



**REQUEST FOR PROPOSALS**

**FOR**

**MANAGEMENT INFORMATION SYSTEM**

April 16, 2024

Tahoe Transportation District

P.O. Box 499

Zephyr Cove, NV 89448

## SECTION I Procurement Schedule

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### 1.0 General Overview

The Tahoe Transportation District (TTD) is issuing this Request for Proposals (RFP) for management information systems.

Activity	Date
Release date	April 16, 2024
Deadline for submitting questions/clarifications	April 26, 2024 (3 p.m. PDT)
TTD shall respond to questions/clarification	April 30, 2024
Deadline for submitting proposals	May 10, 2024 (3 p.m. PDT)
TTD scoring and selection and provides notice of intent to award	May 17, 2024
TTD Board Meeting/Contract Award	June 5, 2024
Full Performance of Software System	July 1, 2024

TTD shall award a contract to the responsible proposer whose proposal is most advantageous to TTD, i.e., the “best value,” with price and other factors considered. TTD reserves its right to award to other than the low bidder.

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 proposer.

**THIS PROCUREMENT WILL UTILIZE FEDERAL FUNDS.**

## SECTION II Description of TTD

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### 2.0 District Overview

TTD is a bi-state, special purpose district with jurisdiction to implement safe, environmentally positive, multi-modal transportation plans, programs, and projects for the Lake Tahoe Basin, including transit operations in and around the Lake Tahoe basin. TTD is governed by a fourteen-member Board of Directors made up of local jurisdictions, private transportation management associations, California and Nevada governors’ and the Tahoe Regional Planning Agency’s (TRPA) appointees, an at-large member, and two state Department of Transportation agencies.

TTD provides both intra- and interregional connectivity that is vital to the region. TTD operates a coordinated transit system for the South Shore of Lake Tahoe and connects to other areas in the region. South Shore area services include local fixed-route serving South

Lake Tahoe, California, and Stateline, Nevada, along with commuter service which connects South Lake Tahoe, California, to Carson City, Nevada via the rural Nevada communities of Minden and Gardnerville. TTD provides supplemental summer service within the region, known as the East Shore Express, a transit link between Incline Village and Sand Harbor State Park.

TTD helps to identify, develop, and implement road, shared-use trail and transit solutions.

## **2.1 TTD Mission and Vision**

TTD operates under the following agency cultural Mission and Vision statements:

### 2.1.1 Mission

The Tahoe Transportation District aims to deliver outstanding transit service and transportation project improvements for the greater Lake Tahoe Region.

### 2.1.2 Vision

The Tahoe Transportation District is a key part of Tahoe's success where our environment is protected, our communities are connected, and the quality of life is sublime.

### 2.1.3 Transit Vision

Our transit vision is to develop an interregional transit system that provides safe, reliable, and attractive transit service for Tahoe residents, visitors, and commuters.

## **2.2 Current MIS Website**

TTD's current management information systems provider can be found here:

<http://www.solutionsfortransit.com/>

## **SECTION III Specifications and Scope of Services**

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### **3.0 Scope of Work**

TTD is seeking a firm with demonstrated Management Information Systems (MIS) experience to deploy operational and customizable MIS solutions to assist in management of TTD's transit operations. The MIS shall incorporate robust and dependable functionality that incorporates existing data and system functionality, while providing a cost-effective, user friendly interface incorporating, at minimum, the features below:

#### 3.0.1 General Scope of Work

Cloud-based MIS with the functionality features noted below. This functionality may be achieved with one program, more than one program, or a suite of programs, provided there is **seamless integration** and cross functionality of all programs.

- Fully integrated with GMV Synchronatics for CAD/AVL
- Fully integrated with Ecolane for Paratransit

- Fully integrated with GTFS
- All MIS must meet Federal Transit Administration (FTA) best practices
- Customizable access levels by employee
- Ability to upload and attach scanned documents and pictures to records
- Entry screens and reports must capture substantially the same information as existing MIS (find examples in Attachment C)

### 3.0.2 Administrative Information System

All content must be searchable by field and keyword.

- Dispatch Log: Entry and Reporting of Dispatch Logs. Must be able to review and print all logs
- Incident Notification: Entry and Reporting of Incident Notifications with automated, user defined, email distribution list. Ability to add information later as a modification, or similar.
- Employee Incident: Entry and Reporting of Employee Incidents with automated, user defined, email distribution list.
- Employee Injury/Conflict: Confidential version of the Employee Incident entry form with a minimal distribution list.
- Operations Incident: Entry and Reporting of Operations Incidents (i.e., attendance) with automated, user defined, email distribution list.
- Customer Comment: Entry and Reporting of Customer Comments/ Complaints/ Commendations with automated, user defined, email distribution list. Must have modification options to include investigatory information and the ability to close a comment after it has been resolved.
- Bus Exchange/Road Call: Entry and Reporting of Bus Exchange/Road Calls with automated, user defined, email distribution list. Content must interface with Maintenance Information System.
- Delay Notification: Entry and Reporting of Delay Notifications with automated, user defined, email distribution list.
- Reasonable Accommodation Record: Entry and Reporting of Reasonable Accommodations with automated, user defined, email distribution list.

### 3.0.3 Fixed Route and Paratransit Information Systems

The fixed route information system shall collect the miles and hours associated with operating TTD's fixed route services and import data from TTD's Synchronatics system.

- Reports shall be customizable with an ability to create graphs and PDF files
- Dashboard views shall be available for users to quickly identify service trends.
- Users will enter data daily from driver manifests. The fixed route information system shall compare the daily entries against the printed schedule to

identify any occurrences where the entry is 5% more or less than the scheduled service (miles and hours). A weekly report should be generated by the MIS to alert TTD to any discrepancies. The fixed route information system shall allow for correction and/or entering comments regarding the discrepancy. A monthly report must be generated by the MIS to alert TTD of remaining errors before closing the month.

- The fixed route information system shall identify and flag for review any overlaps where a vehicle is on two routes at the same time. A report must be available to run at the end of the day to see what runs are missing (e.g., Typical Day report).
- The fixed route information system shall import data from TTD's Synchronomatics system at least four times per day for comparison with the fixed route data to identify if any Operator may have logged into the wrong route.
- Custom reports include, but are not limited:
  - Specific passenger counts denoted by a specific key or combination of keys on the Synchronomatic tablets, Automatic Passenger Counter, or entries from the manifest
  - Ridership by hour

#### 3.0.4 Maintenance Information System

The maintenance information system collects a variety of information related to the maintenance of the vehicles.

- Reports shall be customizable.
- Dashboard views shall be available for users to quickly identify maintenance trends.
- A Work Order entry screen that integrates with TTD's Parts & Inventory MIS and tracks professional services, parts and labor by employee.
- Automatically generate Work Orders for required Preventative Maintenance (PM) intervals by bus.
- Automatically generate Work Orders for safety inspections by bus.
- A mileage entry screen where each bus's mileage can be recorded.
- Hub odometer replacement tracking that cross references with mileage reports.
- A fuel entry screen that will record bus number, fuel type, gallons or Gas Gallon Equivalent (GGE), as well as mileage. Report shall calculate average miles per gallon for each bus, for each user defined sub-fleet, and by fuel type. Report shall also note total fuel used between two dates by bus, each user defined sub-fleet, and by fuel type.

- Bus availability dashboard for Dispatch to see which fleet is available for assignment.
- Vehicles out of service dashboard detailing every vehicle out of service, why it is out of service, and how long it has been out of service, and when it is expected to return to service.
- A Bus Washing tracking form shall be included to track the service date, bus number, employee number, and description of work completed with a comments section where the employee can note defects.
- Robust reporting options for all subsections of the Maintenance Information System.

### 3.0.5 Facilities & Equipment Information System

The facilities & equipment information system collects a variety of information related to the maintenance of the facilities.

- Reports shall be customizable.
- Dashboard views shall be available for users to quickly identify facilities & equipment maintenance trends.
- A Work Order entry screen that integrates with TTD's Capital Asset MIS and tracks professional services, parts, and labor by employee.
- Automatically generate Work Orders for required PM intervals by equipment/facility.
- Automatically generate Work Orders for safety inspections of equipment/facility.
- Track cores and warranty items with warranty items flagged on parts orders and work orders
- Robust reporting options for all subsections of the facilities & equipment information System.

### 3.0.6 Parts & Inventory Management Information System

This MIS collects a variety of information related to parts & inventory and interfaces with Microsoft Dynamics 365 Business Central (BC).

- Order, receive, and issue parts to Work Orders based on first in, first out (FIFO) principles.
- A physical inventory process including a report that details how long parts are on the shelf
- Inventory movement report by part
- A cycle count inventory
- Reconciliation
- Track cores and warranty items with warranty items flagged on parts orders and work orders

- Process to return unused parts
- Reports shall be customizable
- Dashboard views will be made available for the user to quickly identify trends in the department

### 3.0.7 Capital Asset Management Information System

This MIS works in conjunction with the maintenance, facilities & equipment, and parts & inventory MIS to satisfy the tracking and reporting requirements of FTA's Capital Asset Management system.

- Tracks all TTD assets
- Uses other MIS to inform and support the TERM condition rating of assets
- Tracks useful life of each asset
- Records PM history of each asset to demonstrate Satisfactory Continuing Control
- A physical inventory process of all non-part assets
- Reports shall be customizable
- Dashboard views will be made available for the user to quickly identify trends in the department

### 3.0.8 Planning Information System

- Dashboard views will be made available for the user to quickly identify trends in the department
- Revenue collection report by route, day, and time\*
- Reconciliation of revenue to actual deposits\*
- Report that distinguishes between a data transfer and a data transfer with a cash drop

**\* NOTE: TTD does not currently collect fare revenue, but the functionality should be included in the program.**

### 3.0.9 National Transit Database Information System

- All A-30 Forms
- All A-35 Forms
- All S-10 Forms for all modes
- Form R-20

### 3.0.10 Customization

Management Information Systems shall have customizable reports and the ability to add new features and data streams as data generators are added to the operation. Historical data from the current MIS should be uploaded to the new MIS to ensure aggregated reporting.

### **3.1 Deliverables**

The following deliverables are required for this project:

#### **3.1.1 Management Information Systems Development Schedule**

Firm shall develop a project implementation plan and schedule for approval by TTD that meets both the functionality requirements and scheduling requirements for this project. This deliverable also includes importing and configuring existing data.

#### **3.1.2 Testing and Verification of Functionality**

Firm shall submit for approval evidence of testing and verification that all reports function as advertised to the satisfaction of TTD. Verification shall demonstrate the functionality of all features described in Section 3.0 Scope of Work.

#### **3.1.3 Launch and Warranty Support**

Firm shall deliver a fully functional MIS to the satisfaction of TTD. Firm shall support the MIS to correct any errors, address any limited functionality, and remedy any flaws within the first year of use.

#### **3.1.4 Contract Term**

TTD is anticipating a three-year contract, with two optional one-year extensions.

## **SECTION IV Proposal Requirements**

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### **4.0 Delivery of Proposals**

Proposals must be submitted to TTD no later than 3:00 p.m. (PDT) on May 10, 2024. Proposers must deliver an electronic version of its proposal via email to [jallen@tahoetransportation.org](mailto:jallen@tahoetransportation.org) with the subject line, "TTD Management Information Systems RFP" or deliver five (5) hard copies to the Tahoe Transportation District, Attn: Judi Allen, in person or overnight mail to 128 Market Street, Suite 3F, Stateline, NV 89449 or via regular mail to PO Box 499, Zephyr Cove, Nevada 89448. Please mark the envelope as "TTD Management Information Systems RFP."

### **4.1 Proposal Preparation Costs**

Issuance of this RFP does not commit TTD, in any way, to pay any costs incurred in the preparation and submission of a proposal. TTD will not reimburse responding firms, including the selected firm, for any expenses incurred in preparing or submitting proposals. All costs related to the preparation and submission of a proposal shall be paid by the respondent.

### **4.2 Changes, Additions or Clarifications**

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



Requests for clarifications about this RFP may be submitted at any time before 3:00 p.m. PDT on April 26, 2024. Questions and/or requests for clarifications are to be submitted in writing via email to:

George Fink, Transportation Services Director, at [info@tahoetransportation.org](mailto:info@tahoetransportation.org)

Responses will be posted on the TTD website, <https://www.tahoetransportation.org/procurements/>, no later than 5:00 p.m., April 30, 2024.

#### **4.3 Form of Proposals**

Proposals shall include, at a minimum, the following information presented in a clear and concise format in order to demonstrate the firm's competence and professional qualifications for the satisfactory performance of the services:

1. Include a cover letter with a summary of the proposal and a contact name and information for the proposal. The cover letter must be signed by the chief executive officer, owner, or chair of the proposer.
2. Provide a company profile including the proposer's name, business address, and telephone number, as well as a brief description of the proposer's size (nationally and locally), date of establishment, type of organization, and local organizational structure.
3. Provide fully completed proposal sheets using Attachment A.
4. Specifically indicate any requirements in this RFP which are not acceptable or cannot be performed.
5. Specifically indicate any provisions in the form of the agreement (Attachment B), including insurance and indemnification provisions, which are not acceptable and propose any alternative language or terms.
6. Provide three (3) references for current clients from the last two (2) years.
7. Provide a statement which discloses any past on-going or potential conflicts of interest that the firm may have as a result of providing the goods.

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 proposer.

#### **4.4 Licenses, Permits, Taxes**

The price or prices for the work shall include full compensation for all taxes, permits, etc. that the respondent is or may be required to pay.

#### **4.5 Disadvantaged Business Enterprise (DBE) Requirements**

TTD hereby notifies firms that in regard to any contract entered into pursuant to this RFP, 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.

#### **4.6 Equal Employment Opportunity**

Each proposer 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.

#### **4.7 Review of Proposals, Selection Criteria and Award**

Upon receipt of the proposals, TTD shall review and evaluate the proposals for responsiveness to the RFP to determine whether proposers possess the qualifications necessary to provide the goods. 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 may negotiate directly with qualified proposers and may request a best and final offer from one or more proposers.

In reviewing the proposals, and negotiating with qualified proposers, TTD will consider the following evaluation criteria:

- Responsiveness to RFP
- Experience creating website sites with the features specified in this Scope of Work
- Key personnel and project management approach
- Project understanding
- Capacity to meet project schedule
- References
- Alternative proposed language for the agreement, if any
- Pricing

TTD shall award a contract to the responsible proposer whose proposal is most advantageous to TTD, i.e., the “best value.” TTD reserves its right to award to other than the low bidder. TTD reserves the right to reject all proposals and to waive any irregularity.

#### **4.8 Negotiation and Award**

TTD will work with the selected firm to finalize the scope of work and negotiate a contract between TTD and the selected firm. All costs incurred by the firm in connection with this work and negotiations shall be borne by the firm and the firm shall have no right to reimbursement from TTD. The system and contract that are developed and agreed upon will then be brought to TTD’s Board of Directors with a staff recommendation for contract award.

If TTD and the selected firm fail to finalize the scope of work and cost, 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 will then select another firm that staff believes will provide the best value, qualifications, and work and negotiate with that firm.

TTD reserves the right to award any number of contracts it deems necessary to achieve success. This RFP does not commit TTD to award a contract. TTD reserves the right to accept or reject any or all proposals. If TTD decides to award and receives approval from TTD's Board of Directors, the agreement will be sent to the firm for signature. No proposal shall be binding upon TTD until after a contract is executed by duly authorized representatives of TTD and the selected Contractor. No minimum amount of work is implied or guaranteed under the contract.

**PROPOSAL SHEET**

**PROPOSED SCHEDULE**

<u>Task</u>	<u>Anticipated Completion Date</u>
Development	_____
Testing	_____
Launch	_____

**PRICE PROPOSAL**

	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
<b>Annual Fee</b>	\$	\$	\$	\$	\$
<b>On-Site Support Fee</b>	\$	\$	\$	\$	\$
<b>Customization Fee</b>	\$	\$	\$	\$	\$
<b>Hardware Costs</b>	\$	\$	\$	\$	\$
<b>Other</b>	\$	\$	\$	\$	\$

**Acknowledged by:** \_\_\_\_\_  
 \_\_\_\_\_

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

**DRAFT CONTRACT**

**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 \_\_\_\_\_, 2024 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 District 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 three (3) years, with two (2) one-year (1) options.

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

(a) Scope of Services. Contractor agrees to perform the services set forth in 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 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. PROGRESS REPORTS.**

(a) Consultant shall submit progress reports to District with every invoice.

(b) Progress reports shall be sufficiently detailed for District to determine if Consultant is performing to expectations and is on schedule. Progress reports will communicate interim findings and afford occasions for airing difficulties or special circumstances encountered so that solutions can be developed. Progress reports shall include the total number of hours worked by Consultant and any subconsultants and shall include descriptions of the Services performed, including a description of any deliverables submitted during the reporting period and the anticipated tasks, work and deliverables proposed for the subsequent reporting period.

(c) Separate progress reports shall be provided for each invoice. District's review of progress reports will ensure that Consultant's work meets a level of acceptability.

## **SECTION 6. 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 7. 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.

## **SECTION 8. 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 9. 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 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 10. 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 11. 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 12. 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 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.

**SECTION 13. NONDISCRIMINATION.**

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

**SECTION 14. 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 15. 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 District 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.

## **SECTION 16. 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 District Manager, except as may be required by law.

(b) Contractor, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the District 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 17. 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 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.

(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 18. 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 District Manager. Contractor agrees to provide District with copies of required policies upon request.

## **SECTION 19. 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 20. PROJECT MANAGER AND CONTINUITY OF PERSONNEL.**

Consultant designates \_\_\_\_\_ as its Project Manager for this Agreement. The Project Manager, or a District approved designee, shall be accessible to District during normal District working hours and shall respond within twenty-four (24) hours to District inquiries or requests. The Project Manager shall be responsible for all matters related to Consultant's personnel, operations and any subconsultants including, but not limited to (1) assigning qualified personnel to perform the work and prepare deliverables; and (2) reviewing, monitoring, training and directing Consultant's personnel and any subconsultants. There shall be no change in the person designated as the Project Manager without prior written approval by District.

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 21. 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.

(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 22. 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 23. 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 24. 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.

**SECTION 25. 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: George Fink, Transportation Services Director  
PO Box 499  
Zephyr Cove, NV 89448

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 26. 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 27. ADMINISTRATION AND IMPLEMENTATION.**

This Agreement shall be administered and executed by the District Manager or his or her designated representative. The District 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 District Manager's contracting authority under District's ordinances, rules and regulations.



## **SECTION 28. 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 District 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 District Manager's contracting authority under the District's ordinances, rules and regulations. 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 29. BINDING EFFECT.**

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

## **SECTION 30. 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 31. 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.

**SECTION 32. 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 33. 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 34. 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 35. 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 36. 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.

**TAHOE TRANSPORTATION  
DISTRICT**

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

**ATTEST:**

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

**APPROVED AS TO FORM**

\_\_\_\_\_  
Mary Wagner  
Interim General Counsel

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

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

**EXHIBIT "A"**  
**SCOPE OF SERVICES**

DRAFT

**EXHIBIT "B"  
COMPENSATION**

DRAFT

## **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 4.8%. 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 is required to return any retainage payments to those subcontractors within 30 days after incremental acceptance of the subcontractor's work by the District and Contractor's receipt of the partial retainage payment related to the subcontractor's work.
- 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. Notification to FTA; Flow Down Requirement – If a current or prospective legal matter that may affect the Federal Government emerges, the Recipient must promptly notify the FTA Chief Counsel and FTA Regional Counsel for the Region in which the Recipient is located. The Recipient must include a similar notification requirement in its Third Party Agreements and must require each Third Party Participant to include an equivalent provision in its subagreements at every tier, for any agreement that is a “covered transaction” according to 2 C.F.R. §§ 180.220 and 1200.220.
- (1) The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason.
- (2) Matters that may affect the Federal Government include, but are not limited to, the Federal Government’s interests in the Award, the accompanying Underlying Agreement, and any Amendments thereto, or the Federal Government’s administration or enforcement of federal laws, regulations, and requirements.
- (3) *Additional Notice to U.S. DOT Inspector General.* The Recipient must promptly notify the U.S. DOT Inspector General in addition to the FTA Chief Counsel or Regional Counsel for the Region in which the Recipient is located, if the Recipient has knowledge of potential fraud, waste, or abuse occurring on a Project receiving assistance from FTA. The notification provision applies if a person has or may have submitted a false claim under the False Claims Act, 31 U.S.C. § 3729, et seq., or has or may have committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bid rigging, misappropriation or embezzlement, bribery, gratuity, or similar misconduct involving federal assistance. This responsibility occurs whether the Project is subject to this Agreement or another agreement between the Recipient and FTA, or an agreement involving a principal, officer, employee, agent, or Third Party Participant of the Recipient. It also applies to subcontractors at any tier. Knowledge, as used in this paragraph, includes, but is not limited to, knowledge of a criminal or civil investigation by a Federal, state, or local law enforcement or other investigative agency, a criminal indictment or civil complaint, or probable cause that could support a criminal indictment, or any other credible information in the possession of the Recipient. In this paragraph, “promptly” means to refer information without delay and without change. This notification provision applies to all divisions of the Recipient, including divisions tasked with law enforcement or investigatory functions.

10. Recovered Materials - The Vendor agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

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. Seat Belt Use. The Recipient agrees to implement Executive Order No. 13043, "Increasing Seat Belt Use in the United States," April 16, 1997, 23 U.S.C. § 402 note, (62 Fed. Reg. 19217), by: (1) Adopting and promoting on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles; and

(2) Including a "Seat Belt Use" provision in each third party agreement related to the Award.

13. Distracted Driving, Including Text Messaging While Driving – The Recipient agrees to comply with: (1) Executive Order No. 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009, 23 U.S.C. § 402 note, (74 Fed. Reg. 51225);

(2) U.S. DOT Order 3902.10, "Text Messaging While Driving," December 30, 2009; and

(3) The following U.S. DOT Special Provision pertaining to Distracted Driving: (i) *Safety*. The Recipient agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Recipient owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the Award, or when performing any work for or on behalf of the Award;

(ii) *Recipient Size*. The Recipient agrees to conduct workplace safety initiatives in a manner commensurate with its size, such as establishing new rules and programs to prohibit text messaging while driving, re-evaluating the existing programs to prohibit text messaging while driving, and providing education, awareness, and other outreach to employees about the safety risks associated with texting while driving; and

(iii) *Extension of Provision*. The Recipient agrees to include the preceding Special Provision of section 34(b)(3)(i) – (ii) of this Master Agreement in its third party agreements, and encourage its Third Party Participants to comply with this Special Provision, and include this Special Provision in each third party subagreement at each tier supported with federal assistance.

14. 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.

15. 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.

16. 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.



## **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

**SAMPLE REPORTS & ENTRY SCREENS**

## Customer Comment

The Customer Comment Screen is used to enter comments called in.

### Guidelines:

- ▀ This screen should be opened and completed at the time you receive a Customer Comment call so you can enter it directly into The Reporting Solution
- ▀ If you provide an initial response to the comment, be sure to enter it in the field for **Initial Response**. This will provide the staff member assigned to investigate and close the comment with the information already provided to the customer.
- ▀ The customer may not know the name of the employee. If you are able to determine who it is, select the name from the **Employee** dropdown.
- ▀ The **Other** option in the **Category** dropdown should only be used if none of the other categories fit
- ▀ When you save the entry, an e-mail notification will go to those on the Customer Comment Notification List

Only press "Save" once. There may be a slight delay in the transmission of the data depending on your internet speed.

[Customer Comments Snapshot](#)

Incident Date:	<input type="text"/>	Time:	<input type="text"/>	Unknown Time = 00:00
Bus #:	<input type="text"/>	Route:	<input type="text"/>	Mode: <input type="text"/>
Employee:	<input type="text"/>	Location:	<input type="text"/>	
	<input type="radio"/> Complaint <input type="radio"/> Comment <input type="radio"/> Commendation			
Related To:	<input type="text"/>	Category:	<input type="text"/>	
Customer's Comment:				
<input type="text"/>				
Initial Response (at time of call):				
<input type="text"/>				
Customer Name:	<input type="text"/>	Phone:	<input type="text"/>	
E-Mail:	<input type="text"/>			
Address:	<input type="text"/>			
City, State:	<input type="text"/>	Zip:	<input type="text"/>	
Response Requested:	No <input type="radio"/>	Yes <input type="radio"/>	Respond By:	<input type="text"/>



## Fixed Route Entry

The Fixed Route Entry Screen is used to enter operational data for each Fixed Route piece of work operated during the service day.

**Guidelines:**

- Each **Route** on the manifest should be entered in a separate screen
- Time** should be entered as military time in the HH:mm format. In other words, 05:00 (not 5:00). You can use the period (.) rather than the colon (:) to enter the time.
- When an active **Route**, **Run** and **Trip** are entered, the screen will automatically populate with the TOTALS for scheduled times and miles. The only exception is Route 40, which is for special events and does not have a schedule.
- Enter the actual times from the manifest.
- Review the **Miles** and **Hours** before submitting the entry. If there is a valid reason for the **Actual Miles or Hours** to differ from the **Scheduled Miles or Hours**, enter a comment explaining why.
- If the bus is an **electric bus**, enter the Charging information in the fields at the bottom of the screen.

Only press "Save" once. There may be a slight delay in the transmission of the data depending on your internet speed.

Fixed Route Entries Snapshot

**HELPFUL TIP**

Add the "due to \_\_\_\_" to any roadcalls or bus exchanges

Service Date:	<input type="text"/>	Operator:	<input type="text"/>	Operates:	<input type="text"/>
Route:	<input type="text"/>	Run:	<input type="text"/>	Trip:	<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
Leave Yard Time:	<input type="text"/>	Sched Rev Hours:	<input type="text"/>	Leave Yard Odometer:	<input type="text"/>
			<input type="text"/>		<input type="text"/>
In Service Time:	<input type="text"/>	Sched Total Hours:	<input type="text"/>	In Service Odometer:	<input type="text"/>
			<input type="text"/>		<input type="text"/>
Out of Service Time:	<input type="text"/>	Actual Rev Hours:	<input type="text"/>	Out of Service Odometer:	<input type="text"/>
			<input type="text"/>		<input type="text"/>
Return to Yard Time:	<input type="text"/>	Actual Total Hours:	<input type="text"/>	Return to Yard Odometer:	<input type="text"/>
			<input type="text"/>		<input type="text"/>
Leave for Break Time:	<input type="text"/>	Return from Break Time:	<input type="text"/>	Kelly Ridge Riders:	<input type="text"/>
			<input type="text"/>		<input type="text"/>
Leave for 2nd Break Time:	<input type="text"/>	Return from 2nd Break Time:	<input type="text"/>		
			<input type="text"/>		

Comments:


**Electric Buses**

Beginning Charge:	<input type="text"/>	Ending Charge:	<input type="text"/>	Diff in Charges:	<input type="text"/>	# of Charges:	<input type="text"/>
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## Fixed Route & Demand Response Reports

Hover over the name of the report on the right to see a sample below. Click on the name to run the report.



**Monthly Ridership Summary**  
February 2019



	Ridership	Cash Revenue	Passes Used
<b>Fixed Routes</b>			
Local			
28	870	\$7,067.21	77
50	11,547	\$15,652.50	2,345
50	5,429	\$7,909.00	734
	<u>10,100</u>	<u>\$26,979.60</u>	<u>3,150</u>
Commuter			
18	85	\$32.02	10
20	620	\$1,091.21	123
22	1,438	\$7,085.90	490
	<u>2,143</u>	<u>\$4,169.12</u>	<u>641</u>
<b>Total for Fixed Routes:</b>	<u><b>20,327</b></u>	<u><b>\$32,049.30</b></u>	<u><b>3,797</b></u>
<b>Demand Response</b>			
01	625	\$999.99	327
02	352	\$651.21	190
03	126	\$427.60	21
<b>Total for Demand Response:</b>	<u><b>1,113</b></u>	<u><b>\$2,079.20</b></u>	<u><b>548</b></u>
	<u><b>21,436</b></u>	<u><b>\$32,747.58</b></u>	<u><b>4,345</b></u>

### Daily Reports

- Miles and Hours by Day FR
- Miles and Hours by Day DR
- Ridership by Day
- Ridership by Day & Route
- GFI + Syncro Ridership by Day

### Monthly Reports

- Monthly Ridership Summary
- Ridership, VSH & VSM
- Total Miles & Hours by Day FR
- Total Miles & Hours by Day DR
- Miles and Hours by Route
- Miles by Bus DR
- Ridership by Route Graph

### Yearly Reports

- Operating Summary Fixed Route
- Operating Summary by Mode
- Operating Summary by Route
- Ridership by Month FR Graph

### Other Reports

- Route 28 Ridership
- Bused Used on Route 28
- Route 40 Data
- Typical Day - Current
- Typical Day - Next Bid



## Fuel Entry

The Fuel Screen is used to enter the fuel for each bus each day. The fuel entries are used to calculate when the next Preventative Maintenance Inspection (PMI) is due. Fuel should be entered daily to ensure that the PMIs Due report is calculating correctly. Failure to do so will result in late PMIs, which could result as a finding during an FTA Triennial Audit.

### Guidelines:

- The **Last Mileage** (mileage for the last day fuel was entered) and the **Fuel Type** will auto-populate
- The **Meter Mileage** should be greater than the **Last Mileage**
- A fuel entry should be made for the **Electric Buses** each day the buses were used. Enter 0 for the **Quantity**.
- If the wrong **Meter Mileage** is entered and you correct it, you must tab or click on any other field on the page and ensure that the **LTD Mileage** updates. This is only way to update the Life-to-Date Mileage, which is required to ensure that the PMI reports accurately reflect the mileage.

Fuel Snapshot

Service Date:	<input type="text"/>		
Bus #:	<input type="text" value="v"/>	Fuel Type:	<input type="text"/>
Last Mileage:	<input type="text"/>	Quantity:	<input type="text"/>
Meter Mileage:	<input type="text"/>	LTD Mileage:	<input type="text"/>
Comments:	<input type="text"/>		
Date Entered:	<input type="text"/>	Entered by:	<input type="text" value="George Fink"/>
	<input type="button" value="Save"/>		

Making a difference

## THE REPORTING SOLUTION



## Operations Reports

Hover over the name of the report on the right to see a sample below. Click on the name to run the report.

**CUSTOMER COMMENT**

Comment# 506

**Taken By:** Emily Hook      **Date/Time Reported:** 2/20/2018 12:54 am  
**Date Closed:** 2/20/18 11:36 am      **Date Closed:**

---

**Passenger Info**

**Passenger Name:** Lisa W      **Phone:** 530-791-3694  
**Address:**      **Cell#::**  
**City, State, Zip:**      **Responded By:**  
**Passenger Requests:**      **Response:**

---

**Comments/Details**

**Type:** Commendation      **Date:** 2/20/2018 8:40 am  
**Route:** 22      **Rate:** 707  
**Model:** Cub Cadet      **Location:** Washoe  
**Related To:** Driver      **Category:** Commendation Operator  
**Workplace:** 10-14 - Golden Lake Blvd #40-171 - 407A second floor commercial R27 doors 11  
**This passenger is visually impaired and stated J.T. was "very respectful, very helpful, and does a great job!"**

---

**Investigation**

**Investigated By:**      **Date:**  
**Yield:**  
**Results:**

---

**Employee**

**Employee ID:**      **Date:**  
**Driver Name:** Thomas, John M  
**Employee Statement:**  
**Disciplinary Action Taken:**

---

**Response to Customer**

**Type:**      **Date:**  
**Response:**

### Incident Reports

- Service Incidents by Date Range
- Employee Incident by ID#
- Employee Incident by Employee
- Employee Incident by Date Range
- Employee Injury/Conflict Incidents

### Customer Comment Reports

- Customer Comment - Date Entered
- Summary by Operator
- Comments "Related To"

### Operations Reports

- Daily Dispatch Logs by Day
- Operations Issues
- Operations Issues COVID
- Reasonable Modifications- Summary
- Reasonable Modification Request
- Fleet/Facility Requests



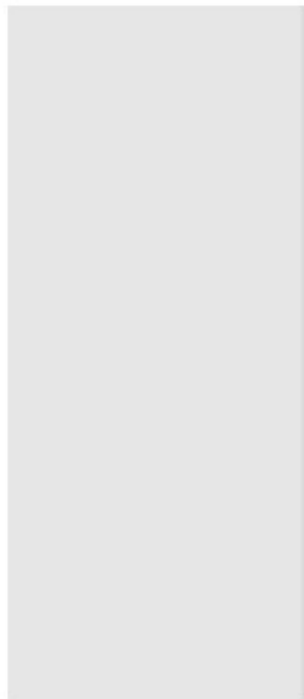
Making a difference

## THE REPORTING SOLUTION

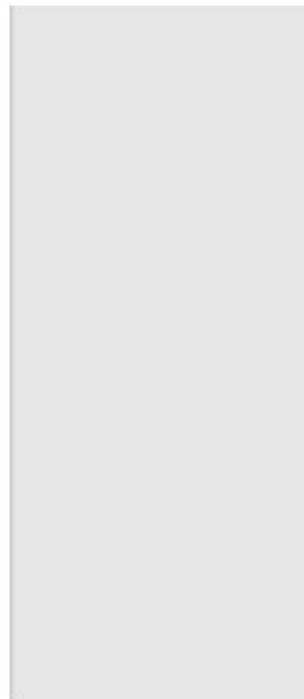


## PTASP

Hover over the titles on the right to see a sample below. Click on the name to open.



Month	Mileage P12	Major Mechanical Failures P12	Miles Between Major Mechanical Failures
Jul	41,365	23	1,800
Aug	51,140	25	2,000
Sep	55,120	37	1,500
Oct	34,020	34	900
Nov	41,470	27	1,500
Dec			
Jan			
Feb			
Mar			
Apr			
May			
Jun			
Year To Date:	228,245	145	1,500



### PTASP Components

- Mechanical Failures Snapshot
- Miles Between Major Mech Failures FY23
- Miles Between Major Mech Failures FY22
- Miles Between Major Mech Failures FY21
- Miles Between Major Mech Failures FY20
- Safety Concern Entry Screen
- Safety Concerns Snapshot
- Employee Incident Report



## Reasonable Modification

The Reasonable Modification Notification Screen is used to enter requests for a modification to TTD's service.

**Guidelines:**

- This screen should be opened and completed at the time you are notified of a Reasonable Modification Request so that you can enter it directly into The Reporting Solution
- If **No** is selected under **Able to Accommodate**, select the reason from the dropdown list
- When you save the entry, an e-mail notification will go to those on the Reasonable Modification Notification List.

Only press "Save" once. There may be a slight delay in the transmission of the data depending on your internet speed.

Reasonable Modifications Snapshot

Date/Time Called In:

Bus:  Route:  Mode:

Employee:  Category:

Description of Request:

Able to Accommodate: No  Yes

If No:

Accommodation:

Passenger Name:  Phone:

Address:  City, St:

Zip:

### Route 19.00

	Quarter				Quarter				Quarter				Quarter				YTD
	Jul-22	Aug-22	Sep-22	Qtr Total	Oct-22	Nov-22	Dec-22	Qtr Total	Jan-23	Feb-23	Mar-23	Qtr Total	Apr-23	May-23	Jun-23	Qtr Total	
GFI Ridership	1,382	1,265	1,082	3,729	1,534	1,148	476	3,158	235	290	330	855	551	352	111	1,014	8,756
Weekday Ridership	1,112	1,081	883	3,076	1,209	925	386	2,520	192	181	250	623	461	243	67	771	6,990
Saturday Ridership	126	94	98	318	186	125	40	351	23	45	56	124	74	50	11	135	928
Sunday Ridership	144	90	101	335	139	98	50	287	20	64	24	108	16	59	33	108	838
Adjusted Ridership	1,382	1,265	1,082	3,729	1,534	1,148	476	3,158	235	290	330	855	551	352	111	1,014	8,756
Weekday Revenue Hours	140.5	156.6	175.8	472.9	170.0	160.3	83.7	414.0	44.4	31.5	53.1	129.1	52.7	91.1	89.8	233.6	1,249.7
Saturday Revenue Hours	34.2	27.3	31.1	92.6	40.5	32.4	16.6	89.5	11.5	6.1	8.5	26.2	16.6	14.6	17.8	49.1	257.3
Sunday Revenue Hours	34.2	27.3	32.4	93.9	40.5	27.0	13.5	81.1	6.6	6.8	10.0	23.4	7.1	16.1	12.8	35.9	234.3
Total Revenue Hours	208.8	211.3	239.3	659.5	251.0	219.8	113.8	584.6	62.6	44.4	71.7	178.7	76.4	121.7	120.4	318.6	1,741.4
Weekday Total Hours	174.7	193.2	245.1	613.1	238.5	228.5	128.1	595.2	72.7	57.9	86.6	217.2	86.6	138.5	135.3	360.4	1,785.8
Saturday Total Hours	42.2	34.5	42.9	119.5	57.1	45.7	26.7	129.5	17.4	10.9	14.8	43.1	25.9	22.3	26.4	74.6	366.7
Sunday Total Hours	43.1	34.5	45.7	123.2	57.1	38.8	19.5	115.4	9.6	12.6	15.9	38.1	13.6	23.7	20.9	58.3	334.9
Total Hours	260.0	262.2	333.7	855.8	352.7	313.0	174.3	840.0	99.7	81.4	117.2	298.3	126.2	184.6	182.5	493.3	2,487.5
Weekday Revenue Miles	3,537	3,943	4,475	11,955	4,366	4,104	2,263	10,733	1,233	874	1,377	3,484	1,435	2,396	2,269	6,100	32,272
Saturday Revenue Miles	863	683	790	2,336	1,037	845	462	2,344	323	182	237	742	439	393	450	1,282	6,704
Sunday Revenue Miles	866	695	827	2,388	1,036	700	328	2,064	171	208	274	653	203	426	338	967	6,072
Total Revenue Miles	5,266	5,321	6,092	16,679	6,439	5,649	3,053	15,141	1,727	1,264	1,888	4,879	2,077	3,215	3,057	8,349	45,048
Weekday Total Miles	4,385	4,858	6,409	15,652	6,302	5,965	3,506	15,773	1,942	1,619	2,318	5,879	2,377	3,710	3,458	9,545	46,849
Saturday Total Miles	1,074	861	1,117	3,052	1,517	1,219	721	3,457	474	318	430	1,222	690	632	674	1,996	9,727
Sunday Total Miles	1,088	872	1,206	3,166	1,500	1,027	505	3,032	226	372	451	1,049	396	663	558	1,617	8,864
Total Miles	6,547	6,591	8,732	21,870	9,319	8,211	4,732	22,262	2,642	2,309	3,199	8,150	3,463	5,005	4,690	13,158	65,440
# Operating Weekdays	21	23	22	66	21	22	21	64	16	18	20	54	20	23	22	65	249
# Operating Saturdays	5	4	4	13	5	4	5	14	3	3	4	10	5	4	4	13	50
# Operating Sundays	5	4	4	13	5	4	3	12	3	4	3	10	5	4	4	13	48
# Total Operating Days	31	31	30	92	31	30	29	90	22	25	27	74	30	31	30	91	347
Avg Weekday Ridership	53.0	47.0	40.1	46.6	57.6	42.0	18.4	39.4	12.0	10.1	12.5	11.5	23.1	10.6	3.0	11.9	28.1
Avg Saturday Ridership	25.2	23.5	24.5	24.5	37.2	31.3	8.0	25.1	7.7	15.0	14.0	12.4	14.8	12.5	2.8	10.4	18.6
Avg Sunday Ridership	28.8	22.5	25.3	25.8	27.8	24.5	16.7	23.9	6.7	16.0	8.0	10.8	3.2	14.8	8.3	8.3	17.5
Avg Daily Ridership	44.6	40.8	36.1	40.5	49.5	38.3	16.4	35.1	10.7	11.6	12.2	11.6	18.4	11.4	3.7	11.1	25.2
Wkday Ridership/Rev Hr	7.9	6.9	5.0	6.5	7.1	5.8	4.6	6.1	4.3	5.7	4.7	4.8	8.7	2.7	0.7	3.3	5.6
Sat Ridership/Rev Hr	3.7	3.4	3.1	3.4	4.6	3.9	2.4	3.9	2.0	7.3	6.5	4.7	4.4	3.4	0.6	2.8	3.6
Sun Ridership/Rev Hr	4.2	3.3	3.1	3.6	3.4	3.6	3.7	3.5	3.0	9.5	2.4	4.6	2.3	3.7	2.6	3.0	3.6
Avg Weekday Rev Hours	6.7	6.8	8.0	7.2	8.1	7.3	4.0	6.5	2.8	1.8	2.7	2.4	2.6	4.0	4.1	3.6	5.0
Avg Saturday Rev Hours	6.8	6.8	7.8	7.1	8.1	8.1	3.3	6.4	3.8	2.0	2.1	2.6	3.3	3.6	4.5	3.8	5.1
Avg Sunday Rev Hours	6.8	6.8	8.1	7.2	8.1	6.8	4.5	6.8	2.2	1.7	3.3	2.3	1.4	4.0	3.2	2.8	4.9
Avg Weekday Rev Miles	168	171	203	181	208	187	108	168	77	49	69	65	72	104	103	94	130
Avg Saturday Rev Miles	173	171	198	180	207	211	92	167	108	61	59	74	88	98	113	99	134
Avg Sunday Rev Miles	173	174	207	184	207	175	109	172	57	52	91	65	41	107	85	74	127



# OPERATING SUMMARY - By Route

Fiscal Year 2023

## Route 22.00

	Quarter				Quarter				Quarter				Quarter				YTD
	Jul-22	Aug-22	Sep-22	Qtr Total	Oct-22	Nov-22	Dec-22	Qtr Total	Jan-23	Feb-23	Mar-23	Qtr Total	Apr-23	May-23	Jun-23	Qtr Total	
GFI Ridership	1,124	1,140	999	3,263	1,020	1,137	1,303	3,461	956	962	700	2,618	527	710	816	2,053	11,395
Weekday Ridership	822	918	764	2,504	693	809	1,100	2,602	684	766	600	2,050	359	592	653	1,604	8,760
Saturday Ridership	183	123	123	429	175	203	136	514	195	83	56	334	58	73	70	201	1,478
Sunday Ridership	119	99	112	330	152	125	67	344	77	113	44	234	110	45	93	248	1,156
Adjusted Ridership	1,124	1,140	999	3,263	1,020	1,137	1,303	3,460	956	962	700	2,618	527	710	816	2,053	11,394
Weekday Revenue Hours	135.5	150.4	146.1	432.0	166.0	166.7	155.8	488.5	106.3	111.2	144.6	362.1	143.1	176.8	176.7	496.6	1,779.3
Saturday Revenue Hours	32.8	26.3	28.4	87.5	38.8	30.3	28.7	97.8	27.0	22.6	23.9	73.5	39.4	29.5	33.3	102.2	361.0
Sunday Revenue Hours	32.8	26.1	26.7	85.7	33.4	27.6	23.5	84.4	7.8	16.1	17.6	41.6	33.7	28.5	27.2	89.4	301.2
Total Revenue Hours	201.1	202.8	201.2	605.2	238.2	224.6	208.0	670.8	141.1	149.9	186.2	477.2	216.2	234.8	237.3	688.3	2,441.5
Weekday Total Hours	153.7	170.4	167.1	491.2	195.1	190.0	164.6	549.7	113.3	118.8	155.5	387.6	152.9	192.3	187.8	533.0	1,961.6
Saturday Total Hours	37.2	29.7	32.7	99.6	45.1	35.2	29.9	110.3	28.2	24.3	25.2	77.7	41.5	32.8	35.0	109.3	396.9
Sunday Total Hours	37.2	29.9	30.7	97.7	38.3	30.9	24.3	93.6	7.8	17.4	19.1	44.3	35.8	30.7	28.9	95.4	330.9
Total Hours	228.0	230.0	230.4	688.5	278.6	256.1	218.8	753.6	149.4	160.5	199.7	509.6	230.2	255.8	251.7	737.8	2,689.4
Weekday Revenue Miles	3,538	3,922	3,667	11,127	4,266	4,231	4,016	12,513	2,692	2,719	3,557	8,968	3,533	4,413	4,176	12,122	44,730
Saturday Revenue Miles	871	688	716	2,275	996	777	721	2,494	659	556	581	1,796	1,020	731	814	2,565	9,130
Sunday Revenue Miles	851	679	674	2,204	849	710	582	2,141	180	408	430	1,018	831	761	671	2,263	7,626
Total Revenue Miles	5,260	5,289	5,057	15,606	6,111	5,718	5,319	17,148	3,531	3,683	4,568	11,782	5,384	5,905	5,661	16,950	61,486
Weekday Total Miles	3,800	4,203	3,912	11,915	4,592	4,534	4,158	13,284	2,834	2,899	3,875	9,608	3,724	4,726	4,585	13,035	47,842
Saturday Total Miles	935	734	768	2,437	1,074	837	734	2,645	695	580	606	1,881	1,054	797	874	2,725	9,688
Sunday Total Miles	913	733	722	2,368	909	750	630	2,289	184	424	446	1,054	880	823	715	2,418	8,129
Total Miles	5,648	5,670	5,402	16,720	6,575	6,121	5,522	18,218	3,713	3,903	4,927	12,543	5,658	6,346	6,174	18,178	65,659
# Operating Weekdays	21	23	22	66	21	22	21	64	19	18	22	59	20	23	22	65	254
# Operating Saturdays	5	4	4	13	5	4	4	13	4	4	4	12	5	4	4	13	51
# Operating Sundays	5	4	4	13	5	4	3	12	3	3	3	9	5	4	4	13	47
# Total Operating Days	31	31	30	92	31	30	28	89	26	25	29	80	30	31	30	91	352
Avg Weekday Ridership	39.1	39.9	34.7	37.9	33.0	36.8	52.4	40.7	36.0	42.6	27.3	34.7	18.0	25.7	29.7	24.7	34.5
Avg Saturday Ridership	36.6	30.8	30.8	33.0	35.0	50.8	34.0	39.5	48.8	20.8	14.0	27.8	11.6	18.3	17.5	15.5	29.0
Avg Sunday Ridership	23.8	24.8	28.0	25.4	30.4	31.3	22.3	28.7	25.7	37.7	14.7	26.0	22.0	11.3	23.3	19.1	24.6
Avg Daily Ridership	36.3	36.8	33.3	35.5	32.9	37.9	46.5	38.9	36.8	38.5	24.1	32.7	17.6	22.9	27.2	22.6	32.4
Wkday Ridership/Rev Hr	6.1	6.1	5.2	5.8	4.2	4.9	7.1	5.3	6.4	6.9	4.1	5.7	2.5	3.3	3.7	3.2	4.9
Sat Ridership/Rev Hr	5.6	4.7	4.3	4.9	4.5	6.7	4.7	5.3	7.2	3.7	2.3	4.5	1.5	2.5	2.1	2.0	4.1
Sun Ridership/Rev Hr	3.6	3.8	4.2	3.8	4.5	4.5	2.9	4.1	9.9	7.0	2.5	5.6	3.3	1.6	3.4	2.8	3.8
Avg Weekday Rev Hours	6.5	6.5	6.6	6.5	7.9	7.6	7.4	7.6	5.6	6.2	6.6	6.1	7.2	7.7	8.0	7.6	7.0
Avg Saturday Rev Hours	6.6	6.6	7.1	6.7	7.8	7.6	7.2	7.5	6.8	5.6	6.0	6.1	7.9	7.4	8.3	7.9	7.1
Avg Sunday Rev Hours	6.6	6.5	6.7	6.6	6.7	6.9	7.8	7.0	2.6	5.4	5.9	4.6	6.7	7.1	6.8	6.9	6.4
Avg Weekday Rev Miles	168	171	167	169	203	192	191	196	142	151	162	152	177	192	190	186	176
Avg Saturday Rev Miles	174	172	179	175	199	194	180	192	165	139	145	150	204	183	204	197	179
Avg Sunday Rev Miles	170	170	169	170	170	178	194	178	60	136	143	113	166	190	168	174	162



# OPERATING SUMMARY - By Route

Fiscal Year 2023

## Route 23.00

	Quarter				Quarter			YTD
	Jul-22	Aug-22	Sep-22	Qtr Total	Oct-22	Nov-22	Qtr Total	
GFI Ridership	322	138	106	566	166	110	276	842
Weekday Ridership	215	106	78	399	141	80	221	620
Saturday Ridership	31	24	13	68	17	7	24	92
Sunday Ridership	76	8	15	99	8	23	31	130
Adjusted Ridership	322	138	106	566	166	110	276	842
Weekday Revenue Hours	67.3	39.2	58.9	165.4	93.7	58.5	152.1	317.6
Saturday Revenue Hours	13.4	8.2	10.2	31.7	15.8	13.0	28.8	60.6
Sunday Revenue Hours	22.7	2.5	11.3	36.5	14.2	7.5	21.7	58.2
Total Revenue Hours	103.4	49.9	80.4	233.7	123.7	79.0	202.6	436.3
Weekday Total Hours	76.3	49.2	64.8	190.4	103.0	62.5	165.5	355.8
Saturday Total Hours	15.1	9.3	11.6	35.9	18.0	14.1	32.2	68.1
Sunday Total Hours	25.1	3.3	12.4	40.8	15.5	7.8	23.3	64.1
Total Hours	116.5	61.8	88.8	267.1	136.5	84.4	220.9	488.0
Weekday Revenue Miles	827	574	724	2,125	1,166	703	1,869	3,994
Saturday Revenue Miles	175	103	126	404	196	163	359	763
Sunday Revenue Miles	276	39	136	451	173	92	265	716
Total Revenue Miles	1,278	716	986	2,980	1,535	958	2,493	5,473
Weekday Total Miles	957	756	873	2,586	1,274	843	2,117	4,703
Saturday Total Miles	209	127	156	492	239	192	431	923
Sunday Total Miles	304	57	160	521	203	110	313	834
Total Miles	1,470	940	1,189	3,599	1,716	1,145	2,861	6,460
# Operating Weekdays	20	23	22	65	21	19	40	105
# Operating Saturdays	4	4	4	12	5	4	9	21
# Operating Sundays	4	3	4	11	5	3	8	19
# Total Operating Days	28	30	30	88	31	26	57	145
Avg Weekday Ridership	10.8	4.6	3.5	6.1	6.7	4.2	5.5	5.9
Avg Saturday Ridership	7.8	6.0	3.3	5.7	3.4	1.8	2.7	4.4
Avg Sunday Ridership	19.0	2.7	3.8	9.0	1.6	7.7	3.9	6.8
Avg Daily Ridership	11.5	4.6	3.5	6.4	5.4	4.2	4.8	5.8
Wkday Ridership/Rev Hr	3.2	2.7	1.3	2.4	1.5	1.4	1.5	2.0
Sat Ridership/Rev Hr	2.3	2.9	1.3	2.1	1.1	0.5	0.8	1.5
Sun Ridership/Rev Hr	3.4	3.2	1.3	2.7	0.6	3.1	1.4	2.2
Avg Weekday Rev Hours	3.4	1.7	2.7	2.5	4.5	3.1	3.8	3.0
Avg Saturday Rev Hours	3.4	2.0	2.5	2.6	3.2	3.2	3.2	2.9
Avg Sunday Rev Hours	5.7	0.8	2.8	3.3	2.8	2.5	2.7	3.1
Avg Weekday Rev Miles	41	25	33	33	56	37	47	38
Avg Saturday Rev Miles	44	26	32	34	39	41	40	36
Avg Sunday Rev Miles	69	13	34	41	35	31	33	38



# OPERATING SUMMARY - By Route

Fiscal Year 2023

## Route 28.00

	Quarter				Quarter		YTD
	Jul-22	Aug-22	Sep-22	Qtr Total	Jun-23	Qtr Total	
GFI Ridership	14,599	12,172	1,745	28,516	342	342	28,858
Weekday Ridership	9,316	6,420	625	16,361	342	342	16,703
Saturday Ridership	2,653	3,029	831	6,513			6,513
Sunday Ridership	2,630	2,722	289	5,641			5,641
Adjusted Ridership	14,599	12,171	1,745	28,515	342	342	28,857
Weekday Revenue Hours	217.0	222.3	34.1	473.4	9.8	9.8	483.2
Saturday Revenue Hours	49.4	43.3	12.2	104.9			104.9
Sunday Revenue Hours	51.7	41.1	10.3	103.1			103.1
Total Revenue Hours	318.1	306.6	56.7	681.4	9.8	9.8	691.2
Weekday Total Hours	240.1	245.6	39.7	525.4	10.8	10.8	536.2
Saturday Total Hours	55.7	47.7	14.7	118.0			118.0
Sunday Total Hours	57.2	45.5	11.2	113.8			113.8
Total Hours	352.9	338.7	65.5	757.2	10.8	10.8	768.0
Weekday Revenue Miles	3,873	3,555	485	7,913	185	185	8,098
Saturday Revenue Miles	830	786	216	1,832			1,832
Sunday Revenue Miles	939	781	152	1,872			1,872
Total Revenue Miles	5,642	5,122	853	11,617	185	185	11,802
Weekday Total Miles	4,200	3,870	623	8,693	203	203	8,896
Saturday Total Miles	915	843	292	2,050			2,050
Sunday Total Miles	1,019	830	172	2,021			2,021
Total Miles	6,134	5,543	1,087	12,764	203	203	12,967
# Operating Weekdays	21	22	3	46	1	1	47
# Operating Saturdays	5	4	1	10	0	0	10
# Operating Sundays	5	4	1	10	0	0	10
# Total Operating Days	31	30	5	66	1	1	67
Avg Weekday Ridership	443.6	291.8	208.3	355.7	342.0	342.0	355.4
Avg Saturday Ridership	530.6	757.3	831.0	651.3	0.0	0.0	651.3
Avg Sunday Ridership	526.0	680.5	289.0	564.1	0.0	0.0	564.1
Avg Daily Ridership	470.9	405.7	349.0	432.0	342.0	342.0	430.7
Wkday Ridership/Rev Hr	42.9	28.9	18.3	34.6	34.8	34.8	34.6
Sat Ridership/Rev Hr	53.7	70.0	67.8	62.1	0.0	0.0	62.1
Sun Ridership/Rev Hr	50.9	66.3	28.0	54.7	0.0	0.0	54.7
Avg Weekday Rev Hours	10.3	10.1	11.4	10.3	9.8	9.8	10.3
Avg Saturday Rev Hours	9.9	10.8	12.2	10.5	0.0	0.0	10.5
Avg Sunday Rev Hours	10.3	10.3	10.3	10.3	0.0	0.0	10.3
Avg Weekday Rev Miles	184	162	162	172	185	185	172
Avg Saturday Rev Miles	166	197	216	183	0	0	183
Avg Sunday Rev Miles	188	195	152	187	0	0	187



# OPERATING SUMMARY - By Route

Fiscal Year 2023

## Route 40.00

	Quarter			Quarter		Quarter		YTD
	Aug-22	Sep-22	Qtr Total	Oct-22	Qtr Total	Jun-23	Qtr Total	
GFI Ridership	0	0	0	38	38	0	0	38
Weekday Ridership	0	0	0	38	38	0	0	38
Saturday Ridership								
Sunday Ridership								
Adjusted Ridership	0	0	0	38	38	0	0	38
Weekday Revenue Hours	6.3	2.1	8.3	2.3	2.3	6.2	6.2	16.7
Saturday Revenue Hours								
Sunday Revenue Hours								
Total Revenue Hours	6.3	2.1	8.3	2.3	2.3	6.2	6.2	16.7
Weekday Total Hours	6.3	2.6	8.8	2.8	2.8	6.8	6.8	18.3
Saturday Total Hours								
Sunday Total Hours								
Total Hours	6.3	2.6	8.8	2.8	2.8	6.8	6.8	18.3
Weekday Revenue Miles	80	10	90	19	19	14	14	123
Saturday Revenue Miles								
Sunday Revenue Miles								
Total Revenue Miles	80	10	90	19	19	14	14	123
Weekday Total Miles	80	15	95	34	34	24	24	153
Saturday Total Miles								
Sunday Total Miles								
Total Miles	80	15	95	34	34	24	24	153
# Operating Weekdays	1	1	2	1	1	1	1	4
# Operating Saturdays	0	0	0	0	0	0	0	0
# Operating Sundays	0	0	0	0	0	0	0	0
# Total Operating Days	1	1	2	1	1	1	1	4
Avg Weekday Ridership	0.0	0.0	0.0	38.0	38.0	0.0	0.0	9.5
Avg Saturday Ridership	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Avg Sunday Ridership	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Avg Daily Ridership	0.0	0.0	0.0	38.0	38.0	0.0	0.0	9.5
Wkday Ridership/Rev Hr	0.0	0.0	0.0	16.9	16.9	0.0	0.0	2.3
Sat Ridership/Rev Hr	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Sun Ridership/Rev Hr	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Avg Weekday Rev Hours	6.3	2.1	4.2	2.3	2.3	6.2	6.2	4.2
Avg Saturday Rev Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Avg Sunday Rev Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Avg Weekday Rev Miles	80	10	45	19	19	14	14	31
Avg Saturday Rev Miles	0	0	0	0	0	0	0	0
Avg Sunday Rev Miles	0	0	0	0	0	0	0	0

### Route 50.00

	Quarter				Quarter				Quarter				Quarter				YTD
	Jul-22	Aug-22	Sep-22	Qtr Total	Oct-22	Nov-22	Dec-22	Qtr Total	Jan-23	Feb-23	Mar-23	Qtr Total	Apr-23	May-23	Jun-23	Qtr Total	
GFI Ridership	17,573	14,250	11,122	42,945	9,927	8,761	12,101	30,790	13,851	14,029	12,816	40,696	8,984	8,971	9,414	27,369	141,800
Weekday Ridership	13,072	11,311	8,504	32,887	7,375	6,685	9,813	23,873	10,645	10,338	10,011	30,994	6,412	7,421	7,611	21,444	109,198
Saturday Ridership	2,374	1,601	1,372	5,347	1,339	1,030	1,503	3,872	1,500	1,572	1,910	4,982	1,159	935	949	3,043	17,244
Sunday Ridership	2,127	1,338	1,246	4,711	1,213	1,046	785	3,044	1,706	1,781	1,233	4,720	1,413	615	854	2,882	15,357
Adjusted Ridership	17,573	14,250	11,122	42,945	9,927	8,761	12,101	30,789	13,851	14,029	12,816	40,696	8,984	8,971	9,414	27,369	141,799
Weekday Revenue Hours	472.2	521.4	387.7	1,381.4	383.3	343.9	267.1	994.2	260.6	253.6	296.4	810.7	265.0	276.7	296.0	837.7	4,024.0
Saturday Revenue Hours	115.7	92.9	68.2	276.8	78.0	61.1	53.1	192.2	49.5	53.4	50.4	153.3	67.3	52.3	53.6	173.2	795.5
Sunday Revenue Hours	111.5	92.7	70.7	274.9	77.2	56.8	37.6	171.6	42.5	52.4	39.9	134.8	67.7	49.8	54.3	171.9	753.2
Total Revenue Hours	699.4	707.0	526.6	1,933.1	538.5	461.7	357.8	1,358.0	352.6	359.5	386.7	1,098.8	400.0	378.8	403.9	1,182.8	5,572.7
Weekday Total Hours	502.9	554.3	414.0	1,471.1	409.4	367.5	285.6	1,062.5	278.9	271.6	318.4	868.9	287.0	300.6	319.2	906.8	4,309.4
Saturday Total Hours	123.0	98.5	72.1	293.7	82.6	65.0	56.7	204.3	52.4	57.2	54.2	163.8	72.2	56.1	57.3	185.5	847.2
Sunday Total Hours	118.7	98.5	75.2	292.5	81.6	60.3	40.3	182.2	45.4	56.1	42.9	144.4	72.7	53.4	58.3	184.4	803.5
Total Hours	744.7	751.3	561.3	2,057.3	573.5	492.9	382.6	1,449.0	376.7	384.9	415.5	1,177.1	431.8	410.1	434.7	1,276.7	5,960.1
Weekday Revenue Miles	6,188	6,787	5,143	18,118	5,019	4,519	3,599	13,137	3,394	3,402	3,994	10,790	3,561	3,660	3,751	10,972	53,017
Saturday Revenue Miles	1,538	1,209	879	3,626	997	825	720	2,542	674	720	695	2,089	899	681	666	2,246	10,503
Sunday Revenue Miles	1,467	1,217	924	3,608	998	775	518	2,291	581	712	539	1,832	894	654	667	2,215	9,946
Total Revenue Miles	9,193	9,213	6,946	25,352	7,014	6,119	4,837	17,970	4,649	4,834	5,228	14,711	5,354	4,995	5,084	15,433	73,466
Weekday Total Miles	6,298	6,942	5,225	18,465	5,127	4,653	3,733	13,513	3,524	3,588	4,100	11,212	3,663	3,773	3,878	11,314	54,504
Saturday Total Miles	1,563	1,226	901	3,690	1,010	836	749	2,595	700	757	726	2,183	924	703	686	2,313	10,781
Sunday Total Miles	1,490	1,240	936	3,666	1,010	783	533	2,326	593	738	558	1,889	927	714	693	2,334	10,215
Total Miles	9,351	9,408	7,062	25,821	7,147	6,272	5,015	18,434	4,817	5,083	5,384	15,284	5,514	5,190	5,257	15,961	75,500
# Operating Weekdays	21	23	22	66	21	22	22	65	22	20	23	65	20	23	22	65	261
# Operating Saturdays	5	4	4	13	5	4	5	14	4	4	4	12	5	4	4	13	52
# Operating Sundays	5	4	4	13	5	4	3	12	4	4	3	11	5	4	4	13	49
# Total Operating Days	31	31	30	92	31	30	30	91	30	28	30	88	30	31	30	91	362
Avg Weekday Ridership	622.5	491.8	386.5	498.3	351.2	303.9	446.0	367.3	483.9	516.9	435.3	476.8	320.6	322.7	346.0	329.9	418.4
Avg Saturday Ridership	474.8	400.3	343.0	411.3	267.8	257.5	300.6	276.6	375.0	477.5	393.0	415.2	231.8	233.8	237.3	234.1	331.6
Avg Sunday Ridership	425.4	334.5	311.5	362.4	242.6	261.5	261.7	253.7	426.5	445.3	411.0	429.1	282.6	153.8	213.5	221.7	313.4
Avg Daily Ridership	566.9	459.7	370.7	466.8	320.2	292.0	403.4	338.3	461.7	501.0	427.2	462.5	299.5	289.4	313.8	300.8	391.7
Wkday Ridership/Rev Hr	27.7	21.7	21.9	23.8	19.2	19.4	36.7	24.0	40.8	40.8	33.8	38.2	24.2	26.8	25.7	25.6	27.1
Sat Ridership/Rev Hr	20.5	17.2	20.1	19.3	17.2	16.9	28.3	20.1	30.3	31.2	31.2	32.5	17.2	17.9	17.7	17.6	21.7
Sun Ridership/Rev Hr	19.1	14.4	17.6	17.1	15.7	18.4	20.9	17.7	40.1	34.0	30.9	35.0	20.9	12.3	15.7	16.8	20.4
Avg Weekday Rev Hours	22.5	22.7	17.6	20.9	18.3	15.6	12.1	15.3	11.8	12.7	12.9	12.5	13.3	12.0	13.5	12.9	15.4
Avg Saturday Rev Hours	23.1	23.2	17.0	21.3	15.6	15.3	10.6	13.7	12.4	13.4	12.6	12.8	13.5	13.1	13.4	13.3	15.3
Avg Sunday Rev Hours	22.3	23.2	17.7	21.1	15.4	14.2	12.5	14.3	10.6	13.1	13.3	12.3	13.5	12.5	13.6	13.2	15.4
Avg Weekday Rev Miles	295	295	234	275	239	205	164	202	154	170	174	166	178	159	171	169	203
Avg Saturday Rev Miles	308	302	220	279	199	206	144	182	169	180	174	174	180	170	167	173	202
Avg Sunday Rev Miles	293	304	231	278	200	194	173	191	145	178	180	167	179	164	167	170	203



### Route 55.00

	Quarter				Quarter				Quarter				Quarter				YTD
	Jul-22	Aug-22	Sep-22	Qtr Total	Oct-22	Nov-22	Dec-22	Qtr Total	Jan-23	Feb-23	Mar-23	Qtr Total	Apr-23	May-23	Jun-23	Qtr Total	
GFI Ridership	9,049	7,972	8,583	25,604	8,866	6,458	5,526	20,850	5,510	5,200	4,464	15,174	4,267	4,605	3,832	12,704	74,332
Weekday Ridership	6,538	6,070	6,668	19,276	6,246	4,931	4,378	15,555	4,352	3,924	3,721	11,997	3,109	3,256	2,823	9,188	56,016
Saturday Ridership	1,364	1,053	982	3,399	1,329	753	749	2,831	622	606	339	1,567	664	765	563	1,992	9,789
Sunday Ridership	1,147	849	933	2,929	1,291	774	399	2,464	536	670	404	1,610	494	584	446	1,524	8,527
Adjusted Ridership	9,049	7,972	8,583	25,604	8,866	6,458	5,526	20,850	5,510	5,200	4,464	15,174	4,267	4,605	3,832	12,704	74,332
Weekday Revenue Hours	473.5	527.2	531.5	1,532.2	507.8	510.7	349.0	1,367.5	291.9	255.7	317.7	865.3	309.5	415.1	394.5	1,119.1	4,884.1
Saturday Revenue Hours	115.0	92.0	93.2	300.2	123.3	98.7	73.6	295.6	61.7	49.3	50.7	161.8	90.7	85.0	81.5	257.2	1,014.7
Sunday Revenue Hours	115.0	92.0	98.7	305.7	123.3	88.5	55.0	266.8	42.4	48.8	40.0	131.2	69.3	75.8	65.5	210.6	914.3
Total Revenue Hours	703.5	711.2	723.3	2,138.1	754.5	697.8	477.5	1,929.8	396.0	353.8	408.4	1,158.3	469.5	575.9	541.5	1,586.9	6,813.1
Weekday Total Hours	502.1	560.2	569.1	1,631.5	543.8	546.9	376.7	1,467.4	315.7	273.7	343.2	932.6	331.5	445.6	418.8	1,195.9	5,227.5
Saturday Total Hours	122.0	97.7	99.6	319.4	132.2	105.7	78.4	316.3	66.6	53.3	55.0	175.0	97.0	89.4	86.0	272.4	1,083.1
Sunday Total Hours	122.2	97.7	105.7	325.6	132.0	94.8	58.9	285.7	45.1	53.0	42.5	140.5	74.0	79.5	69.5	221.2	974.9
Total Hours	746.3	755.7	774.5	2,276.5	808.0	747.4	514.0	2,069.4	427.4	380.0	440.7	1,248.1	502.6	614.6	574.3	1,691.5	7,285.5
Weekday Revenue Miles	5,273	5,835	5,987	17,095	5,740	5,706	4,014	15,460	3,071	2,724	3,490	9,285	3,548	4,796	4,457	12,801	54,641
Saturday Revenue Miles	1,285	1,024	1,043	3,352	1,389	1,098	862	3,349	653	509	540	1,702	1,055	981	940	2,976	11,379
Sunday Revenue Miles	1,283	1,024	1,109	3,416	1,385	988	600	2,973	446	520	450	1,416	805	892	741	2,438	10,243
Total Revenue Miles	7,841	7,883	8,139	23,863	8,514	7,792	5,476	21,782	4,170	3,753	4,480	12,403	5,408	6,669	6,138	18,215	76,263
Weekday Total Miles	5,342	5,912	6,052	17,306	5,803	5,780	4,139	15,722	3,184	2,804	3,614	9,602	3,648	4,942	4,606	13,196	55,826
Saturday Total Miles	1,302	1,037	1,054	3,393	1,405	1,111	923	3,439	677	529	562	1,768	1,093	1,022	967	3,082	11,682
Sunday Total Miles	1,297	1,036	1,122	3,455	1,401	999	636	3,036	469	537	466	1,472	827	930	780	2,537	10,500
Total Miles	7,941	7,985	8,228	24,154	8,609	7,890	5,698	22,197	4,330	3,870	4,642	12,842	5,568	6,894	6,353	18,815	78,008
# Operating Weekdays	21	23	22	66	21	22	22	65	22	20	23	65	20	23	22	65	261
# Operating Saturdays	5	4	4	13	5	4	5	14	4	4	4	12	5	4	4	13	52
# Operating Sundays	5	4	4	13	5	4	3	12	4	4	3	11	5	4	4	13	49
# Total Operating Days	31	31	30	92	31	30	30	91	30	28	30	88	30	31	30	91	362
Avg Weekday Ridership	311.3	263.9	303.1	292.1	297.4	224.1	199.0	239.3	197.8	196.2	161.8	184.6	155.5	141.6	128.3	141.4	214.6
Avg Saturday Ridership	272.8	263.3	245.5	261.5	265.8	188.3	149.8	202.2	155.5	151.5	84.8	130.6	132.8	191.3	140.8	153.2	188.3
Avg Sunday Ridership	229.4	212.3	233.3	225.3	258.2	193.5	133.0	205.3	134.0	167.5	134.7	146.4	98.8	146.0	111.5	117.2	174.0
Avg Daily Ridership	291.9	257.2	286.1	278.3	286.0	215.3	184.2	229.1	183.7	185.7	148.8	172.4	142.2	148.5	127.7	139.6	205.3
Wkday Ridership/Rev Hr	13.8	11.5	12.5	12.6	12.3	9.7	12.5	11.4	14.9	15.3	11.7	13.9	10.0	7.8	7.2	8.2	11.5
Sat Ridership/Rev Hr	11.9	11.4	10.5	11.3	10.8	7.6	10.2	9.6	10.1	12.3	6.7	9.7	7.3	9.0	6.9	7.7	9.6
Sun Ridership/Rev Hr	10.0	9.2	9.5	9.6	10.5	8.7	7.3	9.2	12.6	13.7	10.1	12.3	7.1	7.7	6.8	7.2	9.3
Avg Weekday Rev Hours	22.5	22.9	24.2	23.2	24.2	23.2	15.9	21.0	13.3	12.8	13.8	13.3	15.5	18.0	17.9	17.2	18.7
Avg Saturday Rev Hours	23.0	23.0	23.3	23.1	24.7	24.7	14.7	21.1	15.4	12.3	12.7	13.5	18.1	21.3	20.4	19.8	19.5
Avg Sunday Rev Hours	23.0	23.0	24.7	23.5	24.7	22.1	18.3	22.2	10.6	12.2	13.3	11.9	13.9	19.0	16.4	16.2	18.7
Avg Weekday Rev Miles	251	254	272	259	273	259	182	238	140	136	152	143	177	209	203	197	209
Avg Saturday Rev Miles	257	256	261	258	278	275	172	239	163	127	135	142	211	245	235	229	219
Avg Sunday Rev Miles	257	256	277	263	277	247	200	248	112	130	150	129	161	223	185	188	209



## RIDERSHIP, VSH & VSM BY ROUTE

Period Beginning: 01-Jul-2022

Period Ending: 30-Jun-2023

Route	Ridership	Vehicle Service Hours	Non-Service Hours	Vehicle Service Miles	Non-Service Miles	Farebox Revenue
<b>Commuter</b>						
19	8,756	1,741.4	746.1	45,048	20,392	\$1.96
22	11,394	2,441.5	247.9	61,486	4,173	\$0.70
	<u>20,150</u>	<u>4,182.9</u>	<u>994.0</u>	<u>106,534</u>	<u>24,565</u>	<u>\$2.66</u>
<b>Non-Seasonal</b>						
23	842	436.3	51.7	5,473	987	\$0.00
50	141,799	5,572.7	387.4	73,466	2,034	\$2.06
55	74,332	6,813.1	472.4	76,263	1,745	\$0.01
	<u>216,973</u>	<u>12,822.1</u>	<u>911.5</u>	<u>155,202</u>	<u>4,766</u>	<u>\$2.07</u>
<b>Seasonal</b>						
28	28,857	691.2	76.8	11,802	1,165	\$8.00
	<u>28,857</u>	<u>691.2</u>	<u>76.8</u>	<u>11,802</u>	<u>1,165</u>	<u>\$8.00</u>
<b>Special Events</b>						
40	38	16.7	1.6	123	30	\$0.00
	<u>38</u>	<u>16.7</u>	<u>1.6</u>	<u>123</u>	<u>30</u>	<u>\$0.00</u>
<b>Demand Response</b>						
On Call	7,811	5,197.9	453.2	62,633	6,060	\$0.00
	<u>7,811</u>	<u>5,197.9</u>	<u>453.2</u>	<u>62,633</u>	<u>6,060</u>	<u>\$0.00</u>
<b>Totals</b>	<u><u>273,829</u></u>	<u><u>22,910.9</u></u>	<u><u>2,437.1</u></u>	<u><u>336,294</u></u>	<u><u>36,586</u></u>	<u><u>\$12.73</u></u>
	Weekday	16,833.0	1,783.0	246,625	26,407	\$4.65
	Saturday	2,854.1	310.0	42,369	4,870	\$5.00
	Sunday	3,223.9	344.2	47,300	5,309	\$3.08