J Street and gets to 11th by 5:20 or later. If the bus really needs to sit on 4th for so long, please adjust the times on the rest of the route because they're all off (late) by at least 10 minutes. I want to rely on knowing just when I need to leave my office to get the stated schedule and not just think I might have an additional 10 minutes to take my time because it is never there at the stated time, and then be sorry for it. I'd of course also appreciate not having to stand there the extra time because the schedule isn't what it says it is.</p> |
| Cathleen Scriven | 8/2/2023 | <p>AM: The 2 buses I rode prior to covid were 299 & 399 depending on work schedule. 399 removed – Had to request a schedule change at work; Now 299 & 499 based on alternating work schedule. With proposed change of 299 being removed my only choice will be 499 and this will only work part of my monthly schedule PM: 2 buses prior to covid 599 & 699. 599 removed – Now 499 & 699. 599 removed – Now 499 & 699.</p> <p>With proposed change of 499 being removed my only choice will be 699 and if the time is changed to a late leave time I will not be riding at all unless I can somehow get my schedule changed Again to accommodate the bus schedule. Moving the time out just puts the bus back even later and that's way too late!</p> <p>If you were to keep the 499 then moving the 699 wouldn't be as much of a big deal as changing hours to 4:30 would be much easier that moving to 4:00.</p> <p>Also the 2nd midday is the ONLY YC bus during the day. It's not a bus I use often but have needed it. But it would not be an option if I have to ride though all of Marysville stops and then all the way back out to Bogue Road. That would be at least a 1 ½ hour ride. Again, that would pretty much eliminate me from riding at all. Why not keep the midday going to YC (1st midday is Marysville) and go around to Marysville because the bus has to go to Marysville anyway (to the yard). Or maybe get rid of the 1st midday, 2nd midday to Marysville and 3rd midday moved to YC reaching Sac at 1:00pm leaving by 1:15. That way both cities could have the convenience of a midday bus.</p> <p>It seem "Transit" is focusing on Marysville rider's and stripping YC riders of every bit of convenience the buses were set up to provide.</p> <p>I will be doing my best to be at the up-coming meeting. I don't think this current draft will be a good move at all. It will most likely eliminate me if kept as is. But thank you for the heads up on this!</p> |

| | | |
|---------------|-----------|---|
| Tom Wilcox | 8/3/2023 | <p>I have ridden the 2nd 99 morning bus for years and elimination of this route will adversely impact my weekly commute schedule.</p> <p>Since the 3rd morning bus was eliminated already and now the 2nd morning 99 elimination all but decided upon; I would strongly urge you to reconsider this move. Our department is already starting to require us as of next month to return to the office two times per week mandatory (minimum) and this will only increase as time goes on. So you have to take this into consideration; you're making a very hasty decision on this one and pretty soon you're going to see impacts and overcrowding on the 1st YC 99 based on this short-sighted plan.</p> <p>You should give the 2nd 99 elimination plan at least another year because the State agencies are already re-assessing their policies and requiring more in-person office time so you will be seeing ridership increase substantially in the upcoming months.</p> <p>What is more, the new schedule or plan is not taking into account that CDTFA will be moving along with other State of California Departments located in the downtown loop to the RBOC center on Richards Blvd. Y-S Transit should address this issue and provide a plan or route change even to address the needs of riders that will be impacted by this major change.</p> <p>Thanks for your kind consideration.</p> |
| Chris Nair | 8/3/2023 | <p>My name is Chris; I regularly ride the 6th & 99 route (6:40am Sams) then the 4th & 99 route (4:30pm J & 4th) and I am suggesting you leave the routes as is. If anything you guys should eliminate a Mid Day Route. The 6th & 99 works great and the 4th 99 is the best option for those of us who are off at 4:15pm. I hope you consider my suggestion. I have noticed the 4th & 99 can get full. (My schedule will be impacted if the new proposal goes through).</p> |
| Chris Nair | 8/16/2023 | <p>It was great chatting with you yesterday. I am hopeful that a 4:20pm can be an option. I really want to continue using the Yuba Sutter Transit. It's great program for people who live in Yuba City to get down to Sacramento . I have been promoting it to my friends who are interested in working in Sacramento as well.</p> |
| Chris Nair | 8/21/2023 | <p>You are welcome. Wow that's great news! I am excited and thankful! Yes it works perfect for my commute! Thanks for the great news! Have a great week Matt!</p> |
| Ian Arnold | 8/1/2023 | <p>I currently take the gateway oaks 170 for pick up at 6:35 and get dropped off at the Caltrans building in Marysville then take the B and 8th bus back home around 4:10pm.</p> <p>I wanted to express my concern with cancelling this bus. First being able to leave my car in a safe area during the day helps me as I have had my car broken into multiple times downtown. Additionally having to pay for parking in downtown makes this no longer a cheaper and more convenient option as I have free parking in gateway oaks.</p> <p>Another concern is the new proposed drop off point is quite far away from the Caltrans building where I work and know we have many of older employees who will not be able to make this walk and carry what they need for work. Especially if we want to get to work on time and leave at a time where we can still catch the bus.</p> <p>I strongly suggest that you keep this line going even if you have to raise the price a bit. This is a very important bus line for Caltrans employees and I believe you should reach out and ask more of the riders on this line as they will all express similar concerns.</p> <p>If you could please reconsider getting rid of this line that would be greatly appreciated as this is a detrimental pick up and drop off.</p> |
| John Hoeflich | 8/3/2023 | <p>Run Service Bewteen Live Oak and Gridley</p> |

| | | |
|-------------------|-----------|---|
| Ronald hall | 8/21/2023 | <p>I think the Middays have a mistake where both McGowan and Plumas Lake P&Rs can be stopped at By Request. McGowan should be On Request on the SR 99 Route only, or the 2nd Midday, correct?</p> <p>I like the “lifeboat” aspect of a bus departing from the Govt Center down 99 10 minutes after the Caltrans 4:05. Could it depart 15 minutes later so someone detained at the Caltrans building doesn’t have to actually run, etc.? Unless Gateway Oaks is available By Request, they would also have to get from Downtown Sac to their car at Gateway Oaks, but that would probably be okay compared to a guaranteed ride home in a taxi.</p> <p>It looks like all of the morning buses can be ridden south then north. The 3rd Midday appears to be a physical bus that changed its route sign to 170. Keeping this bus’ 1:15 southbound trip from the Govt center via SR 70 would have split the difference between 11:15a and 2:40p options, and it appears you would also be deadheading the bus going south to become a route 270 one-way bus from Sacramento. When the side trip to the Gov’t Center is not worth the diversion and alternatives shown leave no way to head south on SR 70 from 11:15 to 4:05—past Plumas Lake P&R—why not have the 170 offer a stop on B street on the way south and take the loop ramp onto SR 70?</p> |
| Chason Wainwright | 9/5/2023 | <p>As a rider of the Sacramento Commuter buses since 2006 I am pleased with the proposed schedule. I currently catch the 1st Midday at Walton Terminal each weekday morning and the 699 in the evenings after work. This proposed schedule will allow me to arrive in downtown Sacramento a little earlier in the mornings & will allow me some flexibility in the evenings. Thank you for continuing to provide this invaluable service that I am very happy to say I will continue to use.</p> |
| Kristine Scully | 9/6/2023 | <p>I currently take the 2nd am 99 and the 1st pm 99. Not that this will change what you are proposing but by eliminating the 2nd am 99. I along with a few others, will be forced to either take the 1st am 99 and be so early we can’t get in our buildings or take the 4th am 99, the new 2nd am 99, and be late for work. Has it been looked at to have the new 2nd am 99 leave Bogue Road at 6:05 or 6:10? I know you can’t please everyone and it’s all a balancing act but just a thought.</p> |
| Deshan Mann | 9/8/2023 | <p>A few weeks ago there was a survey taken for new bus schedules. I didn't feel the need to comment then because that schedule worked for myself and my peers. but the new proposed schedule we received yesterday shows different times now that myself and a handful of peers cannot make.</p> <p>I work for the DMV and we are required in person daily, I don't think it is fair that the afternoon bus 299 is now being delayed 20 minutes, it comes at 4:22pm right now at p & 9TH but it is being changed to 4:42pm. I get off work at 3:30 and walk to bus stop by 4pm so am already waiting a long time as it, at this rate myself and my colleagues would have to wait 40 minutes.</p> <p>If it is possible, could you please not change the 299 OR update the 199 to come at 4pm instead of 3:42pm so that it is fair to all. Please I really have no other means of transportation to and from work</p> <p>Once again, I am requesting : AFTERNOON SCHEDULE for P& 9TH OR P&5TH: 199- 4PM (299 used to arrive at 4:02pm before COVID). 299- 4:22PM (REMAIN AS IS)</p> |
| James Arnold | 9/11/2023 | <p>I just wanted to send an email response regarding the change in routes. I understand how there has to be changes because of such a reduction in ridership. My co-worker and I work for the DMV headquarters on Broadway and we were at first disappointed because the 2nd 99 was taken away in the afternoon. It meant we had to wait around at P and 9th for the bus to arrive at 4:22pm for the 3rd 99 to Yuba City. We get off work at 3:30 pm and would get downtown by around 4pm. Now we will have to wait till 4:42 pm. My co-worker is female and she is worried about it getting dark earlier when she has to travel on her own. It also makes for a very long work week to start at 7am and not get home till 5:30 or 6pm.</p> |



**YUBA-SUTTER TRANSIT AUTHORITY
PUBLIC HEARING NOTICE**

PROPOSED SACRAMENTO SERVICE CHANGES

DATE: Thursday, September 21, 2023
TIME: 6:00 p.m.
PLACE: Yuba County Government Center
Board of Supervisors Chambers
915 Eighth Street
Marysville, CA 95901

The Yuba-Sutter Transit Board of Directors has set a hearing for the above date, place, and time to accept public comments on proposed Sacramento route and schedule changes that, if approved, would become effective on or after November 1, 2023. A complete description of the proposed changes is available online at www.yubasuttertransit.com, from the Yuba-Sutter Transit Administrative Office at 2100 B Street, Marysville, CA during normal business hours, or call (530) 634-6880 to request by mail.

Interested persons may submit comments regarding the proposed route and schedule changes, either verbally or in writing, before or at the public hearing. Written comments can be provided by e-mail to info@yubasuttertransit.com, mail to Yuba-Sutter Transit at 2100 B Street, Marysville, CA 95901, or FAX at (530) 634-6888. All written communication must be received prior to the hearing to be considered. Verbal testimony can be provided in person at the hearing or by telephone at (530) 634-6880 prior to the hearing. Please visit www.yubasuttertransit.com or call (530) 634-6880 for more information.

AGENDA ITEM IV – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
JULY 20, 2023**

I. Call to Order & Roll Call (4:00 P.M.)

Present: Bains (Chair), Blaser, Buttacavoli, Flores, Fuhrer, Hudson, Kirchner and Shaw
Absent:

II. Introductions

New Executive Director Matthew Mauk introduced himself to the Yuba-Sutter Transit Board of Directors.

III. Public Hearings

A. Federal Transit Administration (FTA) Sections 5307, 5311, and 5339 Grant Application for FY 2024.

Martin stated that federal funding requires that a public hearing be held prior to the submission of federal grant applications. Director Bains opened the public hearing at 4:04 pm. There was no public comment. Director Bains closed the public hearing at 4:04 pm. Director Shaw made a motion to authorize the federal funding applications as submitted. Director Kirchner seconded the motion and it carried unanimously.

B. Permanent Weekday Route 2 Service Frequency Reduction.

Martin stated that certain services were temporarily reduced on May 1, 2020, in response to a pandemic related drop in ridership. These reductions included a cut in the frequency of weekday Route 2 service from every 30 minutes in each direction to every 60 minutes. The Saturday frequency had always been 60 minutes. Due to continued low ridership, staff is now recommending that the reduced weekday service frequency be made permanent effective September 1, 2023.

Martin noted that one comment has been received from Jeffrey Alan Coker on this subject and he expressed support for the staff recommendation.

Director Bains opened the public hearing at 4:07 pm. There was no public comment. Director Bains closed the public hearing at 4:07 pm. Director Hudson made a motion to approve the staff recommendation. Director Buttacavoli seconded the motion and it carried unanimously.

IV. Public Business from the Floor

None.

V. Consent Calendar

Director Kirchner made a motion to approve the consent calendar. Director Shaw seconded the motion and it carried unanimously.

VI. Reports

A. Yuba-Sutter NextGen Transit Facility Funding and Schedule Update.

Martin gave funding and schedule updates on the facility project now that we are through the 2023 funding cycle. He noted that the property at 6035 Avondale Avenue in Linda will be the site of Yuba-Sutter Transit's Next Generation Zero Emission Facility.

Martin stated that we received funding from two of the three grant applications that were submitted in the current round. As a result, we are now up to \$41 million in secured funding, which is about three quarters of the estimated project funding need though several funding sources have expiration dates, and some are attached to zero emission bus procurements. Major funding sources to date include the federal RAISE grant (\$15 million), the state TIRCP grant (\$10 million), the state housing grant (\$8.5 million), and the SACOG grant (\$3.5 million). We recently discovered that we were not awarded a \$12.5 million federal bus and bus facilities grant. We will be applying for these same federal funds in the spring of 2024 at which point they will represent the final piece of the funding package.

Even if this new federal grant application is unsuccessful, staff has identified an alternative funding path using formula funding that can be diverted from operations to capital uses to complete the project. In addition, the new state budget included billions in new and reallocated funding that SACOG will be allocating to local transit agencies in FY 2024 from the Zero Emission Transit Capital Program and the Transit & Intercity Rail Capital Program. While the program guidelines have not yet been established, staff has estimated that Yuba-Sutter Transit would be eligible for up to \$12 million from the regional portion if it is allocated on a straight population basis.

Martin stated that the next step in the project scope will be to get environmental clearance for the use of federal funding for the new facility. This effort will be based on the conceptual plan that was done by WSP in 2019 (pre-pandemic). That concept assumed just four zero emission buses (ZEBs) on opening day, but we are now estimating nineteen ZEBs with a shift to more small buses and less heavy-duty buses going forward. Staff will be working with Yuba County staff regarding the scope of the environmental process and an RFP for this work is expected to be brought to the Board for approval within the next month or two. Concurrent with the environmental process, the funding process is continuing. Martin stated that we also need to start getting the word out regarding the sale of the current facility.

Director Hudson asked if we have an appraisal for the current market value of the existing facility. Martin responded that no appraisal has been done.

Director Blaser inquired as to the timeline for the Highway 70 project in Marysville. Martin responded that we don't have that information, but we have received draft agreements for the next round of easements that are dated from September 2024 – December 2026.

Director Bains announced that the August SACOG meeting will be held in the Yuba County Board Chambers and that might be a good time for Yuba-Sutter Transit to advocate for a fair share of new transit funding.

B. August Meeting Cancellation.

Director Hudson made a motion to cancel the regular monthly meeting on August 17, 2023. Director Buttacavoli seconded the motion, and it passed unanimously.

C. Projects & Program Updates.

1. Yuba-Sutter NexGen Transit Plan Implementation

Martin noted that we just completed a Sacramento Commuter passenger survey as well as a survey of other peer commuter bus systems in our region. The peer systems are all doing about as poorly as Yuba-Sutter Transit – or worse. We initially reduced our commuter service by 30% and are now considering even more service reductions for which a public hearing will be held in September.

Martin stated that the NextGen transit plan includes staffing changes, and we expect to bring the staffing plan and schedule to the board in September or October.

2. Binney Junction / State Route 70 (B Street) Highway Project

Martin noted that we have are meeting with Caltrans and Granite Construction on Friday July 21st and the project is supposed to start on Monday July 31st.

3. Special Evening Meeting Reminder – 6:00 p.m. on Thursday, September 21st.

Martin reminded the board that the next scheduled meeting is an evening meeting at 6:00 p.m. on Thursday, September 21, 2023.

VII. Correspondence / Information

None.

VIII. Other Business

Based on the unreliability of the system and the lack of participation, Martin recommended that we stop offering a Zoom option to the public for the monthly board meetings. After a brief discussion, legal counsel Brant Bordsen requested that it be put on the next agenda under consent calendar so the board can vote on this item.

IX. Adjournment

The meeting was adjourned at 4:35 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY SEPTEMBER 21, 2023 AT 6:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.

**AGENDA ITEM IV - B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF JULY 2023**

| CHECK NO. | AMOUNT | VENDOR | PURPOSE |
|-----------|---------------|--------------------------------------|--|
| EFT | \$ 6,117.61 | PERS HEALTH | HEALTH INSURANCE |
| EFT | \$ 2,236.21 | PERS RETIREMENT | RETIREMENT PAYMENT (EMPLOYER SHARE) |
| EFT | \$ 400.00 | CALPERS 457 PLAN | EMPLOYER CONTRIBUTION |
| EFT | \$ 39,149.26 | PAYROLL | PAYROLL |
| EFT | \$ 1,208.29 | PRINCIPAL MUTUAL LIFE INSURANCE | L/D/LTD INSURANCE |
| EFT | \$ 36.89 | CALIFORNIA WATER SERVICE | FIRE SUPPRESSION - JULY 2023 |
| EFT | \$ 354.27 | CALIFORNIA WATER SERVICE | WATER |
| EFT | \$ 5,490.26 | PG&E | ELECTRIC #1 |
| EFT | \$ 64.51 | PG&E | ELECTRIC #2 - PARKING LOT LIGHTS - JULY 2023 |
| EFT | \$ 63.88 | PG&E | GAS - JUNE 2023 |
| EFT | \$ 448.00 | CALIFORNIA DEPT OF TAX AND FEE ADMIN | FUEL TAX APRIL - JUNE 2023 |
| EFT | \$ 400.00 | FRANCOTYP-POSTALIA, INC | POSTAGE RESET 7/3/2023 |
| EFT | \$ 5,466.81 | RAMOS OIL COMPANY | BUS FUEL - GAS |
| EFT | \$ 6,225.87 | RAMOS OIL COMPANY | BUS FUEL - GAS 6/21/2023 - 6/30/2023 |
| EFT | \$ 4,038.69 | RAMOS OIL COMPANY | BUS FUEL - GAS 7/1/2023 - 7/10/2023 |
| EFT | \$ 790.04 | CARDMEMBER SERVICES | CREDIT CARD -SUBSCRIPTIONS, LANYARDS, CHAMBER MEMBERSHIP |
| EFT | \$ 235.21 | UTILITY MANAGEMENT SERVICES | SEWER |
| EFT | \$ 198.72 | PRIMEPAY | PAYROLL FEES - JUNE 2023 |
| EFT | \$ 125.89 | ELAVON | MERCHANT SERVICE FEE - JULY 2023 |
| 18477 | \$ 199.56 | ADVANCED DOCUMENTS CONCEPTS | COPY MACHINE CHARGES - JUNE 2023 |
| 18478 | \$ 175.00 | ALL SEASONS TREE & TURF CARE | LANDSCAPING & WEED CONTROL JUNE 2023 |
| 18479 | \$ 1,990.00 | ALLIANT NETWORKING SERVICES INC | IT SERVICES & SERVER MAINTENANCE - JULY 2023 |
| 18480 | \$ 1,500.00 | APEX PRESSURE WASHING | PRESSURE WASHING FOR 12 SHELTERS |
| 18481 | \$ 23,864.07 | HUNT & SONS INC | BUS FUEL - DYED DIESEL |
| 18482 | \$ 57.51 | JANET FRYE | MILEAGE AND EXPENSE REIMBURSEMENT Q3&4 FY23 |
| 18483 | \$ 361.67 | QUILL CORPORATION | OPERATIONS SUPPLIES: BILL COUNTER |
| 18483 | \$ 548.87 | QUILL CORPORATION | OFFICE SUPPLIES: PAPER, ENVELOPES, PAPER CLIPS |
| 18484 | \$ 1,100.00 | RC JANITORIAL | JANITORIAL SERVICES - JUNE 2023 |
| 18485 | \$ 800.00 | RICH, FUIDGE, BORDSEN & GALYEAN, INC | LEGAL SERVICES - 5/16/2023 TO 6/15/2023 |
| 18486 | \$ 1,029.65 | SC FUELS | DEF FLUID |
| 18487 | \$ 565.47 | SECURITAS TECHNOLOGY CORPORATION | SECURITY SERVICES - JULY 2023 |
| 18488 | \$ 535.00 | STREAMLINE | WEBSITE SERVICES - JULY 2023 |
| 18489 | \$ 7,483.50 | SUTTER BUTTES COMMUNICATION INC | SERVICE CHARGES & REPEATER FEE 7/23 - 9/23 |
| 18490 | \$ 3,906.45 | TEHAMA TIRE SERVICE INC | TUBES/TIRES |
| 18491 | \$ 272.79 | TIAA COMMERCIAL FINANCE INC | COPIER LEASE - JUNE 2023 |
| 18492 | \$ 25.00 | WILHELM VENOOIJEN | REFUND - RETURNED BIKE LOCKER KEY 7/3/2023 |
| 18493 | \$ 22,876.02 | RIVER VALLEY/ STIRNAMAN INSURANCE | COMMERCIAL PROPERTY INSURANCE EFF 7/15/2023 |
| 18494 | \$ 698.50 | APPEAL DEMOCRAT | PUBLIC HEARING NOTICES - RTE 2 & 2024 FTA GRANTS |
| 18495 | \$ 358.41 | COMCAST BUSINESS | INTERNET SERVICES - JULY 2023 |
| 18496 | \$ 2,115.57 | CONNECT CARD REGIONAL SERVICE CENTER | CONNECT CARD SALES - JUNE 2023 |
| 18497 | \$ 325.00 | LETTER PUBLICATIONS INC | 1 YR RENEWAL FOR TRANSIT ACCESS REPORT |
| 18498 | \$ 70.00 | MAC'S APPLIANCE PARTS & SERVICE INC | ICE MACHINE SERVICE - LABOR |
| 18499 | \$ 597.69 | PREMIER PRINT & MAIL | PRINTING - BUSINESS CARDS FOR JF, SR, AH & MM |
| 18500 | \$ 489.18 | QUILL CORPORATION | JANITORIAL SUPPLIES - PAPER TOWELS, TOILET PAPER |
| 18501 | \$ 1,054.57 | SC FUELS | DEF FLUID |
| 18502 | \$ 565.47 | SECURITAS TECHNOLOGY CORPORATION | SECURITY SERVICES - AUGUST 2023 |
| 18503 | \$ 561.25 | STATE COMPENSATION INSURANCE FUND | WORKERS COMPENSATION - 7/1/2023 TO 10/1/2023 |
| 18504 | \$ 292.74 | STORER TRANSIT SYSTEMS | SPECIAL EVENT SHUTTLE - YUBA WATER AGENCY 7/6/23 |
| 18505 | \$ 65.43 | SUTTER COUNTY LIBRARY | CONNECT CARD SALES COMMISSION - JUNE 2023 |
| 18506 | \$ 23,931.09 | TACENERGY | BUS FUEL - DYED DIESEL |
| 18507 | \$ 2,097.26 | ALLIANT NETWORKING SERVICES INC | MONITOR & COMPUTER FOR MM |
| 18507 | \$ 1,950.00 | ALLIANT NETWORKING SERVICES INC | IT SERVICES & SERVER MAINTENANCE - AUG 2023 |
| 18508 | \$ 386.61 | COMCAST BUSINESS | TELEPHONE SERVICES - JULY 2023 |
| 18509 | \$ 1,059.77 | QuEST | MAINTENANCE OF BUS STOPS/SHELTERS - 6/23 |
| 18510 | \$ 55.00 | SHELBY'S PEST CONTROL | PEST CONTROL SERVICES - JULY 2023 |
| | \$ 177,014.51 | | |

**AGENDA ITEM IV - C
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF AUGUST 2023**

| CHECK NO. | AMOUNT | VENDOR | PURPOSE |
|-----------|---------------|---------------------------------------|---|
| EFT | \$ 6,118.32 | PERS HEALTH | HEALTH INSURANCE |
| EFT | \$ 3,720.57 | PERS RETIREMENT | RETIREMENT PAYMENT (EMPLOYER SHARE) |
| EFT | \$ 400.00 | CALPERS 457 PLAN | EMPLOYER CONTRIBUTION |
| EFT | \$ 50,342.10 | PAYROLL | PAYROLL |
| EFT | \$ 1,250.40 | PRINCIPAL MUTUAL LIFE INSURANCE | L/D/LTD INSURANCE |
| EFT | \$ 700.00 | CALPERS | FEES FOR GASB-68 REPORTING & SCHEDULES |
| EFT | \$ 36.89 | CALIFORNIA WATER SERVICE | FIRE SUPPRESSION - AUGUST 2023 |
| EFT | \$ 347.39 | CALIFORNIA WATER SERVICE | WATER |
| EFT | \$ 6,217.52 | PG&E | ELECTRIC #1 |
| EFT | \$ 56.81 | PG&E | ELECTRIC #2 - PARKING LOT LIGHTS - AUGUST 2023 |
| EFT | \$ 46.76 | PG&E | GAS - JULY 2023 |
| EFT | \$ 12,184.82 | RAMOS OIL COMPANY | BUS FUEL - GAS 7/11/2023 - 7/31/2023 |
| EFT | \$ 8,369.95 | RAMOS OIL COMPANY | BUS FUEL - GAS 8/1/2023 - 8/10/2023 |
| EFT | \$ 300.00 | RICH, FUIDGE, BORDSEN & GALYEAN, INC | LEGAL SERVICES 7/17/2023 - 8/15/2023 |
| EFT | \$ 1,531.58 | CARDMEMBER SERVICES | CREDIT CARD -SUBSCRIPTIONS, ICE MACHINE, DOMAIN NAME |
| EFT | \$ 100.00 | BRAD HUDSON | BOARD MEETING 7/20/2023 |
| EFT | \$ 100.00 | DAVID SHAW | BOARD MEETING 7/20/2023 |
| EFT | \$ 100.00 | DON BLASER | BOARD MEETING 7/20/2023 |
| EFT | \$ 100.00 | KARM BAINS | BOARD MEETING 7/20/2023 |
| EFT | \$ 100.00 | SETH FUHRER | BOARD MEETING 7/20/2023 |
| EFT | \$ 100.00 | WADE KIRCHNER | BOARD MEETING 7/20/2023 |
| EFT | \$ 238.83 | UTILITY MANAGEMENT SERVICES | SEWER |
| EFT | \$ 212.60 | PRIMEPAY | PAYROLL FEES - JULY 2023 |
| EFT | \$ 232.12 | ELAVON | MERCHANT SERVICE FEE - AUGUST 2023 |
| 18511 | \$ 277.14 | ADVANCED DOCUMENTS CONCEPTS | COPY MACHINE CHARGES JULY 2023 |
| 18512 | \$ 175.00 | ALL SEASONS TREE & TURF CARE | LANDSCAPING & WEED CONTROL JULY 2023 |
| 18513 | \$ 100.00 | BRUCE BUTTACAVOLI | BOARD MEETING 7/20/2023 |
| 18514 | \$ 1,080.00 | CALIFORNIA FIRE SYSTEMS INC | FIVE YEAR FIRE INSPECTION |
| 18515 | \$ 1,736.30 | CONNECT CARD REGIONAL SERVICE CENTER | CONNECT CARD SALES - JULY 2023 |
| 18516 | \$ 100.00 | DAN FLORES | BOARD MEETING 7/20/2023 |
| 18517 | \$ 178.12 | FRANCOTYP-POSTALIA INC | POSTAGE RENTAL 7/13/2023 - 10/12/2023 |
| 18518 | \$ 28,889.99 | INTERSTATE OIL COMPANY | BUS FUEL - DYED DIESEL |
| 18519 | \$ 470.22 | LAMARA ADVERTISING | CAMPAIGN ADS ON BUSES |
| 18520 | \$ 1,850.00 | LINDA FIRE PROTECTION DISTRICT | WEED ABATEMENT AT 6035 AVONDALE AVENUE |
| 18521 | \$ 56.82 | MATTHEW MAUK | REIMBURSEMENT - MOUSE AND MOUSE PAD |
| 18522 | \$ 24,577.03 | MERRIMAC ENERGY GROUP | BUS FUEL - DYED DIESEL |
| 18523 | \$ 1,400.00 | NICOLAY CONSULTING GROUP INC | FY 2023 GASB 75 DISCLOSURE REPORT |
| 18524 | \$ 544.35 | QUILL CORPORATION | JANITORIAL SUPPLIES: PAPER TOWELS, TOILET PAPER, SOAP, TRASH BAGS |
| 18525 | \$ 1,100.00 | RC JANITORIAL | JANITORIAL SERVICES - JULY 2023 |
| 18526 | \$ 956.53 | SC FUELS | DEF FLUID |
| 18527 | \$ 55.00 | SHELBY'S PEST CONTROL | PEST CONTROL SERVICES - AUGUST 2023 |
| 18528 | \$ 552.83 | STAPLES CREDIT PLAN | OFFICE SUPPLIES: MICROWAVES, PRINTER RIBBONS, LAMINATOR |
| 18529 | \$ 514,760.24 | STORER TRANSIT SYSTEMS | CONTRACT SERVICES & VEHICLE INSURANCE - 6/2023 |
| 18530 | \$ 535.00 | STREAMLINE | WEBSITE SERVICES - AUGUST 2023 |
| 18531 | \$ 53.70 | SUTTER COUNTY LIBRARY | CONNECT CARD SALES COMMISSION - JUNE 2023 |
| 18532 | \$ 2,449.00 | T-MOBILE | WIFI SERVICES ON BUSES - JULY 2023 |
| 18533 | \$ 6,597.70 | TEHAMA TIRE SERVICES INC | TUBES/TIRES |
| 18534 | \$ 250.00 | TELELILNK BUSINESS TELEPHONE SERVICES | CALL FORWARDING SETUP FOR RWMA |
| 18535 | \$ 2,750.00 | TRILLIUM | GTFS MANAGER SUBSCRIPTION 7/1/23 - 6/30/24 |
| 18536 | \$ 386.61 | COMCAST BUSINESS | TELEPHONE SERVICES - AUGUST 2023 |
| 18537 | \$ 359.23 | COMCAST BUSINESS | INTERNET SERVICES - AUGUST 2023 |
| 18538 | \$ 1,239.32 | LANDA & SONS GLASS INC | REPLACE GLASS AT HABITAT & YUBA SUTTER MARKETPLACE |
| 18539 | \$ 1,059.77 | QuEST | MAINTENANCE OF BUS STOPS/SHELTERS - 7/23 |
| 18540 | \$ 231.31 | QUILL CORPORATION | OFFICE SUPPLIES: RECEIPT BOOKS, FOLDERS, PENCILS, STAPLER |
| 18540 | \$ 524.90 | QUILL CORPORATION | JANITORIAL SUPPLIES: PAPER TOWELS & TOILET PAPER |
| 18541 | \$ 1,023.00 | ROYAL AIRE INC | AC MAINTENANCE TUNE UP FOR OPERATIONS |
| 18542 | \$ 1,403.39 | SC FUELS | DEF FLUID |
| 18543 | \$ 1,732.23 | STORER TRANSIT SYSTEMS | REIMBURSEMENT: PARTS OF SHOP LIFT |
| 18544 | \$ 30,171.34 | HUNT AND SONS INC | BUS FUEL - DYED DIESEL |
| 18545 | \$ 22,018.61 | RIVER VALLEY/STIRNAMAN INSURANCE | COMMERCIAL PROPERTY INSURANCE 8/23 - 8/24 |
| 18341 | \$ (100.00) | VOID CHECK TO NICHOLAS MICHELI | VOIDED UNDEPOSITED CHECK #18341 FOR 3/8/2023 |
| 18546 | \$ 100.00 | NICHOLAS MICHELI | RE-ISSUED CHECK FOR BOARD MEETING 2/16/2023 |
| | \$ 744,551.34 | | |

**LAIF
TRANSFERS**

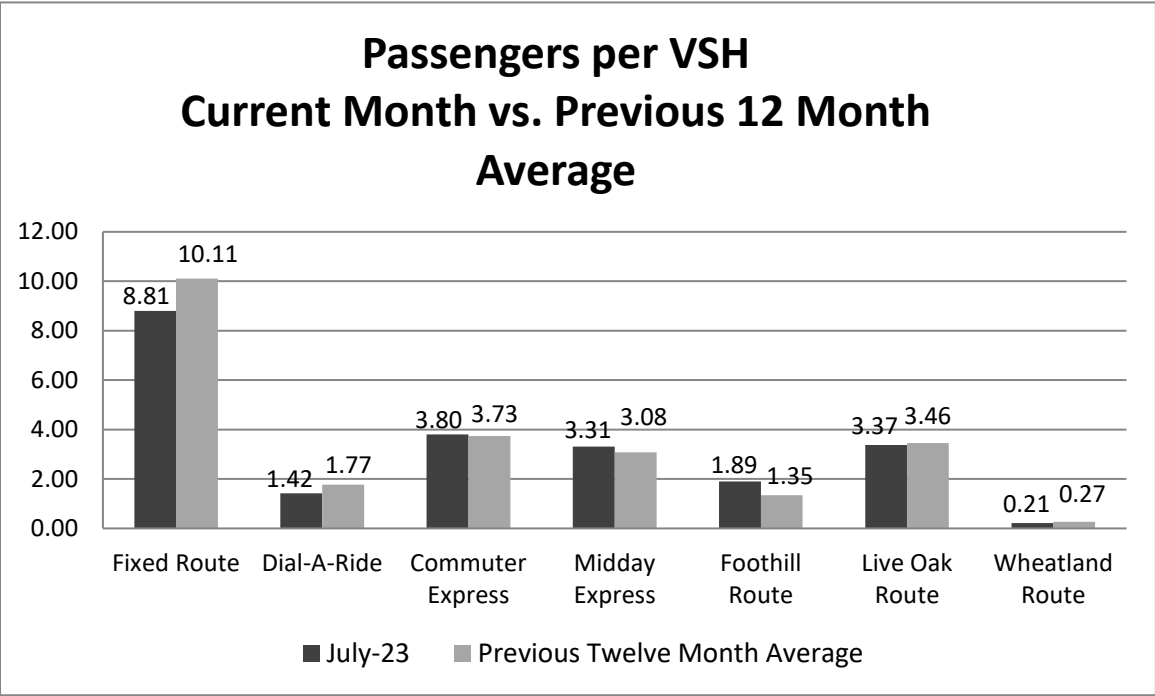
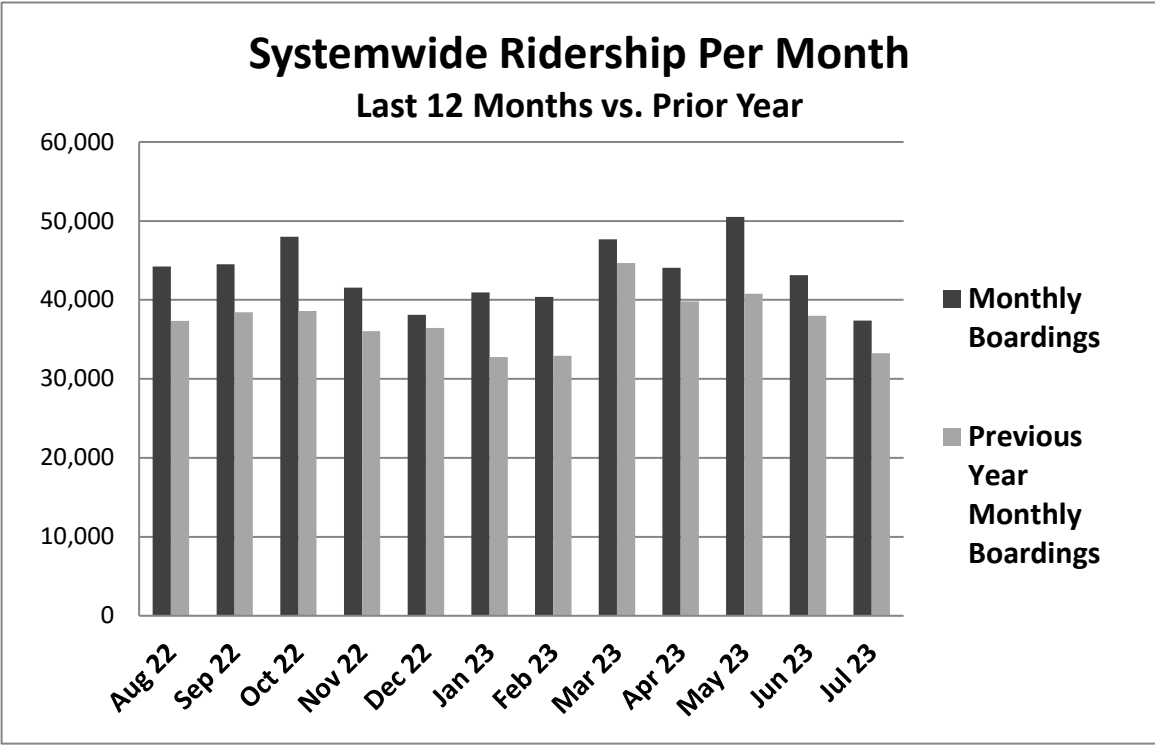
8/4/2023 \$ 400,000.00 TRANSFER FROM LAIF TO CHECKING

AGENDA ITEM IV - D

JULY 2023 PERFORMANCE REPORT

| | July-23 | Previous Twelve Month Average | Fiscal YTD | Previous Fiscal YTD |
|----------------------------------|-----------------|----------------------------------|-----------------|------------------------|
| Ridership: | | | | |
| Fixed Route | 31,400 | 36,889 | 31,400 | 27,746 |
| Dial-A-Ride | 2,402 | 2,540 | 2,402 | 2,378 |
| Commuter Express | 2,659 | 2,710 | 2,659 | 2,375 |
| Midday Express | 487 | 495 | 487 | 357 |
| Foothill Route | 139 | 115 | 139 | 142 |
| Live Oak Route | 277 | 270 | 277 | 229 |
| Wheatland Route | 9 | 13 | 9 | 8 |
| Total Ridership: | 37,373 | 43,031 | 37,373 | 33,235 |
| Vehicle Service Hours: | | | | |
| Fixed Route | 3,565.31 | 3,650.52 | 3,565.31 | 3,548.61 |
| Dial-A-Ride | 1,697.30 | 1,432.57 | 1,697.30 | 1,282.70 |
| Commuter Express | 699.22 | 725.71 | 699.22 | 681.27 |
| Midday Express | 147.03 | 160.68 | 147.03 | 146.20 |
| Foothill Route | 73.36 | 85.49 | 73.36 | 79.71 |
| Live Oak Route | 82.20 | 77.96 | 82.20 | 73.20 |
| Wheatland Route | 41.95 | 48.14 | 41.95 | 42.93 |
| Total VSH's: | 6,306.37 | 6,181.07 | 6,306.37 | 5,854.62 |
| Passengers Per Hour: | | | | |
| Fixed Route | 8.81 | 10.11 | 8.81 | 7.82 |
| Dial-A-Ride | 1.42 | 1.77 | 1.42 | 1.85 |
| Commuter Express | 3.80 | 3.73 | 3.80 | 3.49 |
| Midday Express | 3.31 | 3.08 | 3.31 | 2.44 |
| Foothill Route | 1.89 | 1.35 | 1.89 | 1.78 |
| Live Oak Route | 3.37 | 3.46 | 3.37 | 3.13 |
| Wheatland Route | 0.21 | 0.27 | 0.21 | 0.19 |
| Total Passengers Per VSH: | 5.93 | 6.96 | 5.93 | 5.68 |

JULY 2023 PERFORMANCE REPORT

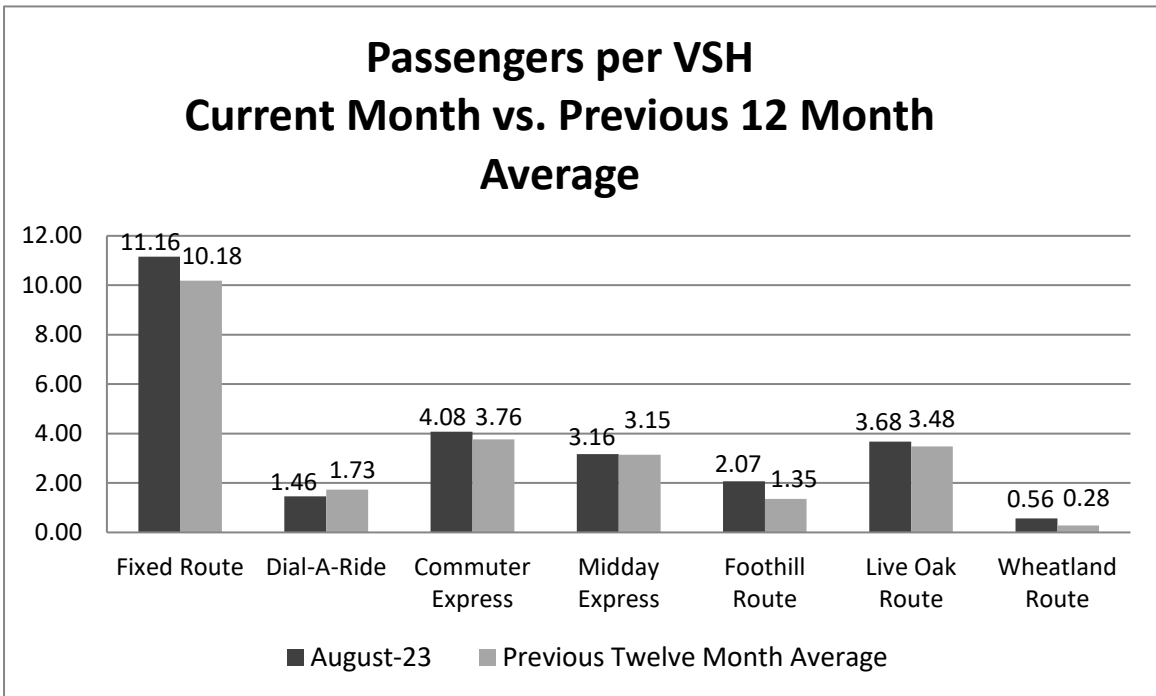
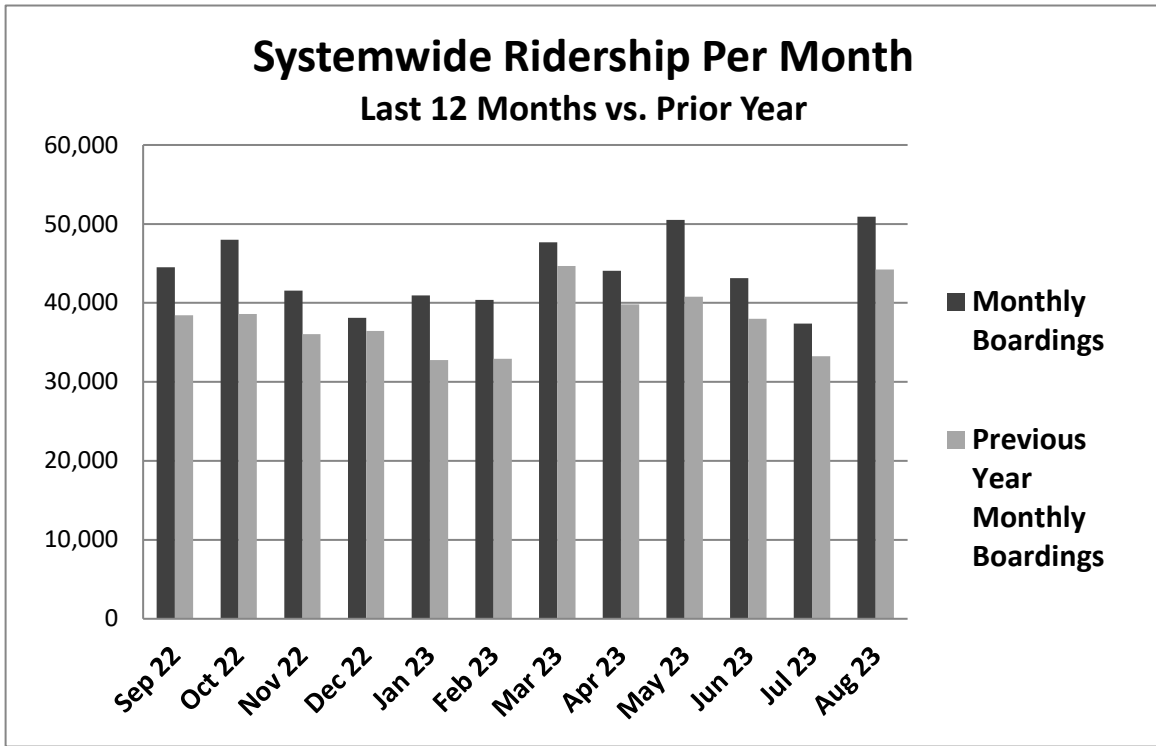


AGENDA ITEM IV - E

AUGUST 2023 PERFORMANCE REPORT

| | August-23 | Previous Twelve Month Average | Fiscal YTD | Previous Fiscal YTD |
|----------------------------------|-----------------|----------------------------------|------------------|------------------------|
| Ridership: | | | | |
| Fixed Route | 43,572 | 37,193 | 74,972 | 65,164 |
| Dial-A-Ride | 2,944 | 2,542 | 5,346 | 5,240 |
| Commuter Express | 3,291 | 2,733 | 5,950 | 5,411 |
| Midday Express | 539 | 506 | 1,026 | 858 |
| Foothill Route | 208 | 115 | 347 | 257 |
| Live Oak Route | 346 | 274 | 623 | 513 |
| Wheatland Route | 29 | 13 | 38 | 18 |
| Total Ridership: | 50,929 | 43,376 | 88,302 | 77,461 |
| Vehicle Service Hours: | | | | |
| Fixed Route | 3,905.56 | 3,651.91 | 7,470.87 | 7,434.97 |
| Dial-A-Ride | 2,018.82 | 1,467.12 | 3,716.12 | 2,688.92 |
| Commuter Express | 807.55 | 727.21 | 1,506.77 | 1,479.84 |
| Midday Express | 170.42 | 160.75 | 317.45 | 322.90 |
| Foothill Route | 100.72 | 84.96 | 174.08 | 170.26 |
| Live Oak Route | 94.04 | 78.71 | 176.24 | 158.51 |
| Wheatland Route | 51.47 | 48.06 | 93.42 | 92.62 |
| Total VSH's: | 7,148.58 | 6,218.71 | 13,454.95 | 12,348.02 |
| Passengers Per Hour: | | | | |
| Fixed Route | 11.16 | 10.18 | 10.04 | 8.76 |
| Dial-A-Ride | 1.46 | 1.73 | 1.44 | 1.95 |
| Commuter Express | 4.08 | 3.76 | 3.95 | 3.66 |
| Midday Express | 3.16 | 3.15 | 3.23 | 2.66 |
| Foothill Route | 2.07 | 1.35 | 1.99 | 1.51 |
| Live Oak Route | 3.68 | 3.48 | 3.53 | 3.24 |
| Wheatland Route | 0.56 | 0.28 | 0.41 | 0.19 |
| Total Passengers Per VSH: | 7.12 | 6.98 | 6.56 | 6.27 |

AUGUST 2023 PERFORMANCE REPORT



AGENDA ITEM IV – F
STAFF REPORT

SUSPENSION OF COURTESY PUBLIC ZOOM MEETING ACCESS

Under “Other Business” at the conclusion of the July 20th meeting of the Yuba-Sutter Transit Board of Directors, staff recommended that the regular on-line courtesy Zoom option for the public be suspended for all future monthly board meetings. This recommendation was based on the general unreliability of the necessary public audio and video system in the Yuba County Board of Supervisor Chambers over the last year which has often rendered it useless as well as the complete lack of public participation through this method. While the option could still be provided when necessary for staff or consultant use (to the extent that the system can be made workable), the access code would no longer be published on the monthly agenda. After a brief discussion, legal counsel Brant Bordsen suggested that this subject be put on the agenda under consent calendar so the board can officially vote on the recommendation.

Staff will be prepared at the meeting to discuss this issue in detail.

RECOMMENDATION: Suspend courtesy public Zoom meeting access as proposed.

AGENDA ITEM V – A
STAFF REPORT

**REQUEST FOR PROPOSALS (RFP) FOR ONGOING INFORMATION TECHNOLOGY
SUPPORT SERVICES AND IMPLEMENTATION OF THE NEXTGEN TRANSIT PLAN**

The adopted Yuba-Sutter NextGen Transit Plan (Plan) includes operational, capital, financial, and staffing recommendations to effectively address both the current and future transit needs over the next five to ten years, within anticipated financial constraints. While the Plan is envisioned to serve as the local blueprint for near-term transit service development and operations, the listing of an alternative in the Plan does not guarantee implementation. The intent is a phased approach and that each alternative be subject to further evaluation prior to final approval and implementation.

As discussed in the NextGen Transit Plan's Staffing Analysis and Recommendations, Yuba-Sutter Transit has operated "fairly lean" since its creation. However, as the Plan calls for modernization of services and deployment of new technologies in particular, it is recommended that the administration evaluate its staffing to ensure successful deployment and continuity of operations. With the increasing prevalence of technology in the administration and operation of Yuba-Sutter Transit's existing services and the important role of technology in the successful deployment of new services, the Plan makes the case for a new, full-time position dedicated to Information Technology (IT) support. Considering the recruitment, hiring, and ongoing labor related expenses associated with adding an in-house "Transit Technology Manager" position, the Plan estimated the added costs to be \$480,000 through full deployment in FY 2027.

Yuba-Sutter Transit currently contracts with Alliant Networking Services for IT support under an agreement originally executed in 2018 and extended on a month-to-month basis beginning in May 2023. The current contractor was selected following a competitive solicitation and has served the agency's IT support needs satisfactorily to date. However, with similar professional services contracts, it is considered prudent to rebid the work in reasonable intervals to ensure fair market competition. The costs for IT support under the active contract totaled \$24,765 over the last twelve months.

With the recommended action, staff proposes the release of an RFP seeking a qualified firm capable of supporting the agency's full range of IT service needs, beginning in early 2024 through full deployment of the NextGen Transit Plan. It is the staff's contention that continuing to contract for IT services, with some expansion of the scope, is a potentially more cost-effective alternative to hiring a full-time, in-house IT manager and allows for better flexibility in allocating staff resources based on variable project requirements over time.

Attached for Board review and consideration is a draft Request for Proposals (RFP) for enhanced IT Services. The intent of the solicitation is the execution of a professional services agreement with a qualified firm to provide dedicated, on-going support for Yuba-Sutter Transit's existing IT needs and the various technological components of the NextGen Transit Plan implementation over the next five years. The selected contractor will be responsible for a full range of IT support services including on-site and remote network administration; on-call services for emergencies during or after normal business hours; and general support for the procurement, management and replacement of all IT

related hardware and software. In addition, it is anticipated that the selected IT contractor will serve in a critical consulting role during the design and construction of the Next Generation Transit Facility and provide the support necessary for a successful relocation, while ensuring continuity of system administration and operations.

There is no estimated cost for the proposed IT support agreement, but the draft RFP is modeled after the previous solicitation released in December 2017 with the addition of the anticipated special project related requirements. The adopted FY2024 budget did include an allowance of \$97,500 for the combined salary and benefits costs of a dedicated transit Technology Manager for nine months of the year and it is anticipated that this amount will more than cover the cost of the enhanced IT support contract. As designed, the successful proposer would be under contract in early 2024 in time to meet the agency's increasing project-based IT support needs, thus eliminating or at least postponing the hiring of additional, dedicated staff. The draft scope of work begins with the initial tasks of assessing the current system and developing a technology plan with specific near term and on-going recommendations that staff and the successful contractor would then implement over time. The result of this process will also inform future discussions as to the necessity for additional staff resources.

Staff is now requesting authorization to solicit proposals from qualified firms and individuals and will be prepared at the meeting to discuss this issue in detail.

RECOMMENDATION: Authorize the release of RFP #09-23 for information technology services as proposed or amended.

Yuba-Sutter Transit



RFP # 09-23

**YUBA-SUTTER TRANSIT AUTHORITY
INFORMATION TECHNOLOGY SERVICES**

PROPOSAL DUE DATE – November 6, 2023, by 4:00 PM PST

From:

YUBA-SUTTER TRANSIT AUTHORITY

2100 B ST

Marysville, CA 95901

(530) 634-6880

Notice of Request for Proposals

The Yuba-Sutter Transit Authority (Yuba-Sutter Transit) is seeking proposals from qualified firms or individuals (Contractor) for Information Technology Services. The selected Contractor will be responsible for a full range of Information Technology services including on-site and remote network support, on-call services for emergencies during or after normal business hours, server administration, desktop/laptop maintenance and security, phone support services, information technology related service and infrastructure procurement consultation, surveillance system management, facilitating and managing third-party software license agreements, and other services as required.

Sealed proposals shall be received by Yuba-Sutter Transit at 2100 B Street, Marysville, CA at or before 4:00 p.m. PST, Monday, November 6, 2023, for the Information Technology Services as described in this Request for Proposals (RFP) document. Proposals received after the date and time specified above shall be considered late proposals and shall be returned to the proposer unopened.

Yuba-Sutter Transit reserves the right, in its sole and exclusive discretion, to postpone, to accept or to reject any and all proposals, in whole or in part.

All proposals shall be subject to all applicable State and Federal laws. The award to be let under this solicitation is subject to the terms of a formal agreement between Yuba-Sutter Transit and the selected Contractor.

Proposal documents shall be clearly marked “**RFP 09–2023 Information Technology Services**” and shall be emailed to Adam@yubasuttertransit.com or delivered to:

Yuba-Sutter Transit Authority
ATTN: Mattew Mauk, Executive Director
2100 B Street
Marysville, CA 95901

Questions should be directed to Adam Hansen, Planning Manager at (530) 634-6880, or email at adam@yubasuttertransit.com. Responses may be shared with other prospective bidders.

Table of Contents

Contents

| | |
|---|----|
| Notice of Request for Proposals | 2 |
| NOTICE TO CONTRACTORS | 5 |
| A. Obtaining Documents..... | 5 |
| B. Validity of Proposals..... | 5 |
| C. Pre-Proposal Conference..... | 5 |
| D. Proposal Inquiries and Contacts..... | 5 |
| E. Equal Employment Opportunity and DBE/SBE Requirements | 10 |
| SECTION 1. GENERAL INFORMATION | 11 |
| 1.1 Introduction..... | 11 |
| 1.2 Yuba-Sutter Transit’s Rights | 11 |
| SECTION 2. BACKGROUND | 13 |
| 2.1 Agency Description | 13 |
| 2.2 Project Description..... | 13 |
| SECTION 3. SCHEDULE & SUBMITTAL INSTRUCTIONS | 16 |
| 3.1 Schedule..... | 16 |
| 3.2 Proposal Submission | 16 |
| 3.3 Proposal Content..... | 17 |
| 3.4 Pre-Proposal Conference..... | 18 |
| 3.5 Written Questions | 18 |
| 3.6 Clarifications/Interviews..... | 19 |
| 3.7 Accuracy in Reporting Requested Information..... | 19 |
| SECTION 4. PROPOSAL REQUIREMENTS | 20 |
| 4.1 Performance Requirement..... | 20 |
| 4.2 Content of Technical Proposals | 20 |
| 4.3 Content of Cost Proposal | 21 |
| 4.4 Insurance..... | 22 |
| 4.5 Willingness to Accept Proposed Arrangements..... | 22 |
| SECTION 5. EVALUATION AND SELECTION | 23 |
| 5.1 Evaluation and Selection Process..... | 23 |
| 5.2 Evaluation Criteria | 23 |
| 5.3 Notification to Unsuccessful Proposers | 24 |
| SECTION 6. PROTEST PROCEDURES | 25 |
| 6.1 Protest Filing Procedures | 25 |
| 6.2 Pre-Bid Protests | 26 |
| 6.3 Pre-Award Protests | 26 |
| 6.4 Post-Award Protests..... | 26 |
| 6.5 Appeal to FTA | 27 |

| | |
|--|----|
| SECTION 7. SCOPE OF SERVICES | 30 |
| 7.1 General..... | 30 |
| 7.2 Current Technology Environment | 31 |
| 7.3 Workspace/Equipment..... | 33 |
| 7.4 IT Services | 33 |
| 7.5 Procurement | 35 |
| 7.6 Policy & Specifications Development | 36 |
| 7.7 Transition Plan | 36 |
| 7.8 Performance Measures | 36 |
| 7.9 Budget and Term..... | 36 |
| APPENDIX A..... | 37 |
| FORM 1 – COST PROPOSAL | 37 |
| FORM-2--CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION | 38 |
| FORM 3--DRUG-FREE WORKPLACE CERTIFICATION..... | 39 |
| FORM 4--NON-COLLUSIVE AFFIDAVIT..... | 40 |
| FORM 5--ELIGIBLE BIDDER CERTIFICATION | 41 |
| FORM 6--WORKER’S COMPENSATION INSURANCE CERTIFICATION | 42 |
| EXHIBIT A --SCOPE OF WORK (Template) | 43 |
| EXHIBIT B--BUDGET DETAIL AND PAYMENT PROVISIONS | 44 |
| EXHIBIT C—GENERAL TERMS AND CONDITIONS..... | 45 |

NOTICE TO CONTRACTORS

NOTICE IS GIVEN that sealed proposals are requested by the Yuba-Sutter Transit Authority, a joint powers authority (“Yuba-Sutter Transit”), for Information Technology Services. All proposals shall be submitted in response to the conditions of this “REQUEST FOR PROPOSALS for Information Technology Services (hereinafter referred to as RFP),” dated September 22, 2023.

Proposals must be contained in a sealed envelope and appropriately labeled as described in the Section entitled Schedule & Submittal Instructions. Proposals must be received at the Yuba-Sutter Transit office, at or before 4:00 P.M. on Monday, November 6, 2023.

Proposals received after the due date and time listed above will be returned unopened.

A. Obtaining Documents

Proposal documents may be obtained in person at the Yuba-Sutter Transit Administration Office at 2100 B St, Marysville, CA 95901, requested from the Planning Manager by email or download the RFP documents online at: <https://www.yubasuttertransit.com/contract-opportunities>. Documents requested by mail will be packaged and sent postage paid.

B. Validity of Proposals

Proposals and subsequent offers shall be valid for a period of not less than ninety (90) days after proposal deadline.

C. Pre-Proposal Conference

A pre-proposal conference will be held for this project at 10:00am PST on Friday, October 6, 2023, at the Yuba-Sutter Transit Operations and Maintenance Facility, 2100 B St, Marysville, CA 95901. Attendance at the pre-proposal conference is NOT mandatory, but strongly encouraged.

Proposers are encouraged to submit written questions to Adam Hansen, Planning Manager, in advance of the pre-proposal conference. Proposers are reminded that any changes to the RFP will be made by written addenda posted on the Yuba-Sutter Transit webpage only and nothing stated at the pre-proposal conference shall change or qualify in any way the provisions in the RFP.

D. Proposal Inquiries and Contacts

Inquiries may be submitted via email, personal delivery or by mail (return receipt requested). Proposal inquiries submitted by personal delivery shall be deemed received at the date and time of delivery.

Requests for more information and all communications regarding this Request for Proposal, including those seeking clarification of the RFP documents, must be submitted in writing (email preferred), and should be directed to:

Adam Hansen
Planning Manager
adam@yubasuttertransit.com
Phone: (530) 634-6880

All emails sent to Adam Hansen will receive a brief confirmation email in return. PROPOSERS who do not receive a confirmation within one day of submitting questions or requests for clarification should contact the Yuba-Sutter Transit Office at (530) 634-6880.

E. Equal Employment Opportunity and DBE/SBE Requirements

It is Yuba-Sutter Transit's policy to ensure that Contractors shall not discriminate based on race, color, religious creed, national origin, ancestry, sex, physical disability or other protected class in the performance of Yuba-Sutter Transit contracts.

Although there is no project specific goal for Disadvantage Business Enterprises (DBE) participation in this project, Yuba-Sutter Transit highly encourages the participation of Disadvantaged Business Enterprises (DBE). Yuba-Sutter Transit encourages all prime Contractors to utilize qualified SBE (Small Business Enterprise) sub-Contractors on Yuba-Sutter Transit projects, and promotes the direct purchase of goods from qualified SBEs by utilizing SBE vendors when such vendors are available and the price of the goods or services sought is reasonable.

SECTION 1. GENERAL INFORMATION

1.1 Introduction

Yuba-Sutter Transit is issuing this Request for Proposals (RFP) to select a Contractor to provide a full range of Information Technology services. The goal of this solicitation is to enter into a Contract with the Contractor that will be able to best meet Yuba-Sutter Transit's Information Technology needs.

The contract terms shall be for three (3) years from the contract start date, with two (2) one-year extension terms at the sole option of Yuba-Sutter Transit.

Proposers shall provide a clear, concise explanation of the proposer's capability to satisfy the requirements of this RFP and Exhibit C – General Terms and Conditions. Each proposal shall be submitted in the requested format and shall provide all pertinent information, including but not limited to information relating to the contractor's capability, experience, financial resources, management structure and key personnel, and other information as specified in Section Four (4) or otherwise required in this RFP.

1.2 Yuba-Sutter Transit's Rights

Yuba-Sutter Transit's rights include, but are not limited to, the following:

- Issuing addenda to the RFP, including extending or revising the time line for submittals.
- Withdrawing, reissuing, or modifying the RFP.
- Requesting clarification and/or additional information from any PROPOSER at any point in the procurement process.
- Executing a Contract with a PROPOSER on the basis of the original written proposal (without conducting interviews) and/or any other information submitted by the PROPOSER during the procurement process.
- Rejecting any or all proposals, waiving irregularities in any proposals, accepting or rejecting all or any part of any proposals, waiving any requirements of the RFP, as may be deemed to be in the best interest of Yuba-Sutter Transit.
- Proposals shall be evaluated on a "Best Value" basis. This solicitation will utilize the Federal Transit Administration's (FTA) Best Practices Manual's definition for "Best Value" as follows:

"Best Value" is a selection process in which proposals contain both price and qualitative components, and award is based upon a combination of price and

qualitative considerations. Qualitative considerations may include technical design, technical approach, quality of proposed personnel, and/or management plan. The award selection is based upon consideration of a combination of technical and price factors to determine (or derive) the offer deemed most advantageous and of the greatest value to the procuring agency.

DRAFT

SECTION 2. BACKGROUND

This section includes background information relevant to the scope of services. Please note that the data provided is for informational purposes only. Yuba-Sutter Transit does not certify the accuracy of the information provided. PROPOSER should not rely on this section for developing proposals and service costs.

2.1 Agency Description

The Yuba-Sutter Transit joint powers agreement between Yuba and Sutter Counties and the Cities of Marysville and Yuba City, dates back to July 1975. The Agreement is for the purpose of providing and furnishing public transit and transportation services within their respective jurisdictions.

Yuba-Sutter Transit provides local, rural, demand response and express bus service for Yuba and Sutter Counties. Local fixed route and demand response service is provided to Marysville, Yuba City, Linda and Olivehurst. The rural service includes limited weekday service to the City of Live Oak and Wheatland and to the foothill communities east of Marysville. The Commuter service provides 15 daily trips on the SR 70 and 99 corridors between downtown Sacramento and Marysville and Yuba City. The Yuba-Sutter Transit revenue fleet consists of 22 local fixed route buses, 16 demand response / rural route buses and 13 commuter buses.

Organizational Structure

Yuba-Sutter Transit has five full-time administrative employees and contracts with Storer Transit Systems to perform the operations and maintenance functions for the transit system. Storer Transit Systems has approximately 80 employees including all drivers, road supervisors, dispatchers, and mechanics. The Administration Office and Operations/Maintenance offices are housed in the same building at 2100 B St. in Marysville.

Yuba-Sutter Transit furnishes and supports servers, computers, phones, and related equipment for its own employees. Storer has their own IT support and provides servers, computers, and equipment for their management staff. However, some computers and systems that will be supported under this IT support contract are operated or used by Storer staff such as the two dispatch office computers, building surveillance system, fuel system monitoring computer, the REI® video surveillance system installed on each bus, and the Motorola® radio system.

2.2 Project Description

Yuba-Sutter Transit is seeking to award a contract for Information Technology Services to a qualified firm or individual (Contractor) that can provide on-site and remote technical support. The Contractor must be able to provide a full range of Information Technology services including

on-site and remote network, on-call services for emergencies during or after normal business hours, help desk, desktop/laptop, and phone support services, managing and facilitating third-party infrastructure procurements and software license agreements, project related work and subject matter expertise for complex and difficult to solve issues, and other services as required by Yuba-Sutter Transit. The successful Contractor will function as Yuba-Sutter Transit's day-to-day IT Division. Yuba-Sutter Transit desires to establish a three-year base contract with the successful Contractor, with an option to renew for up to two (2) additional one-year terms, subject to agreeable pricing modifications and service performance.

The scope of IT support extends beyond desktops to additional systems and applications. Yuba-Sutter Transit currently employs automatic vehicle location (AVL) on board the buses to track and monitor the buses and provide real-time information to passengers at key bus stops throughout the system. Yuba-Sutter Transit plans to procure new computer aided dispatch (CAD) software, to include an upgraded AVL and passenger facing application component, in conjunction with the deployment of new demand-response services in 2024. The IT contractor selected through this RFP process will serve in a consulting role during the selection of the new software system(s) and provide significant support necessary for successful implementation of the project and continued operation of the system.

Yuba-Sutter Transit maintains a surveillance camera system at the Administration Office and Operations/Maintenance office, as well as at the Bogue Road @ Hwy 99 Park & Ride, McGowan Parkway @ Hwy 70 Park & Ride, and Plumas Lake Park & Ride lots. Yuba-Sutter Transit currently contracts with a third party to repair and maintain these systems. Support in monitoring performance of these facility surveillance systems and orchestrating maintenance and repair will be included in this agreement.

In January 2017, Yuba-Sutter Transit, along with eight other transit agencies in the Sacramento area, launched an electronic fare card system called the Connect Transit Card. The Sacramento Regional Transit District (SacRT) is the lead agency on the project and manages the service. The computer at the Yuba-Sutter Transit Administration Office front desk is the Customer Service Workstation (CSW) which is used to issue, load, and print electronic fare cards on a Fargo[®] DTC 1250e ID card printer. SacRT's Technical staff typically addresses these issues with the system remotely to resolve technical issues, however the hardware needs to be maintained locally. The antennas on the buses transmit data to antennas mounted on the facility to download fare data from each bus as it comes into range. These communication systems are maintained by SacRT technical staff, but assistance with troubleshooting and coordination of repairs will be expected.

During the term of the contract to be set by this solicitation, it is anticipated that Yuba-Sutter Transit will design and construct a new state-of-the-art operations, maintenance and administration facility on an agency owned property at 6035 Avondale Ave. in Linda, CA. The new Yuba-Sutter Transit "Next Generation Transit Facility" will eventually support a full zero-emission fleet conversion and public transit service expansions throughout the area. The site has sufficient space for potential future co-development and with significant solar power generation to support its own operations and public vehicle charging infrastructure. The IT contractor selected through

this RFP process will serve in a critical consulting role during the design process and provide significant support necessary for successful relocation and continuity of all IT systems operations and administration.

Initial Tasks

There are a number of tasks that need to be completed in the first 90 days after project award. This list is not all inclusive, but represents tasks that staff has identified as urgent.

1. Become familiar with current hardware and software and provide assessment of condition.
2. Ensure all systems are operating efficiently and have proper security software and updates.
3. Verify essential data is being backed up and set a schedule/process for data retention.
4. Develop an IT infrastructure replacement schedule.
5. Recommend upgrades and improvements needed to Yuba-Sutter Transit's IT infrastructure.
6. Investigate and provide options for software purchase/licensing for Microsoft Suite[®], , Windows Server operating system, and SQL database.

Tasks will be issued to Contractor on an as needed basis. Tasks not included in the base support contract shall be completed at the agreed upon hourly rate documented in the cost proposal or for an agreed upon lump sum amount. Contractor is expected to invoice Yuba-Sutter Transit on a monthly basis for base service amount and for additional services performed. Yuba-Sutter Transit pays invoices on the 5th and 20th of each month. The scope of services in Section 7 will describe the required services in more detail.

SECTION 3. SCHEDULE & SUBMITTAL INSTRUCTIONS

3.1 Schedule

Yuba-Sutter Transit will attempt to adhere to the following schedule. This schedule may change due to unforeseen circumstances and at the sole discretion of Yuba-Sutter Transit. Changes will be conveyed to proposers at the earliest opportunity possible through a written addendum.

| Activity | Date |
|---|------------------------------------|
| Request For Proposal Release Date | September 22, 2023 |
| Non-Mandatory Pre-Proposal Conference | October 6, 2023 |
| Deadline for written RFP Clarifications/Questions | October 11, 2023 |
| Responses to questions posted to Yuba-Sutter Transit website on or before this date | October 13, 2023 |
| Proposals Due | November 6, 2023, by 4:00 p.m. PST |
| Oral Presentations/Interviews (If Required) | November 15-17, 2023 |
| Proposal Review, Scoring, Negotiations (If deemed necessary) | November 20 – December 8, 2023 |
| Notice of Intent to Award | December 13, 2023 |
| Projected Award Date | December 21, 2023 |
| Projected Contract Start Date | February 1, 2024 |

3.2 Proposal Submission

Sealed proposals must be received by Yuba-Sutter Transit in accordance with the Notice to Contractors and the RFP Schedule listed in Section 3.1. Proposals may be delivered electronically via email or hand delivered to Yuba-Sutter Transit Administration Office at the address below, on the due date at the time and on the date listed in the Notice to Contractors and the RFP Schedule listed in Section 3.1. Proposals shall be in sealed packets labeled “RFP 09 –2023 Information Technology Services” - [Insert Firm Name Here] to:

Adam Hansen, Planning Manager
Yuba-Sutter Transit
2100 B Street
Marysville, CA 95901

Email: Adam@yubasuttertransit.com

Proposals should be limited to 30 pages unless otherwise specified in the Solicitation. This 30-page limitation does not include Yuba-Sutter Transit Forms and Certifications, and the cost

proposal. Standard marketing materials and brochures are included in the page limitation.

Technical Proposal

If mailed or hand delivered, please include three (3) copies (1 original and 2 copies), and one (1) electronic PDF copy of the proposal on a USB flash drive. Proposals must be received by Yuba-Sutter Transit by the RFP Proposal due date and time listed in the Notice to Contractors and the RFP Schedule listed in Section 3.1. Technical proposals must be sealed and marked "Technical Proposal for RFP 09 –2023 Information Technology Services". Proposals received after the specified date and time provided in the Notice to Contractors shall be considered late and shall not be considered for award. Emailed copies should be in PDF format. If there are multiple attachments, they should be clearly labeled.

Cost Proposal

One (1) original and one (1) electronic PDF copy on a USB flash drive must be received by Yuba-Sutter Transit by the RFP Proposal due date and time listed in the Notice to Contractors and the RFP Schedule listed in Section 3.1. Cost Proposals must be in a separate sealed envelope or separate email attachment and labeled "Cost Proposal for RFP 09 –2023 Information Technology Services". Proposals received after the specified date and time provided in the Notice to Contractors shall be considered late and shall not be considered for award.

3.3 Proposal Content

All proposals must include the following:

A. Cover letter that provides the following information:

- Name, address, email and telephone of PROPOSER and key contact person.
- Description of type of business organization (e.g., corporation, partnership, limited liability company, including joint venture teams and subcontractors) submitting proposal.
- Name of entity that would sign a Contract if one is negotiated for this project.
- A written statement warranting that the requirements of the project as described in this RFP, its appendices and all addenda, by listing all addenda and dates received hereto, have been reviewed and the PROPOSER has conducted all necessary due diligence to confirm material facts upon which the proposal is based.
- A written statement acknowledging validity of the proposal contents, costs, and services fees for a period of 90 days after the submission deadline.

- B. Provide three references of government agencies or similar sized business establishments where similar servers are performed. Reference contact information shall include email addresses.
- C. Executive Summary (not to exceed 2 pages) that highlights the major elements of PROPOSER'S qualifications and proposal. All information should be provided in a concise manner.
- D. Responses to all required elements requested in Section 4. The proposal responses shall be organized in identifiable sections as outlined in Section 4 of this RFP, so that all requested information can be readily found.
- E. Completion and inclusion of all required forms (as listed in Appendix A). All PROPOSERS shall complete, sign and include all required forms in their proposal. Any proposal that does not contain the required forms may be deemed non-responsive.

All pages of the proposal must be numbered for reference. Yuba-Sutter Transit may waive any immaterial technical variations in its sole discretion.

3.4 Pre-Proposal Conference

A pre-proposal conference will be held at the time and place indicated in the Notice to Contractors. Questions received in writing, as well as any other questions brought up at the conference, will be answered, to the extent possible, at that time.

Oral questions which are material to the solicitation will be documented at the conference, and questions and answers will be posted to the Yuba-Sutter Transit website:
www.yubasuttertransit.com

Any changes, interpretations, or clarifications considered necessary by Yuba-Sutter Transit in response to PROPOSER questions will be posted online at the above website addresses as addenda. Only answers issued in writing and/or posted on the Yuba-Sutter Transit website will be binding on Yuba-Sutter Transit. Oral and other interpretations or clarifications including those provided at the pre- proposal conference will be without legal effect.

3.5 Written Questions

PROPOSERS may submit written questions and requests for clarification or additional information regarding the meaning or intent of the RFP content, its process and appendices to be received no later than 5:00 p.m. on the date listed in the RFP Schedule. The preference for method of submission of written questions is via email to the following person:

Adam Hansen
Program Manager
Email: Adam@yubasuttertransit.com
Telephone: (530) 634-6880

Yuba-Sutter Transit will not respond to questions received after the time and date listed in the RFP Schedule unless the question is deemed vital to the scope of this RFP. At such time, the submission date of the RFP will be extended. All written questions and answers between Yuba-Sutter Transit and the PROPOSERS will be documented and posted at the website addresses listed in Section 3.4.

3.6 Clarifications/Interviews

Yuba-Sutter Transit reserves the right to base its decision solely on the written proposals without performing interviews. PROPOSER may be asked to clarify proposal information through writing or interviews. The clarification period will begin when the proposals are submitted. PROPOSERS shall be prepared to attend an interview with the Evaluation Committee. The PROPOSER'S selected team or individual must be available to answer questions at the interview and may be questioned individually.

The interview, only if interviews are required, will occur in accordance with the RFP Schedule. The PROPOSER will be advised of the specific time and place. PROPOSERS will be provided information regarding specific accommodations that will be made when they are provided the specific place and time of interviews. Submission of a proposal does not guarantee the Proposer an interview.

3.7 Accuracy in Reporting Requested Information

Information submitted as part of the proposal will be subject to verification. Inaccurate information or information that is misleading will, at the sole discretion of Yuba-Sutter Transit, be grounds for removal of a proposal from further consideration. Should a PROPOSER be awarded a Contract as a result of this RFP, inaccurate or misleading information included in the proposal and subsequently discovered by Yuba-Sutter Transit will be, at Yuba-Sutter Transit's sole discretion, grounds for default.

SECTION 4. PROPOSAL REQUIREMENTS

4.1 Performance Requirement

The successful PROPOSER (hereafter “CONTRACTOR”) will be required, at all times during the terms of the Contract, to perform all services diligently, carefully, and in a professional manner; and to furnish all labor, supervision, as required under the Contract. Any proposal submitted must be for the entire scope of services. The CONTRACTOR shall conduct all work in the CONTRACTOR’s own name and as an independent contractor, and not in the name of, or as an agent for Yuba-Sutter Transit.

4.2 Content of Technical Proposals

(Technical proposal shall be in a separate sealed envelope or email attachment and clearly marked “Technical Proposal for RFP 09–2023 Information Technology Services”)

The following items must be included in the PROPOSER’S technical proposal for it to be considered complete and responsive.

Documentation of Qualifications and Related Experience

This section of the proposal should demonstrate the ability of the Contractor to satisfactorily perform the required work by way of its demonstrated competence and experience in the services to be provided; the nature and relevance of similar work currently being performed or recently completed; competitive advantages over other firms in the same industry; strength and financial stability, and supportive client references.

Proposer’s proposed management team, shall each have a minimum of five (5) years recent experience in the relevant field.

Provide a brief narrative description of your firm’s background and experience in providing Information Technology services as described in the scope of services section of this RFP and as required by the contract. Explain why your firm is best qualified to provide the services.

PROPOSER shall include two organizational charts. The first chart illustrating the firm’s staffing structure, including duties/titles and the second chart illustrating the names, reporting structure, brief job description, and number of years with PROPOSER’S firm for each of the proposed project team.

Client References

Provide a client reference list of no fewer than three government clients or similar sized business establishments for which the PROPOSER provides or has provided similar IT support services as those requested by Yuba-Sutter Transit. Client references shall be current (where

PROPOSER is currently providing services to the client) or recent (where within the past three calendar years PROPOSER has provided services to the client). The Client reference contact information shall include name of agency, contact person, telephone numbers, and a valid email.

Technical Approach and Methodology

Describe your firm’s approach, capacity, and management philosophy towards providing the scope of services described in the RFP.

This section should establish the Contractor’s understanding of Yuba-Sutter Transit’s objectives, ability to meet the objectives, and provide a concise plan for how this will be accomplished. The proposal should also give particular attention to how the Contractor will approach becoming familiar enough with the infrastructure and core systems to function effectively.

The descriptions should demonstrate your firm’s and your team’s experience relevant to the scope, costs, conditions and delivery method of the work or projects listed in this RFP.

Implementation Plan

The PROPOSER shall include a detailed Implementation Plan. This plan shall address, at a minimum, the activities and procedures that will be followed to ensure the smooth start-up of the project, and if necessary, transition from the current provider. The plan should also document training schedules, start-up plan, completion of initial tasks outlined in section 2.2, and acquisition of necessary personnel, equipment, licenses and any other activities necessary to begin work on the scope of services.

4.3 Content of Cost Proposal

(Cost proposal shall be in a separate sealed envelope or email attachment and clearly marked “Cost Proposal for RFP 09–2023 Information Technology Services”)

The following items must be included in the PROPOSER’s Cost Proposal for it to be considered complete and responsive.

Cost Proposal (Appendix A, Form 1)

PROPOSER shall provide Cost proposals (using Appendix A, Form 1, Cost Proposal) which shall provide the hourly rate charged, listed by title and/or job description that the proposer is offering. Rates shall include all overhead, travel costs, profits, taxes, and insurances. Vendor may not separately bill Yuba-Sutter Transit for any of these costs. It is anticipated that these rates will remain steady over the three-year base term. Any anticipated increases to the hourly rate during the optional term years must be outlined. Subcontractors shall also be listed on Cost Proposal if any are known at this time. Cost proposals shall be submitted in a separate sealed envelope and clearly marked as the Cost Proposal.

Additional tasks during the term of the contract not included in monthly base fee, can be completed for a negotiated lump sum, or the hourly rates for such tasks as established in the Cost Proposal.

The PROPOSER shall provide hourly rates that assume that the Proposer shall be responsible for all insurance cost as outlined in Section 4.4.

4.4 Insurance

- Insurance must be provided for in accordance with the Draft Agreement in Exhibit C.

4.5 Willingness to Accept Proposed Arrangements

Submission of a proposal constitutes an offer to enter into a binding legal contract with Yuba-Sutter Transit on all of the terms specified in this RFP, including Appendix A – Required Forms, and Exhibit C – General Terms and conditions, which are the framework of our Standard Contract.

DRAFT

SECTION 5. EVALUATION AND SELECTION

5.1 Evaluation and Selection Process

Proposals submitted in response to this RFP will be evaluated by the Evaluation Committee established by Yuba-Sutter Transit, in accordance with the criteria and procedures set forth in this Request for Proposals. This section incorporates those rights and procedures noted in RFP Section 1.2 – Yuba-Sutter Transit’s Rights.

The primary desire of Yuba-Sutter Transit for this procurement is to ensure an award will be made based on the highest quality of service that best matches Yuba-Sutter Transit’s requirements using the Best Value methodology.

The Evaluation Committee will submit its recommendation to the Yuba-Sutter Transit Board of Directors for an award to be made based upon the Evaluation Committees’ determination of the responsible Proposer whose proposal is most advantageous to Yuba-Sutter Transit.

5.2 Evaluation Criteria

The following items constitute the evaluation criteria (and their respective weights), which Yuba-Sutter Transit will use in evaluating proposals submitted in response to this RFP.

1. Qualification of the Firm (Technical) - 30%: Technical experience in performing work of a closely similar nature; experience working with public agencies; record of completing work on schedule and within budget; strength and stability of the firm; technical experience and strength and stability of proposed sub consultants; assessments by client references
2. Qualifications and Experience of Team and Key Staff - 25%: Qualifications of project staff, particularly key personnel (i.e. project manager); key personnel’s level of involvement in performing related work; logic of project organization; adequacy of labor commitment; concurrence in the restrictions on changes in key personnel.
3. Project Understanding and Methodology – 20%: Show grasp on the level of support and involvement with upcoming projects such as the new CAD/AVL dispatching software (Summer 2024), NextGen Transit Faciality and overall technology support and maintenance.
4. Cost and Price - 25%: Reasonableness of the billing rates and overall price submitted and competitiveness of these rates with other offers received.

PROPOSERS who remain in the competitive range following the initial evaluation of written proposals may be invited (only if interviews are required) to demonstrate their qualifications, experience and project approach before the Evaluation Committee. There will not be a separate “interview” score. The Evaluation Committee may raise or lower criteria scores based on information and clarifications gained during the interview process. Yuba-Sutter Transit reserves the right to make an award solely on a PROPOSER’S written proposal alone and is not required to conduct interviews.

5.3 Notification to Unsuccessful Proposers

All PROPOSERS shall be notified of Yuba-Sutter Transit Evaluation Committee’s recommendations by way of a Notice of Intent to Award (this will serve as the final committee recommendation) within five (5) working days of said recommendation.

DRAFT

SECTION 6. PROTEST PROCEDURES

6.1 Protest Filing Procedures

A protest is a potential bidder's or contractor's remedy for correcting a perceived wrong in the procurement process. There are three basic types of protests, based on the time in the procurement cycle when they occur:

- 1) A pre-bid or solicitation phase protest is received prior to the bid opening or proposal due date.
- 2) A pre-award protest is a protest against making an award and is received after receipt of proposals or bids, but before award of a contract.
- 3) A post-award protest is a protest received after award of a contract.

All protests must be submitted in writing via mail or e-mail addressed to the Executive Director at the following:

Yuba-Sutter Transit Authority
ATTN: Executive Director
2100 B Street
Marysville, California 95901

Email Address: matt@yubasuttertransit.com

Required Contents

In order to be deemed substantive, a written protest must include at a minimum the name of the protester; the applicable solicitation title, number or description; statement of grounds for the protest; adequate contact information and preferred delivery method for the response/determination.

The Yuba-Sutter Transit Board of Directors has the ultimate responsibility for awards made to a vendor or contractor financed with Federal assistance or otherwise subject to Federal and State Third Party Contract provisions.

Request for Reconsideration

Yuba-Sutter Transit will allow for submission of a request for reconsideration if data becomes available that was not previously known, or there has been an error of law or regulation. Requests for reconsideration should be submitted in writing within five (5) working days of the date the protester learned or should have learned of an error or other basis of appeal.

6.2 Pre-Bid Protests

Unless otherwise explicitly stated in the public solicitation document, the deadline for the submission of a pre-bid protest shall be the close of normal business hours, no later than ten (10) working days after the publication/release date of the respective solicitation document(s). In instances where a solicitation document expresses a specific date and/or time deadline for submission of pre-bid protest, the published deadline shall take precedent over the ten (10) working day policy.

Responses

The Executive Director shall respond, in detail, to each substantive issue raised in the protest. Written responses/determinations will be mailed or emailed (according to protestor's preference) during normal business hours, no later than five (5) working days after the receipt of the pre-bid protest or prior to the published proposal due date, whichever is first. A response to any substantive questions received by Yuba-Sutter Transit may be sent to all interested parties or otherwise published as an addendum to the original solicitation.

6.3 Pre-Award Protests

To be considered, a pre-award protest must be received in writing prior to the close of business, within three (3) working days of the date the protester learned or should have learned of a recommendation to award or prior to the date of the award, whichever is first.

Responses

The Executive Director shall respond, in detail, to each substantive issue raised in the protest. Written responses/determinations will be mailed or emailed (according to protestor's preference) prior to the close of normal business hours, within three (3) working days of receipt of the protest or prior to the date of the award, whichever is first.

6.4 Post-Award Protests

To be considered, a post-award protest must be received prior to the close of business, within five (5) working days of the date the protester learned or should have learned of an adverse decision or other basis of appeal.

Responses

The Executive Director shall respond, in detail, to each substantive issue raised in the protest. Written responses/determinations will be mailed or emailed (according to protestor's preference) prior to the close of normal business hours, within three (3) working days of receipt of the protest.

Protests dealing with restrictive specifications or alleged improprieties in solicitation must be filed no later than ten (10) working days prior to bid opening or closing date for receipt

of proposals. Any other protest must be filed no later than three (3) working days after:

1. Notification of Intent to Award is issued for award of contract if the contract is awarded by the Yuba-Sutter Transit Board per staff recommendation; or
2. Notification of Award is issued if the Yuba-Sutter Transit Board has delegated award authority to the Purchasing Agent or the Yuba-Sutter Transit Board does not award the contract according to the Notification of Intent to Award.

Protests shall be in writing and addressed to the Executive Director.

The protest shall identify the protestor, contain a statement officially declaring a protest and describing the reasons for the protest, and provide any supporting documentation. Additional materials in support of the initial protest will only be considered if filed within the time limit specified above. The protest shall indicate the ruling or relief desired from Yuba-Sutter Transit.

6.5 Appeal to FTA

Under certain limited circumstances, and after the protestor has exhausted all administrative protest remedies made available by Yuba-Sutter Transit, an interested party may protest to the Federal Transit Administration (FTA) the award of a contract pursuant to an FTA grant. FTA's review of any protest shall be in accordance with FTA guidance. FTA will not substitute its judgment for that of its grantee or sub grantee, unless the matter is primarily a Federal concern.

FTA's Role and Responsibilities

FTA has developed an appeals process for reviewing protests of a recipient's procurement decisions.

Requirements for the Protester

The protestor must:

(a) Qualify as an "Interested Party." Only an "interested party" qualifies for FTA review of its appeal. An "interested party" is a party that is an actual or prospective bidder whose direct economic interest would be affected by the award or failure to award the third party contract at issue.

1. Subcontractors. A subcontractor does not qualify as an "interested party" because it does not have a direct economic interest in the results of the procurement.

2. Consortia/Joint Ventures/Partnerships/Teams. An established consortium, joint venture, partnership, or team that is an actual bidder and is acting in its entirety, would qualify as an “interested party” because it has a direct economic interest in the results of the procurement. An individual member of a consortium, joint venture, partnership, or team, acting solely in its individual capacity, does not qualify as an “interested party” because it does not have a direct economic interest in the results of the procurement.

3. Associations or Organizations. An association or organization that does not perform contracts does not qualify as an “interested party,” because it does not have a direct economic interest in the results of the procurement.

(b) Exhaust Administrative Remedies. The protester must exhaust its administrative remedies by pursuing the recipient’s protest procedures to completion before appealing the recipient’s decision to FTA.

(c) Appeal Within Five Days. The protester must deliver its appeal to the FTA Regional Administrator for the region administering its project or the FTA Associate Administrator for the program office administering its project within five (5) working days of the date when the protester has received actual or constructive notice of the recipient’s final decision. Likewise, the protester must provide its appeal to the FTA Regional Administrator for the region administering its project or the FTA Associate Administrator for the program office administering its project within five (5) working days of the date when the protester has identified other grounds for appeal to FTA. For example, other grounds for appeal include the recipient’s failure to have or failure to comply with its protest procedures or failure to review the protest.

Appeals to FTA and Caltrans should be sent to:

FTA Region IX
90 7th Street, Suite 15-300
San Francisco, CA 94103

and

California Department of Transportation
Division of Mass Transportation
P.O. Box 942873
Sacramento, CA 94273-0001

Extent of FTA Review

As provided in the Common Grant Rule for governmental recipients, FTA will limit its review of third party contract protests as follows:

The Recipient’s Procedural Failures. FTA will consider a protest if the recipient:

- 1) Does not have protest procedures, or
- 2) Has not complied with its protest procedures, or
- 3) Has not reviewed the protest when presented an opportunity to do so.

Violations of Federal Law or Regulations

FTA will not consider every appeal filed by a protestor of an FTA recipient's protest decision merely because a Federal law or regulation may be involved. Instead, FTA will exercise discretionary jurisdiction over those appeals involving issues important to FTA's overall public transportation program. FTA will refer violations of Federal law for which it does not have primary jurisdiction to the Federal authority having proper jurisdiction.

Violations of State or Local Law or Regulations

FTA will refer violations of State or local law to the State or local authority having proper jurisdiction.

FTA Determinations to Decline Protest Reviews

FTA's determination to decline jurisdiction over a protest does not mean that FTA approves of or agrees with the recipient's decision or that FTA has determined the contract is eligible for Federal participation. FTA's determination means only that FTA does not consider the issues presented to be sufficiently important to FTA's overall program that FTA considers a review to be required.

DRAFT

SECTION 7. SCOPE OF SERVICES

NOTE: For the purposes of Section 7 “Scope of Services,” the term “Contractor” or “Consultant” represents the successful PROPOSER(S)

7.1 General

Yuba-Sutter Transit is seeking to award a contract for Information Technology Services to a qualified firm that can provide on-site and remote technical support. The contractor must be able to provide a full range of Information Technology services inclusive of the following:

- The successful contractor will function as Yuba-Sutter Transit’s day-to-day IT Division.
- On-site, remote network and on-call services including emergencies during or after normal business hours.
- Information technology infrastructure, desktop and phone support services.
- Managing and facilitating third-party software license agreements.
- Track and orchestrate warranty repairs or general repair of malfunctioning equipment
- Project related work and subject matter expertise for complex and difficult to solve issues.
- Purchase hardware and software on behalf of Yuba-Sutter Transit.
- Other services as required by Yuba-Sutter Transit.

The IT Services Contractor must be innovative in the manner in which it provides technical services so that Yuba-Sutter Transit management and staff may focus on serving the public. The Contractor must provide reliable, forward thinking solutions to technical problems in a precise and timely fashion in order to better serve Yuba-Sutter Transit management and staff.

Under general direction of the Planning Manager, the successful Contractor will be responsible for all facets of the IT function and shall support all Yuba-Sutter Transit departments and assigned projects.

The Contractor must work collaboratively with all Yuba-Sutter Transit departments to provide technical support. The Contractor must maintain desktops, printers, copiers, handheld devices, NEC phone systems, network infrastructure, technology integration and maintenance of security camera systems, manage Yuba-Sutter Transit’s third-party IT related Contracts, Software License Agreements, and various specific transit technology applications.

| Facility | Address | Jurisdiction |
|---|---|--------------------------|
| Yuba-Sutter Transit Operations, Maintenance & Administration Facility | 2100 B Street | City of Marysville |
| Bogue Road Park & Ride | 1261 Bogue Road (Bogue & Hwy 99) | Yuba City |
| McGowan Parkway Park & Ride | Powerline Road & McGowan Pkwy (Hwy 70) | Olivehurst, Yuba County |
| Plumas Lake Park & Ride | Feather River Blvd & Chalice Creek (Hwy 70) | Plumas Lake, Yuba County |

7.2 Current Technology Environment

All Yuba-Sutter Transit staff has access to and heavily use a virtual set of shared drives for their daily work. Mission critical data resides on the shared drives. Ensuring staff has network access to the data is a key element of the services required under this contract along with connectivity to local printers and the internet. The following list of IT assets is provided to help proposer determine the sale and scope of the RFP.

Desktop/Laptop Environment

- Five desktop computers assigned to Yuba-Sutter Transit employees.
- One desktop computer at front desk for processing pass and fare purchases through the INIT[™] Connect Transit Card system.
- Three desktop computers used in dispatch office and three in road supervisor offices. Yuba-Sutter Transit is responsible for repair and replacement only. Storer Transportation IT contractor (Adtech <http://www.adtech-it.com/>) configures the computers.
- One desktop used for accessing REI[™] onboard surveillance videos.
- Four Windows based computers and other hardware operating AXIS Camera Station Client serving as a NVR to retain surveillance camera data that is remotely accessible through a T-Mobile[™] 5G connection.
- Microsoft[™] Office subscriptions.
- Microsoft[™] Office 365 Exchange online.
- QuickBooks[™] set up in a shared database for multi-user access.
- Work with maintenance staff to determine when replacement of IT technology found on the bus is best course of action. IT equipment on buses include Cradlepoint[™] IBR 900 routers (13), WAAV AirBox[™] Routers (22), REI HD 800 (44), REI HD5-1200 (7) and other IT equipment as needed. Analyze and advise repair or replacement of hardware.

Print Services

- Interface to network for Kyocera[™] Copier/Printer model 7054ci (Leased).
- Interface to network for Kyocera[™] Copier/Printer model 5054ci (Leased).
- Interface to network for HP[™] Color LaserJet CP2025.
- Connect Transit Card discount card printer Fargo[™] DTC 1250e.

Remote Access

- Responsibility of contractor

Phone System Services

- NEC[®] Digital Phone system was installed by Telelink Communications, Inc.
- Comcast Business Voice[®] is the phone service provider.
- Comcast Business Highspeed internet for security line and fire line.

Network Protection Services (Security)

- Barracude F-18 Firewall.

Network

- Comcast Business Highspeed internet with router for Wi-Fi connectivity.
- Unifi 48 port switch
- 5 Aruba[®] Instant Access Points for internet and REI[®] data downloads
- 2 Access Points linked to Verizon[®] network for uploading fare data from buses

Website

- Yubasuttertransit.com is updated and edited in house with support from <http://www.getstreamline.com/>

Server

- Primary data server is the Dell[®] PowerEdge R440 II is the main file server. Service Tag: HSS11Q2
- Dell[®] PowerEdge DL320 has been repurposed to regularly backup data. Service Tag: 8XQFH02

SQL Services

- Microsoft[™] 2012 SQL Server database is required by REI software.

Surveillance Camera Systems

- 12 Camera Surveillance System at 2100 B St contains interior and exterior camera.
- 4 Camera AXIS[™] surveillance system at the Yuba-Sutter Transit Administration Building.
- 6 Camera AXIS[™] surveillance system at the McGowan Park & Ride.
- 6 Camera AXIS[™] surveillance system at the Plumas Lake Park & Ride.
- 6 camera surveillance system with individual DVR assigned to each camera at the Bogue Road Park & Ride.
- AXIS camera station client is used to configure and connect for remote monitoring of the Park & Ride lots.

Other Services

Technical assistance may be required to integrate hardware components such as:

- REI ARMOR[™] software to manage cameras installed on buses and coordinate updates with vendor.
- Onsite wireless networking for Connect Transit Card electronic fare system developed by INIT[™]
- Connectivity of buses to transmit live data from the bus as needed.

7.3 Workspace/Equipment

Yuba-Sutter Transit will not be responsible for providing any furniture, fixtures, or equipment for use by Contractor's employees at any of the Yuba-Sutter Transit locations. Contractor's employees are not to be permanently located on site and Contractor shall be responsible for providing their own office supplies.

7.4 IT Services

Contractor's staff must be knowledgeable and experienced with all of required IT Services listed here. The Contractor's proposal must include a statement in the work plan, describing the Contractor's knowledge and experience with each of the categories of required IT Services in a public transit setting. The Contractor is expected to be on site on an as needed basis.

NETWORK MAINTENANCE SERVICES - Typical duties shall include, but are not limited to:

- Maintenance of all Yuba-Sutter Transit's network equipment including switches, routers, firewalls, bridges, access points and cabling infrastructure, printers, network copiers/scanners.
- Analysis, routine configuration changes, and installation of patches and upgrades.
- Configuration of alert notifications.
- Documentation of network configuration information.
- Maintain and service existing LAN.
- Installation and maintenance of network cabling, fiber, jacks, patch panels and wiring modifications.
- Coordinating employee access – passwords, etc.
- Maintain NEC[®] digital phone system.

MAINTENANCE SERVICES – Typical duties shall include, but are not limited to:

- Management of computer systems and networks to include complex application, database, messaging, web and other servers and associated hardware, software, communications, and operating systems necessary for the quality, security, performance, availability, recoverability, and reliability of the system.
- Coordinate warranty repairs or make repairs when equipment is no longer under warranty.
- Preventive equipment maintenance.

- Review, adjust, and ensure back-up job settings are correct. Periodic test of back-up and restore capabilities and report results to Yuba-Sutter Transit staff.
- Set up new users and edit or remove existing and former users on server.
- Management of user logins and security.
- Configuration management, including changes, upgrades, patches, etc.
- Installation and support of specialized software products used in relation to transit planning and operations.
- Coordinate multi-server environment.
- Assist Yuba-Sutter Transit with new purchases and upgrades of software, coordinating between software vendors and Yuba-Sutter Transit, where applicable.

DESKTOP ADMINISTRATION SERVICES – Typical duties shall include, but are not limited to:

- Perform basic support functions including installing PCs, laptops, printers, and office automation software.
- Diagnosing and correcting desktop application problems.
- Configuring laptops and desktops for standard applications.
- Identifying and correcting end user hardware problems.
- Performing advanced troubleshooting and preventative maintenance.
- Coordinating warranty repairs or making repairs when equipment is no longer under warranty.
- Set up connections to enable employees to work from home when needed.
- Assist Yuba-Sutter Transit personnel with software and hardware purchases.

MOBILE DEVICE MAINTENANCE – Typical duties shall include, but are not limited to:

- Maintenance and support mobile laptop systems, field printers, air cards, etc.
- Configuration assistance and set up for users with handheld devices.

MISCELLANEOUS MAINTENANCE & SUPPORT SERVICES – Typical duties shall include, but are not limited to:

- Support and maintenance of the NEC[®] digital phone system.
- Phone and internet connectivity in conjunction with multiple service providers (AT&T[®], Verizon[®], etc.)
- Support of individual remote access to network servers.
- Assist with operator file maintenance, and software use as needed.
- Maintain asset and licensing inventory.
- Provide project management services for IT related tasks.
- Assist maintenance staff with IT infrastructure on buses in dealing with vendors if issues arise.
-

SECURITY – Typical duties shall include, but are not limited to:

- Maintenance of virus detection programs on Yuba-Sutter Transit servers, email and all other Yuba-Sutter Transit computers and laptops.
- Perform security audits as requested and notify Yuba-Sutter Transit personnel

- immediately of suspected breaches of security or intrusion detection.
- Provide maintenance of firewall and routers to ensure secure Internet access.
- Yuba-Sutter Transit maintains all passwords required to support its information technology Contractor. Contractor agrees to maintain the security of all passwords.
- Maintain off-site backup of essential data to prevent a catastrophic event.

ANTIVIRUS/SPYWARE/SPAM FILTERING SOFTWARE – Typical duties shall include, but are limited to:

- Maintain enterprise Antivirus and Spyware software for all servers, desktops and laptops.

DEVELOPMENT – Typical duties shall include, but are limited to:

- Remain educated on new technology solutions and advise management of opportunities and needs.
- Develop specifications for hardware required by new enterprise applications and purchase hardware for new applications.
- May be tasked with developing a disaster recovery plan.

PERSONNEL – Contractor shall provide staff fully capable of performing all support functions and required to be on site on an as needed basis. Qualifications of personnel shall include, but are not limited to:

- Fully qualified to perform the required work listed in this RFP and the Contract.
- Licensed/Certified/Trained on the latest versions and releases of any product required to perform services.
- Capable of supporting legacy systems currently in use at Yuba-Sutter Transit.
- Ability to communicate effectively (orally and in writing) so that designated Yuba-Sutter Transit non-technical personnel can solidly understand the information at hand and make informed decisions.
- Ability to deal tactfully with users.
- Ability to work productively with minimum supervision.
- Ability to perform a variety of complex tasks, work well under pressure with considerable accuracy and efficiency.
- Ability to perform all tasks in a responsible and timely manner.

7.5 Procurement

Occasionally, Contractor may need to coordinate with Yuba-Sutter Transit for the procurement of any applicable hardware, software, and service providers as needed to fulfill the requirements of this contract. However, Yuba-Sutter Transit shall have final authority to approve purchases. Contractor proposal must include a statement describing its knowledge and experience with procurement, including procurement on behalf of a public agency. The applicable hardware/software shall be procured on behalf of and owned by Yuba-Sutter Transit. All purchases made on behalf of Yuba-Sutter Transit shall be reimbursed at cost.

7.6 Policy & Specifications Development

Contractor shall provide the necessary expertise to research, develop, and write Information Technology policies consistent with industry standards and to the satisfaction of Yuba-Sutter Transit.

7.7 Transition Plan

If deemed necessary, the current IT support contractor will be retained for a designated transition period, as agreed upon by the parties, during which the outgoing contractor will be expected to work with an incoming contractor to ensure a smooth transition and transfer of relevant information. At a minimum, Yuba-Sutter Transit staff will facilitate an on-site orientation meeting with both parties prior to expiration of the current contract to address any potential issues and clarify expectations regarding the transfer of responsibilities.

7.8 Performance Measures

Contractor's proposal must include a statement describing what steps it will take to ensure all performance measures are met in a timely and satisfactory manner. Yuba-Sutter Transit will define final performance measures during contract review and negotiations.

Performance measures will include but are not limited to the following:

- Agree to due dates and milestones for projects and make sure they are met as outlined in work plans.
- Track helpdesk tickets/calls resolved.
- Ask for feedback from departments to make sure that improvements are continual.
- Keep Yuba-Sutter Transit team (non-technical staff) informed on status of all work tasks.

7.9 Budget and Term

The budget for IT Services is variable dependent upon projects, technical assistance required, and equipment. Tasks will be issued by Yuba-Sutter Transit on an as needed basis.

The initial term of the Contract shall be for a three-year term, commencing upon full execution of the Contract and issuance of a written Notice to Proceed. Yuba-Sutter Transit reserves the right, in its sole discretion, to exercise two (2) one-year option terms. The initial term and any optional term(s) are subject Yuba-Sutter Transit's right to terminate the Contract.

**APPENDIX A
REQUIRED FORMS**

FORM 1 – COST PROPOSAL

The hourly rates listed below will be used for billing work performed and to negotiate any and all future additional tasks issued under the Contract. The hourly rate should be fully burdened, including all costs, benefits, and overhead associated with position and description proposed. In addition to the prime contractor rates, this sheet should include any and all hourly rates from subcontractors proposed to meet the RFP Scope of Services. Subcontractor rates should include any prime contractor overhead associated with subcontractor management.

Changes to hourly rates will only be considered following the initial three-year term, but will be capped at the year over year percent increase as published in the Bureau of Labor Statistics Consumer Price Index for all urban consumers.

| POSITION | DESCRIPTION | RATE/HR* | ANTICIPATED % OF WORK TO BE PROVIDED BY POSITION |
|----------|-------------|----------|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Please review the Standard Contract Compensation terms before submitting the Rate Proposal.

IN COMPLIANCE WITH THIS SOLICITATION, THE UNDERSIGNED OFFEROR HAVING EXAMINED THE REQUEST FOR PROPOSAL AND BEING FAMILIAR WITH THE CONDITIONS TO BE MET, SUBMITS THE ATTACHED. AN INDIVIDUAL AUTHORIZED TO BIND THE COMPANY MUST SIGN BELOW. FAILURE TO EXECUTE THIS PORTION MAY RESULT IN PROPOSAL REJECTION.

Signature of Authorized Official: _____ Date: _____

Title: _____ Print Name: _____

FORM-2--CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

BEFORE COMPLETING THIS CERTIFICATION, READ THE FOLLOWING INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION.

The _____ certifies to the best of its knowledge and
(Firm name/principal)
belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

If unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

The primary participant, _____ certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. sections 3801 et seq. are applicable thereto.

Name and Title of Authorized Representative

Signature

Date

FORM 3--DRUG-FREE WORKPLACE CERTIFICATION

COMPANY/ORGANIZATION NAME _____

The contractor named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355 (a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355 9b), to inform employees about all the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355 (c), that every employee who works on the proposed contract:
 - (a) Will receive a copy of the company's drug-free policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

OFFICIAL'S NAME: _____

DATE EXECUTED: _____

EXECUTED IN THE COUNTY OF: _____

CONTRACTOR SIGNATURE: _____

TITLE: _____ FEDERAL I.D. NUMBER: _____

FORM 4--NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____,

Being first duly sworn deposes and says:

That he is _____ of the firm of _____

(Firm Name)

the party making the foregoing Bid, that such Bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham Bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the Bid price of affiant or of any other proposer, or to fix any overhead, profit or cost element of said Bid price, or of that of any other proposer, or to secure any advantage against the Yuba-Sutter Transit Authority or any person interested in the proposed contract; and that all statements in said Bid are true.

That neither any officer, director or employee of the Yuba-Sutter Transit Authority is in any manner interested, directly or indirectly, in the Bid to which this Non-Collusive Affidavit is attached, nor in the Contract which may be made pursuant to said Bid, nor in any expected profits which may arise therefrom.

Dated: _____
Name of Bidder _____

Official Address:

By _____
Title _____

FORM 5--ELIGIBLE BIDDER CERTIFICATION

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer hereby certifies that they are not on the Comptroller General of the United States of America list of ineligible bidders.

The certification in this clause is a material representation of fact relied upon by the Yuba-Sutter Transit Authority. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the Yuba-Sutter Transit Authority, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Date _____

Signed

Name of Bidder/Proposer

By _____

Title _____

FORM 6--WORKER'S COMPENSATION INSURANCE CERTIFICATION

The Contractor shall secure the payment of Workmen's Compensation to its employees in accordance with the provisions of Section 3700 of the California Labor Code and shall furnish Yuba-Sutter Transit with a certificate evidencing such coverage together with verification thereof as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workmen's Compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract."

Signed (Contractor)

Date

Print Name and Title

DRAFT

EXHIBIT A --SCOPE OF WORK (Template)

1. Specified Documents.

Contractor shall perform those services specified in detail here. Contractor's services are described in various attachments and exhibits, each of which is incorporated into this Contract by this reference which define and describe the Project to be undertaken by Contractor. Yuba-Sutter Transit has materially relied upon the representations of Contractor as may have been made in Yuba-Sutter Transit's selection of Contractor for this Project. Contractor agrees to perform or secure the performance of all specified services in their entirety within the maximum payment specified herein. Said Scope of Services consists of, and includes, the following documents:

- a. Yuba-Sutter Transit Staff Report to Yuba-Sutter Transit Board Dated [staff report date], and approved by Yuba-Sutter Transit Board on [Board Action];
- b. Yuba-Sutter Transit's Solicitation: Enter Solicitation Number- [Enter SolicitationTitle];
- c. Contractor's written response to the Solicitation dated [Date of accepted proposal];
- d. Contractor's Cost Proposal; and, further all statements and representations of Contractor made during their presentation to Yuba-Sutter Transit's selection board and thereafter to the officers and employees of Yuba-Sutter Transit who have participated in the determination to contract with Contractor for this Project. Those documents, presentations and discussions are material representations upon which Yuba-Sutter Transit has relied in selecting and contracting with Contractor and shall be utilized in any matter in which interpretation of this Contract is required.

2. General Scope of Work

General Scope of the RFP

3. Tasks

4. Deliverables

EXHIBIT B--BUDGET DETAIL AND PAYMENT PROVISIONS

- A. Compensation. This is a “not to exceed” contract. Contractor shall be paid, as full compensation for the satisfactory completion of the work, in amount not to exceed [Not to Exceed Amount], as set forth on Contractor’s “Cost/Fee Proposal” which includes all applicable surcharges such as taxes, insurance, and fringe benefits, as well as indirect costs, overhead and profit allowance, subcontractor’s costs, travel, materials and supplies.
- B. Progress Payments. Payment for Contractor’s services shall be due in the amounts agreed upon, if any, upon acceptance by Project Manager of those deliverables marking completion of a particular portion or period of the Project and as invoiced in accordance with Contractor’s proposal.
- C. Maximum Payment. Subject only to duly executed amendments, it is expressly understood and agreed that in no event will the total compensation to be paid Contractor under this Contract exceed the sums set forth herein unless pursuant to written amendment of this Contract approved by Yuba-Sutter Transit’s Board.
- D. Method of Payment. Contractor shall submit an invoice identifying the Project deliverable or milestone, along with a brief status statement of the Study’s progress to date for which payment is sought, no later than thirty days after Yuba-Sutter Transit’s acceptance of such deliverable/milestone. Yuba-Sutter Transit shall endeavor to make payments within thirty (30) days of receipt of an acceptable invoice, approved by the Project Manager or a designated representative. All invoices shall be made in writing and delivered or mailed to the Yuba-Sutter Transit Planning Manager as follows:
- Yuba-Sutter Transit Authority
Attn: Planning Manager
2100 B St.
Marysville, CA 95901
- E. Cost/Fee Proposal If Contractor has submitted a written Cost/Fee Proposal or Summary, that document is attached as Attachment 1 to Exhibit B and incorporated into this Exhibit as though set forth in full.

Unless Milestone payments are established in the Contractors Cost/Fee Proposal or Summary, Contractor shall invoice no more often than every month, and shall set forth in the invoice the hours worked, progress made, and provide adequate documentation regarding materials utilized during performance of the work.

Travel time to any Yuba-Sutter Transit worksite within the Yuba-Sutter Transit service area will not be paid to the Contractor, and any related overhead should be figured into the total hourly rate.

EXHIBIT C—GENERAL TERMS AND CONDITIONS

1. Acceptance and Rejection: Yuba-Sutter Transit reserves the right to reject any and all proposals, to waive any informality in proposals, and unless otherwise specified by the proposer, to accept any item in the proposal. If a unit price or extended price is obviously in error and the other price is obviously correct, the incorrect price will be disregarded.
 2. Time for Consideration: Unless otherwise indicated in the proposal, the offer shall be valid for 90 days from the due date of the solicitation.
 3. Payment Terms: Payment terms are Net 30 days after receipt of a correct invoice or acceptance of goods, whichever is later. Yuba-Sutter Transit is responsible for all payments under the contract.
 4. Funding Requirements: Any contract or subcontract to be funded in whole or in part using funds provided under this Agreement will require the contractor and its subcontractors, if any, to:
 - (a) Comply with applicable State and Federal requirements that pertain to, among other things, labor standards, non-discrimination, the Americans with Disabilities Act, Equal Employment Opportunity, Drug-Free Workplace, and Office of Management and Budget Circular A-87, Revised “Cost Principles for State, Local and Indian Tribal Governments.”
 - (b) Maintain at least the minimum state-required Workers’ Compensation Insurance for those employees who will perform the work or any part of it.
 - (c) Maintain unemployment insurance and disability insurance as required by law, along with liability insurance in an amount that is reasonable to compensate any person, firm, or corporation who may be injured or damaged by the contractor or any subcontractor in performing work associated with this Agreement or any part of it.
 - (d) Retain all books, records, accounts, documentation, and all other materials relevant to this Agreement for a period of three (3) years from the date of termination of this Agreement, or three (3) years from the conclusion or resolution of any and all audits or litigation relevant to this Agreement and any amendments, whichever is later.
 - (e) Permit Yuba-Sutter Transit, and/or its representatives, upon reasonable notice, unrestricted access to any or all books, records, accounts, documentation, and all other materials relevant to this Agreement for the purpose of monitoring, auditing, or otherwise examining said materials.
 - (f) Comply with all applicable requirements of Title 49, Part 26 of the Code of Federal Regulations, as set forth in Section 28.
-

5. Specifications: Any deviation from specifications indicated herein must be clearly stated by the proposer in writing; otherwise, all items or work offered by the proposer shall be deemed to be in strict compliance with these specifications, and the successful proposer will be held responsible therefore. Deviations must be explained in detail in the proposal or on an attached sheet(s). This paragraph shall not be construed as inviting or permitting any deviation whatsoever by proposer or implying that any such deviation will be acceptable to Yuba-Sutter Transit.

6. Award of Contract: Qualified proposals will be evaluated and acceptance made of the best value proposal to Yuba-Sutter Transit as determined upon consideration of such factors as: price offered; the quality of the articles offered; the general reputation and performance capabilities of the proposer; the substantial conformity with the specifications and other conditions set forth in the proposal; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by Yuba-Sutter Transit, within its sole and exclusive discretion, to be pertinent or peculiar to the purchase in question. Unless otherwise specified by Yuba-Sutter Transit or the proposer, Yuba-Sutter Transit reserves the right to accept any items or groups of items on a multi-item proposal.

Yuba-Sutter Transit reserves the right to make partial, progressive or multiple awards where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; or other factors deemed by Yuba-Sutter Transit to be pertinent or peculiar to the purchase in question.

7. Governmental Restrictions: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful proposer to notify Yuba-Sutter Transit at once, indicating the specific regulation which required such alterations.

Yuba-Sutter Transit reserves the right, within its sole and exclusive discretion, to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

8. Exceptions: All proposals are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions and the submission of other terms and conditions, price catalogs, and other documents as part of a proposer's response will be waived and have no effect on this Request for Proposal or any other contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by a proposer may be grounds for rejection of the proposal. The proposer specifically agrees to the conditions set forth in this paragraph by affixing his name and signature on the proposal Transmittal Letter.

9. Confidentiality of Proposals: Access to government records is governed by the California Public Records Act (Gov. Code 6250 et seq.). Except as otherwise required by the California Public Records Act, Yuba-Sutter Transit will exempt from disclosure proprietary information, trade secrets and confidential commercial and financial information submitted in the proposal. Any such proprietary information, trade secrets or confidential commercial and financial information which a proposer believes should be exempted from disclosure shall be specifically identified and marked as such. Blanket-type identification by designating whole pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not

assure confidentiality. The specific proprietary information, trade secrets, or confidential commercial and financial information must be clearly identified as such. The Price Proposal and its contents shall not be considered proprietary information.

10. Clarifications/Interpretations: Any and all questions regarding this document must be addressed to Adam Hansen, Planning Manager. Any and all revisions to this document shall be made only by written addendum issued by Yuba-Sutter Transit. The Vendor is cautioned that the requirements of this proposal can be altered only by written addendum and that verbal communications, regardless of their source, shall be of no force or effect.

11. Situs: The place of all contracts, transactions, agreements, their situs and forum, shall be Yuba County, California, wherein all matters shall be determined, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement of this Request for Proposal, or any contract which may be awarded as a result of this solicitation.

Insurance

During the term of this Agreement, Contractor shall at all times maintain, at its expense, the following coverage requirements (the comprehensive general liability insurance shall include broad form property damage insurance):

1. Minimum Coverage (as applicable) – Insurance coverage shall be with limits not less than the following:

(a) Comprehensive General Liability – \$1,000,000/occurrence and \$2,000,000/aggregate, including ongoing and completed operations coverage

(b) Automobile Liability – \$1,000,000/occurrence (general) and \$1,000,000/ occurrence (property) (include coverage for hired and non-owned vehicles)

(c) Professional Liability/Malpractice/Errors and Omissions – \$1,000,000/occurrence and \$2,000,000/aggregate (if any engineer, architect, attorney, or other licensed professional performs work under a contract, the contractor must provide this insurance. If not, then this requirement automatically does not apply.)

(d) Workers' Compensation – Statutory Limits/Employers' Liability - \$1,000,000/ accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)

2. Yuba-Sutter Transit, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers' compensation and professional liability coverage. (Evidence of additional insured may be needed as a separate endorsement due to wording on the certificate negating any additional writing in the description box.)

3. Any available insurance proceeds in excess of the specified minimum limits and coverage set forth above shall be available to the Authority as an additional insured. All coverage available shall be as broad as the coverage afforded to the named insured and nothing in any agreement with the Authority shall limit or lessen the coverage afforded to the Authority as an additional insured to the extent coverage would be available to the named insured under the policy in question. All insurance policies required to be carried shall provide for severability of

interests; shall provide that an act or omission of any of the named or additional insured's shall not reduce or avoid coverage to the other named or additional insured's and shall afford coverage for all claims based on acts, omissions, injury or damage which claims occurred or arose (or the onset of which occurred or arose) in whole or in part during the policy. All insurance shall be primary and non-contributory.

4. Said policies shall remain in force through the life of this Agreement and, with the exception of professional liability coverage, shall be payable on a "per occurrence" basis.

5. The Contractor shall declare all aggregate limits on the coverage before commencing performance of this Agreement, and Yuba-Sutter Transit reserves the right to require higher aggregate limits to ensure that the coverage limits required for this Agreement are available throughout the performance of this Agreement.

6. Any deductibles or self-insured retentions must be declared to and are subject to the approval of Yuba-Sutter Transit.

7. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to Yuba-Sutter Transit or after ten (10) days for delinquent insurance premium payments.

8. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise approved by Yuba-Sutter Transit.

9. The policies shall cover all activities of Contractor, its officers, employees, agents and volunteers arising out of or in connection with this Agreement.

10. For any claims relating to this Agreement, the Contractor's insurance coverage shall be primary, including as respects Yuba-Sutter Transit, its officers, agents, employees and volunteers. Any insurance maintained by Yuba-Sutter Transit shall apply in excess of, and not contribute with, insurance provided by Contractor's liability insurance policy.

11. The insurer shall waive all rights of subrogation against Yuba-Sutter Transit, its officers, employees, agents and volunteers.

12. Prior to commencing services pursuant to this Agreement, Contractor shall furnish Yuba-Sutter Transit with original endorsements reflecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of Yuba-Sutter Transit before work commences. Upon request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.

13. During the term of this Agreement, Contractor shall furnish Yuba-Sutter Transit with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon request, Contractor shall provide complete,

certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.

AGENDA ITEM V – B
STAFF REPORT

**SPECIAL SERVICE AUTHORIZATION FOR THE
2023 SIKH PARADE PARKING SHUTTLE**

Summary

Attached for Board review and consideration is a request from the Sikh Temple Gurdwara Yuba City for Yuba-Sutter Transit to again operate an off-site parking lot shuttle service for the 2023 Sikh Parade on Sunday, November 5th. Except for 2020 when the parade was cancelled due to the pandemic, Yuba-Sutter Transit has provided this service annually since 2010. As part of their request, in lieu of passenger fares charged when boarding, the sponsor has committed to provide \$22,000 to off-set the cost of this service that will require up to 22 buses to operate approximately 235 vehicle service hours – roughly matching what was provided for each of the last three events.

Background

Yuba-Sutter Transit provided a free parking shuttle for the 2007 and 2008 parades for which the sponsor reimbursed Yuba-Sutter Transit for the cost of each vehicle service hour operated. In February 2009, following changes in Federal charter regulations, Yuba-Sutter Transit adopted a Charter & Special Services Policy effectively eliminating such service unless it is operated consistent with the related Federal regulations. To be exempt from Federal charter regulations, the policy (last updated in August 2015) requires that the service must be open to the public; the route, schedule and scope of work are set by Yuba-Sutter Transit; the customary fixed route fare is charged; and no third-party payment is made for the service provided. When the Board of Directors declined to operate the service at no cost to either the passengers or the sponsor, no service was provided for the 2009 parade.

Since 2010, the Board has authorized a shuttle service based on the assumed operation of a certain number of vehicle service hours and the pre-purchase of a certain number of round-trip tickets. The service has grown significantly over the years from 164 vehicle service hours and 16 buses carrying 11,876 recorded passenger boardings in 2010 to as much as 270 vehicle service hours providing an estimated 30,000 to 35,000 boardings for this one-day event.

Recommendation

Staff is recommending that the Board authorize a special off-site parking lot shuttle service for the 2023 Sikh Parade on Sunday, November 5, 2023, assuming the operation of approximately 235 vehicle service hours and the use of up to 22 buses. The service would be open to the public and operate between the posted hours of 8:00 a.m. and 6:00 p.m. on a schedule and route to be set by Yuba-Sutter Transit. The shuttle would operate continuously between River Valley High School and the intersection of Hooper and True Roads with the first bus leaving River Valley High School by 8:00 a.m. and the last bus leaving the Hooper & True stop no earlier than 6:00 p.m. The \$22,000 contribution toward passenger fares is expected to cover the direct operating cost of the service.

Based on experience, the planned level of service should be sufficient to handle as many as 35,000 passenger boardings with a service quality comparable to that which was experienced in recent years assuming similar operating conditions. More service hours using more buses and/or a longer operating period could easily be justified for additional capacity and shorter passenger wait times, but the proposed level of service represents the practical capacity limit of the existing bus fleet and the number of operating personnel available.

Staff will be prepared at the meeting to discuss this issue in detail.

RECOMMENDATION: Authorize the operation of a parking lot shuttle service under the proposed terms and conditions.

August 29th, 2023

Keith Martin, Executive Director
Yuba-Sutter Transit
2100 B Street
Marysville, CA 95901

RE: 2023 Sikh Temple Gurdwara Parade- Parking Lot Shuttle Service Request

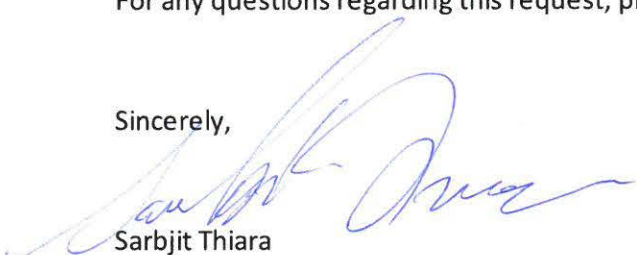
Dear Mr. Martin,

The 2023 Sikh Temple Gurdwara Yuba City's Annual Sikh Parade will be held on Sunday, November 5th, 2023. I oversee and manage the parade, and I have discussed the details of your proposed off-site parking shuttle service for our visitors with our board members.

Please present this request for the proposed service to the Yuba-Sutter Transit Board of Directors for their approval at your next meeting. Once approved, we will be sending your agency a check for \$22,000 for the service.

For any questions regarding this request, please contact me at (530) 682-5881.

Sincerely,



Sarbjit Thiara
President

AGENDA ITEM V – C
STAFF REPORT

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT (FRAQMD)
BLUE SKY GRANT APPLICATION FOR FY 2024**

ISSUE

The Feather River Air Quality Management District (FRAQMD) is now accepting proposals for the FY 2024 cycle of Blue Sky (AB 2766) grants. Approximately \$120,000 will be available for allocation in this cycle of funding. While the annual funding allocation for this program has dropped significantly in recent years from the \$250,000 or more that had been allocated previously, the \$120,000 figure is up \$20,000 over the amount that was made available for the FY 2023 cycle. Applications are due October 16th with an award decision expected on December 4th. Staff is recommending the submission of just one grant application for a total of \$100,000 in FRAQMD funding to continue the Discount Monthly Bus Pass Program for area youth (ages 5 through 18), seniors (age 65 and over), and eligible persons with disabilities. This is the same amount that was received from FRAQMD in the last grant cycle for the same purpose.

BACKGROUND

AB 2766 funds come from a \$4 annual Motor Vehicle Registration Fee that is collected on vehicles registered in Yuba and Sutter Counties to support a wide variety of air pollution reduction activities. Yuba-Sutter Transit has received FRAQMD funding for many projects over the years including discount bus pass programs for youth, seniors and persons with disabilities; local matching funds to expand the commuter and local fixed route bus fleets; local matching funds for the expansion of the Bogue Road Park & Ride Lot; non-advertising bus stop benches and shelters; bike racks for buses; bike lockers at bus stops; a multi-year vanpool subsidy program; enhanced bus stop passenger information materials; and, a Downtown Trolley demonstration service.

Yuba-Sutter Transit received \$100,000 in funding from this program under the FY 2023 cycle to continue the Discount Monthly Pass Program for youth, seniors, and persons with disabilities through March 2024. In the five years prior to the FY 2021 cycle, Yuba-Sutter Transit received an average of \$144,420 annually for multiple projects each year (\$142,000 in FY 2020, \$142,000 in FY 2019, \$140,000 in FY 2018, \$150,000 in FY 2017, and \$148,100 in FY 2016). Due to the COVID-19 pandemic, Yuba-Sutter Transit did not apply for FRAQMD funding from the FY 2022 cycle as the funding from the FY 2021 cycle was ultimately combined with surplus funding from an earlier cycle through two grant amendments to extend the Discount Monthly Pass Program through March 2023. Because funding is now so limited, it is important that proposals be limited in number, ranked in priority, and include options for reduced funding levels as the program will likely be over-subscribed.

DISCUSSION

Based on the long-term success of the combined Discount Monthly Pass Program, staff is again recommending continuation of this program for another twelve months after the existing grant

expires at the end of March 2024. Discount monthly passes are normally priced at \$15 each, but with the \$10 FRAQMD-funded discount each pass is sold for just \$5. Through August 2023, the existing discount monthly pass program is averaging around 9,000 passes sold annually. Based on an assumed increase in annual ridership and pass sales of approximately 10 percent, staff is projecting the sale of approximately 10,000 discount passes for the proposed 12-month extension of the program. For comparison, local fixed route ridership increased by more than 25 percent from FY 2021 to FY 2022 and by another 15 percent in FY 2023 as it rebounded from the pandemic. Ridership is still well below pre-pandemic levels, but is expected to continue growing at a steady pace.

To maintain the current subsidy of \$10 for each discount pass, staff is recommending a request of \$100,000 from FRAQMD to continue the program for another 12 months from April 2024 through March 2025. While this period will overlap with the planned August 2024 initiation of the hybrid on-demand and local fixed route service in Yuba City, any adjustments in the funding allocation or subsidy level in response to the still uncertain fare structure for the new hybrid urban system can be addressed in a future grant amendment. All other program expenses would again be provided by Yuba-Sutter Transit. An alternative approach would be to increase the out-of-pocket cost for each pass to reduce the FRAQMD subsidy by an equal amount. Depending on the amount of the increase, however, this could have a significant impact on the program through reduced pass sales and ridership especially since the regular \$30 general-public monthly pass is currently priced at just \$10 per month with the difference being provided through a separate state grant program. Due to the size of the recommended request and the small amount of funding available, this is the only project being recommended for Board consideration during this cycle.

Staff will be prepared at the meeting to discuss the FRAQMD grant program and the proposed project in detail.

RECOMMENDATION: Authorize submittal of a FRAQMD Blue Sky grant application for continuation of the Discount Monthly Bus Pass Program for area youth, seniors, and persons with disabilities as proposed.

AGENDA ITEM V – D
STAFF REPORT

FY 2023 ANNUAL PERFORMANCE REPORT

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for all of FY 2023 (July 2022 through June 2023) presented in comparison to all of FY 2022. As with FY 2022, FY 2023 continues to illustrate a modest but steady recovery of ridership from the extended impacts of the pandemic. Of note for this comparison, the Oroville Employee Shuttle service that was operated primarily for Pacific Coast Producers, Inc., was discontinued after the first two months of the previous reporting period (September 2021). Despite the reduced service operated in FY 2023, the ridership has been steadily growing.

Systemwide ridership improved during the fiscal year ending FY 2023, up 15 percent over FY 2022. While this continues an upward trend, the 516,376 passenger trips that were provided in FY 2023 were just 55 percent of the 931,951 trips that were provided in FY 2019 (the last full pre-pandemic fiscal year). This increase in ridership occurred despite a slight decrease in vehicle service hours (VSH) operated systemwide, down 0.8 percent compared to the same period in FY 2022. Given the higher ridership and slightly fewer service hours, most systemwide financial indicators improved compared to FY 2022, except for the farebox recovery ratio which decreased marginally from 10.7 percent to 9.9 percent. This is due in part to a comparative increase of approximately 16 percent in operating cost per vehicle service hour during the reporting period.

To illustrate how much the COVID-19 pandemic impacted ridership, the attached graph has been updated through FY 2023 to compare systemwide ridership by month over the last five fiscal years (FY 2019 through FY 2023). Specifically, the gap between the monthly data points for FY 2022 and FY 2023 is the actual ridership increase for each month of FY 2023 compared to the same month in the previous fiscal year. Over the twelve months of FY 2023, systemwide ridership has increased by an average of 15.4 percent each month ranging from a low of 1.7 percent in July 2022 to a high of 24.9 percent in January 2023.

Looking forward, the recent positive systemwide ridership growth trend is expected to continue, but ridership is likely to remain well below pre-pandemic levels in FY 2024. This assumption is based on a continued shift to remote work, wide availability of telehealth services, and lower in-person school and support program attendance. In response to these persistent post-pandemic trends, the agency adopted the Yuba-Sutter NextGen Transit Plan (Plan) in May 2023. The Plan was developed in close collaboration with the Board of Directors, member jurisdictions, community stakeholders, and the public at large. The Plan will shape the Yuba-Sutter Transit system for the next 5 to 10 years and includes modifications to existing routes, new service areas, alternative service models, and more modern technology-based transportation delivery tools. Initial phases of the Plan's recommendations are already being deployed and when fully implemented, Yuba-Sutter Transit's ridership is projected to increase by 45% and its coverage area increased by 60% at approximately the same operating cost (inflation adjusted).

Staff will be prepared to discuss the performance summary in detail at the meeting.

RECOMMENDATION: Information only.

**ANNUAL PERFORMANCE REPORT
FISCAL YEAR 2022-2023**

| | Passenger Trips | Vehicle Serv. Hours | Pass. Trips Per VSH | Est. Fare Revenue | Fare Rev. Per VSH | Est. Farebox Ratio |
|---|--------------------|------------------------|------------------------|----------------------|----------------------|-----------------------|
| Fixed Route: | | | | | | |
| July 2022 - June 2023 | 442,664 | 43,806.24 | 10.11 | \$520,977 | \$11.89 | 10.8% |
| July 2021 - June 2022 | 385,314 | 43,746.02 | 8.81 | \$488,850 | \$11.17 | 12.7% |
| Percent Change | 14.9% | 0.1% | 14.7% | 6.6% | 6.5% | -14.9% |
| Dial-A-Ride: | | | | | | |
| July 2022 - June 2023 | 30,480 | 17,190.83 | 1.77 | \$91,937 | \$5.35 | 4.9% |
| July 2021 - June 2022 | 28,894 | 17,561.96 | 1.65 | \$66,661 | \$3.80 | 4.3% |
| Percent Change | 5.5% | -2.1% | 7.5% | 37.9% | 40.7% | 13.1% |
| Sacramento Services (Commuter & Midday): | | | | | | |
| July 2022 - June 2023 | 38,456 | 10,636.64 | 3.62 | \$195,181 | \$18.35 | 16.7% |
| July 2021 - June 2022 | 29,212 | 10,567.00 | 2.76 | \$157,541 | \$14.91 | 16.9% |
| Percent Change | 31.6% | 0.7% | 31.0% | 23.9% | 23.1% | -1.3% |
| Foothill Route: | | | | | | |
| July 2022 - June 2023 | 1,383 | 1,025.89 | 1.35 | \$1,239 | \$1.21 | 1.1% |
| July 2021 - June 2022 | 917 | 1032.48 | 0.89 | \$1,115 | \$1.08 | 1.2% |
| Percent Change | 50.8% | -0.6% | 51.5% | 11.1% | 11.8% | -8.5% |
| Live Oak Route: | | | | | | |
| July 2022 - June 2023 | 3,235 | 935.55 | 3.46 | \$2,033 | \$2.17 | 2.0% |
| July 2021 - June 2022 | 2,130 | 891.70 | 2.39 | \$1,987 | \$2.23 | 2.5% |
| Percent Change | 51.9% | 4.9% | 44.7% | 2.3% | -2.6% | -21.0% |
| Wheatland Route: | | | | | | |
| July 2022 - June 2023 | 158 | 577.66 | 0.27 | \$139 | \$0.24 | 0.2% |
| July 2021 - June 2022 | 127 | 529.68 | 0.24 | \$127 | \$0.23 | 0.3% |
| Percent Change | 24.4% | 9.1% | 14.0% | 9.1% | 4.2% | -27.3% |
| Oroville Shuttle Service: | | | | | | |
| July 2021 - Sept 2021 | 1,975 | 427.39 | 4.62 | \$46,680 | \$109.22 | 115.0% |
| Systemwide Summary: | | | | | | |
| July 2022 - June 2023 | 516,376 | 74,172.81 | 6.96 | \$811,506 | \$10.94 | 9.9% |
| July 2021 - June 2022 | 448,569 | 74,756.23 | 4.52 | \$762,961 | \$10.21 | 10.7% |
| Percent Change | 15.1% | -0.8% | 54.0% | 6.4% | 7.2% | -7.4% |

Notes:

1. All financial calculations are estimates pending final fiscal audits.

Yuba-Sutter Transit Month Over Month Ridership FY 2019 - FY 2023

