



**REQUEST FOR PROPOSALS**

**For a**

**Bus Operations, Maintenance and Administration Facility Master Plan**

**October 14, 2022**

Tahoe Transportation District

P.O. Box 499

Zephyr Cove, NV 89448

## ***1. INTRODUCTION***

The Tahoe Transportation District (TTD) is seeking the services of a qualified firm to develop a Master Plan for a Bus Operations, Maintenance and Administration Facility. TTD is a bi-state, special purpose transportation district that delivers capital projects and provides transit services in the Lake Tahoe basin and transit connections to the surrounding gateway communities.

In 1969, California and Nevada legislators agreed to a unique Compact for sharing Lake Tahoe resources/responsibilities. The two states and the U.S. Congress amended the Compact in 1980, with public law 96-551, which also established the Tahoe Transportation District (TTD). The agency is responsible for facilitating and implementing safe, environmentally positive, multi-modal transportation plans, programs and projects, as well as operating parking management and transit. All of TTD's projects serve transportation purposes and help to accomplish regional transportation goals. At the same time, some of TTD's projects also create revitalization opportunities that further other public purposes and goals. Examples of TTD projects include road realignments, bridges, roundabouts, complete streets, parking, shared use paths, and transit. These projects are located in both California and Nevada and require cooperation and involvement from various federal, state and local entities, including the Tahoe Regional Planning Agency (TRPA), counties, cities, and their communities.

This Request for Proposals (RFP) describes the general Scope of Services, necessary proposal components, timeline, selection process, and required format of the proposals, as well as a sample of TTD's Standard Professional Services Agreement. This RFP follows FTA's Project and Construction Management Guidelines found at [FTA Project and Construction Management Guidelines 2016 \(dot.gov\)](https://www.fta.gov/Portals/0/FTA%20Project%20and%20Construction%20Management%20Guidelines%202016%20(dot).gov)

The prime firm in response to this RFP shall be a firm, organization or vendor licensed to conduct business in their respective disciplines in Nevada and/or California.

TTD reserves the right to award any number of contracts it deems necessary. This RFP does not commit TTD to award a contract. TTD reserves the right to accept or reject any or all proposals. No proposal shall be binding upon TTD until after a contract is executed by duly authorized representatives of TTD and the selected firm. No minimum amount of work is implied or guaranteed under the contract.

## ***2. SCOPE OF SERVICES***

### **A. Introduction**

As TTD plans for the future, it is necessary to evaluate our current administration, operations, and maintenance facilities and to begin planning for service and fleet improvements, including electrification. This RFP for the development of a Master Plan will help guide TTD's decision-making concerning future transit facility and administrative needs. TTD's current operations and maintenance facility, located at 1669 Shop Street, is leased from the City of South Lake Tahoe. The facility is outdated, lacks security and protected storage, and does not meet current maintenance capacity needs, let alone allow for needed expansion options due to the relatively small footprint of the property. With negotiations of a long-term lease agreement, certain site improvements and modifications could be undertaken to provide some complimentary uses, but such improvements are unlikely to satisfy current and future space needs due to limited capacity. This facility could be considered as a supplemental use

to a new facility. The current leased administration offices are located at 128 Market Street, Stateline, Nevada.

TTD is soliciting proposals from firms or individuals to provide a comprehensive Master Plan that will review and analyze various options that could be pursued for an operations and administrative facility. The Master Plan will also provide TTD with cost estimates for each option and will include a cost/benefit analysis for capital-intensive project recommendations to help guide future decision-making. Timelines for different options, including reimagining current facilities to augment capacity and the development of a new maintenance, administration, and operations facility should be included in the Plan. The Master Plan will need to consider a modern state-of-the-art, climate-controlled bus and administrative facility and egress on to US50 for the Douglas County property.

TTD often partners with other jurisdictions to leverage resources and achieve multiple goals. An opportunity exists with this project and site location where the Tahoe-Douglas Fire Protection District is interested in co-locating maintenance bays for fire their equipment within the transit maintenance yard. In addition, Douglas County is interested in evaluating the feasibility of co-locating recreation user parking within the master plan area to remove the shoulder highway parking to a safer off-highway location. The Master Plan effort will need to include the feasibility and compatibility of these uses and user needs to either incorporate or recommend other solutions. It shall detail future steps to be undertaken to implement the recommendations it contains.

The development of the Master Plan will be broken down into three phases. Phase I will focus on assessing TTD's current and future operating requirements. Phase II will focus on the assessment of two major facilities (Existing and Proposed). Phase III will take the current and future operations needs from Phase I and the site assessments from Phase II and develop recommendations for each site, including costs for designs, construction, and equipment upgrades or replacements.

TTD is considering the possibility of building new facilities at 887 US Highway 50, Zephyr Cove, NV 89448 and 240 Warrior Way, Zephyr Cove, NV 89448 at an undeveloped 13.99-acre parcel owned by Douglas County (GPS: 39.01334378663967, -119.94567076647206). See Exhibit A. Once a Master Plan concept is developed, a brief analysis identifying other potential sites outside of the Warrior Way property will need to be conducted.

## **B. Background**

TTD serves a legislatively designated urbanized area (Lake Tahoe Basin) and rural connections serving the workforce of our surrounding gateway communities (Minden, Gardnerville, and Carson City). Pre-pandemic (FY2019), TTD's transit provided 336,757 passenger trips and traveled 617,419 total miles over 35,951 revenue hours. Pandemic numbers are markedly lower with TTD carrying 270,386 passengers and traveling 465,640 total miles during 28,544 revenue hours of service in FY2022. TTD also provides complementary paratransit service as required by the Americans with Disabilities Act.

The following is a summary of the current transit services:

### **Core Services**

Route 50	Frequent service on the US 50 corridor between Stateline Transit Center, Lake Tahoe Community College (LTCC), and South Y Transit Center. (6:30am – 9:38pm)
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Route 55      Service between Kingsbury Transit Center and South Y Transit Center, including the City of South Lake Tahoe neighborhoods of Ski Run, Bijou, LTCC, Barton, Tahoe Verdi, and Bonanza. (6:00am – 7:50pm)

Paratransit      Local ADA paratransit service

### **Commuter Services**

Route 19X      Minden/Gardnerville to Carson City. (6:15am – 6:53pm)

Route 22      Stateline Transit Center, Kingsbury, and Minden/Gardnerville. (7:00am – 8:17pm)

### **Summer Seasonal Services**

Route 28      East Shore Express linking Incline Village to the Tahoe East Shore Trail and Sand Harbor State Park. (Typically operates Labor Day to Memorial Day, 10:00am – 6:30pm)

TTD's transit service, measured by revenue hours of service provided annually, has contracted from 54,062 revenue hours in FY2016 to just 28,544 revenue hours in FY2022. TTD's service challenges stem primarily from the inability to attract and retain Bus Operators and Maintenance Technicians. However, the absence of a dedicated funding source for operations and local match for capital projects, such as purchasing new buses, has also impacted TTD's ability to continue to deliver high levels of service. These realities are in stark contrast to TTD's Short Range Transit Plan (SRTP) and Long-Range Transit Plan (LRTP) service forecasts for a 20% mode split adopted by TTD's Board of Directors. Yet, even at existing levels of service, TTD's leased corporation yard is not conducive to supporting modern transit operations due to its size (<1.5 acres) and condition. The lack of satisfactory long-term control of leased facilities prevents the use of federal funds to upgrade the facilities. The poor layout of the corporation yard is insufficient for bus and staff parking. The buildings are rudimentary, with maintenance bays unable to accommodate modern fleet or meet current safety requirements or provide a positive work setting for staff. The lack of high-power infrastructure to support electric fleets is a systemic issue that will need a major investment to correct. The corporation yard has poor cellular communications and no fiber to the buildings. These challenges coupled with extreme weather, limited funding, and rural mountainous infrastructure make it difficult to meet urban demand and seasonal peaks, all of which should be considered in this planning effort.

TTD performs administrative, dispatch, operations, and maintenance functions at its Shop Street leased corporation yard. It also serves as the bus yard, providing parking for TTD's 23 revenue vehicles (transit buses ranging from small cutaways to 35' low floors) and six non-revenue vehicles (trucks and sedans). The facility supports 50 employees ranging from bus operators, mechanics and utility staff, operations supervisor, customer service representatives, and administrative staff. The buildings were built for a transit system between 1966 and 1970, with an expansion in 1996. In 2010, TTD assumed transit services, entered into a lease with the City for the facilities, and is currently leasing the facility on a month to month basis.

Other TTD facilities include the Stateline Transit Center and the South Y Transit Center, which are also leased from the City of South Lake Tahoe. TTD utilizes a Mobility Hub located on the LTCC campus, which includes electric charging infrastructure for TTD's three new electric buses. TTD owns property located in Incline Village that has historically been used as a seasonal intercept lot for the East Shore Express and is currently under consideration for a permanent Mobility Hub. The main administrative

office is leased from the TRPA and has five offices, along with four cubical office spaces. As part of the lease, TTD is able to use TRPA's meeting rooms for its Board meetings and staff trainings.

The major facilities at the existing corporation yard includes the following:

- A two-story building with four small bays - one of which is set-up as an employee break room, two restrooms (non-ADA), three offices, and a small meeting room. This building has heat, but no air conditioning.
- A two-story building with three maintenance bays – one used for a work area, one restroom (non-ADA), two offices, one vault room, and a small parts room. This building has HVAC serving both offices.
- A two-story building with two bays. One bay is set up for manual bus washing and the other is set up as small vehicle repair. It also has two offices used for storage, one small locker area, and one ADA restroom with a shower.
- There are approximately 17 off-street employee parking spaces.
- The yard does not have sufficient power for electric bus or vehicle charging, security, fiber, or cellular.
- Bus storage is out in the open and unprotected from the elements. Parking capacity varies with the amount of snow storage needed during the winters.

### **C. Project Phases**

Although TTD will rely heavily on the guidance and expertise of the firm selected for the Project, it is anticipated that the development and content of a Master Plan will include, but is not limited to, the following:

#### Phase 1 – Operations Analysis

Facility's needs are largely driven by transit agencies' operations. Phase 1 of the Master Plan shall assess current operations, review the existing SRTP, available information from the SRTP update, other plans listed below, and provide projections for the future to be incorporated into the ZEB plan. Operations in this context refers to the amount of transit service provided by TTD, which is associated with a myriad of factors, such as funding, ridership, demographic shifts, policy changes, and industry trends.

Major fluctuations in service levels are affected by fleet size, routes, number of employees, and other elements that can influence the size, scale, quantity, and function of facilities. Thus, a comprehensive evaluation of TTD's operations is a critical component in developing a Master Plan. The analysis should include a detailed assessment of TTD's administrative requirements and include its growing parking management program. TTD will be releasing an RFP for a Zero Emission Bus Fleet Conversion Plan later this year.

The firm should also review and familiarize themselves with TTD's other [major planning documents](#), including, but not limited to:

- The FTA-mandated Transit Asset Management Plan (TAM) that provides an inventory of all of TTD's major transit capital assets including vehicles, equipment valued over \$5,000, and facilities (Exhibit B)

- TTD's [Short Range Transit Plan: FY 2017 to FY 2021](#) that gives an in-depth look at current TTD transit service, and identifies where transit resources will be focused into the future. The SRTP is in the process of being updated.
- TTD's [2017 Linking Tahoe Transit Master Plan](#) that lists the District's priorities

Additionally, the Plan should consider current and impending state and federal regulations affecting the transit industry. For example, the California Air Resources Board's proposed Innovative Clean Transit (ICT) regulation does not apply to TTD's fleet, but TTD would like to follow the plan's targets to remain competitive for funding and in good stewardship of the environment. The ICT requires California transit agencies to develop a ZEB (zero emission bus) Roll-Out Plan detailing agencies' plans for ZEB procurements and infrastructure buildouts to meet its aggressive ZEB acquisition targets. Following the ICT will require TTD to make significant upgrades to existing electrical infrastructure at the bus yard to accommodate battery electric vehicle charging. TTD's current charging infrastructure is located at LTCC.

The deliverable for Phase 1 shall be a comprehensive evaluation of TTD's current and future operations, and the related facilities needed to support the various levels of service. Projections for future service should consider the primary influencers, including TTD planning documents, local demographic shifts, visitation trends, industry trends, and regulatory changes.

#### Phase 2 – Existing Facility Assessment

Phase 2 of the Master Plan shall include an evaluation of TTD's existing Shop Street corporation yard and administration facility. It is not expected that the existing corporation yard can be utilized for an expanded facility due to limited capacity, but it may be utilized as a complimentary site for micro-transit, charging hub, or other uses. This review includes inspections, meetings with facilities and maintenance staff to assess needs based upon building and equipment history, evaluation of maintenance and equipment replacement records, and review of facility's inventories, equipment data, specifications, and construction drawings. It is expected that the firm selected to develop the Plan will consult with TTD personnel in departments associated with operations planning decisions like Operations, Planning/CIP/Parking Ops, Human Resources, Finance/Administration, and the District Manager. The site assessment should also include discussions with each department within TTD to discuss end-user concerns with the condition and adequacy of existing facilities to meet current and planned activities of the respective departments. The scope of review should include: site work and grounds (particularly parking of revenue vehicles, non-revenue vehicles, and employee vehicles), utilities (to include an assessment of the capacity of existing electrical, fiber, and cellular services) infrastructure, building envelope, interior finishes, furnishings and fixtures, maintenance equipment, and specialized equipment systems (back-up generators, battery electric bus charging infrastructure, etc.).

The deliverable for Phase 2 shall be an inventory of the foregoing facilities that includes condition assessments.

#### Phase 3 – Facility Master Plan Phasing Recommendations

After identifying facility needs and performing a facility assessment, Phase 3 shall provide recommendations for current and future facilities investments. While the focus of the evaluation is expected to be on the Douglas County parcel and the existing facility, other potential sites within the Basin should also be considered where land-use, size and ownership may allow the development of a scalable facility. In determining the need for upgrades or replacements to existing facilities, equipment,

and systems, the Plan should consider new building code requirements, regulatory compliance (e.g., hazardous waste management, ADA, and occupational health and safety), economic service life, obsolescence, and deterioration. Recommendations should also maximize efficiency and utility of current and projected operations. The various recommendations should be accompanied with cost estimates that can be used for budgeting purposes and a cost-benefit analysis or related evaluation technique for capital-intensive recommendations. To aid TTD stakeholders in deciding what actions to pursue as a result of the Master Plan, it is important to identify key investment priorities that provide TTD with the greatest return on investment. The Plan should also highlight the costs and consequences of maintaining the status quo, which should include impacts to current and projected operations.

The deliverable for Phase 3 shall be detailed recommendations for TTD facilities that include sufficient information in a written report and associated schematics, site plans, and elevations/renderings to support their adoption and implementation. As a whole, recommendations provided in the Master Plan should provide adequate depth and structure that they can be used for pursuing local, state, and federal funding.

#### **D. Key Goals and Objectives**

The following list of goals and objectives should be taken into account when developing the Plan:

- Coordination between the goals, objectives, and strategies of TTD's LRTP, current SRTP, and this Master Plan
- Understanding and consideration of short and long-term opportunities, trends, and challenges of local, regional, and national public transit
- Evaluate the extent, use, and condition of TTD's existing inventory of facilities and equipment
- Determine the current and future functional space needs of TTD's various departments
- Establish the relative priority of TTD's various facility needs
- Identify funding opportunities and mechanisms with recommendations
- Incorporate strategies to improve overall efficiency and reduce maintenance, operating, and capital costs
- Identify the ongoing costs to repair and maintain the existing inventory of facilities, equipment, and systems
- Provide recommendations for new structures and equipment that are adaptable and flexible to allow future changes as the need arises
- Consider and present lifecycle costs with recommendations
- Recommend types of facilities, equipment, and systems to use that can optimize performance and safety
- Prioritize sustainability by providing recommendations that minimize energy use and emissions, focus on maintenance and building renewal to reduce operating costs and maximize the life expectancy of facilities and equipment, and optimize space utilization and rates of use by providing space management techniques, consider LEED certification
- Provide a comprehensive evaluation of the existing electrical infrastructure supporting each facility and develop recommendations for improvement at each site to support TTD's long-term goal of operating a 100% electric bus fleet
- Identify and consider partner agency facility desires and compatibility with transit facilities for possible co-located improvements, subject to a future inter-local agreement for operation

### ***3. PROPOSAL DEADLINE***

Proposals are due by Friday, December 16, 2022 by 3:00 pm. Proposals submitted after this deadline will not be considered.

### ***4. PROPOSAL REQUIREMENTS***

#### **A. Form of Proposals (Maximum of 15 pages)**

Proposals shall include, at a minimum, the following information presented in a clear and concise format. Firms are solely responsible for the accuracy and completeness of its proposal. Resumes and the Cover Letter are not included in the 15 page count. Incomplete proposals may be rejected.

1. Cover Letter
  - a) Contact information and a signature by an authorized officer or employee of the firm.
  - b) Briefly explain firm's approach to providing excellent service.
  - c) Include a statement of acknowledgement of having received all addenda, if any are issued.
  - d) Whether or not the firm is a certified DBE or Small Business Enterprise
  - e) Age of the firm
  - f) If the annual gross receipts of the firm is less than \$1 million, less than \$5 million, less than \$10 million, or less than \$15 million.
2. Firm Profile
  - a) Provide a summary of the firm's relevant areas of expertise and experience as related to this RFP. Include a brief description of the prime firm, including number of employees and years in business, as well as the firm's overall approach and strategy to delivering collaborative solutions for complex, public sector challenges.
  - b) Provide a summary of the firm and team's past experience with similar projects.
  - c) Provide a summary of the firm and team's past experience working on projects within the Lake Tahoe Basin.
3. Project Personnel/Team
  - a) Provide an organizational chart of the team, including principal-in-charge and major support staff, as well as any sub-consultants. Provide summary qualifications of the principal-in-charge and an overview of each key staff member.
  - b) Include background of the firm/team, number of professionals (by discipline) and support staff proposed for the project, major focus of practice, range of services and references. Provide resumes of the principal-in-charge and project lead (not included in page count) and an overview of each key staff member.
  - c) TTD has not established a DBE goal for this contract. However, proposers are encouraged to obtain DBE participation for this contract.
  - d) Other applicable factors.
4. Relevant Experience – Prime Firm
  - a) Provide description for up to five (5) relevant projects recently completed by the prime firm that demonstrate your team's particular strength(s) and experience. The description for each project should include the following information:



- i. Project name and location
  - ii. Brief description of project and its relevance to the type of work TTD has identified
  - iii. Indicate whether the prime firm was the lead consultant and provide a description of the team's role on the project. Identify the principal-in-charge or project lead
  - iv. Client/Agency reference
  - v. Subconsultants may provide up to two (2) relevant projects
- 5. Project Understanding & Approach
  - a) Describe the team's technical understanding of the project.
  - b) Identify specific methods to be used to deliver project.
  - c) Describe the team's approach to working with community groups, public agencies, utility providers and other stakeholders on projects that translate to solutions that meet the needs of diverse interests. Highlight the firm's experience employing innovative and effective techniques for community and stakeholder engagement and mitigation strategies.
  - d) Other applicable factors.
- 6. Fee Proposal
  - a) The proposer shall provide a fee schedule in a separate file from the proposal using the price proposal form (Attachment A) indicating billable labor, service, and material classifications for completing the Scope of Work by task.
    - i. List billable labor rates and hours for the personnel expected to be committed for the project. Labor unit rates include fringe benefits, direct and indirect costs, and any other administrative fees.
    - ii. An itemization of the expected level of services to be provided by each sub-consultant, including hours of work and corresponding fees.
    - iii. An estimated fee for customary Reimbursable Expenses to be invoiced separately and considered as professional services.
    - iv. An hourly rate schedule, valid for a period of twelve (12) months following the contract execution date, for each member of the firm who will be working on the project.
  - b) The fee proposal will not be used as a selection criteria. In negotiating a contract with the successful firm, refinements to fee, scope and schedule will be jointly determined.
- 7. Specifically indicate any requirements in this RFP which are not acceptable or cannot be performed.
- 8. Specifically indicate any contract Agreement provisions (Attachment B) which are not acceptable and propose any alternative language or terms.
- 9. Provide a signed copy of the Lobbying Certification (Attachment C).
- 10. Provide a signed copy of the Certification Regarding Debarment, Suspension and other Responsibility Matters (Attachment D).
- 11. Provide a statement which discloses any past on-going or potential conflicts of interest that the firm may have as a result of performing the work/services.

## ***5. PROCUREMENT PROCESS***

### **A. RFP Schedule**

Release date of RFP	Friday, October 14, 2022
Pre-proposal Meeting	Monday, October 24, 2022 – 10:00 a.m. PST
Deadline for Questions/Written Comments	Friday, October 28, 2022- 3:00 p.m. PST
Response to Questions	Thursday, November 3, 2022
Deadline for Submittals	Friday, December 16, 2022– 3:00 p.m. PST
Remote Interviews, if necessary	January 5 or 6, 2023
Notification to award contract	January 11, 2023
TTD Board Approval	Wednesday, February 1, 2023

### **B. Pre-Proposal Meeting**

A pre-proposal meeting will be held Monday, October 24, 2022 at 10:00 a.m. The meeting will be held in person and via GoToMeeting. This meeting is not mandatory. The meeting will provide the opportunity to receive an overview on the proposed project, existing and proposed planning documents, and provide clarification where needed.

### **C. Addenda and Clarifications**

Any changes, additions or clarifications to this RFP will be made by amendments (addenda). Any additional supporting materials and addenda will be posted on TTD's website, <https://www.tahoetransportation.org/procurements>.

Requests for clarifications about this RFP may be submitted at any time prior to 3:00 p.m. on October 28, 2022. Requests should be submitted in writing via e-mail to: Judi Allen, Executive Assistant, [jallen@tahoetransportation.org](mailto:jallen@tahoetransportation.org).

Responses will be posted on TTD's website, <https://www.tahoetransportation.org/procurements>, no later than November 13, 2022.

### **D. Delivery of Proposals**

Proposers must deliver one (1) electronic version of its proposal to the Tahoe Transportation District, Attn: Judi Allen, via e-mail to [jallen@tahoetransportation.org](mailto:jallen@tahoetransportation.org), on a USB flash drive in person, via courier service to 128 Market Street, Suite 3F, Stateline, NV 89449, or regular postal mail to PO Box 499, Zephyr Cove, Nevada 89448. Please mark the e-mail/envelope "RFP for Bus Operations, Maintenance and Administration Facility Master Plan" Proposals must be received no later than 3:00 p.m. on December 6, 2022 to be considered responsive.

A responding firm's failure to submit proposals as required before the deadline shall cause the submittal to be disqualified.

Responding firms assume the risk of the method of dispatch chosen. TTD assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual receipt of the submittal by TTD. Late submittals shall not be accepted nor shall additional time be granted to any responding firm.

## **E. Evaluation Process**

The submitted proposals will be reviewed and evaluated for responsiveness to the RFP in order to determine whether proposers possess the qualifications necessary to provide the goods and services.

TTD may request clarifications of proposals directly from the proposers. TTD reserves the right to waive any minor irregularities, informalities or oversights in the RFP documents, or any corresponding proposals at its sole discretion. TTD reserves the right to reject all proposals.

## **F. Selection Criteria**

TTD staff will select the firm that staff believes will provide the best value. In reviewing the proposals and negotiating with selected firms, TTD will consider the following evaluation criteria:

<b>CATEGORY</b>	<b>MAX POINTS</b>
Qualifications and Experience of Firm	25
Qualifications and Experience of Proposed Staff/Team	25
Project Specific Approach: Understanding of the Approach, Scope including public process and engagement, and Familiarity with Local, State and Federal Procedures	25
Operational/Organizational Approach to the Scoping, Scheduling and Quality of Delivering a Project, and References	25

If TTD elects to interview, the submitting firms shall be notified of the interview schedule to be held the week of January 2, 2023. The evaluation criteria above will be used for all reviews. Failure of a firm to appear at the interview will be considered non-responsive and that firm will be eliminated from any further consideration.

All evaluators may use the information submitted in the firm's proposal and presented at the interview, if applicable, to arrive at the final ranking.

## **G. Negotiation and Award**

TTD reserves the right to negotiate final contract terms with any firm selected. The contract between the parties will consist of the final executed contract, the RFP together with any modifications thereto, and the awarded firm's proposal, together with any modifications and clarifications thereto that are incorporated at the request of TTD during the evaluation and negotiation process. In the event of any conflict or contradiction between or among these documents, the documents shall control in the following order of precedence: the final executed contract, addenda to the RFP, the RFP, any modifications and clarifications to the awarded Proposer's proposal, and the awarded Proposer's proposal. Specific exceptions to this general rule may be noted in the final executed contract. The contract will then be brought to TTD's Board of Directors with a staff recommendation for contract award. If TTD decides to award and receives approval from TTD's Board of Directors, the contract will be sent to the firm for signature. No proposal shall be binding upon TTD until after the contract is executed by duly authorized representatives of the firm and TTD.

No announcement concerning the award of a contract as a result of this RFP can be made without the prior written approval of TTD.

In the event that TTD and the selected firm fail to finalize the specifications and components for the system, or fail to negotiate a contract, TTD will reject the selected firm's proposal. In the event of rejection, the firm shall have no right to reimbursement for costs incurred by the firm in connection with

any work and negotiations. TTD shall proceed to negotiate with the next most qualified firm or consider reposting the RFP.

#### **H. Contract Duration**

TTD expects the Master Plan to be completed by February 2024. In the event of unanticipated delays, the project timeframe may be extended at TTD's sole discretion, for a duration adequate to accommodate such delays.

A contract may be terminated pursuant to Section 20 of TTD's standard contract agreement (Attachment B). All project documents shall be transferred to TTD at the time of termination and shall become the sole property of TTD.

### ***6. TERMS, CONDITIONS, AND EXCEPTIONS***

#### **A. Disadvantaged Business Enterprise (DBE) Requirements**

TTD, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies firms that in regard to any contract entered into pursuant to this RFP, Disadvantaged Business Enterprises (DBE's) will be afforded equal opportunities to submit proposals and will not be discriminated against on the grounds of race, color, sex, disability, or national origin in consideration of an award.

A DBE is defined as a small business concern which is at least 51% owned and controlled by one or more socially and economically disadvantaged individuals, or in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more socially and economically disadvantaged individuals. Socially and economically disadvantaged include Women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, and Asian-Indian Americans.

#### **B. Equal Employment Opportunity**

Each firm must agree that it will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based on race, sex, national origin, age, disability, or in any way violate Title VII of the 1964 Civil Rights Act and amendments, except as permitted by said laws.

#### **C. Public Record/Confidential Information**

All responses become property of TTD. All responses, including the accepted proposal and any subsequent contract, become public records per the requirements of state public records laws. Proprietary material must be clearly marked as such. Pricing and service elements of the successful proposal are not considered proprietary information.

TTD will treat all information submitted in a proposal as available for public inspection once TTD has selected a contractor. If you believe that you have a legally justifiable basis for protecting the confidentiality of any information contained within your proposal, you must identify any such information, together with the legal basis of your claim in your proposal, and present such information separately as part of your response package. This portion of the submittal must be clearly marked "Confidential."

The final determination as to whether TTD will assert your claim of confidentiality on your behalf shall be at the sole discretion of TTD. If TTD makes a determination that your information does not meet the

criteria for confidentiality, you will be notified. Any information deemed to be non-confidential shall be considered a public record.

#### **D. Required Review and Waiver of Objections by Responding Firms**

Responding firms should carefully review this RFP and all attachments, including but not limited to the contract, for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called “comments”). Comments concerning RFP objections must be made in writing and received by TTD no later than the date specified above.

It is the policy of TTD to consider fully and promptly adjudicate protests filed by bidders or prospective bidders relating to TTD’s bidding procedure, contract specifications or award of contract. Bid protest procedures can be viewed at <https://www.tahoetransportation.org/procurements/>.

#### **E. Submittal Preparation, Interview and Negotiation Costs**

TTD shall not be responsible for and/or shall not pay any costs associated with the preparation, submittal, or presentation of any proposals, and costs incurred by the responding firms during the interview and negotiations phase of the solicitation process.

TTD will not be liable for Federal, State, or local excise taxes.

#### **F. Statement of Proposal Withdrawal**

To withdraw a proposal, the Responding firm must submit a written request, signed by an authorized representative, to the Executive Assistant. After withdrawing a previously submitted proposal, the Responding Firm may submit another proposal at any time up to the deadline for submitting proposals.

#### **G. Statement of Proposal Amendment**

TTD shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by TTD.

#### **H. Statement of Proposal Errors**

Responding firms are liable for all errors or omissions contained in their proposals. Responding firms shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

#### **I. Incorrect Statement of Proposal Information**

If TTD determines that a responding firm has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the responding firm knew or should have known was materially incorrect, that submittal shall be determined non-responsive, and the proposal shall be rejected.

Any irregularities or lack of clarity in the RFP must be brought to TTD’s attention as soon as possible so that corrective addenda may be furnished to all Proposers.

Alterations, modifications or variations to a proposal may not be considered unless authorized by the RFP or by an addendum or an amendment to the RFP.

Proposals which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this contract may be rejected.

Proposer understands and acknowledges that the representations above are material and important, and will be relied on by TTD in its evaluation of a proposal. Any misrepresentation by a Proposer shall be treated as fraudulent concealment from TTD of the true facts relating to the proposal.

#### **J. Assignment and Subcontracting**

The Proposer and proposed subconsultant(s) may not subcontract, transfer, or assign any portion of the contract without prior, written approval from TTD. Each subcontractor / subconsultant must be approved in writing by TTD. The substitution of one subcontractor / subconsultant for another may be made only at the discretion of TTD and with prior written approval from TTD.

Notwithstanding the use of approved subcontractor/subconsultant, the selected firm(s), if awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.

A proposal submitted in response to this RFP must identify any subconsultants, and outline the contractual relationship between the awarded Proposer and each such subconsultant.

The awarded Proposer will be the sole point of contract responsibility. TTD will look solely to the awarded Proposer for the performance of all contractual obligations which may result from an award based on this RFP, and the awarded Proposer shall not be relieved for the non-performance of any or all of its subconsultants.

#### **K. Proposal of Additional Services**

If a responding firm indicates the capability and offers services in addition to those required by and described in this RFP, these additional services may be added to the contract before contract signing at the sole discretion of TTD. The cost for any such additional services shall be mutually agreed upon by the selected firm(s) and TTD, and incorporated into the contract before contract signing.

#### **L. Licensure**

Before a contract pursuant to this RFP is signed, the selected firm(s) must hold all necessary, applicable business and professional licenses. TTD may require any or all responding firms to submit evidence of proper licensure.

#### **M. Disclosure of Submittal Contents**

All proposals and other materials submitted in response to this RFP procurement process become the property of TTD and will not be returned. Selection or rejection of a submittal does not affect this right. All proposal information, including any detailed price and cost information, shall be held in confidence during the evaluation and selection process. Upon the completion of the evaluation and selection process, indicated by approval of a contract for services emanating from this RFP by the TTD Board, the proposals and associated materials shall be open for review by the public to the extent allowed by the Federal Freedom of Information Act, California and/or Nevada Public Records Act. By submitting a proposal, the responding firm acknowledges and accepts that the contents of the submittal and associated documents shall become open to public inspection.

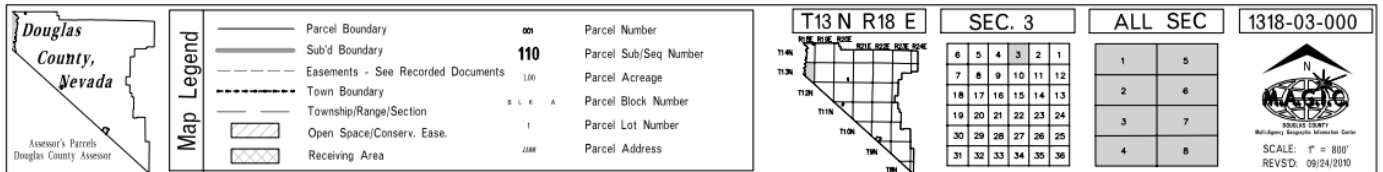
#### **N. Proprietary Information**

The master copy of each proposal shall be retained for official files and will become public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law. Each responding firm may clearly label part of a submittal as "CONFIDENTIAL" if the responding firm thereby agrees to indemnify and defend TTD for honoring such a designation. The failure to so label

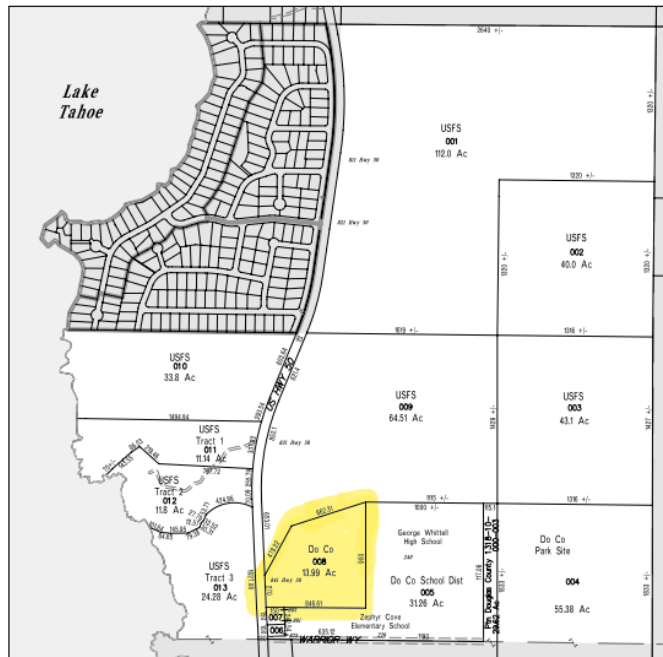
any information that is released by TTD shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by TTD, TTD will notify the responding firm of the request and delay access to the material until seven (7) working days after notification to the responding firm. Within that time delay, it will be the duty of the responding firm to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

# EXHIBIT A

## Possible New Facility Location Map



NOTE: This map is prepared for the use of Douglas County Assessor, for assessment and illustrative purposes only. It does not represent survey of the premises. No liability is assumed as to the sufficiency or accuracy of the data delineated herein.





**EXHIBIT B**

**Transit Asset Management Plan**

# TRANSPORTATION ASSET MANAGEMENT PLAN 2018



*Tahoe Transportation District Transit Asset Management Plan (TAM) in compliance with Moving Ahead for Progress in the 21st Century (MAP-21)*

MAP-21 Section 1103 defines asset management as a set of “actions that will achieve and sustain a desired state of good repair over the lifecycle of the assets at minimum practicable cost.” Advancing the State of the Art into the 21st Century through Public Private Dialogue” (FHWA and AASHTO, 1996), is as follows:

*Asset management is a systematic process of maintaining, upgrading, and operating physical assets cost-effectively. It combines engineering principles with sound business practices and economic theory, and it provides tools to facilitate a more organized, logical approach to decision-making. Thus, asset management provides a framework for handling both short- and long-range planning*

In short, transit asset management is a systematic process that helps manage assets and improve decision-making for allocating resources. The word “systematic” implies an orderly and proactive process rather than unplanned and reactive decisions that may not work out well in the long-run. The goal of asset management is to manage transit assets and achieve SGR. Asset management supports capital investment planning and programming through evaluation, and improvement of the decision-making process by focusing on resource allocation and utilization. The important decision in asset management involves selecting the best way to leverage a limited amount of funding and obtain the best possible result. Functionality and effectiveness of a transit asset management system highly depends on defined objectives, and accurate, timely, complete, and current data.

Tahoe Transportation District (TTD) falls in Tier II under the FTA final ruling Tier II provider means a recipient that owns, operates, or manages one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe. 625.5

Thus we are only required to provide the following

1. Inventory of Capital Assets
2. Condition Assessment
3. Decision Support Tools
4. Investment Prioritizaion

However, TTD has produced the following information to support TAM.

## MISSION STATEMENT

The Maintenance Department’s mission is to effectively and efficiently provide safe, clean, reliable, and comfortable vehicles for use by its customers and operators.

## STATE OF GOOD REPAIR

The (TTD) has declared a State of Good Repair (SGR) standard [is where] all capital assets are functioning at their ideal capacity within their design life and are maintained to a condition of “Like New” for the life of the assets. Meaning that all assets will be repaired as needed to bring the asset as close to “Like New” as possible for the FTA definition of the life of the asset.

By always maintaining the asset in a “Like New” condition, the asset’s cost per hour or cost per mile is more effectively controlled for the life of the asset. Alternatively, the cost to maintain the asset are greatly increased as the life the asset increases beyond the FTA definition due to breakdowns, the

associated costs of the replacement parts, and down time associated with the breakdowns. The Tahoe Transportation District has determined that the cost associated with extended an asset's life beyond the FTA definition places an unnecessary burden on the District and therefore the riding public.

Therefore, it is the goal of TTD to maintain all assets assigned in a "Like New" condition for the programed life of the asset, and each asset shall be replaced on the year that the asset is age eligible or the condition assessment returns a value of "poor".

The Tahoe Transportation District Program Manager shall be responsible for ensuring the grant requests for the replacement of the assets are effectively managed in such a manner as to not negatively affect the operation of the system. This can only be achieved by prioritizing the grants actually funded. The priority of funding shall comply with the priority of TTD, which is to provide safe and reliable transportation to the Tahoe Basin. Therefore, the revenue rolling stock shall achieve the highest priority, with the Tahoe Transportation District Program Manager ensuring staff submits grant requests when the asset reaches 75% of it lifecycle. The Tahoe Transportation District Program Manager shall effectively prioritize the remaining non-revenue assets to support TTD goals

The TTD will comply with that goal using the following controls and procedures.

#### ASSET CONTROL AND TAGGING SYSTEM

The TTD utilizes The Reporting Solution as its Asset Control Management System. The Assets control system tracks all Capital Assets, items over \$5,000.00, from procurement to disposition. When items are procured they are entered into The Reporting Solution as a Capital Asset. The Maintenance/Facilities Manager is responsible for managing these assets and performing the preventative maintenance and repairs as needed.

Once the items are entered into The Reporting Solution a capital asset tag is placed on the item by TTD employees. The Asset tag number is entered into The Reporting solution along with the preventative maintenance intervals.

Yearly, these capital assets are reviewed by the Maintenance/Facility Manager to perform condition assessments complying with State of Good Repair requirements of Map 21. The condition assessments are entered into The Reporting Solution and Tahoe Transportation District staff monitors the assessments via The Reporting Solution.

Regular Preventative Maintenance Inspections will occur in compliance with each assets Manufacture recommendations. All inspections will be documented in The Reporting Solution to further track the

condition of the asset using the following guide.

Condition	Rating	Description
Excellent	5.0 to 4.8	New asset; no visible defects.
Good	4.7 to 4.0	Asset showing minimal signs of wear; some (slightly) defective or deteriorated component(s).
Adequate	3.9 to 3.0	Asset has reached its mid-life (condition 3.5); some moderately defective or deteriorated component(s).
Marginal	2.9 to 2.0	Asset reaching or just past the end of its use life; increasing number of defective or deteriorated component(s) and increasing maintenance needs.
Poor	1.9 to 1.0	Asset is past its useful life and is in need of immediate repair or replacement may have critically damaged component(s).

Any defects identified, either in the Preventative Maintenance Inspections or from day to day use, shall also be documented in The Reporting Solution to help track the condition and life cycle cost of the asset. Condition Assessment Reports shall be submitted to the Transit System Program Manager yearly, which shall be the basis for providing replacement funding on the year that each asset becomes age eligible. As these assets become age eligible and or in need of replacement, Tahoe Transportation District will prepare the appropriate documentation to facility such replacements.

Assets that have been replaced will be documented into The Reporting Solution and removed from the preventative maintenance cycle, then they will be placed in auction. Tahoe Transportation District currently uses various online sites to handle asset auctions. Proceeds from the sales will be returned to Tahoe Transportation District.

#### Cost Analysis Tool

The TTD's Maintenance Department uses a life cycle cost analysis tool as part of its decision-making process when establishing and making changes to preventative maintenance intervals. This enables our agency to analyze the cost effects of alternative practices over the life of the equipment.

### CAPITAL ASSET PLAN

#### 1. General

1.1 An asset which has either reached the end of its useful life, or for which early replacement will result in vastly improved safety, reliability, efficiency, and/or productivity, may be retired from service and disposed of according to FTA regulations in Circular 5010.1 D for Capital Assets.

1.1.1 Assets valued at \$5,000.00 or less may be retired or disposed of with the approval of the District Manager, and reported back to the Board of Directors at the next available Board Meeting.

1.1.2 Assets valued at more than \$5,000.00 may only be retired or disposed of on the instructions of the Board of Directors.

1.1.3 FTA funded assets are governed by FTA rules and regulations in Circular 5010.1 D.

1.1.4 Complete records shall be maintained on the disposition of all

excess and retired assets by the Maintenance/Facilities Manager in TTD's Data Collection System.

1.1.5 Assets may be disposed of either through sale, trade, transfer, relocation, donation, scrap, or when irreparable damage results in an insurance loss.

1.1.6 Equipment Disposition per FTA Circular 50 I 0.1 D

1.1.6.1 Disposition before the end of Service life: For any disposition of rolling stock before the end of its service life, FTA is reimbursed its share of the proceeds from disposition. If revenue rolling stock is being removed from service before the end of its useful life, the return to FTA is the greater of the FTA share of the unamortized value of the remaining service life per unit, based on straight line depreciation of the original purchase price, or the Federal share of the sales price (even though the unamortized value is \$5,000 or less)

1.1.6.2 Retain and Use Elsewhere: When original or replacement equipment is no longer needed for the original project or program, it may be used by the TTD project or programs. FTA prior approval of this alternative is required. FTA retains its interest.

1.1.6.3 Value Over \$5,000: After the service life of equipment is reached, equipment with a current market value exceeding \$5,000 per unit, or unused supplies with a total aggregate fair market value of more than \$5,000, may be retained or sold, with reimbursement to FTA of an amount calculated by multiplying the total aggregate fair market value at the time of disposition, or the net sale proceeds, by the percentage of FTA's participation in the original grant.

1.1.6.4 Less than \$5,000 value: Equipment with a unit market value of \$5,000 or less or supplies with a total aggregate market value of \$5,000 or less, may be retained, sold, scrapped or otherwise disposed of with no obligation to reimburse FTA, providing useful service life requirements have been met. Records of this action are retained by the Transit System Program Manager.

1.1.6.5 Like-Kind Trade-In or Offset Exchange: With prior FTA approval, TTD may elect to use the trade-in value or the sales proceeds to offset the cost of a replacement bus to acquire a replacement vehicle, applying 100 percent of the net proceeds to acquisition of the replacement vehicles. Remaining cost differences, if more than the proceeds, are to be met. Excess proceeds, if any, are returned to FTA minus a deduction for prorated local share.

**FTA Region 9**

**201 Mission Street  
Suite 1650**

**San Francisco, CA 94105-1839**

**Phone: (415) 744-3133**

**Fax: (415) 744-2726**

- 1.1.6.6 Transfer to Public Agency for Non-Transit Use: With prior FTA approval, the grantee may follow procedures for publication in the Federal Register to transfer property (including land or equipment) to a public agency with no repayment to FTA.
- 1.1.6.7 Sell and Use Proceeds for Other Capital Projects: With prior FTA approval, the grantee may sell equipment or supplies and use the proceeds to reduce the gross project cost of other FTA eligible capital transit projects.
- 1.1.6.8 Unused Supplies: Disposition of unused supplies before the end of the industry standard life expectancy is determined in total aggregate fair market value and if found to exceed \$5,000, Tahoe Transportation District shall compensate FTA for its share; or transfer the sales proceeds to reduce gross project cost of other capital projects.
- 1.1.6.9 Controllable assets will be reported on with the same method as FTA Funded assets. The TTD board of directors will approve disposal on assets valued above \$5,000, while the Tahoe Transportation District's Transit System Program Manager will approve disposals of assets valued at \$5,000 or less.
- 1.1.6.10 Scrap: The asset to be disposed of may be sold as scrap whenever the property has no other resale value. Equipment that is functional, non-functional, or non-repairable may be scrapped if that scrapping that asset is in the best interest of the District.
- 1.1.6.11 Insurance Loss: Should the asset be irreparably damaged; the proceeds of the insurance claim should be used to replace the asset. If the asset were originally purchased with Federal funds then the percentage of federal interest is either transferred to the replacement asset or if the asset is not replaced, FTA must be reimbursed its percentage share of the asset's book value prior to the asset's irreparable damage, if in excess of \$5,000.00.
- 1.1.6.12 Non-Profit Use: While FTA is particularly interested in encouraging incidental use as a means of supplementing transit revenues, non-profit uses are also permitted under certain circumstances. The TTD shall remain open to requests for donations of assets from Non-Profit agencies or groups. Donations will only be considered for those agencies or groups that will utilize the vehicles for providing a transportation service to the citizens of Washoe County. Those agencies or groups that have the ability to provide support, of any type, to TTD shall have the highest consideration. Any donations to Non-Profits shall be subject to legal counsel review and concurrence.

## **2. EQUIPMENT DISPOSITION PROCEDURES AND RESPONSIBILITIES**

- 2.1 The Maintenance/Facility Manager is responsible for compiling a list of proposed disposals and sending the list of proposed disposals including asset numbers to the Transportation System Program Manager.
- 2.2 The Transportation System Program Manager will review the list and approve the disposal or send a disposition report to the District Manager if applicable asking for authorization to dispose of property or equipment, which shall include the description of the asset, summary of the condition, all original acquisition costs, Federal and State Grant participation ratio of costs, FTA Grant number, State Grant number, Description of current use of the property or equipment and the anticipated disposition or action proposed.
- 2.3 The Transportation System Program Manager will forward the list to the Manager of Maintenance/Facilities to begin the disposal process.
- 2.4 The Transportation System Program Manager will collaborate with staff for the creation of a Staff Report to the Board of Directors.
- 2.5 Staff will coordinate with the Clerk of the Board for scheduling to take the Staff Report to the Board of Directors as defined by Sections 1.1.1 and 1.1.2 of this policy, forwarding a copy to the TTD's District Manager.
- 2.6 Upon approval from the Board of Directors the Transportation System Program Manager will forward to staff the resolution for the Board.
- 2.7 Upon receipt of necessary paperwork from the Transportation System Program Manager the Maintenance/Facility Manager will schedule the disposal, providing the title and registration to the buyer or scrap yard. Once the items have been sold the Maintenance/Facility Manager will send an itemized list of sold goods with the check, made payable to Tahoe Transportation District Finance and Administration.
- 2.8 The Manager of Maintenance/Facilities records the disposals, and updates the fixed assets records.

## **3. LAND DISPOSITION-FTA CIRCULAR 5010.1D**

- 3.1 Tahoe Transportation District will prepare an inventory and utilization plan for land which includes property locations, summary of any conditions on the title, original acquisition costs, FTA and State or Local participation ratio's and grant numbers, appraised value and date, and the anticipated disposition or action imposed.
  - 3.1.1 When Real property is no longer needed for the originally authorized purpose, the grantee will request disposition



instructions from FTA. Following are the allowable alternative disposition methods.

- 3.1.2 Sell and Reimburse FTS: Competitively market and sell the property and pay FTA its share of the fair market value of the property. This is the percentage of FTA participation in the original grant times the best obtainable price, net of reasonable sales costs.
- 3.1.3 Sell and Use Proceeds for Other Capital Projects: Sell property and use the proceeds to reduce the gross project cost of another FTA eligible capital transit project. The grantee is expected to record the receipt of the proceeds in the grantee's accounting system, showing that the funds are restricted for use in a subsequent capital project, and reduce the liability as the proceeds are applied to one or more FTA approved capital projects. The subsequent capital grant application should contain information showing FTA that the gross project cost has been reduced with proceeds from the earlier transaction.
- 3.1.4 Offset: Sell property and apply the net proceeds from the sale to the cost of replacement property under the same program. Return any excess proceeds to FTA.
- 3.1.5 Sell and Keep Proceeds in Open Project: If the grant is still open, the grantee may sell excess property and apply the proceeds to the original cost of the total real property purchased for that project.
- 3.1.6 Transfer to Public Agency for Non-Transit Use: Follow procedures for publication in Federal Register to transfer property (land or equipment) to public agency with no repayment to FTA. This is a competitive process and there is no guarantee that a particular public agency will be awarded the excess property.
- 3.1.7 Transfer property to another FTA eligible project: The Federal interest continues although TTD updates the capital asset records to reflect the changes in the project and the funding sources.
- 3.1.8 Retain Title with Buyout: Compensate FTA by computing percentage of FTA participation in the original purchase. Multiply the current fair market value of the property by this percentage. The grantee must document the basis for value determination; typically, this is an appraisal or market survey.
- 3.1.9 Non-Profit Use: While FTA is particularly interested in encouraging incidental use as a means of supplementing transit revenues, non-profit uses are also permitted under certain circumstances. Tahoe Transportation District shall remain open to the requests for donation from Non-Profit agencies or groups. Those agencies or groups that have the ability to provide support, of any type, to TTD shall have the highest consideration. Any donations to Non-Profits shall be subject to legal counsel review

and concurrence.

#### 4. SALES

- 4.1 Sales procedures shall be followed that provide for competition to the extent practicable and result in the highest possible return of the appraised fair market value.
- 4.2 In general, an asset to be disposed of shall be sold at public auction. The Board may authorize other methods of public sale when appropriate. Private sales are not permissible.
- 4.3 To ensure maximum yield, the bidding at the auction shall be open and competitive. A "sealed bid" auction shall not be used.
- 4.4 Equipment that is non-functional and non-repairable may be scrapped.


#### 5. INSURANCE LOSS

- 5.1 Should the asset be irreparably damaged; the proceeds of the insurance claim should be used to replace the asset. If the asset were originally purchased with federal funds, then:
  - 5.1.1 The percentage of federal interest is either transferred to the replacement asset, or,
  - 5.1.2 If the asset is not replaced, the FTA must be reimbursed its percentage share of the asset's book value prior to the asset's irreparable damage, if in excess of \$5,000.00.

#### RESPONSIBLE PARTY

Responsibility for implementation and of this Plan rests with the responsible employee for each facility or designee. Changes to this plan must be authorized by TTD's District Manager and must comply with FTA regulations.

#### PLAN APPROVAL

  
George K Fink (Transit System Program Manager) 04 APR 18  
Date

#### APPENDICES

- A. Equipment Inventory and Intervals for PMI
- B. Organization Chart
- C. Preventive Maintenance Inspection Checklists
- D. Contracts issued for Facility Equipment Maintenance Repairs

## **Appendix A**

### **Equipment Inventory and Intervals for PMI**

Tag #	DESCRIPTION	VIN/ Serial Number	Location	Preventive Maintenance Inspection Interval	Condition Assessment - SGR
SECURITY CAMERAS					
	CCTV Equipment in Bus Yard Vault		Corp Yard	Monthly	Good
	Security Camera to see bike rack @ rear of bus		Corp Yard	Monthly	Good
	Yard Security Cameras including installation		Corp Yard	Monthly	Excellent
	Addtl Camera & Motherboard on Buses (46 Cameras, 35 Motherboards)				
181	RO - Security Cameras - (3 camera units, with Hard drives)	142880	Fleet	Per VMP	Excellent
182	RO - Security Cameras - (3 camera units, with Hard drives)	144010	Fleet	Per VMP	Excellent
183	RO - Security Cameras - (3 camera units, with Hard drives)	143741	Fleet	Per VMP	Excellent
184	RO - Security Cameras - (3 camera units, with Hard drives)	142846	Fleet	Per VMP	Excellent
185	RO - Security Cameras - (3 camera units, with Hard drives)	143582	Fleet	Per VMP	Excellent
186	RO - Security Cameras - (3 camera units, with Hard drives)	143072	Fleet	Per VMP	Excellent
187	RO - Security Cameras - (3 camera units, with Hard drives)	143353	Fleet	Per VMP	Excellent
188	RO - Security Cameras - (3 camera units, with Hard drives)	143356	Fleet	Per VMP	Excellent
189	RO - Security Cameras - (3 camera units, with Hard drives)	143332	Fleet	Per VMP	Excellent
190	RO - Security Cameras - (3 camera units, with Hard drives)	143349	Fleet	Per VMP	Excellent
191	RO - Security Cameras - (3 camera units, with Hard drives)	142684	Fleet	Per VMP	Excellent
192	RO - Security Cameras - (3 camera units, with Hard drives)	142872	Fleet	Per VMP	Excellent
193	RO - Security Cameras - (3 camera units, with Hard drives)	142893	Fleet	Per VMP	Excellent
194	RO - Security Cameras - (3 camera units, with Hard drives)	142870	Fleet	Per VMP	Excellent
195	RO - Security Cameras - (3 camera units, with Hard drives)	142862	Fleet	Per VMP	Excellent
196	RO - Security Cameras - (3 camera units, with Hard drives)	142849	Fleet	Per VMP	Excellent
197	RO - Security Cameras - (3 camera units, with Hard drives)	143721	Fleet	Per VMP	Excellent
198	RO - Security Cameras - (3 camera units, with Hard drives)	142852	Fleet	Per VMP	Excellent
199	RO - Security Cameras - (3 camera units, with Hard drives)	143809	Fleet	Per VMP	Excellent
200	RO - Security Cameras - (3 camera units, with Hard drives)	142890	Fleet	Per VMP	Excellent
201	RO - Security Cameras - (3 camera units, with Hard drives)	142889	Fleet	Per VMP	Excellent
202	RO - Security Cameras - (3 camera units, with Hard drives)	143811	Fleet	Per VMP	Excellent
203	RO - Security Cameras - (3 camera units, with Hard drives)	143350	Fleet	Per VMP	Excellent
204	RO - Security Cameras - (3 camera units, with Hard drives)	144011	Fleet	Per VMP	Excellent
205	RO - Security Cameras - (3 camera units, with Hard drives)	143810	Fleet	Per VMP	Excellent
206	RO - Security Cameras - (3 camera units, with Hard drives)	143843	Fleet	Per VMP	Excellent
207	RO - Security Cameras - (3 camera units, with Hard drives)	142848	Fleet	Per VMP	Excellent
208	RO - Security Cameras - (3 camera units, with Hard drives)	142877	Fleet	Per VMP	Excellent
209	RO - Security Cameras - (3 camera units, with Hard drives)	143842	Fleet	Per VMP	Excellent
210	RO - Security Cameras - (3 camera units, with Hard drives)	143368	Fleet	Per VMP	Excellent
211	RO - Security Cameras - (3 camera units, with Hard drives)	143577	Fleet	Per VMP	Excellent

Tag #	DESCRIPTION	VIN/ Serial Number	Location	Preventive Maintenance Inspection Interval	Condition Assessment - SGR
EQUIPMENT/ SOFTWARE					
60	Coats CHD-6330 HD Tire Changer	10-3853015	Corp Yard	Semi-Annual	Marginal
	Koni Lift Jacks		Corp Yard	Monthly	Adequate
81	Addtl Monitor	CN-OKG49T-74261-17N-	Admin	Annually	Marginal
82	Addtl Monitor	CN-OKG49T-74261-17N-1UNU	Admin	Annually	Marginal
83	Addtl Monitor	CN-OKG49T-74261-17N-11TU	Admin	Annually	Marginal
	AVL System		Fleet	Per VMP	Good
92	Bench Vise		Corp Yard	Annually	Good
	CCTV Equipment in Bus Yard Vault		Corp Yard	Annually	Good
N/A	Coats 143935 5-11.25 Adapter for Spin Balancer	3 Adapters, Sm, Med, Lg	Corp Yard	Semi-Annually	Marginal
51	Coats 6275 Mobile Hand Spin Balancer	1005402022	Corp Yard	Semi-Annually	Marginal
52	Coats CHD 4730 HD Tire Changer	GAE0910345	Corp Yard	Semi-Annually	Marginal
	Coin Counter		Corp Yard	Semi-Annually	Good
	Computer & Components (Monitor, Mouse, Numeric KeyPad) - 12		Admin	Annually	Marginal
	Computer & Components (Monitor, Mouse, Numeric KeyPad) - 11		Corp Yard	Annually	Marginal
	Computer & Components (Monitor, Mouse, Numeric KeyPad) - 4		Stateline	Annually	Marginal
62	Computer from TRPA	BKK5P81	Stateline	Annually	Poor
63	Computer from TRPA	6WW3P81	Stateline	Annually	Poor
64	Computer from TRPA	3ZW3P81	Stateline	Annually	Poor
65	Computer from TRPA	1ZW3P81	Stateline	Annually	Poor
	Computer incl monitor, numeric key pad, case		Stateline	Annually	Poor
	Computer incl monitor, numeric key pad, case		Stateline	Annually	Poor
	Computer Station - Mobility Management		Stateline	Annually	Poor
	Currency Counter		Corp Yard	Annually	Marginal
61	Dell 2230d Printer (Accounting)	CN-0M644K-48730-09A-OHR2	Stateline	Annually	Good
	Electronic Farebox - Misc Supplies incl bill validator, trim, cashbox etc		Corp Yard	Annually	Good
	Electronic Farebox Cable		Corp Yard	Annually	Good
	Farebox Portable Data Unit w freight		Corp Yard	Annually	Good
	Genfare - 1 - PEM Dispenser 2/Smart Card		Stateline	Annually	Good
	GFI - Addtl Cable		Corp Yard	Annually	Good
	GFI - J1708 Licenses		Corp Yard	Annually	Good
	GFI - J1708 Licenses		Corp Yard	Annually	Good
	GFI - J1708 Licenses		Corp Yard	Annually	Good
	GFI - J1708 Licenses		Corp Yard	Annually	Good
	GFI - J1708 Licenses		Corp Yard	Annually	Good
	GFI - J1708 Licenses		Corp Yard	Annually	Good
	GFI - J1708 Licenses		Corp Yard	Annually	Good
	GFI - J1708 Licenses		Corp Yard	Annually	Good
	GFI - J1708 Licenses		Corp Yard	Annually	Good
	GFI Spare Parts		Corp Yard	Annually	Good
	GFI Ticket Media		Admin	Annually	Good
94	Grinder		Corp Yard	Monthly	Marginal
	Harddrive - Spare		Corp Yard	Annually	Excellent
	Harddrive - Spare		Corp Yard	Annually	Excellent
	Harddrive - Spare		Corp Yard	Annually	Excellent

Tag #	DESCRIPTION	VIN/ Serial Number	Location	Preventive Maintenance Inspection Interval	Condition Assessment - SGR
67	High Lift - 9 Ton Jack #1 (Maint Shop)	MLJ1-101213	Corp Yard	Monthly	Excellent
68	High Lift - 9 Ton Jack #2 (Maint Shop)	MLJ1-101230	Corp Yard	Monthly	Excellent
69	High Lift - 9 Ton Jack #3 (Maint Shop)	MLJ1-101313	Corp Yard	Monthly	Excellent
70	High Lift - 9 Ton Jack #4 (Maint Shop)	MLJ1-101231	Corp Yard	Monthly	Excellent
66	Hydraulic Floor Jack -20 Ton (Maint Shop)	77-007970	Corp Yard	Monthly	Good
	Konica Minolta		Corp Yard	Annually	Good
	Konica Minolta		Admin	Annually	Good
	Microsoft NAV - Financial Software (50%)		Admin	Annually	Marginal
85	MIG 350MP Welder	231741	Corp Yard	Monthly	Marginal
71	Oil Drain - 30 Gal (Maint Shop)	788312	Corp Yard	Monthly	Marginal
53	OptiPlex GX520 (Dispatch Computer)	8MC5P81	Corp Yard	Monthly	Marginal
	Replace Photo Cells & Light Timer for Yard Lighting (CO)		Corp Yard	Monthly	Good
	RO - Security Cameras - (31 3 camera units, with Hard drives and spares)		Fleet	Per VMP	Good
84	Robin Air A/C	U11106 K2403-111147	Corp Yard	Annually	Good
	Sand Harbor Gate		Sand Harbor State Park	Annually	Marginal
54	Sefac AU1 PME Lift Adapter	MDO AU112B PME	Corp Yard	Monthly	Excellent
55	Sefac AU1 PME Lift Adapter	MDO AU112B PME	Corp Yard	Monthly	Excellent
56	Sefac AU1 PME Lift Adapter	MDO AU112B PME	Corp Yard	Monthly	Excellent
57	Sefac AU1 PME Lift Adapter	MDO AU112B PME	Corp Yard	Monthly	Excellent
47	Sefac Mobile Column Lift # 1	Model 1200M65	Corp Yard	Monthly	Excellent
49	Sefac Mobile Column Lift # 2	Model 1200M65	Corp Yard	Monthly	Excellent
50	Sefac Mobile Column Lift # 3	Model 1200M65	Corp Yard	Monthly	Excellent
48	Sefac Mobile Column Lift # 4	Model 1200M65	Corp Yard	Monthly	Excellent
	Server /Server License		Admin	Monthly	Excellent
	Smart Card-FARE mgmt Sys		TART	Annually	Good
	SPX - Coin Validator < \$5K		Corp Yard	Annually	Good
	SPX - Coin Validator < \$5K		Corp Yard	Annually	Good
93	Work Bench		Corp Yard	Monthly	Good
	Yard Lighting including Installation		Corp Yard	Semi-Annually	Good

Tag #	DESCRIPTION	VIN/ Serial Number	Location	Preventive Maintenance Inspection Interval	Condition Assessment - SGR
<b>SHELTERS</b>					
32	Bus Shelter Ski Run		Community	Monthly	Marginal
33	Bus Shelter Ski Run		Community	Monthly	Marginal
34	Bus Shelter Lakeland Village		Community	Monthly	Marginal
35	Bus Shelter Hwy 89 Sky Forest Acres - Moved to Middle School		Community	Monthly	Marginal
88	CA Bus Shelter - Paradise Ave		Community	Monthly	Marginal
89	CA Bus Shelter - Wildwood Ave #1 - Eastbound		Community	Monthly	Marginal
90	CA Bus Shelter - Wildwood Ave #2 - Westbound		Community	Monthly	Marginal
91	CA Bus Shelter - US 50 / Pioneer		Community	Monthly	Marginal
	NV Bus Shelter - 207 Shady Lane		Community	Monthly	Adequate
	NV Bus Shelter - SR 207 / SR 206 #1		Community	Monthly	Adequate
	NV Bus Shelter - SR 207 / SR 206 #2		Community	Monthly	Adequate
	NV Shelter		Community	Monthly	Adequate
35	CA Shelter - Middle School (Orig Hwy 89 Shelter used)		Community	Monthly	Marginal
216	CA Shelter - Visitor Ctr		Community	Monthly	Marginal
218	CA Shelter - El Dorado Beach		Community	Monthly	Marginal
215	CA Shelter - Library		Community	Monthly	Marginal
214	CA Shelter - El Dorado Ctr DMV		Community	Monthly	Marginal
	CA Shelter - Ski Run		Community	Monthly	Marginal
	CA Shelter to Pioneer #1		Community	Monthly	Marginal
	CA Shelter to Pioneer #2		Community	Monthly	Marginal
	CA Shelter to Pioneer #3		Community	Monthly	Marginal
	CA Shelter to Pioneer #4		Community	Monthly	Marginal
	CA Shelter to Pioneer #5		Community	Monthly	Marginal

## **Appendix B**

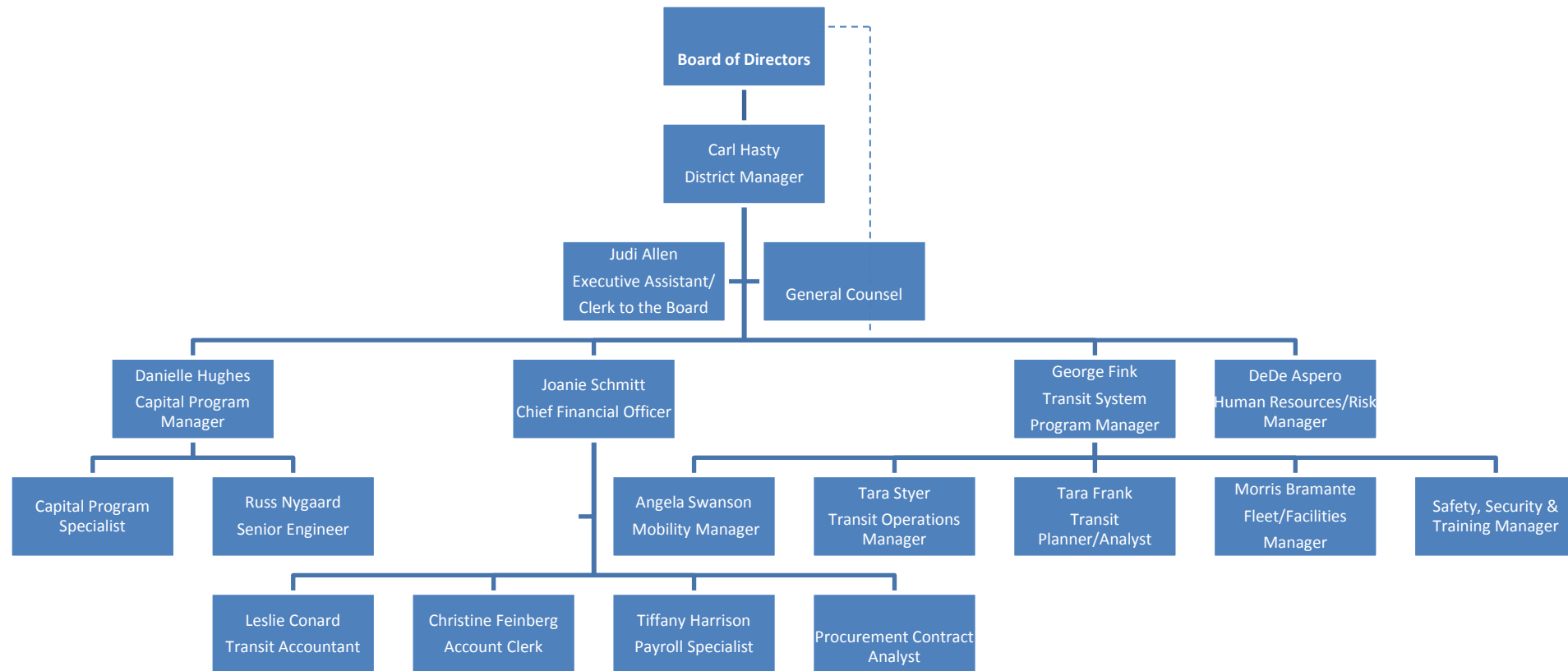
### **Organization Chart**



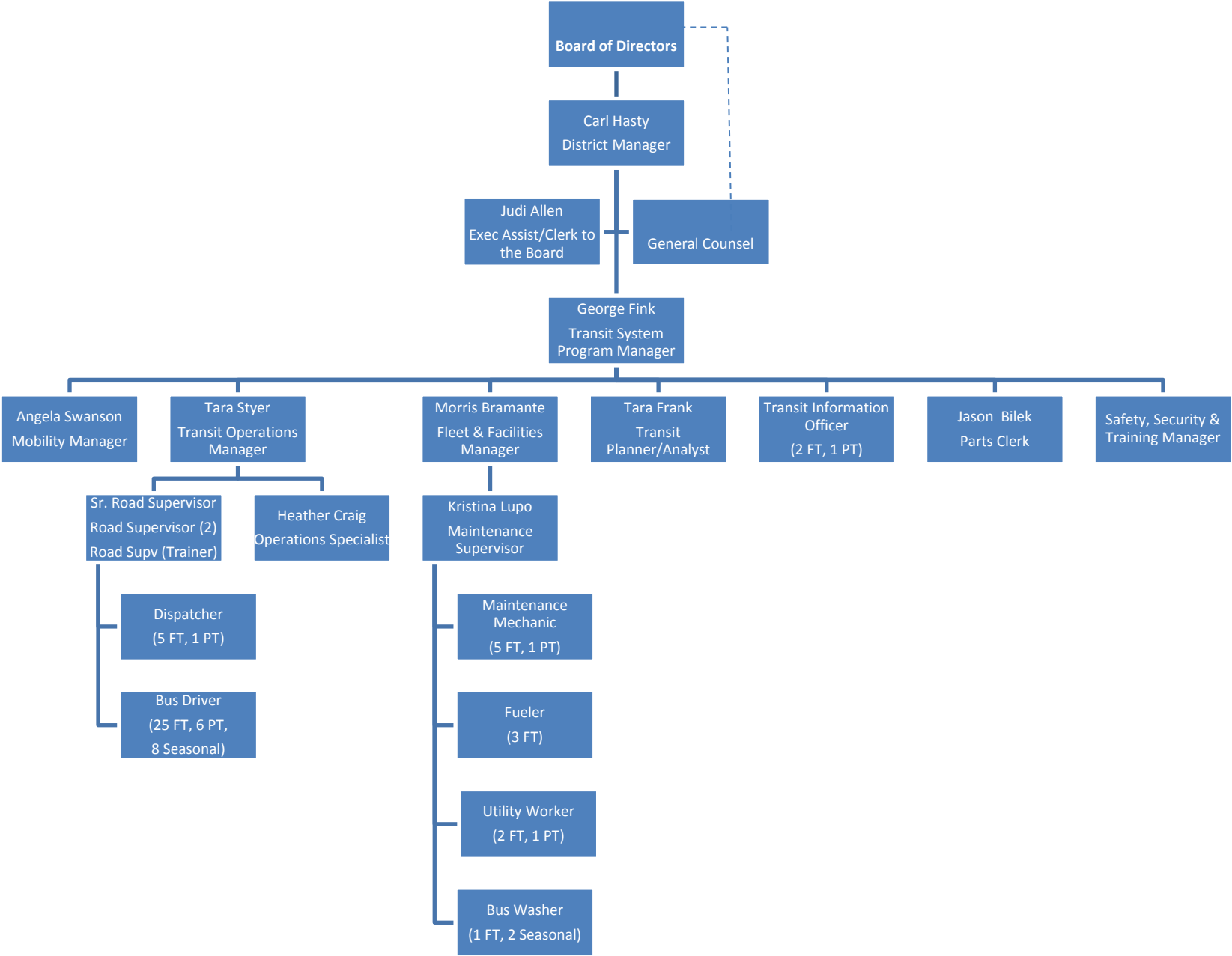


## Tahoe Transportation District Organization Chart - Admin

ATTACHMENT Q



Organization Chart - Transit



## **Appendix C**

### **Preventive Maintenance Inspection Checklists**

- Per manufacturer specifications and/or as specified in the Vehicle Maintenance Plan (VMP).

# Vehicle Maintenance Plan

# [July 2016]



TTD  
Tahoe Transportation District

*Prepared by Solutions for Transit for TTD*

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# VEHICLE MAINTENANCE PLAN

## SUBJECT

This document serves as the Vehicle Maintenance Plan (Plan) for the TTD non-revenue and revenue vehicles used for its transit operations.

The Tahoe Transportation District service is named TTD. TTD provides various services by area. The list below identifies the service as well as the annual mileage that each sub fleet travels each year. The mileage numbers are used as the driving force for all of the maintenance functions listed in this document.

Fixed Route Fleet operates	731,996 Miles annually.
Paratransit Fleet operates	93,896 Miles annually.

Combined Total Miles of all Sub fleets	825,892 Miles annually.
After training and Maintenance use	860,955 Miles annually.

TTD transit service is currently operated by contracted services. The maintenance functions on all transit vehicles are also performed by contracted services.

## BACKGROUND

In carrying out its responsibilities as a transit provider, TTD, as a Federal Transit Administration (FTA) grantee, acquired a number of vehicles used to administer, operate and maintain transit services. Providing adequate maintenance for these vehicles is an on-going process and is not accomplished without substantial cost and effort. TTD relies on FTA financial support to assist in this effort and developed this Maintenance Plan to comply with FTA requirements.

## REFERENCES

FTA C.5010.1D Chapter IV, EQUIPMENT, SUPPLIES, AND ROLLING STOCK: "Adequate maintenance procedures must be developed and implemented to keep the property in good condition. These procedures should be consistent with the

maintenance plan required of grantees for equipment funded under 49 USC 5309 and 5307 and should be documented and available for audit or triennial review.”

FTA C9030.1D, Urbanized Area Formula Program: “FTA has established several policies that are meant to ensure that buses purchased or leased with Federal funds are maintained and remain in transit use for a minimum normal service life and to ensure that the buses acquired are necessary for regularly scheduled transit revenue service (i.e., to meet peak service requirements with a reasonable allowance for spares).”

### **POLICY**

TTD shall have a current, written maintenance plan. The plan shall:

- Incorporate actions to maintain each vehicle type and model on a specific cycle.
- Identify the goals and objectives of the maintenance program
- Define the maintenance organization
- Assign responsibility for on-going maintenance
- Specify the maintenance activities
- Establish appropriate maintenance and inspection intervals
- Ensure performance efficacy, accountability and responsibility

### **PURPOSE**

This maintenance plan puts written guidelines in place to ensure that an effective vehicle maintenance program is being implemented, ensuring that the federal, state, and local investments are being protected. In addition, this plan ensures that TTD assets remain in “Like New” condition while in service,

providing reliable service to its customers. The plan outlines the Maintenance Department's responsibilities to perform preventive maintenance and non-routine repair services on all TTD vehicles.

### **MISSION STATEMENT**

"To provide outstanding customer support through state-of-the-art repair and vigorous preventive maintenance processes at a competitive cost."

### **GOAL AND OBJECTIVES**

TTD has a vehicle maintenance program in place that supports the following goals and objectives:

- Extending the vehicle life
- Reducing the frequency of road calls and meeting or exceeding a goal of 10,000 miles between failures
- Keeping the Vehicle Out of Commission (VOC) rate at or below 10%
- Tracking maintenance cost compared to total operating cost
- Complying with all Federal, State, and local laws and regulations

### **VEHICLES**

TTD owns a variety of vehicles used in the provision of transit service to the residents and riding public of the Tahoe Basin and surrounding areas. A complete inventory of vehicles is included as Appendix A.

### **FACILITIES**

#### **MAINTENANCE OPERATIONS**

TTD maintains maintenance operations and offices at 1663, 1669, and 1679 Shop Street, South Lake Tahoe, California. All of TTD vehicles are maintained at this facility.



## ADMINISTRATION

The Tahoe Transportation Administration is located at 128 Market Street, Suite 3F Stateline, Nevada 89449 and houses the administrative functions as well as the ticket sales.

## TRANSIT CENTER

TTD currently has three transit centers: the transit administration office and Stateline Transit Center located at 4114 Lake Tahoe Boulevard, South Lake Tahoe, California, and the South Y Transit Center at 1000 Emerald Bay Road, South Lake Tahoe, and Kingsbury Transit Center, is located near Kingsbury Grade at 169 US 50 in Stateline, Nevada .

## SAFETY PROGRAM

- TTD mission of maintaining competitive cost is achieved in part by minimizing costs due to accidents.
- TTD goal of compliance is achieved in part by compliance with all safety-related laws, codes, and regulations. TTD also realizes that compliance is a minimum, and will strive to exceed minimum safety requirements when appropriate.
- TTD accomplishes the above through the implementation of an Injury and Illness Prevention Program, Personal Protective Equipment Program, Lock-out Tag-out Program, and Hazard Communication Program.

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## ORGANIZATION

The Maintenance Department has organizational responsibility for vehicle maintenance, inspections and repairs. It is staffed with the following personnel:

- **Vehicle Maintenance Manager (VMM)** – responsible for the overall operations of the department
- **Vehicle Maintenance Supervisors (VMS)** - responsible for day-to-day operations of the Maintenance Department Shift they have been assigned. In addition, supervisors are responsible for all the documentation relating to the vehicles including warranty claims, work orders, and inspection tracking. The VMS is also responsible for all the documentation relating to the employees including disciplinary action, attendance, and emergency contacts.

- **Maintenance Mechanics** – assigned duties from the shift supervisor. The duties are related to maintenance of the vehicles.
- **Parts/Stores Specialists** – assigned duties from the day shift supervisor. The duties are related to the parts ordering and stocking of parts used on TTD-owned equipment.

A current organization chart with names of staff is included in Appendix B.

### **CATEGORIES**

Vehicle repairs and preventive maintenance fall into three (3) basic categories:

**PREVENTIVE MAINTENANCE PROGRAM** - A well-defined and prudently managed Preventive Maintenance Program is the corner stone of every successful fleet operation.

The goal of a well-run Preventive Maintenance Program is to have limited In-Service Failures (Road Calls) Between Preventive Maintenance Inspections. The mileage goal of this maintenance program is 10,000 miles between road calls, which is above the national average goal of miles between road calls. TTD will respond to the request for a road call immediately.

**PREVENTIVE MAINTENANCE PROGRAM FOR ACCESSIBLE EQUIPMENT** – All of the TTD Transit vehicles are equipped with accessible features which are included in the Preventive Maintenance Inspections. Any discrepancies noted are repaired immediately according to Manufacturers recommendations. Copies of the inspections checklists are included in Appendix C.

A typical Preventive Maintenance Inspection (PMI) will include, but not be limited to:

- Engine oil and filter change
- Fuel and Air Filter change
- Transmission oil and filter change
- Differential oil change
- HVAC inspection and or service
- Wheel Chair Lift/Ramp inspection and or service
- Lube chassis

- Bumper to bumper safety inspection
- Brake inspection
- Security Camera inspection
- Headsign inspection

In addition, the PMI will include the multi-item check list that touches on every wearing item/system on the bus, followed by a road test to verify the serviceability of the bus. Inspection of all electrical equipment including video cameras, farebox, destination signs and radios is performed at this time.

The mileage indicators as shown on Page 11 (Preventive Maintenance Inspections), and the results of oil analyses regulate the PMI due dates.

The second part of every Preventive Maintenance Program is the defect repair work, which is every bit as critical to the success of a Preventive Maintenance Program as the inspection process itself. The quality of the repair work performed is the key to meeting the goal of 10,000 miles between road calls.

***TROUBLE/EMERGENCY/REPAIR SERVICES*** - These services are of a non-preventive nature and usually denote a problem wherein a particular system, or piece of equipment is not working properly or is unable to be used; proper function is compromised or may be compromised in the short term, and the service occurs outside the preventive maintenance schedule.

Examples- Wheelchair lift not working, engine or transmission trouble code, farebox not working, etc.

***DRIVERS DEFECTS*** - these services usually denote minor requests from the operators. The operators perform pre-trip and post-trip inspections on the vehicles during the course of their day. If defects occur and these defects are minor, whereas the operator is able to complete their assigned run, the operator will document the defect on the card provided. The Vehicle Maintenance Department will collect these cards periodically throughout the day and assign mechanics to repair them.

Examples- Interior lamp out, squeaks or rattles, loose seat, headsign lamp out, etc.

## PROCEDURES

The Vehicle Maintenance Department assigns personnel to perform the required task(s) based upon the urgency and type of service required. The department performs maintenance and repairs as required in response to verbal requests, drivers' defect cards, and scheduled preventive maintenance inspections. The system works when all areas of the agency work together to meet TTD goals and vision. The basic procedural tasks are identified below. All procedural details are addressed more specifically in the Department's Standard Operating Procedures. Copies of the Maintenance Department Standard Operating Procedures are located in Appendix D.

*FUELING AND DAILY FLUID CHECKS* – Fueling and daily fluid checks are handled by the operations during the pre and post trip inspections unless a coach is in for maintenance.

*UNSCHEDULED MAINTENANCE* – The Vehicle Maintenance Department performs unscheduled maintenance inspections and service of vehicles based on Drivers' Vehicle Inspection (DVI) forms.

In addition, work orders are generated internally by Supervisors, as dictated by empirical or newly-available data in the form of technical bulletins, manufacturer notifications, recall notifications, and the like.

*SCHEDULED PREVENTIVE MAINTENANCE* - TTD vehicles are serviced and maintained by Vehicle Maintenance personnel or contracted vendors in accord with the Preventive Maintenance Inspection checklist (see appendix C). Regular maintenance is performed to maintain all TTD assets in optimal operating condition. PMIs represent a key component of maintenance. These PMIs assess the condition of TTD assets on a routine basis. Deficiencies found during the PMIs are corrected immediately or scheduled for repair based on the nature of the task to be performed. Employees perform those tasks that are

within TTD resources and its personnel's scope of training. All other scheduled preventive maintenance is contracted with professionals who specialize in that specific area of expertise. An example of this would be the major body work. These repairs require specialized training and equipment.

**CONTRACTED MAINTENANCE ACTIVITIES** - The following items represent services for which TTD contracts presently:

Contracted Services (Informal Bids)

- Major Painting and Body Work
- Engine Rebuilding
- Transmission Rebuilding
- Towing
- Furnishing Nuts and Bolts
- Furnishing Supplies and Cleaning Supplies
- Tires

Routinely Contracted Services (Blanket Purchase Orders)

- Emergency Fueling
- Glass Repair and Replacement

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**PREVENTIVE MAINTENANCE**

**PREVENTIVE MAINTENANCE INSPECTIONS**

To arrive at the total number of Preventive Maintenance Inspections (PMI) needed to support each of TTD revenue fleets, the calculations shown below were used. The number of annual miles each subfleet traveled was divided by the inspection interval miles for that subfleet. This generates the actual number of Preventive Maintenance Inspections that the Vehicle Maintenance Department must budget work hours for.

Fixed Route Fleet operates	731,996 Miles annually.
Paratransit Fleet operates	93,896 Miles annually.
Total miles after Maintenance and Training	861,000 Miles annually

Local-Annual mileage 732,000 divided by P/M interval of 6,000 miles =	122
Paratransit - Annual mileage 94,000 divided by P/M interval of 4,500 miles =	20

Total Preventive Maintenance Inspections per year 142

Fleets within these services may need special attention at earlier intervals. This is true when the vehicle is equipped with an engine with a particulate filter after-treatment device, or when an oil sample analysis indicates a need for earlier drain intervals. The following is a list of the fleets within the services indicated above and the P/M intervals scheduled.

#### REVENUE VEHICLES

Model of Vehicle	PM Interval
Bluebird, NABI	6,000 miles between inspections
Cutaways	4,500 miles between inspections

#### NON-REVENUE VEHICLES

Model of Vehicle	PM Interval
All	6,000 miles between inspections

#### *PMI DEFECT REPAIRS*

Under ideal circumstances, the hours required to accomplish defect repair work generated by the PMI program will average two hours of repair work for each and every work hour that the PMI program itself uses.

#### *WORK GENERATED FROM THE OPERATIONAL SAFETY INSPECTION*

The Vehicle Maintenance Department tracks the Operational Safety Inspections (OSI) through The Reporting Solution. OSI's are performed every 90 days on every vehicle in order to comply with the California Highway Patrol requirements under the California Vehicle Code.

#### *SPECIAL PROJECTS/CAMPAIGNS*

TTD developed a process to identify and evaluate the continuing need for special projects and maintenance campaigns to repair, modify, refine, as well as engineer and implement processes



and repairs to systems that have proven to be undependable and problematic.

## TRAINING

The transit industry has become the testing arena for many new ideas that come along, good or bad. The pressure from the environmental groups, continuing clean air regulation changes, and electronic system integration makes the need for comprehensive training programs a reality.

TTD supports voluntary certification by the National Institute for Automotive Service Excellence (ASE). These include Automotive/Light Truck, Medium/Heavy Duty Truck, School Bus and Transit Certifications. The technicians taking the tests are responsible for paying for the registration and test fees upfront and provide a copy of the pass/fail report from American College Testing (ACT) to the Human Resource Department for reimbursement.



The solution is to develop our own high quality mechanics, in-house. That is the only way that TTD can be assured that we are truly in step with the times.

## WARRANTY

TTD uses The Reporting Solution program as warranty administration program to track items under warranty. The VMS ensures that warranty claims are made per the manufacturers' policies and paid in a timely fashion. The VMS will also ensure that all manufacturers' policies are followed in repairing a warranted item. The VMS is responsible for tracking and filing all warranty claims.

Every Request for Proposals for new vehicles will contain language ensuring a continued warranty on new vehicles purchased; providing TTD with the best possible course of action should problems arise during operation of these vehicles.

## **COMPARISON OF MAINTENANCE EFFICIENCY WITH PEERS**

TTD is currently at 8 buses per Vehicle Mechanic as the peak service is set at 29, with 6 spares.

Even with all the Maintenance slots filled, TTD is currently one of the most efficient maintenance departments in the transit industry. When all 6 Vehicle Mechanic slots are filled, TTD is at 6 buses per Vehicle Mechanic.

## **CALIFORNIA AIR RESOURCE BOARD IMPACTS**

California Air Resource Board (CARB) rulings have a direct impact on the maintenance of our fleet. The Bus Fleet Rule must be followed and monitored to ensure compliance with CARB regulations. All transit agencies that operate in California had to choose what fuel path they wanted to use. TTD chose the diesel path. TTD has installed diesel particulate filters on 100% of its fixed route coaches and diesel oxidation catalysts on all of the paratransit vehicles

## **VEHICLE EMISSIONS AND TESTING**

A vehicle emissions program has been implemented to ensure that TTD is in compliance with Federal and State regulations regarding fleet vehicle emissions testing and reporting.

A Periodic Smoke Inspection Program was implemented in California in 1998. A Periodic Smoke Inspection (Opacity Test) shall be performed once a year on all diesel-powered vehicles greater than 6,000 GVWR. This work is performed by the contracted services technician. The tester (opacity meter) must meet state certification and print out a report for each vehicle that is stored on file for two years. Pre-1991 engines must meet 55% opacity and 1991 and newer must meet 40%. SAE J1667 Test Procedures must be followed using a SAE J1243 tester.



## DOCUMENTATION

TTD utilizes The Reporting Solution in its record-keeping system. The system is part of TTD plan to ensure a documented institutional record of maintenance activities. The system is designed to maintain accuracy and order in information management, and represents a complete inventory of TTD vehicle assets. TTD complete documentation system uses both electronic and hard copy components. As record-keeping media changes with improvements in material and supply management technology, TTD will update its media accordingly, but it will continue to contain the following foundational elements:

- A. Preventive Maintenance Inspection checklist(s) documenting inspections, repairs and other maintenance activities including warranty service
- B. Acquisition documents necessary to the maintenance function, including originals or copies of warranties, service contracts and agreements, purchase requisitions and orders, sales receipts, etc.
- C. Work Orders, completed by the Equipment Technician(s)
- D. Complete and verifiable asset inventory with current custody documentation
- E. A budget-tracking database to reconcile and support asset acquisition documentation
- F. TTD asset management plan

The fleet maintenance records are kept in The Reporting Solution where all data for PM work orders are entered. Permanent electronic repair and preventive maintenance files are kept on an offsite server that is backed up and verified on a regular basis. A permanent hard copy file is kept in the Parts Department. These files include scheduled maintenance and any other pertinent information about each vehicle.

## RESPONSIBLE PARTY

Responsibility for implementation and maintenance of this Plan rests with the Vehicle Maintenance Manager or designee. Changes to this plan must be authorized by the Vehicle Maintenance Manager and comply with FTA regulations.

## PLAN APPROVAL

  
\_\_\_\_\_  
George Fink Transit Systems Program Manager

7-10-16  
\_\_\_\_\_  
Date:

## APPENDICES

- A. Vehicle Inventory
- B. Organization Chart for the Vehicle Maintenance Department
- C. Preventive Maintenance Inspection Checklists
- D. Standard Operating Procedures

VIN	Year	Make	Vehicle Type		Fuel	Length	Capacity	ADA Access Vehicle	Obtained thru NDOT	Funding Source: Grant # / Match	Year eligible for replacement	Wheelchair Stations	Owner	Status
1GB6G5BL3C1116080	2012	Chevy Glaval Titan II	Cutaway	Med Lt Duty	Diesel	26 ft	18	Yes	Yes	FTA Sec. 5311 ARRA	FY 15-16	2	TTD	Active
1FDEE3FS4AD38225	2010	Ford Starcraft	Cutaway	Med Lt Duty	Unleaded	25 ft	10	Yes		FTA Sec. 5311 ARRA	FY 15-16	2	TTD	Active
1GBJG312561230383	2006	Chevy Aerotech	Cutaway	Med Lt Duty	Diesel	26 ft	14	Yes		FTA Sec. 5311 ARRA	FY 15-16	2	TTD	Active
1GB6G5BL8F1242620	2015	Chevy Aerotech	Cutaway	Med Lt Duty	Diesel	22 ft	16	Yes	Yes	FTA 5308 Prop 1B	FY 20-21	2	TTD	Active
1GB6G5BL4F1240928	2015	Chevy Aerotech	Cutaway	Med Lt Duty	Diesel	22 ft	16	Yes	Yes	FTA 5308 Prop 1B	FY 20-21	2	TTD	Active
1GB6G5BL7F1243600	2015	Chevy Aerotech	Cutaway	Med Lt Duty	Diesel	22 ft	16	Yes	Yes	FTA 5308 Prop 1B	FY 20-21	2	TTD	Active
1GB6G5BL6F1243426	2015	Chevy Aerotech	Cutaway	Med Lt Duty	Diesel	22 ft	16	Yes	Yes	Prop 1B	FY 20-21	2	TTD	Active
5WEASAAM3FH744589	2015	International Aeroelite	Cutaway	Med Med Duty	Diesel	35 ft	30	Yes		FTA 5308 Prop 1B	FY 20-21	2	TTD	Active
5WEASAAM3FH744592	2015	International Aeroelite	Cutaway	Med Med Duty	Diesel	35 ft	30	Yes		FTA 5308 Prop 1B	FY 20-21	2	TTD	Active
5WEASAAM1FH744591	2015	International Aeroelite	Cutaway	Med Med Duty	Diesel	35 ft	30	Yes		FTA 5308 Prop 1B	FY 20-21	2	TTD	Active
5WEASAAM1FH744588	2015	International Aeroelite	Cutaway	Med Med Duty	Diesel	35 ft	30	Yes		FTA 5308 Prop 1B	FY 20-21	2	TTD	Active
5WEASAAMXFH744590	2015	International Aeroelite	Cutaway	Med Med Duty	Diesel	35 ft	30	Yes		FTA 5308 Prop 1B	FY 20-21	2	TTD	Active
4UZAB9DT9DCFA5346	2012	Hometown Main Street	Trolley	Special	Diesel	31 ft	27	Yes	Yes	5309	FY-24-25	2	TTD	Active
1GDJ6S1MXPJ504670	1993	Chevy Trolley	Trolley	Special	Unleaded	30 ft	28	Yes	No	RCMF (Remtal Car Mitigation Fees)	FY 05-06	2	TTD	Active
1BAGJBKA26F246559	2006	Bluebird Xcel	Transit Bus	Lg Hvy Duty	Diesel	34 ft	38	Yes	No	NV580001 (FTA Sec. 5308)/Hvly	FY 18-19	2	TTD	Active
1BAGJBKA06F246558	2006	Bluebird Xcel	Transit Bus	Lg Hvy Duty	Diesel	34 ft	38	Yes	No	NV580001 (FTA Sec. 5308)/Hvly	FY 18-19	2	TTD	Active
1BAGJBKA96F246560	2006	Bluebird Xcel	Transit Bus	Lg Hvy Duty	Diesel	34 ft	38	Yes	No	NV580001 (FTA Sec. 5308)/Hvly	FY 18-19	2	TTD	Active
1BAGJBKA76F236710	2005	Bluebird Xcel	Transit Bus	Lg Hvy Duty	Diesel	34 ft	38	Yes	No	NV030022 (FTA Sec. 5309)/Hvly	FY 17-18	2	TTD	Active
1BAGJBKA06F236709	2005	Bluebird Xcel	Transit Bus	Lg Hvy Duty	Diesel	34 ft	38	Yes	No	NV030022 (FTA Sec. 5309)/Hvly	FY 17-18	2	TTD	Active
1BDJJBXA07F255196	2008	Bluebird Xcel	Transit Bus	Lg Hvy Duty	Diesel	35 ft	36	Yes	Yes	PR131-08-802 (FTA Sec. 5311)/Hvly	FY 20-21	2	TTD	Active
1BDJJBXA97F255195	2008	Bluebird Xcel	Transit Bus	Lg Hvy Duty	Diesel	35 ft	36	Yes	Yes	PR131-08-802 (FTA Sec. 5311)/Hvly	FY 20-21	2	TTD	Active
1FD4E45S68DB52031	2009	Starcraft Allstar	Cutaway	Med Lt Duty	Unleaded	25 ft	16	Yes	No	Calif. Prop 1B	FY 14-15	2	TTD	Active
1FD4E45S88DB052046	2009	Starcraft Allstar	Cutaway	Med Lt Duty	Unleaded	25 ft	16	Yes	No	Calif. Prop 1B	FY 14-15	2	TTD	Active

# Vehicle Inventory Sheet

Tahoe Transportation District

Date Prepared 4-Apr-18

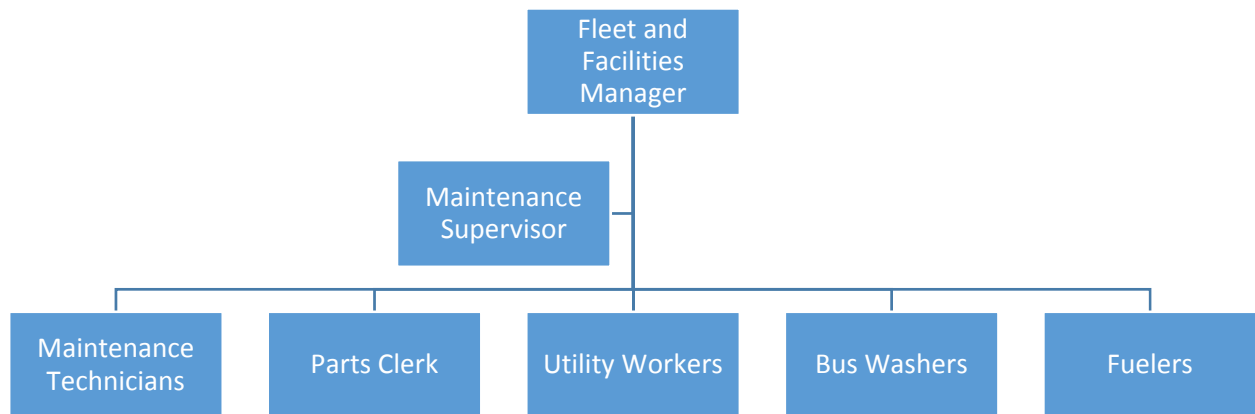
	VIN	Agency Vehicle ID	Model Year	Condition Rank	Vehicle Type	Vehicle Length	Ambulatory Seating Capacity	Wheelchair Seating Capacity	Mileage	Funding Source*	Anticipated Replacement Year	Leinholder	Fuel Type
1	1GB6G5BL3C1116080	100	2012	0 - Out-of-Service	Cutaway (CU)	26	18	2	214,039	5311 ARRA	FY 15-16	Yes	Diesel
2	1FDEE3FS4AD38225	102	2010	4 - Good	Cutaway (CU)	25	10	2	136,458	5311 ARRA	FY 15-16	No	Gasoline
3	1GBJG312561230383	103	2006	4 - Good	Cutaway (CU)	26	14	2	175,937	5311 ARRA	FY 15-16	Yes	Diesel
4	1GB6G5BL8F1242620	104	2015	5 - Excellent	Cutaway (CU)	22	16	2	123,692	5308 Prp 1B	FY 20-21	No	Diesel
5	1GB6G5BL4F1240928	105	2015	5 - Excellent	Cutaway (CU)	22	16	2	117,761	5308 Prp 1B	FY 20-21	No	Diesel
6	1GB6G5BL7F1243600	106	2015	5 - Excellent	Cutaway (CU)	22	16	2	103,916	5308 Prp 1B	FY 20-21	No	Diesel
7	1GB6G5BL6F1243426	107	2015	5 - Excellent	Cutaway (CU)	22	16	2	95,880	Prp 1B	FY 20-21	No	Diesel
8	1FTSS34L53HB94121	108	2003	3 - Fair	Van (VN)	12	9	2	60,918	Zero Cost	FY 08-09	No	Diesel
9	1FTYR2CM5GKB48470	109	2016	5 - Excellent	Minivan (MV)	18	8	2	25,632	5308 Prp 1B	FY 20-21	No	Diesel
10	3FRNF6FC3BC629290	200	2012	3 - Fair	Cutaway (CU)	35	30	2	195,210	5308 Prp 1B	FY 20-21	Yes	Diesel
11	5WEASAAM3FH744589	202	2015	4 - Good	Cutaway (CU)	35	30	2	129,195	5308 Prp 1B	FY 20-21	No	Diesel
12	5WEASAAM3FH744592	203	2015	4 - Good	Cutaway (CU)	35	30	2	130,886	5308 Prp 1B	FY 20-21	No	Diesel
13	5WEASAAM1FH744591	204	2015	4 - Good	Cutaway (CU)	35	30	2	132,667	5308 Prp 1B	FY 20-21	No	Diesel
14	5WEASAAM1FH744588	205	2015	4 - Good	Cutaway (CU)	35	30	2	116,550	5308 Prp 1B	FY 20-21	No	Diesel
15	5WEASAAMXFH744590	206	2015	4 - Good	Cutaway (CU)	35	30	2	125,633	5308 Prp 1B	FY 20-21	No	Diesel
16	4UZAB9DT9DCFA5346	700	2012	4 - Good	Bus (BU)	31	27	2	103,757	5309	FY 24-25	Yes	Diesel
17	1GDJ6S1MXPJ504670	3088	1993	3 - Fair	Bus (BU)	30	28	2	217,770	RCMF	FY 05-06	No	Gasoline
18	1BAGJBKA26F246559	3204	2006	2 - Poor	Bus (BU)	35	38	2	134,305	5308/Vail	FY 18-19	No	Diesel
19	1BAGJBKA06F246558	3205	2006	3 - Fair	Bus (BU)	35	38	2	169,355	5308/Vail	FY 18-19	No	Diesel
20	1BAGJBKA96F246560	3206	2006	2 - Poor	Bus (BU)	35	38	2	209,105	5308/Vail	FY 18-19	No	Diesel
21	1BAGJBKA76F236710	3207	2005	2 - Poor	Bus (BU)	35	38	2	157,710	5308/Vail	FY 17-18	No	Diesel
22	1BAGJBKA06F236709	3208	2005	2 - Poor	Bus (BU)	35	38	2	88,646	5308/Vail	FY 17-18	No	Diesel
23	1BDJJBXA07F255196	3290	2008	3 - Fair	Bus (BU)	35	36	2	132,005	5311/Vail	FY 20-21	No	Diesel
24	1BDJJBXA97F255195	3291	2008	1 - Bad	Bus (BU)	35	36	2	135,173	5311/Vail	FY 20-21	No	Diesel
25	1FD4E45S88DB052046	3297	2008	0 - Out-of-Service	Cutaway (CU)	25	16	2	372,960	Prp 1B	FY 14-15	No	Gasoline
26	1FD4E45SX8DA86129	3304	2008	3 - Fair	Cutaway (CU)	25	16	0	232,679	Ridge	FY 15-16	No	Gasoline
27	1FD4E45S88DA86128	3305	2006	3 - Fair	Cutaway (CU)	25	16	0	208,125	Ridge	FY 15-16	No	Gasoline
28	1N93515189A140200	3310	2009	4 - Good	Bus (BU)	35	27	2	228,090	5308/Vail	FY 21-22	No	Diesel
29	1N935151X9A140201	3311	2009	4 - Good	Bus (BU)	35	27	2	278,057	5308/Vail	FY 21-22	No	Diesel
30	1N93515119A140202	3312	2009	4 - Good	Bus (BU)	35	27	2	278,879	5308/Vail	FY 21-22	No	Diesel
31	1N39515139A140248	3313	2009	4 - Good	Bus (BU)	35	27	2	264,669	5308/Vail	FY 21-22	No	Diesel
32	1N98403737A140290	3320	2008	4 - Good	Bus (BU)	40	38	2	595,212	Zero Cost	FY 16-17	No	Diesel
33	1N98403777A140292	3321	2008	4 - Good	Bus (BU)	40	38	2	574,703	Zero Cost	FY 16-17	No	Diesel
34	1N98403707A140294	3322	2008	4 - Good	Bus (BU)	40	38	2	712,023	Zero Cost	FY 16-17	No	Diesel
35													

## Condition Ranking

Rank	Category	Description
5	Excellent	Brand new, no major problems exist, only routine preventive maintenance.
4	Good	Elements are in good working order, requiring only nominal or infrequent minor repairs (greater than 6 months between minor repairs).
3	Fair	Requires frequent minor repairs (less than 6 months between repairs) or infrequent major repairs (more than 6 months between major repairs).
2	Poor	Requires frequent major repairs (less than 6 months between major repairs).
1	Bad	In poor condition that continued use presents potential problems.

## Appendix B

# Organization Chart for the Vehicle Maintenance Department



## **Appendix C**

### **Preventive Maintenance Inspection Checklists**



1 of 9

## TTD - 6,000 Mile Inspection

<p>Steam clean the following components/areas Engine, radiator, battery box, wheelchair lift equipment, condenser core and fan blades.</p> <p>Review Driver Pre/Post trip write-ups.</p> <p>Verify all electronic equipment is functioning properly</p> <p>Verify Neutral Safety/Starter Protection Devices are properly functioning.</p>	<p>Precaution must be taken to keep electronic equipment/controls dry. When cleaning radiator and condenser precaution must be taken not to clean at an angle. This will damage components fin systems All components/areas free of dirt.</p> <p>Defects from Pre/Post trip must be repaired.</p> <p>AVL, Radio systems, passenger communication systems, head, side and destination signs are all working properly</p> <p>Vehicle should not start in any position other than neutral. Starter should not engage while engine is running.</p>	<div>Pass</div> <div><input type="checkbox"/></div> <div>Fail</div> <div><input type="checkbox"/></div>	
<p>2 Operate wheelchair lift systems. Verify all system safety systems are functioning properly</p>	<p>Lifts should operate smoothly without hesitation, all safety features include brake interlock system, sensitive edges and restraint systems must functions as designed on all models.</p>	<div>Pass</div> <div><input type="checkbox"/></div> <div>Fail</div> <div><input type="checkbox"/></div>	
<p>3 Verify all emergency exit windows and hatches function as designed. Section 517.217 Federal Motor Carrier Safety Administration</p>	<p>Each emergency window must be inspected. Channels must be free of debris and dirt, latches, and mechanisms must function as designed. Windows must open with minimal force.</p>	<div>Pass</div> <div><input type="checkbox"/></div> <div>Fail</div> <div><input type="checkbox"/></div>	
<p>4 Verify that all vehicle exterior lighting is functioning properly and interior/exterior mirror are in good condition. This includes: back up lights, marker, turn signals/4 ways, hi/low beams, (All Exterior lighting systems)</p>	<p>All lighting fixtures should illuminate when energized. All lens properly attached, no cracked or discolored lens are acceptable. Lights must be installed correctly. Replace LED lights if ½ or greater of the lights are burned out. Mirror heads and arms mounted securely. All mirrors must hold adjustment. Glass free of chips or discoloring and attached securely.</p>	<div>Pass</div> <div><input type="checkbox"/></div> <div>Fail</div> <div><input type="checkbox"/></div>	
<p>5 Verify bicycle rack condition</p>	<p>Racks are properly attached, locking mechanisms function properly. No cracks in frames, all hinges &amp; bushings are in good working condition</p>	<div>Pass</div> <div><input type="checkbox"/></div> <div>Fail</div> <div><input type="checkbox"/></div>	
<p>6 Verify condition of all tires and wheels.  Verify all wheels are at proper torque.</p>	<p>Tire properly inflated &amp; tread must measure at least 4/32 on front axle and 2/32 on rear axles at all points in the tread pattern(s). No cuts, bulging or irregular wear patterns. No sidewall damage or excessive wear into the sidewall bars. No valve stem damaged. Wheel lugs are properly torqued to manufacturer's specifications, with no signs of damage. Hand holes must be properly aligned.</p> <p><b>Note:</b> Document tire tread depth and tire pressure readings on inspection sheet provided.</p>	<div>Pass</div> <div><input type="checkbox"/></div> <div>Fail</div> <div><input type="checkbox"/></div>	
<p>7 Inspect windshield wipers and ensure washer system is operational.  Inspect Windshield for damage.</p>	<p>Wiper assemblies securely attached. No excessive movement in saddle hardware. Blade material free of cracks and material is pliable. Wiper arms have adequate spring tension. Washer fluid must properly cover both W/S surfaces. Blade must make complete contact with W/S surfaces. When operated wiper blade contact area is cleared without streaking. Windshield must be free of cracks in direct line of driver's vision, or path of wiper blades.</p>	<div>Pass</div> <div><input type="checkbox"/></div> <div>Fail</div> <div><input type="checkbox"/></div>	



## TTD - 6,000 Mile Inspection

<p>8 Verify that all switches/lights are working. All dash panels/covers properly secured. All switch/control devices are properly identify/labeled</p> <p>Verify that horns (Hi &amp; Low pitch) are working properly</p> <p>Verify condition of fire extinguisher</p> <p>Verify hazard triangles condition</p>	<p>All switches and lights operate/illuminate properly. All panels/covers must be properly tightened utilizing the proper/same fasteners. No loose or missing fasteners are acceptable.</p> <p>All switch/control devices are identified as designed by OEM. Label/plates must be properly secured and legible. Horn should be clearly audible; switch should not stick or hesitate when applied.</p> <p>Fire extinguisher must be properly secured, fully charged and sealed. Validate proper service date.</p> <p>Triangles must be properly stored and all 3 in good working condition</p>	<p>Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>	
<p>9 Verify all passenger door systems are working properly.</p> <p>Lubricate all door components</p>	<p>All door system controls function as designed, door should not delay when activated. No worn linkages or hinges are acceptable. Acceptable door speed is 1.5-3.0 for either opening or closing operation All door seals seal properly, seal material is pliable, no cracks or rips in material are acceptable. If equipped all safety/sensitive edge system must function as design.</p> <p>(Refer to specific OEM Maintenance Manuals for sub-fleet operating specification)</p> <p>Fittings must be cleaned prior to applying lubrication. All fitting must take lubricant</p>	<p>Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>	
<p>11 Verify condition of interior components to include seating, flooring, wall/ceiling panels, ad frames, emergency hatches and windows.</p>	<p>Structures not damaged &amp; secured</p> <p>Flooring stable/good condition &amp; no tripping hazards.</p> <p>Stanchion(s) properly secured and padded (if applicable).</p> <p>All wall/ceiling panels properly secured and no damaged or discoloration.</p> <p>Ad frames securely mounted and no cracks.</p>	<p>Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>	
<p>11 All models where applicable. Verify rear engine access panels are properly secured</p>	<p>Remove rear seat or panels. Access panel must be securely attached with OEM recommend fasteners. Any OEM insulation must be intact and properly installed.</p>	<p>Complete <input type="checkbox"/></p>	
<p>11 Clean head, side and rear destination sign compartments</p>	<p>Compartments to be cleaned with compressed air. Areas must be free of dirt and debris.</p>	<p>Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>	
<p>11 Verify condition of windows, emergency window exits and roof hatches</p>	<p>Windows free of graffiti and properly secured.</p> <p>All rubber seals lubricated. All release mechanisms operate smoothly. Hatches properly identified with decals and open freely with moderate pressure. Hatch seals in secured and in good condition</p>	<p>Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>	
<p>11 Verify steering wheel and column mounting and condition. (tilt/telescopic columns)</p> <p>Verify condition of brake pedal and accelerator pedal</p>	<p>Steering wheel and column is properly mounted. No movement in column, to include any movement between the steering wheel and upper steering shaft of column.</p> <p>Telescopic steering column systems must function as designed. All functions must adjust and lock properly. No excessive movement is acceptable.</p> <p>(refer to OEM manuals for specifications and allowable tolerance)</p> <p>Pedal cover material in good condition and properly attached.</p> <p>No lateral movement in pedal/pin system acceptable. No sticking is acceptable for either pedal</p>	<p>Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>	

## TTD - 6,000 Mile Inspection

1	Verify condition of all steering components to include kingpin play and wheel bear front adjustment on front axle.	Pitman arm & steering box securely attached with no leaks. No up & down movement in tie-rod or drag-link ends that exceeds 1/16 an inch. Turn wheel and ensure tires do not make contact with draglink or air lines. Check play at the steering shaft u-joints & transfer box (if equipped). No excessive play in steering wheel With front axle jacked up check kingpin and wheel bearing end-play, no excessive movement is acceptable. Adjust/replace as needed.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
1	Replace HVAC return air filters. (All Vehicles) Replace Battery Pack Cooling Filter (900 Series)	Filter material is to be replaced, if bulk material is cut to size ensure material completely covers evaporator cores. Ensure filter is properly sealed around the perimeter to ensure return air flow is forced through material. Two filter changes are required on the following sub-fleets: 200, 500 and 800 series vehicle. Check and replace Rooftop battery pack cooling filter on 900-Series Hybrid New flyer and NABI vehicles.	Complete <input type="checkbox"/>	
1	Service vehicle batteries Verify alternator output.	Battery deck surfaces free of dirt, side of batteries not swollen <u>Clean battery slide rails and channels as needed.</u> <u>lubricate with twister penetrating spray.</u> . No loose or damaged connections, cables, terminal post are acceptable. Electrolyte at proper level in all cells. Load test batteries. Alternator output at batteries must be 27.5 with engine on fast idle with system under full electrical load.	Complete <input type="checkbox"/>	
1	Verify condition of hydraulic fan system and Change fluid and filters	System is properly filled with fluid. Fluid must not show signs of excessive dirt or deterioration. Components and hoses must be leak free. All hoses properly routed with no chaffing, cracks or splitting is acceptable.  Change fluid/filter system free of leaks,	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
1	Verify condition of engine and pony motor compartment  Verify components are secured (A/C Compressor, alternator air compressor exhaust system etc.)	Belts tension properly adjusted/alignment & secured. Belts not cracked/frayed/separated. All fluid fittings lines, clamps and hoses properly routed & secured. No cracked, cut, bulging, collapsed or leaking lines. All exhaust system piping, clamps and components properly secured, no indicators of system leaks is acceptable. Wiring harnesses must be properly mounted; no bare or frayed wiring is acceptable.  All components attached/secured properly, no system leaks detected (oil, anti-freeze, hydraulic fluids) All fluid levels are filled to properly level. <b>Do not add oil, fluid will be changed on this inspection interval</b>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
2	Pressure test coolant system check for system leaks.	Apply air pressure to coolant system in accordance to OEM specification. Ensure all heat system isolation valves are open. System must be leak free under sustained pressure. Pressure drops indicate system coolant leak. Leaks must be identified and repaired prior to vehicle being returned to service.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	

## TTD - 6,000 Mile Inspection

2	Verify Condition of Articulated system and bellow	Open the platforms "front and rear", and remove all debris and clean articulated area. No hydraulic fluid leaks are acceptable. Inspect all screw joints of articulated section. Ensure joints are not damaged and wire rope tension is properly set and rope seated. All electrical connections and harness are in good condition. Ensure all bearings and sliding segments are properly seated and show no signs of wear. Inspect all mechanical components; replace any worn or defective parts. Verify proper operation of max angle sensors. Bellow is to be free of rips, holes etc. and properly seated and secured. Refer to maintenance manuals for OEM specifications.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
2	All Articulated Models Lubricate articulated system components Verify condition of Devices/Components	Fitting must be cleaned prior to lubrication. Lubricate all fitting. Excess lubricant must be removed.  All control devices must be within OEM specifications. This includes torques, pressures and clearance.  Refer to OEM manuals for specification details	Complete <input type="checkbox"/>	
2	Lubricate undercarriage starting at Rear axle. Verify Driveline condition and alignment	All fittings cleaned prior to applying lubricant. All fitting should accept lubricant. If fitting does not, replace fitting and attempt lubrication again. Drive-line in phase/aligned & properly secured. No movement at joints or play at slip yolk. Drive line safety guard is in place, secured and not damaged  Lube points are properly lubricated. No signs of over or under lubrication. <b>Caution is to be taken not over lubricate brake components.</b>	Complete <input type="checkbox"/>	
2	Change differential fluid; ensure fluid is filled to proper level.  Clean rear axle vent	Change fluid, inspect fluid for abnormal metals. Ensure drain plug is magnetic. Fluid should be 1/8 to 1/4 below the plug opening.  Vent line should be free of dirt build up and vent cap should be free. Pinion seal carrier bolts/screws tight, free of excessive dirt and no leaks.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
2	Verify condition of vehicle suspension components <b>Record ride height</b> Front _____ Center _____ Rear _____	All components securely attached. All bushings in good condition, with no signs of excessive movement or metal to metal contact. Shocks dry with no signs of leakage, shock bushings intact with no signs of movement. No air leaks detected on air bags or other components & ensure proper ride height is obtained. (Follow manufacturers guidelines)	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
2	Verify condition of frame and chassis.	Members, bulk heads in good condition, frame fasteners properly secured no cracks or deterioration visible.	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
2	Verify condition of electrical conditions and cleanliness in junction and panel boxes	Remove panels and open access doors to expose electrical wiring and connections. All connection/fasteners/plug tight and properly insulated as designed by OEM. With compressed air blow are excess dirt and debris.	Complete <input type="checkbox"/>	

## TTD - 6,000 Mile Inspection

2	Verify vehicle main electrical system ground condition.	No sign of cable or cable end deterioration is acceptable. Cable connection must be tight and installation material applied. If signs of corrosion are present, electrical grounds are to be removed and properly cleaned. Prior to reattaching ground cable mating service is to be properly cleaned using a wire brush or like tool	Pass Fail <input type="checkbox"/> <input type="checkbox"/>	
2	Brake system air loss test.	Apply and hold a brake application, allow system to stabilize for 15 seconds. <b><i>Do not release</i></b> while holding, observe air gauges for system pressure loss. Any loss of 3psi in 5 minutes requires corrective action prior to placing the vehicle back in service.	Complete <input type="checkbox"/>	
3	Perform the Federal Motor Vehicle Safety Standard (FMVSS-121) Air system test.	Follow FMVSS instructions applicable to the coach you are working on for completion of the air system diagnostics test. (See Foreman for a copy of the applicable procedure)	Pass Fail <input type="checkbox"/> <input type="checkbox"/>	
3	Verify brake adjustment, foundation components and hardware.  (all wheel positions)         Drain air tanks verify tanks are properly mounted	M1 applies brakes/M2 verifies the following: Slacks activate and are adjusted properly. (record slack travel) Check cam roller position (no high cam) No lining below wear line is acceptable. Linings and pads free of grease and oil. No cracks or separated lining is acceptable. Drum surface must be grease and oil free. No excessive heat cracks or signs of glazing on drum surfaces. <b>*Slack adjustors that exceed travel spec require corrective action prior to returning vehicle to service. Brake adjustments alone are not acceptable.</b>  Air system free of moisture/oil. If contaminated with oil corrective action required. All air tank brackets, fasteners and associated hardware is in good condition. No loose, cracked or damaged mounting brackets are acceptable. All fasteners are in place and properly tightened.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>	
3	Verify base condition of fire suppression system	Supply nozzles caps are on, no leaks or frayed hoses/lines. Tank is secured, manual discharge pin is secured. Has valid inspection date.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>	
3	Verify condition of engine, pony motor and transmission mounts.	All mounts are securely attached; no loose bolts or mounting plates are acceptable. Mounting rubber/material in good condition, no excessive splitting or cracking acceptable.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>	
3	Check with foreman to verify if transmission service is required  Change transmission fluid filter Take fluid sample	Sample taken and documented properly.  Filters changed. Upon startup of engine verify there are no leaks at filter housings.  <b>*Ensure unit is filled to the proper fluid level.</b>	Complete <input type="checkbox"/>	

### TTD - 6,000 Mile Inspection

<p>3 All vehicle: Take oil sample Change engine oil and filter Verify condition of fuel filter Change air filter</p> <p>Change crankcase ventilation filter</p> <p>Perform coolant strip test</p> <p>Perform air dryer service.</p>	<p>Oil sample taken and properly documented. Drain oil and remove oil filter, closely inspection drain plug for heavy/unusual metals. Oil filter properly primed before installation. Caution is to be taken not to over or under tighten filter. Drain plug tighten to manufacturer torque specification. Fill engine with proper weight oil If deemed necessary replace fuel filter element. Prime filter housing, reinstall and tighten to manufacturer specification. Spin on fuel filters are to be changed at this interval. Change air filter element. Verify that all hoses, clamps etc. on air filter system are intact and securely mounted</p> <p>*Start engine upon completion of these tasks. No fluid leaks acceptable at filters or drain plug</p> <p>Record results of coolant strip test and report negative results</p> <p>Replace desiccant cartridge, clean filter housing, inspect check valve and rebuild purge valve assembly.</p>	<p>Complete</p> <p><input type="checkbox"/></p>	
<p>3 Verify Fire suppression system</p>	<p>Verify system is charged, ensure there are no obstructions or debris at nozzles, nozzles caps are in place. All hoses/supply hoses are free of rubbing or obstruction.</p>	<p>Complete</p> <p><input type="checkbox"/></p>	
<p>3 Road test vehicle.</p> <p>Perform Vericom Brake Test</p>	<p>Follow communicated road test route. Connect the Pro-Link and check for fault codes, turbo boost pressure and check retarder operation in all stages. Report any drivability defects identified during road test. HVAC system should be operated to ensure system functions properly. Record brake test results on the inspection checklist attached.</p>	<p>Complete</p> <p><input type="checkbox"/></p>	
<p>3 Document RTA properly to reflect work performed during this inspection process</p>	<p>Work properly documented using proper Primary/Secondary Coding. Add notes to system that are relevant to work performed.</p>	<p>Complete</p> <p><input type="checkbox"/></p>	

Record Tire Inspection On Data Sheet \_\_\_\_\_

Mechanic Signature & No.: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisors/Foreman's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# TTD - 6,000 Mile Inspection



## Inspection Check List

Vehicle No.

W/O No.

Mechanic Name & No:

### Brake Throw

Size	Max Throw
20	1 3/4"
24	1 3/4"
24L	2"
30	2"
36	2 1/4"

### Steering Wheel Free Play

Wheel Size	Max Play
16"	4 1/4"
18"	4 3/4"
20"	5 1/4"
22"	5 3/4"

### Tire Tread Depth

Front	Minimum tread depth 4/32"
Rear	Minimum tread depth 2/32"

Document & describe defects and/or adjustments made in the space provided below:


**Note:** Document measurement & readings below. For inspection items such as drums, cams & linings mark the appropriate box. If any measurements fall outside the tolerance indicated or "fails" document the before and after readings for the task(s) being performed.

### Front

Tread Depth:

Before    PSI:    After

Pass    Fail

1. ☐ ☐
2. ☐ ☐
3. ☐ ☐
4. ☐ ☐

Before    After

Pass    Fail

1. ☐ ☐
2. ☐ ☐
3. ☐ ☐
4. ☐ ☐

Before    After

### Front

Tread Depth:

Before    PSI:    After

### Center

Inner    Outer

Tire Tread Depth

Before    PSI:    After

Pass    Fail

1. ☐ ☐
2. ☐ ☐
3. ☐ ☐
4. ☐ ☐

Before    After

Pass    Fail

1. ☐ ☐
2. ☐ ☐
3. ☐ ☐
4. ☐ ☐

Before    After

### Center

Inner    Outer

Tire Tread Depth

Before    PSI:    After

### Rear

Inner    Outer

Tire Tread Depth

Before    PSI:    After

Pass    Fail

1. ☐ ☐
2. ☐ ☐
3. ☐ ☐
4. ☐ ☐

Before    After

Pass    Fail

1. ☐ ☐
2. ☐ ☐
3. ☐ ☐
4. ☐ ☐

Before    After

### Rear

Inner    Outer

Tire Tread Depth

Before    PSI:    After

1. Drums  
2. linings  
3. Push Rod Travel  
4. Cam Position/Rotation

**Wheel Torque Check  
(All Wheels)**

**450 Ft. Lbs.**

1. Drums  
2. linings  
3. Push Rod Travel  
4. Cam Position/Rotation

### Brake Efficiency Test Results

Test #	Speed	Distance	Average 'G'	Time	Distance from 20 (mps)
1					
2					
3					
Park Brake Test					

**TTD - 6,000 Mile Inspection**



# TAHOE TRANSPORTATION DISTRICT PREVENTIVE MAINTENANCE PROGRAM

Vehicle #	Current Mileage	Date	A Inspection - 4500 Miles	
			B Inspection - 9K Miles	
			C Inspection - 24K Miles	
			D Inspection - 48K Miles	
			E Inspection - 99K Miles	

## Bus Type : ADA Cutaway Paratransit

#	Freq	TASK	Results		#	Freq	TASK	Results	
		<b>Road Test the Vehicle</b>					<b>Interior</b>		
1	3	Perform pre-trip inspection <i>Exterior lights and horn operational, no flat tires, no visible damage, safe to road test</i>	Pass	Fail	18	3	Inspect driver's seat and upholstery condition <i>Fabric not torn, frayed, cushion shape</i>	Pass	Fail
2	3	Check for back-up alarm when backing <i>Audible from driver's seat</i>	Pass	Fail	19	3	Measure range of driver's seat travel on rails ■ <i>Travel smooth</i> ■ <i>7 inches or more travel with at least four locking positions</i>	Pass	Fail
3	3	Clean radiator, charge air cooler, hydraulic cooler and batteries	Pass	Cleaned	20	3	Inspect all adjustment knobs, levers, control panel switches and buttons <i>In place, not missing, not damaged, not sticking, functioning properly, no air leaks</i>	Pass	Fail
4	3	Steam clean engine compartment, and undercarrage			21	3	Inspect driver's seat belt Strap Buckle Plastic Retractor Cover Retractor Inertia Lock Mounting Hardware	Pass	Fail
5	3	Inspect low oil light operation <i>On with master switch on, off/weng running</i>	Pass	Fail	22	3	Inspect and test brake pedal <i>play &lt;1/4 ", no delay</i>	Pass	Fail
6	3	Inspect dash gauges Oil Pressure Gauge Fuel Gauge Water Temperature Gauge Voltmeter	Pass	Fail	23	3	Inspect and test accelerator pedal <i>Side to side play no more than 1/4 inch smooth and unobstructed operation</i>	Pass	Fail
7	3	Check HVAC operation A/C 17 degree diff at outlet Heat 90 degree from outlet <i>No fault indicators, proper air flow</i>	Pass	Fail	24	3	Inspect dashboard and side console <i>No broken or missing fasteners, no loose or broken parts, panels mounted flush</i>	Pass	Fail
8	3	Observe performance of: Suspension - <i>no bouncing, no noise, no knocking, no leaning</i> Brakes - <i>smooth stop, no pulling, noise</i> Steering - <i>no pulling, noises, exc play</i> Power Train - <i>smooth acceleration, shifting</i>	Pass	Fail	25	3	Inspect driver's area decals and lettering <i>Legible, no graffiti, peeling, not missing</i>	Pass	Fail
9	3	Measure brake efficiency using Tapley or Bowmonk brake tester and record Test Speed: 20mph > 70% Test 1 _____ Test 2 _____	Pass	Fail	26	3	Inspect dash and side console panel lights <i>All illuminate, adjustable</i>	Pass	Fail
10	3	Measure emergency brake efficiency using brake meter (Tapley or Bowmonk) Test Speed: 20 mph > 20% Record results: _____	Pass	Fail	27	3	Check parking brake foot pedal <i>Dash light illuminates</i>	Pass	Fail
11	3	Check warning lights <i>Record any trouble or warning lights</i>	Pass	Fail	28	3	Check / test master control switch <i>Check function in all positions</i>	Pass	Fail
12	3	Test speed switch operation on yard Attempt to open door when bus is moving	Pass	Fail	29	3	Check and test door master switch	Pass	Fail
13	3	Listen for noise from body components: farebox, doors, modesty panels, grab rails, etc. <i>No rattling, no loose parts</i>	Pass	Fail	30	3	Test and inspect Ignition and shift selector- check neutral switch function <i>Engages starter in Parking, not if in gear or Neutral</i>	Pass	Fail
14	3	Test brakes and accelerator interlock On inclined surface test area, stop, open open each door one at a time and verify: <i>Brakes hold, throttle disabled</i> Front Door	Pass	Fail	31	3	Inspect all switches and control knobs <i>Securely fastened, positioned correctly, operational, smooth operation, no sticking or binding, labeling in good condition</i>	Pass	Fail
15	3	Take engine oil sample with engine hot			32	3	Check steering wheel and column <i>No loose parts, or damage, telescope, tilt functions and lock</i>	Pass	Fail
16	3	With engine hot and running, check transmission fluid level at dipstick <i>Level full; take fluid sample if required</i>	Pass	Fail	33	3	Test horn and inspect button condition <i>Two tones audible, no sticking</i>	Pass	Fail
17	3	Extract any diagnostic codes and record Codes: Engine Trans Other <i>No rattling, no loose parts</i>			34	3	Inspect Sun Visor <i>No tears, no loose parts, holds in place</i>	Pass	Fail
					35	3	Check dash & overhead fans <i>No loose parts, operates at all speeds</i>	Pass	Fail
					36	3	Check driver's defrost and heat operation <i>Operates at all speeds, proper air flow</i>	Pass	Fail
					37	3	Inspect windshield <i>No damage to glass in driver view area</i>	Pass	Fail
					38	3	Check windshield wipers and washer <i>Operates smoothly, park in correct position, operate at all speeds, delay feature operational, nozzles function properly</i>	Pass	Fail
#	Freq	TASK	Results		#	Freq	TASK	Results	



Interior					Interior								
39	3	Test remote mirror controls <i>Adjustment available in all directions, secure securely mounted illumination works</i>	Pass	Fail	60	3	Inspect wheelchair restraints Straps Retractors Buckles Inertia Locks - pull test Floor Pockets - open & check access	Pass	Fail				
40	3	Test microphone operation and speakers <i>Audible to interior and exterior, secures when not in use</i>	Pass	Fail	61	3	Test wheelchair rear restraints remote release systems (where equipped) <i>Alarm sounds, red LED illuminates Remote release is pulled, belts free to adjust/readjust for 12-15 secs delay and self-retract/self-lock automatically after the delay</i>	Pass	Fail				
41	3	Check Fire Suppression system <i>Does not indicate any faults Green System OK LED illuminated Manual actuator safetypin in place Nitrogen cylinder pressure in green</i>	Pass	Fail			62	3	Check all interior lighting <i>All lamps function, no loose, missing parts Lens securly fastened no missing fasteners Ceiling lights Step lights</i>	Pass	Fail		
42	3	Test Fire Suppression shutdown Actuate "Test" button > 35 seconds Engine shutdown	Pass	Fail					63	3	Inspect vertical stanchions, grab rails, hand straps <i>No loose parts, all fasteners in place and secure, no broken or cracked parts</i>	Pass	Fail
43	3	Inspect Mobil Data Terminal <i>No damage or loose parts</i>	Pass	Fail							64	3	Inspect sidewall panels, ceiling panels, and dome light panels <i>No cracks or graffiti, noloose or missing parts</i>
44	3	Check Body Fluid Kit Verefy that its sealed, mounted and secured			65	3							Inspect all interior mirrors <i>Secure, no cracked glass</i>
45	3	Check handheld fire extinguisher <i>Secure, insp tag in date</i>	Pass	Fail			66	3					Check for all interior decals <i>Decals in place, secure, not damaged All letters legible</i>
46	3	Check safety triangles <i>Securely stored - 3</i>	Pass	Fail					67	3			Inspect modesty panels <i>No damage, no broken, loose, missing parts,</i>
47	3	Check Surveillance Camera System <i>Green light indicator on</i>	Pass	Fail							68	3	Inspect floor, floor covering, and trims <i>No soft spots, flooring in good condition, flooring securely glued to floor, Seams intact, no gaps</i>
48	3	Check Drivecam System (if equipped) <i>No double red lights Securely mounted</i>	Pass	Fail	69	3							Check evaporator compartment and door <i>Evaporator and condenser fan switches Door opens/latches properly, no loose parts No damage to wiring / electrical components</i>
49	3	Check all interior window glass <i>No graffiti or etching, no cracks,</i>	Pass	Fail			70	3					Inspect all passenger seats, frames, and supports <i>No missing parts, loose fasteners,graffitti securely mounted to wall and floor</i>
50	3	Check and test windows emergency release mechanisms <i>Opens easily, lever moves smoothly Instruction decal legible and secure</i>	Pass	Fail					71	3			Check and test pull cords, stop buttons, chime touch strips <i>With door control in open, activates chime and stop request light Pull cord deflection &lt; 7 inches No loose or missing parts, no frayed cords,</i>
51	3	Inspect emergency roof hatches <i>Hatch fully opens for escape purposes, closes and fastens securely, exit and instruction decals clearly legible,</i>	Pass	Fail							Exterior		
52	3	Inspect Wheelchair Lift operation Control secure on dash Deploy is < 10 seconds Stow is < 19 seconds Check door interlock - brakes on w/ramp and throttle disengaged <i>Ramp surface not damaged If hydraulic, Check ramp for hydraulic leaks</i>	Pass	Fail	69	3					Inspect, test exterior lighting & reflectors In night run, flashers on, all exterior lights on, turn signal lights <i>Brake lights (Park brake only &amp;Service brake only) use helper. Marker lights Headlights (high / low beam) Lenses secure, no cracks Back-up lights (use helper)</i>	Pass	Fail
53	3	Inspect ramp actuator mechanical parts <i>Smooth operation No damage or loose parts Check manual (emergency) operation Access loop in place, not damaged / frayed Moves smoothly with normal effort</i>	Pass	Fail			70	3			Inspect exterior mirrors and arms <i>No cracked glass, no loose parts, all mirrors in place and adjustable Electrical harness properly secured, rubber boot / grommet in place and secure</i>	Pass	Fail
54	3	Inspect passenger door operation Operate smoothly, 3-4 seconds close, open <i>No binding, noise Door seals close overlapping Proper alignment</i>	Pass	Fail					71	3	Inspect windshield wiper assemblies Links Arms Blades Motor Spray Nozzles Hoses Washer Bottle <i>No loose parts, no excessive wear, no tears, no excessive play, proper hose</i>	Pass	Fail
55	3	Check Door control operation <i>Positive detent/ engagement; Secure mtg Door indicator illuminates for each function</i>	Pass	Fail									
56	3	Check door emergency release <i>Operates without excessive force,plexiglass not broken, clearly labeled</i>	Pass	Fail									
57	3	Check Passanger Seat Belts <i>Secured, no tears</i>											
58	3	Check and test folding seats <i>Lock in the up position, secure to wall &amp; floor Easy operation, Uph no tears, stains, exc wear</i>	Pass	Fail									
59	3	Inspect all passenger seat upholstery No tears, stains, graffiti, excessive wear	Pass	Fail									
#	Freq	TASK	Results		#	Freq	TASK	Results					
		Inspect Fire Suppression System Cylinder Discharge Valve	Pass	Fail	Under Bus Inspection								
							Test steering assembly play by rocking	Pass	Fail				

72	3	Gauge Reading <i>Gauge in green range, label in place Delivery hose flexible, swivels</i>			85	3	steering wheel back and forth with tires on ground Steering Gear Box - <i>secure, no leaks excessive play, no looseness</i> Pitman Arm - <i>securely mounted, no play</i> Drag Link Ends - <i>no horizontal play</i> Idler Arm and Clamp Nut - <i>no play</i> Tie Rod Ends - <i>no horizontal play</i> Steering Wheel - <i>play no more than 1-3/4 in.</i> Steering knuckle and tie rod end cotter pins in place Radius Rods - <i>no movement</i>					
73	3	Inspect electrical compartment and door <i>Wiring properly routed, securely clamped, modules, etc. securely mounted; no signs of heat discoloration, hinge in good condition, door latches securely</i>	Pass	Fail		86	3	Inspect steering shaft at underbody access panel ■ <i>Upper and lower yoke pinch bolt secure</i> Inspect front axle assembly Inspect front axle components for wear, loose <i>no loose parts, no damage, loose parts</i>	Pass	Fail		
74	3	Inspect rear bumper <i>No damage, no misalignment,secure</i>	Pass	Fail			87	3	Inspect front suspension and steering fasteners <i>No signs of looseness, no damage</i> Radius rod bracket to frame mounting Radius and lateral rod mounting bolts Spring mounting bolts Shock absorber nuts Drag link Center linl Tie rod end Idler arm Sway Bar Bushings, not cracked or torn	Pass	Fail	
75	3	Inspect license plates <i>In place front and back, mounted securely, no damage</i>	Pass	Fail				88	3	Inspect front and rear bottom out bumpers <i>Securely mounted, Not sheared or broken</i>	Pass	Fail
76	3	Inspect wheels <i>No damage, no cracks, valvestems clocked no visible oil leaks, no lug nuts missing</i>	Pass	Fail					89	3	Check rear suspension components Rear Suspension Unit - <i>no cracks, no loose parts, no structural damage</i> Radius Rods - <i>not damaged, cracked, or bent; securely fastened, no signs of looseness-</i> Radius Rod Bushings - <i>no seal damage, no gap between rubber and metal components, torn rubber, no missing rubber, no rubber bulging from bushings, no play in bushings</i> Shock Absorbers - <i>no oil seepage or leaks of any Class, securely mounted, not bent, cracked, or broken; no play in bushings, no abnormal wear, no damage, no loose parts</i>	Pass
77	3	Inspect exterior front side console <i>No loose connections, no chafing, no air leaks, no loose parts</i>	Pass	Fail	90					3	Inspect all brake rotors  Rear Minimum brake disc thickness 40.4 mm Front brake disc minimum thickness 38.4 mm	Pass
78	3	Inspect front bumper <i>No damage, alignment,secure</i>	Pass	Fail		91				3	Inspect front suspension components Radius Rods & Lateral Rods - <i>not cracked, bent, or damaged; securely fastened, no signs of looseness, clamps securely fastened no damage, no framecontact</i> Radius Rod Bushings - <i>no gaps between rubber and metal components, no axial mis-alignment of 3/16" or more, no torn rubber, no missing rubber, no rubber bulging from bushings, no play in bushings</i> Shock Absorbers - <i>no oil seepage or leaks of any Class, securely mounted, not bent, cracked, or broken; no play in bushings,</i>	Pass
79	3	Inspect all exterior access door operation and condition, cylinders, and seals <i>No damage, misalignment, secure</i>	Pass	Fail			92			3	Inspect rear suspension fasteners Inspect Morryde suspension bushings Inspect leaf springs, not cracked Axle to suspension beam nuts LH to RH suspension beam strut braces Shock absorber mounting bolts	Pass
80	3	Inspect body Exterior Panels      Decals Fender Flares      Trim and Moldings Drip Rails      Roof Caps <i>No damage, no misalignment, securely mounted, locks, props functional</i>	Pass	Fail				93		3	Inspect webbing, lap joints, structural members, and the top surfaces of tubes <i>No cracks, no dirt or sand build-up, no</i>	Pass
81	3	Inspect fuel door, cap, filler neck, and Fast Fill system <i>Cap retaining cable in place, Cap O-ring in place and in good condition, no leaks,</i>	Pass	Fail								
82	3	Check and record tire air pressure, tread depth, and condition <b>Correct air pressure is 75 p.s.i.</b> <b>Tread depth no less than 4/32 inch</b> <i>No unusual wear or damage</i> <i>If more than 10 p.s.i. low, tire is flat</i> Record pressures and tread depths below: PSI: LF_____ RF_____	Pass	Fail								
		RRI _____ RRO_____										
		LRI _____ LRO_____										
		32nd's of tread depth LF_____ RF_____										
		RRI _____ RRO_____										
		LRI _____ LRO_____										
Under Bus Inspection												
83	3	Test for play in wheel bearings Front wheels must be off the ground Shake wheel by hand inward and outward horizontally on the front and rear edges <i>No play should be felt, wheels should turn smoothly and freely</i>	Pass	Fail	91	3	Inspect front suspension components Radius Rods & Lateral Rods - <i>not cracked, bent, or damaged; securely fastened, no signs of looseness, clamps securely fastened no damage, no framecontact</i> Radius Rod Bushings - <i>no gaps between rubber and metal components, no axial mis-alignment of 3/16" or more, no torn rubber, no missing rubber, no rubber bulging from bushings, no play in bushings</i> Shock Absorbers - <i>no oil seepage or leaks of any Class, securely mounted, not bent, cracked, or broken; no play in bushings,</i>	Pass	Fail			
84	3	Inspect Ball joints Front wheels must be off the ground Shake wheel vertically using a pry bar and watch for looseness at upper and lower ball joints Measure with dial indicator <u>only</u> if there is excessive play. Record dial indicator readings below. <u>CURBSIDE</u> <u>STREETSIDE</u> AXIAL PLAY _____in. _____in.	Pass	Fail		92	3	Inspect rear suspension fasteners Inspect Morryde suspension bushings Inspect leaf springs, not cracked Axle to suspension beam nuts LH to RH suspension beam strut braces Shock absorber mounting bolts	Pass	Fail		
#	Freq	TASK	Results				#	Freq	TASK	Results		
Under Bus Inspection												
93	3	Inspect rear drive axle assembly <i>No loose parts, no Class 2 or 3 leaks, no structural defects, add oil as needed, no</i>	Pass	Fail					Inspect webbing, lap joints, structural members, and the top surfaces of tubes <i>No cracks, no dirt or sand build-up, no</i>	Pass	Fail	

[illegible]

[illegible]





# TTD FUEL RECONCILIATION FORM

LAKE TAHOE CALIFORNIA						DATE	
UNIT	MILEAGE	FUEL GALLONS	UNIT STATUS UP OR DOWN	MAKE	FUEL REQUIREMENT	YEAR	FUELER
Full Size Heavy Duty Transit Buses 12 Years or 500,000 Miles							
3204				Bluebird Xcel	Bio Diesel	2006	
3205				Bluebird Xcel	Bio Diesel	2006	
3206				Bluebird Xcel	Bio Diesel	2006	
3207				Bluebird Xcel	Bio Diesel	2005	
3208				Bluebird Xcel	Bio Diesel	2005	
3290				Bluebird Xcel	Bio Diesel	2008	
3291				Bluebird Xcel	Bio Diesel	2008	
3310				NABI LFW-15	Bio Diesel	2009	
3311				NABI LFW-15	Bio Diesel	2009	
3312				NABI LFW-15	Bio Diesel	2009	
3313				NABI LFW-15	Bio Diesel	2009	
Medium Size - Light Duty Transit Buses 5 Years or 150,000							
100				Express G450	Bio Diesel	2012	
200				Ford 650	Bio Diesel	2012	
202				International	Bio Diesel	2014	
203				International	Bio Diesel	2014	
204				International	Bio Diesel	2014	
205				International	Bio Diesel	2014	
206				International	Bio Diesel	2014	
3301				Glaval Titan	Bio Diesel	2008	
3302				Glaval Titan	Bio Diesel	2008	
3303				Glaval Titan	Bio Diesel	2008	
3304				Ford Aerotech	Gasoline	2008	
3305				Ford Aerotech	Gasoline	2008	





## **Appendix D**

### **Standard Operating Procedures**





# EMPLOYEE TRAINING PROGRAM

Tahoe Transportation  
DISTRICT

## TTD EMPLOYEE TRAINING REPAIR PROCESSES AND PROCEDURES.

1. ALL VEHICLES IN FOR SERVICE AT TTD MUST BE CHECKED IN AND A REPAIR ORDER CREATED BEFORE ANY TECHNICIAN BEGINS REPAIRS.
2. BESIDES WORKING ON SCHEDULED PM'S, ALL UN-SCHEDULED EQUIPMENTS IN THE YARD MUST HAVE A QI INSPECTION PERFORMED.
3. PRIOR TO BEGINNING WORK – AT THE START, MIDDLE (AS NEEDED) AND UNPON COMPLETION COMMUNICATION WITH THE MANAGER AND DISPATCH MUST BE ESTABLISHED. LET DISPATCH KNOW WHEN A BUS (UNIT) IS BEING DOWNED OR IS CLEARED FOR DUTY.

### EXAMPLE:

1. 10:00AM SERVICE STARTED ON UNIT 1234 – WILL CHECK AND ADVISE, CESAR
2. BAD STARTER – PARTS CLERK ORDERED PARTS ETA 16:00 CESAR
3. STARTER AND SERVICE COMPLETED – 22:00 CESAR

### EXAMPLE:

1. 06:00 AM SERVICE STARTED ON UNIT 1234 – WILL CHECK AND ADVISE, PEDRO.
2. 08:00 SERVICE COMPLETED – SEE PMI SHEET
3. 08:05 DURING INSPECTION FOUND LEAK AT FRONT MAIN SEAL – LINE 2- WORK NEEDS TO BE SCHEDULED – TURNED OVER TO CESAR. (PEDRO)
4. 07:30 CESAR– LINE 2, REMOVED COMPONENTS REPLACED FRONT SEAL , UNIT COMPLETED- CESAR

## WHEN OPENING A REPAIR ORDER:

1. TECHS MUST BE CLOKED ONTO A REPAIR ORDER AT ALL TIMES. IF YOU'VE COMPLETED ALL THE WORK MAKE SURE TO CLOSE THE WORK ORDER.
2. ASSIGNED REPAIR ORDERS MUST BE KEPT BY THE COUNTER, OR ANY PRE DETERMINED SAFE WORK STATION OR LOCATION. (NEVER KEEP WORK ORDERS IN A TOOL BOX OR ON THE SHOP FLOOR)
3. THE VEHICLE INFORMATION SECTIONS MUST BE COMPLETELY FILLED OUT.
4. WHEN DEALING AND HANDLING DVI'S THE PROCESS IS THE SAME AS AN REPAIR. FOR THE EXEPTION:

WHEN A DRIVER APPROACHES YOU WITH A DVI, BE POLITE AND CORDIAL, ASK THEM TO DESCRIBE THE PROBLEM BEING REPORTED. TAKE A MINUTE GO WITH HIM/HER AND REVIEW THEIR DVI –

- IF THE COMPLAINT IS MINOR IN NATURE, PLEASE PERFORM NEEDED REPAIRS.
  - IF THE COMPLAINT IS NON SAFETY RELATED AND THE UNIT IS SAFE TO DRIVE ADVISE THE DRIVER OF YOUR FINDINGS
  - IF THE COMPLAINT IS MAJOR- ADVISE THE DRIVER, OPEN A WORK ORDER IMMEDIATELY IN SOLUTIONS AND INFORM DISPATCH OF YOUR FINDINGS.
  - YOUR GOAL IS TO EXAMINE EACH COMPLAINT SO AS TO ASCERTAIN THE VALIDITY AND OR SEVERITY OF THE ISSUE WHILE THE DRIVER IS PRESENT.
1. MAKE SURE YOU OPEN AN ORIGINAL WORK ORDER AND DETAIL ALL THE COMPLAINTS REPORTED ON THE DVI BY THE DRIVER.
  2. ONLY TACKLE THE FIRST COMPLAINT ADDRESSED ON THIS WORK ORDER NOTE IN YOUR COMMENTS THAT ADDITIONAL WORK ORDERS WERE OPEN TO ADDRESS COMPLAINT
  3. OPEN A SEPARATE WORK ORDER FOR EVERY ADDITIONAL COMPLAINT REPORTED ON THE DVI.
  4. MAKE SURE YOU REFER ANY AND ALL ADDITIONAL WORK ORDERS TO THE ORIGINAL W.O. OPENED.
  5. CLOSE ALL WORK ORDERS COMPLETED IMMEDIATELY IN SOLUTIONS
  6. SIGN OFF ON THE YELLOW COPY OF THE DVI BOOK LOCATED IN THE CAB OF THE BUS / UNIT.
  7. DATE / SIGN OFF AND INITIAL ALL DEFECTS NOTED AND REPAIRED BOTH IN THE INSPECTION FORMS AND WORK ORDERS PRINTED / COMPLETED.
  8. ATTACH THE WHITE DVI COPY TO THE WORK ORDER / INSPECTION FORM COMPLETED AND PLACE PAPER WORK IN THE FINISHED WORK ORDER FILE HOLDER.

IF AND WHEN POSSIBLE, A HEALTH REPORT MUST BE PULLED AND PRINTED. YOU CAN ALSO LOG ON TO MANUFACTURERS DIAGNOSTIC PROGRAMS OR WEB SITES TO REVIEW RECALLS, CAMPAIGNS AS WELL AS THE WARRANTY STATUS OF EACH UNIT BEFORE COMMENCING REPAIRS.

- ATTACH THE HEALTH REPORT, DRIVER VEHICLE INSPECTION REPORT AND ANY DIAGNOSTIC REPORTS TO THE BACK OF THE REPAIR ORDER.
- ENSURE THAT THE INFORMATION YOU'VE COLLECTED IS ACCURATE
  - & ADDRESSES THE DRIVERS COMPLAINTS. (COMPARE TO DVIR'S)

**ENSURE THAT THE 3 C'S ARE BEING ADDRESSED:**

## **COMPLAINT – CAUSE – CORRECTION**

AND THEY ARE CLEARLY STATED AND DEFINED IN THE REPAIR ORDER

IF UNSURE OR UNABLE TO DIAGNOSE A PROBLEM WITH ANY UNIT OR COMPONENT WITHIN 30 TO 40 MINUTES OF STARTING TO WORK ON THE REPAIR LINE –

**STOP IMMEDIATELY**

AND SPEAK TO A SENIOR TECH OR MANAGER.

**YOU MUST ALSO DEFINE THE REASON FOR REPAIR:**

For example: WHAT HAPPENED?

WAS THE DAMAGE OR FAILURE CAUSED BY ACCIDENT, ABUSE, NORMAL WEAR, VANDALISM, REPORT ANY TYPE OF DAMAGE TO MANAGEMENT IMMEDIATELY.

**IN YOUR STORIES YOU MUST BE SPECIFIC AND DETAIL AS FOLLOWS:**

- 1. COMPLAINT - UNIT WONT START AT TIMES – WILL CHECK AND ADVISE, CESAR**
- 2. CAUSE - FOUND STARTER SHORTING OUT**
- 3. CORRECTION - REMOVED BAD STARTER AND REPLACED WITH NEW- NO CORE REQUIRED TO RETURN. CESAR**

**5. TECHS MUST REMEMBER THAT WHEN OR IF IN DOUBT THEY MUST ASK:**

- A. SOME DESIGNATED COMPONENTS REQUIRE VENDOR PRE APPROVAL BEFORE REPAIRS CAN PROCEED.  
(PRIOR AUTHORIZATION REQUIRED)**
- B. ON SOME DESIGNATED COMPONENTS, PARTS SERIAL NUMBERS (OLD & NEW) MUST BE DETAILED OR WRITTEN IN THE SOLUTIONS STORIES, BUT ALSO WRITE THEM ON THE BACK OF EACH HARD CARD (IN THE PARTS USED SIDE).**
- C. IF PARTS NEED TO BE ORDERED CHECK TO SEE IF THE REPAIR IS COVERED BY WARRANTY OR NOT.**
- D. IF A UNIT IS UNDER WARRANTY BE CAREFUL, CHECK YOUR STORY AND MAKE SURE THE 3C'S ARE DETAILED BOTH ON THE RO & TMT.**
- E. PARTS ORDERED AND USED FOR EACH LINE OF REPAIR OPENED MUST MATCH THE COMPLAINT, AND THEY MUST SUPPORT THE REASON OR CAUSE AND CORRECTION FOR THAT PARTICULAR LINE.**
- F. ALL BATTERIES MUST BE TESTED FOR CONDITION- IF NO GOOD, THEY MUST IMMEDIATELY BE TAGGED. AS ALL BATTERIES ARE UNDER WARRANTY, WRITE THE DATE, UNIT NUMBER, REPAIR ORDER NO, TECH ID AND WRITE: UNDER WARRANTY BATTERY TESTED BAD.**
- G. ALL CORES / PARTS MUST BE TAGGED WITH THE DATE, REPAIR ORDER NUMBER, PART NUMBER, LINE OF REPAIR AND LOCATION OF THE FAILURE.**
- H. ALL WARRANTABLE FAILED PARTS OR COMPONENTS MUST ALSO BE TAGGED.**
- I. PARTS NEED TO BE PLACED IN THEIR RESPECTIVE ASSIGNED OR MARKED LOCATIONS WARRANTY WITH WARRANTY AND CORES WITH CORES.**

**IF A PART WAS ORDERED & WASN'T USED, IMMEDIATELY INFORM THE PARTS CLERK**

- 1. THE PARTS CLERCK / VENDOR MUST BE CONTACTED IMMEDIATELY.**
- 2. AN RMA MUST BE OBTAINED FORM THE VENDOR (RETURN MERCHANDISE AUTORIZATION).**
- 3. SHIPPING RETURN MUST BE ARRANGED AND A PENDING PO ATTACHED.**
- 4. ONCE A CREDIT HAS BEEN ISSUED BY THE VENDOR, IT MUST BE CREDITED TO THE PO.**





# EMPLOYEE TRAINING PROGRAM

Tahoe Transportation  
DISTRICT

## TTD EMPLOYEE TRAINING DOT DECAL PLACEMENT

Lettering varies in color depending on the background of the Bus –  
Operated by decal is 1" tall, and the DOT Numberings are 2" Tall





# INVENTORY & SERVICE PROCEDURES

Tahoe Transportation  
DISTRICT

## TTD EMPLOYEE TRAINING

### IN HOUSE VENDOR REPAIRS AND SERVICE PROCEDURES

Vendor Repairs performed with TTD provided parts

There are a number of instances when a vendor is called out to perform repairs on our equipment and TTD Transportation will provide the parts to complete the repairs.

This type of service request can apply to just about any component, but it mostly affects repairs such as wheel seals, brakes, drums, hydraulic components, etc. The one component most affected is the Tire Inventory.

If left unmanaged or unchecked; this is one area where we can lose massive amounts of inventory, and cash)

#### **When you call a Vendor to replace tires on a unit in house you must:**

Choose a primary Vendor such as the GCR Tire vendor:

Let say you need tires replaced on site due to wear (at 5/32nds Take Off) – and you want the vendor to replace all 8 tires with TTD's stock. First you must make sure to:

- Have the Vendor Information.
- Remember the Vendor must generate a separate Work Order, DR for each separate unit he is working on and all information on both must match.
- Call Kristina / Leslie at TTD an outside service PO request prior to the work commencing... A Service Repair Order must be created for Outside Vendor Repairs (PO's will not be issues without estimates)
- Detail the work being contracted or performed. Tire service mount / dismount only).
- State the quantity of tires being replaced, brand and type. (Recap Drives, U- Drives Used), New Virgin G392SSD, etc.). (TTD Stock).
- Issue the PO to the vendor, he will need to write the PO on the Work Order.

Once the repairs are completed you must to review the work for quality as well as the Vendor's work order or DR for accuracy.

- Make sure that the Vendor understands that all work performed must be detailed on his Work Order, the story should read; For example:

#### **CUSTOMER PROVIDED PARTS / 8 NEW VIRGIN DRIVES, GOODYEAR / Bridgestone and the Tire 225/R75x16**

- Also account for the casings being removed and ensure we hold on to any and all casings for later RAR review.
- The parts Clerk must Fax or e-mail the Vendors Work Order or DR immediately to Leslie or accounting for processing.

Once the Vendors Invoice arrives it will be matched against the Repair Order the Vendor's Work Order or DR and processed for payment.

**The exception would be Managerial Approved over the road Emergency Service" the Invoice and PO request must be processed immediately following the incident.**



# INVENTORY & SERVICE PROCEDURES

Tahoe Transportation  
DISTRICT

## TTD EMPLOYEE TRAINING

### PARTS INVENTORY RECEIVING

a. Any and all Products, Parts or Supplies Being Delivered and Received must be monitored by the Parts Clerk and or all personnel at the location.

1. The shipments must be physically counted & verified against the Packing Slip and or Invoice. (This should be done while the delivery driver is present and any discrepancies addressed)
2. The quantity detailed in the invoice / received must be circled if correct.
  - a. If you find a discrepancy while verifying the quantities; draw a single line through the invoiced QTY then write the correct number immediately next it and bring it to the Parts Clerk or Managers attention immediately.
3. Sign the invoice, & make sure to include the time and date received.
4. Invoices and Parts must be entered into Solutions by the Parts Clerk or Manager immediately.
5. When processing invoices into Solutions, Part Numbers, the Manufacturer, quantities, as well as cost must be reviewed for accuracy.

b. All invoices, packing slips, receiving documentation must be turned in to the Parts Clerk or Manager and or taken to the office immediately.

Once a product is delivered it must be labeled with the correct part number and stored in their proper BIN location.

## Dealing with Outside Vendors

c. Any outside vendors such as Tire, Glass Vendors, towing companies must be checked, re-checked, triple checked and all work monitored.

1. Before you call an outside vendor make sure you have inspected the issue (damage) and are familiar with the work they are being asked to perform.
2. A separate Repair Order must be opened for each unit

being assigned to a vendor and the foreman must detail by line what work the vendor is being asked to perform.

- a. The position, parts and labor performed must be reflected on the Repair Order stories.

*Example: Front windshield cracked / needs replacement. (This will be the only repair authorized)*

3. The vendors work order must match the line of work assigned on the Work Order Hard Card and stapled together for later processing.

- a. The work order vendors invoice must match, as well as the parts, labor performed and or time being charged.
- b. A copy of the vendor's original work order and invoice including the Shops PO Number will be kept on file for a year.

## Tire vendors

Tire Vendors must be monitored extensively. A set of shipping and receiving standards has already been established, and is in place but.

Any and all discrepancies must be disputed and recorded preferably at the time of delivery. But all must be itemized and brought to the Managers attention immediately.





# EMPLOYEE TRAINING PROGRAM

Tahoe Transportation  
DISTRICT

## TTD EMPLOYEE TRAINING

### PARTS INVENTORY RECEIVING

a. Any and all Products, Parts or Supplies Being Delivered and Received must be monitored by the Parts Clerk and or all personnel at the location.

1. The shipments must be physically counted & verified against the Packing Slip and or Invoice. (This should be done while the delivery driver is present and any discrepancies addressed)
2. The quantity detailed in the invoice / received must be circled if correct.
  - a. If you find a discrepancy while verifying the quantities; draw a single line through the invoiced QTY then write the correct number immediately next it and bring it to the Parts Clerk or Managers attention immediately.
3. Sign the invoice, & make sure to include the time and date received.
4. Invoices and Parts must be entered into Solutions by the Parts Clerk or Manager immediately.
5. When processing invoices into Solutions, Part Numbers, the Manufacturer, quantities, as well as cost must be reviewed for accuracy.

b. All invoices, packing slips, receiving documentation must be turned in to the Parts Clerk or Manager and or taken to the office immediately.

Once a product is delivered it must be labeled with the correct part number and stored in their proper BIN location.

## Dealing with Outside Vendors

c. Any outside vendors such as Tire, Glass Vendors, towing companies must be checked, re-checked, triple checked and all work monitored.

1. Before you call an outside vendor make sure you have inspected the issue (damage) and are familiar with the work they are being asked to perform.
2. A separate Repair Order must be opened for each unit

being assigned to a vendor and the foreman must detail by line what work the vendor is being asked to perform.

- a. The position, parts and labor performed must be reflected on the Repair Order stories.

*Example: Front windshield cracked / needs replacement. (This will be the only repair authorized)*

3. The vendors work order must match the line of work assigned on the Work Order Hard Card and stapled together for later processing.

- a. The work order vendors invoice must match, as well as the parts, labor performed and or time being charged.
- b. A copy of the vendor's original work order and invoice including the Shops PO Number will be kept on file for a year.

## Tire vendors

Tire Vendors must be monitored extensively. A set of shipping and receiving standards has already been established, and is in place but.

Any and all discrepancies must be disputed and recorded preferably at the time of delivery. But all must be itemized and brought to the Managers attention immediately.

## **Appendix D**

### **Contracts issued for Facility Equipment Maintenance Repairs**

- Interwest Consulting Group. Information Technology Support.

Columns and Rows may be added as necessary

ITEMS OF WORK		PRIME CONTRACTOR STAFFING				TOTAL TASK ORDER COST	SUBCONSULTANTS - IF APPLICABLE								TOTAL SUBCONSULTANT COST	TOTAL AGREEMENT COST
		LABOR RATE														
	ITEM OF WORK DESCRIPTION															
2					\$ -								\$ -	\$ -		
3					\$ -								\$ -	\$ -		
4					\$ -								\$ -	\$ -		
5					\$ -								\$ -	\$ -		
6					\$ -								\$ -	\$ -		
7					\$ -								\$ -	\$ -		
8					\$ -								\$ -	\$ -		
9					\$ -								\$ -	\$ -		
10					\$ -								\$ -	\$ -		
11					\$ -								\$ -	\$ -		
12					\$ -								\$ -	\$ -		
15					\$ -								\$ -	\$ -		
	SUB-TOTAL HOURS	0	0	0	\$ -	0	0	0	0	0	0	0	\$ -	\$ -		
	DIRECT COSTS															
					\$ -								\$ -	\$ -		
					\$ -								\$ -	\$ -		
					\$ -								\$ -	\$ -		
					\$ -								\$ -	\$ -		
					\$ -								\$ -	\$ -		
					\$ -								\$ -	\$ -		
					\$ -								\$ -	\$ -		
	PRIME LABOR COST	\$ -	\$ -	\$ -	\$ -											
	TOTAL PRIME COST BEFORE MARK UP					\$ -										
	SUBCONSULTANT MARK UP					\$ -										
	TOTAL					\$ -										
	TOTAL NOT-TO-EXCEED COST					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		

1. Subconsultants staff and billing rates shall be in accordance with the AGREEMENT and shall be indicated in documentation of invoices.

2. All hours, expenses and their distribution among staff and tasks are estimates only. This spreadsheet represents the composition of the total not-to-exceed budget for the project. In the performance of the scope of services to be provided in accordance with this budget, in accordance with the AGREEMENT, Consultant may reallocate the hours and expenses listed herein among Activities/Subactivities of the various tasks identified herein. In no event shall the not-to-exceed amount of the Agreement be exceeded.

3. The positions identified above are those anticipated to be required to perform the services contemplated under the Agreement.

4. The direct costs listed above are those anticipated to be expended during the term of the Agreement. However, if other direct costs are required, Consultant may bill for these items so long as the total not-to-exceed amount of the Agree,emt is not exceeded, and subject to Contract Administrator approval.

## **ATTACHMENT B**

### **AGREEMENT FOR SERVICES BETWEEN TAHOE TRANSPORTATION DISTRICT AND**

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This Agreement for Services ("Agreement") is entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2022 by and between Tahoe Transportation District, a bi-state special purpose district created by the Tahoe Regional Planning Compact, ("District") and \_\_\_\_\_, a \_\_\_\_\_ ("Contractor"). District and Contractor are sometimes hereinafter individually referred to as "Party" and hereinafter collectively referred to as the "Parties."

#### **RECITALS**

A. District has sought, by request for proposals, the performance of the services defined and described particularly in Section 2 of this Agreement.

B. Contractor, following submission of a proposal for the performance of the services defined and described particularly in Section 2 of this Agreement, was selected by the District to perform those services.

C. District has authority to enter into this Agreement and the District's General Manager has authority to execute this Agreement.

D. The Parties desire to formalize the selection of Contractor for performance of those services defined and described particularly in Section 2 of this Agreement and desire that the terms of that performance be as particularly defined and described herein.

#### **OPERATIVE PROVISIONS**

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the Parties and contained here and other consideration, the value and adequacy of which are hereby acknowledged, the Parties agree as follows:

#### **SECTION 1. TERM OF AGREEMENT.**

Subject to the provisions of Section 20 "Termination of Agreement" of this Agreement, the Term of this Agreement is for \_\_\_\_\_ years. TTD reserves the right, at its sole discretion, to extend the contract term for \_\_\_\_\_ extension.

## **ATTACHMENT B**

### **SECTION 2. SCOPE OF SERVICES & SCHEDULE OF PERFORMANCE.**

(a) Scope of Services. Contractor agrees to perform the services set forth in the Request for Proposals and Exhibit "A" "Scope of Services" (hereinafter, the "Services") and made a part of this Agreement by this reference.

(b) Schedule of Performance. The Services shall be completed pursuant to the schedule specified in Exhibit "A." Should the Services not be completed pursuant to that schedule, the Contractor shall be deemed to be in Default of this Agreement. The District, in its sole discretion, may choose not to enforce the Default provisions of this Agreement and may instead allow Contractor to continue performing the Services.

### **SECTION 3. ADDITIONAL SERVICES.**

Contractor shall not be compensated for any work rendered in connection with its performance of this Agreement that are in addition to or outside of the Services unless such additional services are authorized in advance and in writing in accordance with Section 26 "Administration and Implementation" or Section 27 "Amendment" of this Agreement. If and when such additional work is authorized, such additional work shall be deemed to be part of the Services.

### **SECTION 4. COMPENSATION AND METHOD OF PAYMENT.**

(a) Subject to any limitations set forth in this Agreement, District agrees to pay Contractor the amounts specified in Exhibit "B" "Compensation" and made a part of this Agreement by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed \_\_\_\_\_ dollars (\$\_\_\_\_\_), unless additional compensation is approved in writing in accordance with Section 26 "Administration and Implementation" or Section 27 "Amendment" of this Agreement.

(b) Each month Contractor shall furnish to District an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and subcontractor contracts. Subcontractor charges shall be detailed by the following categories: labor, travel, materials, equipment and supplies. If the compensation set forth in subsection (a) and Exhibit "B" include payment of labor on an hourly basis (as opposed to labor and materials being paid as a lump sum), the labor category in each invoice shall include detailed descriptions of task performed and the amount of time incurred for or allocated to that task. District shall independently review each invoice submitted by the Contractor to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth in subsection (c). In the event any charges or expenses

## **ATTACHMENT B**

are disputed by District, the original invoice shall be returned by District to Contractor for correction and resubmission.

(c) Except as to any charges for work performed or expenses incurred by Contractor which are disputed by District, District will use its best efforts to cause Contractor to be paid within thirty (30) days of receipt of Contractor's correct and undisputed invoice.

(d) Payment to Contractor for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Contractor.

### **SECTION 5. INSPECTION AND FINAL ACCEPTANCE.**

District may inspect and accept or reject any of Contractor's work under this Agreement, either during performance or when completed. District shall reject or finally accept Contractor's work within sixty (60) days after submitted to District. District shall reject work by a timely written explanation, otherwise Contractor's work shall be deemed to have been accepted. District's acceptance shall be conclusive as to such work except with respect to latent defects, fraud and such gross mistakes as amount to fraud. Acceptance of any of Contractor's work by District shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, Section 16 "Indemnification" and Section 17 "Insurance."

### **SECTION 6. OWNERSHIP OF DOCUMENTS.**

All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Contractor in the course of providing the Services pursuant to this Agreement shall become the sole property of District and may be used, reused or otherwise disposed of by District without the permission of the Contractor. Upon completion, expiration or termination of this Agreement, Contractor shall turn over to District all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

If and to the extent that District utilizes for any purpose not related to this Agreement any maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files or other documents prepared, developed or discovered by Contractor in the course of providing the Services pursuant to this Agreement, Contractor's guarantees and warranties in Section 9 "Standard of Performance" of this Agreement shall not extend to such use of the maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files or other documents.

## **ATTACHMENT B**

### **SECTION 7. CONTRACTOR'S BOOKS AND RECORDS.**

(a) Contractor shall maintain any and all documents and records demonstrating or relating to Contractor's performance of the Services. Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to District pursuant to this Agreement. Any and all such documents or records shall be maintained in accordance with generally accepted accounting principles and shall be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by Contractor pursuant to this Agreement. Any and all such documents or records shall be maintained for three (3) years from the date of execution of this Agreement and to the extent required by laws relating to audits of public agencies and their expenditures.

(b) Any and all records or documents required to be maintained pursuant to this section shall be made available for inspection, audit and copying, at any time during regular business hours, upon request by District or its designated representative. Copies of such documents or records shall be provided directly to the District for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records shall be made available at Contractor's address indicated for receipt of notices in this Agreement.

(c) Where District has reason to believe that any of the documents or records required to be maintained pursuant to this section may be lost or discarded due to dissolution or termination of Contractor's business, District may, by written request, require that custody of such documents or records be given to the District. Access to such documents and records shall be granted to District, as well as to its successors-in-interest and authorized representatives.

### **SECTION 8. INDEPENDENT CONTRACTOR.**

(a) Contractor is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of District. Contractor shall have no authority to bind District in any manner, nor to incur any obligation, debt or liability of any kind on behalf of or against District, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by District.

(b) The personnel performing the Services under this Agreement on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither District, nor any elected or appointed boards, officers, officials, employees or agents of District, shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents except as set forth in this Agreement. Contractor shall not at any time or in any manner represent that Contractor or any of



## **ATTACHMENT B**

Contractor's officers, employees, or agents are in any manner officials, officers, employees or agents of District.

(c) Neither Contractor, nor any of Contractor's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to District's employees. Contractor expressly waives any claim Contractor may have to any such rights.

### **SECTION 9. STANDARD OF PERFORMANCE.**

Contractor represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the Services required under this Agreement in a thorough, competent and professional manner. Contractor shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all Services. In meeting its obligations under this Agreement, Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to the Services required of Contractor under this Agreement. In addition to the general standards of performance set forth this section, additional specific standards of performance and performance criteria may be set forth in Exhibit "A" "Scope of Work" that shall also be applicable to Contractor's work under this Agreement. Where there is a conflict between a general and a specific standard of performance or performance criteria, the specific standard or criteria shall prevail over the general.

### **SECTION 10. COMPLIANCE WITH APPLICABLE LAWS; PERMITS AND LICENSES.**

Contractor shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Contractor shall obtain any and all licenses, permits and authorizations necessary to perform the Services set forth in this Agreement. Neither District, nor any elected or appointed boards, officers, officials, employees or agents of District, shall be liable, at law or in equity, as a result of any failure of Contractor to comply with this section.

### **SECTION 11. PREVAILING WAGE LAWS.**

Contractor understands, acknowledges and agrees to comply with any and all applicable state and federal laws requiring payment of prevailing wages for work performed on in connection with publicly-funded projects. Contractor and any subcontractors shall comply with all applicable state and federal prevailing wage rates, statutes, rules and regulations then in effect if required by state or federal laws or regulations. In the event of conflict between applicable federal and state provisions, the higher prevailing wage rate will apply.

## **ATTACHMENT B**

### **SECTION 12. NONDISCRIMINATION.**

Contractor shall not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.

### **SECTION 13. UNAUTHORIZED ALIENS.**

Contractor hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §§ 1101, et seq., as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Contractor so employ such unauthorized aliens for the performance of the Services, and should the any liability or sanctions be imposed against District for such use of unauthorized aliens, Contractor hereby agrees to and shall reimburse District for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by District.

### **SECTION 14. CONFLICTS OF INTEREST.**

(a) Contractor covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of District or which would in any way hinder Contractor's performance of the Services. Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the General Manager. Contractor agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of District in the performance of this Agreement.

(b) District understands and acknowledges that Contractor is, as of the date of execution of this Agreement, independently involved in the performance of non-related services for other governmental agencies and private parties. Contractor is unaware of any stated position of District relative to such projects. Any future position of District on such projects shall not be considered a conflict of interest for purposes of this section.

(c) District understands and acknowledges that Contractor will perform non-related services for other governmental agencies and private Parties following the completion of the Services under this Agreement. Any such future service shall not be considered a conflict of interest for purposes of this section.

## **ATTACHMENT B**

### **SECTION 15. CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION.**

(a) All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release or disclose any such information or work product to persons or entities other than District without prior written authorization from the General Manager, except as may be required by law.

(b) Contractor, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the General Manager or unless requested by the District Attorney of District, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives District notice of such court order or subpoena.

(c) If Contractor, or any officer, employee, agent or subcontractor of Contractor, provides any information or work product in violation of this Agreement, then District shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

(d) Contractor shall promptly notify District should Contractor, its officers, employees, agents or subcontractors, be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. District retains the right, but has no obligation, to represent Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with District and to provide District with the opportunity to review any response to discovery requests provided by Contractor. However, this right to review any such response does not imply or mean the right by District to control, direct, or rewrite said response.

### **SECTION 16. INDEMNIFICATION.**

(a) Indemnification for Professional Liability. Where the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, protect, defend and hold harmless District and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorney's fees and costs, court costs, interest, defense costs, and expert witness fees) arise out of, are a consequence

## ATTACHMENT B

of, or are in any way attributable to, in whole or in part, any negligent or wrongful act, error or omission of Contractor, or by any individual or entity for which Contractor is legally liable, including but not limited to officers, agents, employees or sub-contractors of Contractor, in the performance of professional services under this Agreement.

(b) Indemnification for Other than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, protect, defend and hold harmless District, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorney's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor, or by any individual or entity for which Contractor is legally liable, including but not limited to officers, agents, employees or sub-contractors of Contractor.

(c) Indemnification from Subcontractors. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth in this section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this Agreement naming the Indemnified Parties as additional indemnitees. In the event Contractor fails to obtain such indemnity obligations from others as required herein, Contractor agrees to be fully responsible according to the terms of this section. Failure of District to monitor compliance with these requirements imposes no additional obligations on District and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend District as set forth herein is binding on the successors, assigns or heirs of Contractor and shall survive the termination of this Agreement or this section.

(d) Limitation of Indemnification. Notwithstanding any provision of this section to the contrary, in California design professionals are required to defend and indemnify the District only to the extent permitted by California Civil Code Section 2782.8, which limits the liability of a design professional to claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the design professional. The term "design professional," as defined in Section 2782.8, is limited to licensed architects, licensed landscape architects, registered professional engineers, professional land surveyors, and the business entities that offer such services in accordance with the applicable provisions of the California Business and Professions Code. To the extent that California Civil Code Section 2782.8 applies to this Agreement, the indemnification obligations of Contractor shall be limited in accordance with that section.

## **ATTACHMENT B**

(e) District's Negligence. The provisions of this section do not apply to claims occurring as a result of District's sole negligence. The provisions of this section shall not release District from liability arising from gross negligence or willful acts or omissions of District or any and all of its officials, employees and agents.

### **SECTION 17. INSURANCE.**

Contractor agrees to obtain and maintain in full force and effect during the term of this Agreement the insurance policies set forth in Exhibit "C" "Insurance" and made a part of this Agreement. All insurance policies shall be subject to approval by District as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the General Manager. Contractor agrees to provide District with copies of required policies upon request.

### **SECTION 18. ASSIGNMENT.**

The expertise and experience of Contractor are material considerations for this Agreement. District has an interest in the qualifications and capability of the persons and entities who will fulfill the duties and obligations imposed upon Contractor under this Agreement. In recognition of that interest, Contractor shall not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Contractor's duties or obligations under this Agreement without the prior written consent of the District. Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this Agreement entitling District to any and all remedies at law or in equity, including termination of this Agreement pursuant to Section 20 "Termination of Agreement." District acknowledges, however, that Contractor, in the performance of its duties pursuant to this Agreement, may utilize sub-contractors.

### **SECTION 19. CONTINUITY OF PERSONNEL.**

Contractor shall make every reasonable effort to maintain the stability and continuity of Contractor's staff and subcontractors, if any, assigned to perform the Services. Contractor shall notify District of any changes in Contractor's staff and subcontractors, if any, assigned to perform the Services prior to and during any such performance.

### **SECTION 20. TERMINATION OF AGREEMENT.**

(a) Termination for Convenience. District may terminate this Agreement, in whole or in part, at any time by giving written notice of termination to Contractor if District determines that termination is in its best interest. In the event such notice is given, Contractor shall cease immediately all work in progress. Contractor shall be paid its costs, including contract close-out costs, on work performed up to the time of termination.

## **ATTACHMENT B**

(b) Termination for Cause. If District notifies Contractor of a default under Section 21 "Default" and Contractor fails to cure the default within the time frame provided, District may terminate this Agreement immediately. Contractor will only be paid for Services performed in accordance with the manner of performance set forth in this Agreement.

(c) Property of District. Upon termination of this Agreement by either Contractor or District, all property belonging exclusively to District which is in Contractor's possession shall be returned to District. Contractor shall furnish to District a final invoice for work performed and expenses incurred by Contractor, prepared as set forth in Section 4 "Compensation and Method of Payment" of this Agreement. This final invoice shall be reviewed and paid in the same manner as set forth in Section 4 "Compensation and Method of Payment" of this Agreement.

### **SECTION 21.        DEFAULT.**

In the event that Contractor is in default under the terms of this Agreement, the District may give notice to Contractor specifying the nature of the default and providing the Contractor a timeframe to cure the default. The District may hold all invoices until the default is cured. If Contractor does not cure the default to District's satisfaction in the timeframe given, the District may take necessary steps to terminate this Agreement under Section 20 "Termination of Agreement." Any failure on the part of the District to give notice of the Contractor's default shall not be deemed to result in a waiver of the District's legal rights or any rights arising out of any provision of this Agreement.

### **SECTION 22.        EXCUSABLE DELAYS.**

Contractor shall not be liable for damages, including liquidated damages, if any, caused by delay in performance or failure to perform due to causes beyond the control of Contractor. Such causes include, but are not limited to, acts of God, acts of the public enemy, acts of federal, state or local governments, acts of District, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather. The term and price of this Agreement shall be equitably adjusted for any delays due to such causes.

### **SECTION 23.        COOPERATION BY DISTRICT.**

All public information, data, reports, records, and maps as are existing and available to District as public records, and which are necessary for carrying out the Services shall be furnished to Contractor in every reasonable way to facilitate, without undue delay, the Services to be performed under this Agreement.

## **ATTACHMENT B**

### **SECTION 24. NOTICES.**

All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by telecopier or certified mail, postage prepaid and return receipt requested, addressed as follows:

To District: Tahoe Transportation District  
Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile or, if mailed, three (3) days after deposit of the same in the custody of the United States Postal Service.

### **SECTION 25. AUTHORITY TO EXECUTE.**

The person or persons executing this Agreement on behalf of Contractor represents and warrants that he/she/they has/have the authority to so execute this Agreement and to bind Contractor to the performance of its obligations hereunder.

### **SECTION 26. ADMINISTRATION AND IMPLEMENTATION.**

This Agreement shall be administered and executed by the General Manager or his or her designated representative. The General Manager shall have the authority to issue interpretations and to make amendments to this Agreement, including amendments that commit additional funds, consistent with Section 27 "Amendment" and the General Manager's contracting authority under District's ordinances, rules and regulations.

### **SECTION 27. AMENDMENT.**

No amendment to or modification of this Agreement shall be valid unless made in writing and approved by the Contractor and by the District. The General Manager shall have the authority to approve any amendment to this Agreement if the total compensation under this Agreement, as amended, would not exceed the General Manager's contracting authority under the District's ordinances, rules and regulations.

## **ATTACHMENT B**

All other amendments shall be approved by the District's Board. The Parties agree that the requirement for written modifications cannot be waived and that any attempted waiver shall be void.

By written notice or order, District may, from time to time, order work suspension or make changes to the Services to be provided by Contractor. If any such work suspension or change causes an increase or decrease in the price of this Agreement or in the time required for its performance, or otherwise necessitates an amendment to this Agreement, Contractor shall promptly notify District thereof within ten (10) days after the change or work suspension is ordered, and an amendment to this Agreement shall be negotiated. However, nothing in this clause shall excuse Contractor from complying immediately with the notice or order issued by District.

### **SECTION 28. BINDING EFFECT.**

This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the Parties.

### **SECTION 29. FEDERAL PROVISIONS.**

District will be using money received from the federal government to pay all or a part of the compensation to Contractor for the Services. The federal government requires certain clauses to be included in contracts where federal money will be used in the contract. Contractor agrees to adhere to the federally required provisions included in Exhibit "D" hereto and incorporated herein by reference. If there is a conflict between any provision in Exhibit "D" and the body of this Agreement, Exhibit "D" shall control. In addition, the Federal Highway Administration's Required Contract Clauses for Federal Aid Construction Projects (FHWA Form 1273, revised May 1, 2012; <https://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf>) is incorporated by reference herein.

### **SECTION 30. WAIVER.**

Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by District of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement.



## **ATTACHMENT B**

### **SECTION 31. LAW TO GOVERN; VENUE.**

In the event of litigation between the Parties, venue in state trial courts shall lie exclusively in the County of El Dorado, California where the dispute arises from Services performed in California, or shall lie exclusively in the County of Douglas, Nevada where the dispute arises from Services performed in Nevada. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Eastern District of California for Services performed in California, or in the District of Nevada for Services performed in Nevada.

### **SECTION 32. ATTORNEYS FEES, COSTS AND EXPENSES.**

In the event litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing Party in such litigation or other proceeding shall be entitled to an award of reasonable attorney's fees, costs and expenses, in addition to any other relief to which it may be entitled.

### **SECTION 33. ENTIRE AGREEMENT.**

This Agreement, including the attached Exhibits, is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Contractor and District prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid and binding.

### **SECTION 34. SEVERABILITY.**

If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

### **SECTION 35. CONFLICTING TERMS.**

Except as otherwise stated herein, if the terms of this Agreement conflict with the terms of any Exhibit hereto, or with the terms of any document incorporated by reference into this Agreement, the terms of this Agreement shall control.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement on the date and year first-above written.

**ATTACHMENT B**

**TAHOE TRANSPORTATION DISTRICT**

\_\_\_\_\_  
Carl Hasty  
District Manager

**ATTEST:**

\_\_\_\_\_  
Judi Allen  
Clerk of the Board

By: \_\_\_\_\_

\_\_\_\_\_

Its: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

Its: \_\_\_\_\_

**ATTACHMENT B**

**EXHIBIT "A"  
SCOPE OF SERVICES**

DRAFT

**EXHIBIT "B"**  
**COMPENSATION**

## **EXHIBIT "C"**

### **INSURANCE**

A. Insurance Coverages. Contractor shall provide and maintain insurance, acceptable to the District, in full force and effect throughout the term of this Agreement, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services by Contractor, its agents, representatives or employees. Contractor shall procure and maintain the following scope and limits of insurance:

**Only the following “marked” requirements are applicable:**

**X** **Commercial General Liability (CGL):** Insurance written on an occurrence basis to protect Contractor and District against liability or claims of liability which may arise out of this Agreement in the amount of one million dollars (\$1,000,000) per occurrence and subject to an annual aggregate of two million dollars (\$2,000,000). Coverage shall be at least as broad as Insurance Services Office form Commercial General Liability coverage (Occurrence Form CG 0001). There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. additional insured claims or contractual liability. All defense costs shall be outside the limits of the policy.

**X** **Vehicle Liability Insurance:** Vehicle liability insurance in an amount not less than \$1,000,000 for injuries, including accidental death, to any one person, and subject to the same minimum for each person, in an amount not less than one million dollars (\$1,000,000) for each accident, and property damage insurance in an amount of not less than one million dollars (\$1,000,000). A combined single limit policy with aggregate limits in an amount of not less than \$2,000,000 shall be considered equivalent to the said required minimum limits. Coverage shall be at least as broad as Insurance Services Office form number CA 0001 covering Automobile Liability, including code 1 "any auto" and endorsement CA 0025, or equivalent forms subject to the approval of the District.

**X** **Workers' Compensation Insurance:** Workers' Compensation insurance as required by the State of California and/or Nevada and a minimum of one million dollars (\$1,000,000) of employers' liability coverage. Contractor shall provide an endorsement that the insurer waives the right of subrogation against the District and its respective elected officials, officers, employees, agents and representatives. In the event a claim under the provisions of the California Workers' Compensation Act is filed against District by a bona fide employee of Contractor participating under this Agreement, Contractor is to defend and indemnify the District from such claim.

**X Professional Liability Insurance:** Professional liability insurance appropriate to the Contractor's profession in an amount not less than one million dollars \$1,000,000 per occurrence. This coverage may be written on a "claims made" basis, and must include coverage for contractual liability. The professional liability insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to Services performed under this Agreement. The insurance must be maintained for at least three (3) consecutive years following the completion of Contractor's services or the termination of this Agreement. During this additional three (3) year period, Contractor shall annually and upon request of the District submit written evidence of this continuous coverage.

B. Other Provisions. Insurance policies required by this Agreement shall contain the following provisions:

1. All Coverages.

a. Each insurance policy required by this Agreement shall be endorsed and state the coverage shall not be suspended, voided, cancelled by the insurer or either Party to this Agreement, reduced in coverage or in limits except after 30 days' prior written notice by certified mail, return receipt requested, has been given to District.

b. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

2. Commercial General Liability and Automobile Liability Coverages.

a. District, and its respective elected and appointed officers, officials, and employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities Contractor performs; products and completed operations of Contractor; premises owned, occupied or used by Contractor; or automobiles owned, leased, hired or borrowed by Contractor. The coverage shall contain no special limitations on the scope of protection afforded to District, and their respective elected and appointed officers, officials, or employees.

b. Contractor's insurance coverage shall be primary insurance with respect to District, and its respective elected and appointed, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by District, and its respective elected and appointed officers, officials, employees or volunteers, shall apply in excess of, and not contribute with, Contractor's insurance.

c. Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

d. Any failure to comply with the reporting or other provisions of the insurance policies, including breaches of warranties, shall not affect coverage provided to District, and its respective elected and appointed officers, officials, employees or volunteers.

e. The insurer waives all rights of subrogation against the District, its elected or appointed officers, officials, employees or agents.

3. Workers' Compensation Coverage. Unless the District Manager otherwise agrees in writing, the insurer shall agree to waive all rights of subrogation against District, and its respective elected and appointed officers, officials, employees and agents for losses arising from work performed by Contractor.

C. Other Requirements. Contractor agrees to deposit with District, at or before the effective date of this Agreement, certificates of insurance necessary to satisfy District that the insurance provisions of this contract have been complied with. The District may require that Contractor furnish District with copies of original endorsements effecting coverage required by this Exhibit "C". The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. District reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

1. Contractor shall furnish certificates and endorsements from each subcontractor identical to those Contractor provides.

2. Any deductibles or self-insured retentions must be declared to and approved by District. At the option of District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects District or its respective elected or appointed officers, officials, employees and volunteers, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

3. The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement.

## **EXHIBIT "D"**

### **FEDERAL PROVISIONS**

1. Incorporation of FTA Terms - The following provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any District requests which would cause District to be in violation of the FTA terms and conditions.
2. Access to Records. The following access to records requirements apply to this Agreement:
  - a. Where the District is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 C. F. R. 18.36(i), the Contractor agrees to provide the District, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor also agrees, pursuant to 49 C. F. R. 633.17 to provide the FTA Administrator or his authorized representatives including any PMO Contractor access to Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311.
  - b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
  - c. The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until the District, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).
3. Civil Rights.
  - a. *Nondiscrimination* - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of



1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

b. *Equal Employment Opportunity* - The following equal employment opportunity requirements apply to the Agreement:

- i. *Race, Color, Creed, National Origin, Sex* - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
- ii. *Age* - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
- iii. *Disabilities* - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons

with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

- c. The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

4. Disadvantaged Business Enterprises.

- a. This Agreement is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The District's overall goal for DBE participation is 2.1 %. A separate goal has not been established for this procurement.
- b. The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the Contractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as District deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).
- c. Contractor will be required to report its DBE participation obtained through race-neutral means throughout the period of performance of this Agreement.
- d. Contractor is required to pay its subcontractors performing work related to this Agreement for satisfactory performance of that work no later than 30 days after the Contractor's receipt of payment for that work from the District. In addition, the Contractor may not hold retainage from its subcontractors.
- e. The Contractor must promptly notify District whenever a DBE subcontractor performing work related to this Agreement is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The Contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of District.

5. Energy Conservation - The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

6. Federal Changes – Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those

listed directly or by reference in the Master Agreement between District and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Agreement.

7. No Obligation By The Federal Government

- a. The District and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the Agreement, absent the express written consent by the Federal Government, the Federal Government is not a party to this Agreement and shall not be subject to any obligations or liabilities to the District, Contractor, or any other party (whether or not a party to that Agreement) pertaining to any matter resulting from the Agreement.
- b. The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

8. Program Fraud and False or Fraudulent Statements or Related Acts.

- a. The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § § 3801 et seq . and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the Agreement, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the Agreement or the FTA assisted project for which the Services are being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.
- b. The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.
- c. The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

9. Veterans Employment. As provided by 49 U.S.C. § 5325(k):

a. To the extent practicable, Contractor agrees that it:

1. Will give a hiring preference to veterans (as defined in 5 U.S.C. § 2108), who have the skills and abilities required to perform construction work required under a third party contract in connection with a capital project supported with funds made available or appropriated for 49 U.S.C. chapter 53, and
2. Will not require an employer to give a preference to any veteran over any equally qualified applicant who is a member of any racial or ethnic minority, female, an individual with a disability, or a former employee, and

b. Contractor also assures that its sub-contractor will:

1. Will give a hiring preference to veterans (as defined in 5 U.S.C. § 2108), who have the skills and abilities required to perform construction work required under a third party contract in connection with a capital project supported with funds made available or appropriated for 49 U.S.C. chapter 53, to the extent practicable, and
2. Will not require an employer to give a preference to any veteran over any equally qualified applicant who is a member of any racial or ethnic minority, female, an individual with a disability, or a former employee.

10. Patent and Rights in Data

a. *Rights in Data*

- i. The term "subject data" used in this clause means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the contract. The term includes graphic or pictorial delineation in media such as drawings or photographs; text in specifications or related performance or design-type documents; machine forms such as punched cards, magnetic tape, or computer memory printouts; and information retained in computer memory. Examples include, but are not limited to: computer software, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term "subject data" does not include financial reports, cost analyses, and similar information incidental to contract administration.
- ii. The following restrictions apply to all subject data first produced in the performance of the Agreement:
  1. Except for its own internal use, the District or Contractor may not publish or reproduce subject data in whole or in part, or in any manner or form, nor may the District or Contractor authorize others to do so, without the written consent of the Federal Government, until such time as the Federal

Government may have either released or approved the release of such data to the public; this restriction on publication, however, does not apply to any contract with an academic institution.

2. In accordance with 49 C.F.R. § 18.34 and 49 C.F.R. § 19.36, the Federal Government reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for "Federal Government purposes," any subject data or copyright described in subsections (2)(b)1 and (2)(b)2 of this clause below. As used in the previous sentence, "for Federal Government purposes," means use only for the direct purposes of the Federal Government. Without the copyright owner's consent, the Federal Government may not extend its Federal license to any other party.
  - a. Any subject data developed under this Agreement, whether or not a copyright has been obtained; and
  - b. Any rights of copyright purchased by the District or Contractor using Federal assistance in whole or in part provided by FTA.
3. When FTA awards Federal assistance for experimental, developmental, or research work, it is FTA's general intention to increase transportation knowledge available to the public, rather than to restrict the benefits resulting from the work to participants in that work. Therefore, unless FTA determines otherwise, the District and the Contractor performing experimental, developmental, or research work required by the Agreement agrees to permit FTA to make available to the public, either FTA's license in the copyright to any subject data developed in the course of the Agreement, or a copy of the subject data first produced under the contract for which a copyright has not been obtained. If the experimental, developmental, or research work, which is the subject of the Agreement, is not completed for any reason whatsoever, all data developed under the Agreement shall become subject data as defined in subsection (i) of this clause and shall be delivered as the Federal Government may direct. This subsection (iii), however, does not apply to adaptations of automatic data processing equipment or programs for the District or Contractor's use whose costs are financed in whole or in part with Federal assistance provided by FTA for transportation capital projects.

4. Unless prohibited by state law, upon request by the Federal Government, the District and the Contractor agree to indemnify, save, and hold harmless the Federal Government, its officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the District or Contractor of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under that contract. Neither the District nor the Contractor shall be required to indemnify the Federal Government for any such liability arising out of the wrongful act of any employee, official, or agents of the Federal Government.
  5. Nothing contained in this clause on rights in data shall imply a license to the Federal Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Federal Government under any patent.
  6. Data developed by the District or Contractor and financed entirely without using Federal assistance provided by the Federal Government that has been incorporated into work required by the Agreement is exempt from the requirements of subsections (2), (3), and (4) of this clause, provided that the District or Contractor identifies that data in writing at the time of delivery of the contract work.
  7. Unless FTA determines otherwise, the Contractor agrees to include these requirements in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by FTA.
- iii. Unless the Federal Government later makes a contrary determination in writing, irrespective of the Contractor's status (i.e., a large business, small business, state government or state instrumentality, local government, nonprofit organization, institution of higher education, individual, etc.), the District and the Contractor agree to take the necessary actions to provide, through FTA, those rights in that invention due the Federal Government as described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 C.F.R. Part 401.
  - iv. The Contractor also agrees to include these requirements in each subcontract for experimental, developmental, or research work

financed in whole or in part with Federal assistance provided by FTA.

b. *Patent Rights*

- i. General - If any invention, improvement, or discovery is conceived or first actually reduced to practice in the course of or under the Agreement, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, the District and Contractor agree to take actions necessary to provide immediate notice and a detailed report to the party at a higher tier until FTA is ultimately notified.
- ii. Unless the Federal Government later makes a contrary determination in writing, irrespective of the Contractor's status (a large business, small business, state government or state instrumentality, local government, nonprofit organization, institution of higher education, individual), the District and the Contractor agree to take the necessary actions to provide, through FTA, those rights in that invention due the Federal Government as described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 C.F.R. Part 401.
- iii. The Contractor also agrees to include the requirements of this clause in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by FTA.

11. Suspension and Debarment

- a. This Agreement 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.
- b. 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.
- c. By signing this Agreement, the Contractor certifies as follows: The certification in this clause is a material representation of fact relied upon by District. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to remedies available to District, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Contractor agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the term of this Agreement. The Contractor further agrees to

include a provision requiring such compliance in its lower tier covered transactions.

12. Clean Air - The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Contractor agrees to report each violation to the District and understands and agrees that the District will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.
13. Clean Water - The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The Contractor agrees to report each violation to the District and understands and agrees that the District will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.
14. Lobbying – Contractor shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any District, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.



## Attachment C

### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

*(To be submitted with each bid or offer exceeding \$100,000)*

The undersigned Contractor certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

\_\_\_\_\_ Signature of Contractor's Authorized Official

\_\_\_\_\_ Name and Title of Contractor's Authorized Official

\_\_\_\_\_ Date

## **Attachment D**

### **Certification regarding Debarment and Suspension**

The undersigned bidder or proposer certifies that its principals, affiliates, and subcontractors (if any) are eligible to participate in this federally funded contract and are not presently declared by any Federal department or agency to be:

1. Debarred from participation in any federally assisted Award;
2. Suspended from participation in any federally assisted Award;
3. Proposed for debarment from participation in any federally assisted Award;
4. Declared ineligible to participate in any federally assisted Award;
5. Voluntarily excluded from participation in any federally assisted Award; or
6. Disqualified from participation in any federally assisted Award.

This certification is a material representation of fact relied upon by TTD. If it is later determined by TTD that the undersigned knowingly rendered an erroneous certification, in addition to remedies available to TTD, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The undersigned agrees to comply with the requirements of 2 C.F.R. part 180, subpart C, as supplemented by 2 C.F.R. part 1200, while this bid or offer is valid and throughout the period of any contract that may arise from this bid or offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

\_\_\_\_\_ Signature of Authorized Official

\_\_\_\_\_ Name and Title of Authorized Official

\_\_\_\_\_ Date