



Solano Transportation Authority

One Harbor Center, Suite 130
Suisun City, California 94585

Area Code 707
424-6075 • Fax 424-6074

PCC

SOLANO PARATRANSIT COORDINATING COUNCIL (PCC) AGENDA

Members:

- Benicia
- Dixon
- Fairfield
- Rio Vista
- Solano County
- Suisun City
- Vacaville
- Vallejo

Friday, March 28, 2008
12:00 – 2:00pm

****Please Note New Location****

Solano Community College
Building 400, Room 402/403
4000 Suisun Valley Road
Fairfield, CA 94534

ITEM

STAFF PERSON

- | | |
|---|---|
| <p>I. CALL TO ORDER</p> <p>II. APPROVAL OF AGENDA
(12:15 – 12:20 p.m.)</p> <p>III. OPPORTUNITY FOR PUBLIC COMMENT
(12:20 – 12:30 p.m.)</p> <p>IV. COMMENTS FROM STAFF
(12:30 – 12:35 p.m.)
Solano Paratransit/DART Scheduling Process
<i>Action Plan Report in Progress - Future Agenda Item</i></p> <p>V. ACTION ITEMS</p> <p>A. Minutes from PCC Meeting of January 18, 2008
<u>Recommendation</u>
<i>Approve minutes of the January 18, 2008 meeting.</i>
(12:35 – 12:40 p.m.)
Pg.</p> | <p>George Bartolome, Chair</p> <p>Liz Niedziela</p> |
|---|---|

PCC MEMBERS

George Bartolome-Chair
Social Service Provider

Richard Burnett-Vice Chair
EDAC Representative

Kim Barkus
Public Agency – Health
& Human Services

Catrina Evanson
Public Agency –
Education

Tom Morgan
Transit User

Jim Simon
Member at Large

Shirley Stacy
Member at Large

Susan Rotchy
Social Service Provider

James Williams
Member at Large

ACTION ITEMS (Continued)

- B. 5310 Status and Appointment of a new 5310 Scoring Subcommittee** Liz Niedziela
Recommendation
Reconfirm two appointments of Jim Williams and George Bartolome, appoint one member, and one alternate to participate in Solano's FY 2008 FTA Section 5310 Application Scoring Subcommittee.
(12:40 – 12:45 p.m.)
Pg.
- C. PCC Marketing Outreach Plan** Liz Niedziela
Recommendation
Approve the Solano Paratransit Coordinating Council 2008 Outreach Plan.
(12:45 – 12:55 p.m.)
Pg.

VI. INFORMATION ITEMS

- A. Unmet Transit Needs Comments** Liz Niedziela
Informational
(12:55 – 1:00 p.m.)
Pg.
- B. PCC Membership Update** Liz Niedziela
Informational
(1:00 – 1:05 p.m.)
Pg.
- C. Status of Paratransit Operators' Procurement Processes** Liz Niedziela
Informational
(1:05 – 1:10 p.m.)
Pg.
- D. Surplus Paratransit Vehicle Process** Liz Niedziela
Informational
(1:10 – 1:15 p.m.)
Pg.
- E. Transit Operator Updates**
 - Benicia Breeze
 - Fairfield/Suisun Transit
 - Rio Vista Delta Breeze
 - Vacaville City Coach
 - Vallejo Transit
(1:15 -1:35 p.m.)

VII. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

Discussion

(1:35 – 1:40p.m.)

VIII. ADJOURNMENT

The next regular meeting of the PCC is scheduled **at Vallejo, JFK Library 12:00 noon, Friday, May 16, 2008.**

For questions regarding this agenda:

Please contact Liz Niedziela at (707) 424-6075 or eniedziela@sta-snci.com

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Agenda Item V.A
March 28, 2008

PCC

SOLANO PARATRANSIT COORDINATING COUNCIL AGENDA

Minutes Meeting for the meeting of January 18, 2008

Members:

- Benicia
- Dixon
- Fairfield
- Rio Vista
- Solano County
- Suisun City
- Vacaville
- Vallejo

I. CALL TO ORDER

PCC Vice-chair, George Bartolome, called the meeting to order at 12:15 pm at Fairfield Community Center. Self-introductions were made.

Voting Members Present:

- | | |
|------------------|-------------------------------------|
| George Bartolome | Vice-Chair, Social Service Provider |
| Richard Burnett | EDAC Representative |
| Kim Barkus | Public Agency – Health & Human Svcs |
| Deanna Dupont | Social Service Provider |
| Tom Morgan | Transit User |
| Susan Rotchy | Independent Living Resource Center |
| Shirley Stacy | Transit User |
| James Williams | Member-at-Large |

Voting Members Not Present:

- | | |
|------------------|---|
| Catarina Evanson | Solano Community College Representative |
| Jim Simon | Member-at-Large |

Also Present:

- | | |
|-----------------------|--|
| Ernest Bradford | Former PCC Member |
| Judy Clowers | Milestones |
| Cathy Cooper | Transit User |
| George Fink | Fairfield/Suisun Transit |
| Gloria Glass | Paratransit User |
| Corinna Ly | DART/ Paratransit User |
| Brian McLean | Vacaville City Coach Special Services |
| Holly Miller | Fairfield /Suisun Transit |
| Liz Niedziela | STA |
| Elizabeth Richards | STA |
| Bob Stalker | Legal Services of Northern CA |
| Robin Van Valkenburgh | MV Transportation (Fairfield/Suisun Transit) |
| Amber Villarreal | MV Transportation (Vallejo Runabout) |
| Kurt Wellner | Transit User |

II. APPROVAL OF January 18, 2008 AGENDA

On a motion by Jim Williams and a second by Tom Morgan, the PCC approved the agenda for January 18, 2008.

III. OPPORTUNITY FOR PUBLIC COMMENT

- 1) Corinna Ly:
 - a) Questions concerning Request for Proposal for Fairfield/Suisun Transit's Purchased Transportation contract that expires June 30, 2008.

George Fink responded describing City of Fairfield's procurement procedures and offered to provide a written response including timeline.

- 2) Shirley Stacy:
 - a) Reiterated concerns expressed previously concerning paratransit vehicle being late and no availability of comment cards on the bus. The issue with comment cards will be addressed with new drivers according to Robin/MV Transit.
 - b) She also stated Fairfield Senior Center's vans do not have lifts.
- 3) Susan Rotchy:
 - a) Inquired about the retired paratransit vans and asked to be notified when they will be placed for auction.
- 4) Cathy Cooper (a DART/Solano Paratransit rider), expressed concerns about:
 - a) Safety
 - b) How trips are scheduled and confirmed
 - c) The new automated telephone reservation system
- 5) Gloria Glass (a DART/Solano Paratransit rider):
 - a) Talked about her long waits for Paratransit vehicle and late pick-ups.

The PCC Chair asked STA staff to provide direction on how to respond to many of the paratransit rider issues raised. STA staff suggested that at a future meeting, a comprehensive view of telephone reservation, trip scheduling and maintenance processes would be presented.

IV. COMMENTS FROM STAFF

Liz Niedziela presented a message concerning a 5310 Workshop on March 7, 2008 in Oakland at the Caltrans District 4 offices. This workshop will go over the revised application form, scoring criteria, and program guidelines. The workshop is intended for both evaluators and prospective applicants.

V. SELECTION OF 2008 PCC CHAIR AND VICE CHAIR

George Bartolome was nominated for Chair by Tom Morgan and Jim Williams. Richard Burnett was nominated for Vice Chair by Jim Williams and seconded by George Bartolome. They both accepted the nominations. The PCC approved the appointment of George Bartolome as Chair and Richard Burnett as Vice Chair.

VI. ACTION ITEMS

A. Minutes of the PCC Meeting of November 16, 2007

On a motion by Jim Williams and seconded by Tom Morgan, the PCC approved the minutes for the November 16, 2007 meeting.

B. Recommend the Solano Transportation Authority Board approve the 2008 PCC Work Plan

On a motion by Jim Williams and seconded by Richard Burnett, the PCC recommended Solano Transportation Board approve the 2008 Work Plan. During the discussion of the Work Plan, the group suggested having the PCC meetings at different locations throughout the County to obtain greater participation as part of a more extensive outreach process.

C. Solano Paratransit Vans and Brand Identity Update

On a motion by Tom Morgan and seconded by Richard Burnett, the PCC recommended the following to a Working Group to assist the STA and FST to update the Solano Paratransit brochure:

1. Tom Morgan
2. Shirley Stacy
3. Cathy Cooper

VII. INFORMATION ITEMS

A. 2007 PCC Work Plan Accomplishments

Elizabeth Richards presented the 2007 PCC Work Plan Accomplishments of the PCC covering the administrative, outreach, projects, and funding tasks and timeline.

B. PCC Membership Update

Liz Niedziela presented membership update. On December 12, 2007, the STA Board approved the appointment of Shirley Stacy, a Transit User, to the PCC. The one remaining vacancy is for Transit User.

C. 5310 and Coordinated Plan Update

Liz Niedziela presented a 5310 update. The revised application and criteria are expected to be presented to the CTC for adoption in January. Workshops will be held in 2008. The Bay Area's Coordinated Plan was adopted by the Metropolitan Transportation Commission (MTC) at their December 19th meeting. The plan is available at www.mtc.ca.gov/planning/pths/.

D. Unmet Transit Needs Hearing

Liz Niedziela presented that the Unmet Transit Needs public hearing for FY 2008-2009 was on Tuesday, December 4th at 6:00 pm. It was held at the County of Solano Administration Center (CSAC) in the Board Chambers. The turnout was one of the most well attended hearings in many years. MTC has begun to summarize the key issues of concern and will forward them to the STA in January to coordinate a response. In general, comments ranged from concerns with paratransit to local and intercity express services.

E. Solano Paratransit Comment Cards

Liz Niedziela presented the updated comment cards that are provided on all of Solano Paratransit and DART Paratransit vehicles. The comment cards welcome riders to voice their comments, compliments, and/or concerns.

F. Transit/Paratransit Monthly Reports

Benicia Breeze/Delta Breeze:	John Andoh was not present.
Fairfield/Suisun Transit:	George Fink/Hollie Miller - George Fink presented monthly and quarterly updates and comparisons.
Vacaville City Coach:	Brian McLean presented a monthly report and also distributed his new marketing package for first time riders.
Vallejo RunAbout:	Amber Villarreal (MV Transportation) presented a monthly report on Vallejo Runabout.

VIII. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

Future agenda items could include:

1. Outreach Action Plan
2. Procurement Procedures for Request for Proposal for transit service contractors
3. Paratransit Vehicles Surplus Process

IX. ADJOURNMENT

The meeting adjourned at 2:43 pm. The next regular meeting of the PCC is scheduled at 12:00 noon on Friday, March 21, 2008 at Fairfield Community Center.

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PCC

Date: March 14, 2008
To: Solano Paratransit Coordinating Council
From: Liz Niedziela, Transit Program Manager/Analyst
Re: FY 2008 FTA Section 5310 Application and Scoring Subcommittee

Background:

The Federal Transit Administration's Elderly Individuals and Individuals with Disabilities Program (Section 5310) provides capital grants for the purpose of meeting the transportation needs of elderly persons and persons with disabilities where mass public transportation services are otherwise unavailable, insufficient, or inappropriate. For California, approximately \$12 million in Federal funds is available annually, and Caltrans is the designated recipient of the funds.

The Metropolitan Transportation Commission (MTC), the regional transportation planning organization for the nine bay area counties, requires that each county Paratransit Coordinating Council (PCC) score FTA Section 5310 applications from their respective county before MTC formally reviews the applications. To fulfill this obligation, the Solano PCC establishes a three-person subcommittee each year to review and score Solano County FTA Section 5310 applications and recommends its findings for the PCC to review and approve.

Applicants submit their applications to the appropriate County Paratransit Coordinating Council (PCC) by **May 16, 2008**. The County PCCs evaluate and score the applications, and then forward both the applications and scores to MTC. The deadline for submitting County scores to MTC is **June 2, 2008**. MTC compiles the County PCC scores and develops draft regional scores and rankings for review by the PCCs, and hears applicant appeals if necessary. MTC then transmits the applications and final regional rankings to Caltrans by the **August 29, 2008** due date. Attachment A provides the detailed process and timeline up to MTC's submittal to Caltrans.

When all applications throughout the state have been submitted to Caltrans, a statewide review committee develops a draft statewide prioritized list based on the scores provided by each region, and determines the minimum score for projects to be recommended for funding. The statewide review committee holds a staff level hearing for all stakeholders to discuss the statewide-prioritized list and hear any appeals on technical issues. The statewide evaluation committee submits a final statewide-prioritized list to the California Transportation Commission (CTC). The CTC holds a public hearing to discuss the prioritized list, overall program policy and adopts the prioritized list.

Discussion:

Applications for the FY 2008 FTA Section 5310 Program are currently available through Caltrans with a deadline for submittal to county PCCs by May 16, 2008. In anticipation of this

5310 grant cycle, the PCC appointed three PCC members to a 5310 Application Scoring Subcommittee: George Bartolome, Jim Williams, and Deanna Dupont. Since that time, Deanna Dupont resigned from the PCC. STA staff is requesting that the Solano PCC reconfirm the existing appointments, make one appointment to replace Deanna Dupont and appoint one alternate to participate in the FTA Section 5310 Application Scoring Subcommittee. The subcommittee will be scheduled to meet the first week of May 2008 to review the scoring criteria's guidelines and familiarize themselves with the Bay Area's Coordinated Plan that was adopted by the MTC at their December 19 meeting. The plan is available at www.mtc.ca.gov/planning/pths/. Applicants will be required to demonstrate their proposed project's consistency with the transportation needs, proposed solutions, or enhanced strategies presented in the plan, so that MTC may certify that the project was derived from the plan. (Please see Attachment B for the scoring and rating). The subcommittee will meet again between May 19th and 30th to score the applications submitted based on the guidelines and instructions set by Caltrans.

Recommendation:

Reconfirm two appointments of Jim Williams and George Bartolome, appoint one member, and one alternate to participate in Solano's FY 2008 FTA Section 5310 Application Scoring Subcommittee.

Attachments:

- A. FTA Section 5310 Application Process and Timeline, FY 2008
- B. Quantitative Scoring & Project Rating Worksheets

The Bay Area's Coordinated Plan was adopted by the Commission (MTC) at their December 19 meeting. The plan is available at www.mtc.ca.gov/planning/pths/. Applicants will be required to demonstrate their proposed project's consistency with the transportation needs, proposed solutions, or enhanced strategies presented in the plan, so that MTC may certify that the project was derived from the plan.

Elderly and Disabled Specialized Transit Program

(49 U.S.C. Section 5310)

CALL FOR PROJECTS FOR CALIFORNIA'S FY 2008 APPORTIONMENT

Caltrans Division of Mass Transportation is currently soliciting projects for the Federal Transportation Administration's Elderly and Disabled Specialized Transit Program (49 USC Section 5310).

Program Purpose: The Section 5310 Program provides capital grants to assist private non-profit corporations and, under certain conditions, public agencies, to provide safe, efficient, and coordinated transportation services for elderly individuals and individuals with disabilities for whom public transportation is otherwise unavailable, insufficient, or inappropriate.

Available Funding and Local Match Requirement: The call for projects is for the state's FY 2008 apportionment, which amounts to about \$12.1 million in available funding. The minimum local match requirement is 11.47 percent of the project cost.

Eligible Recipients: The eligible subrecipients for Section 5310 funds are: a) private non-profit organizations; b) governmental authorities that certify to the chief executive officer of the State that no non-profit corporations or associations are readily available in an area to provide the service; and c) governmental authorities approved by the State to coordinate services for elderly individuals and individuals with disabilities.

Changes from Prior Funding Cycles: There will be a few changes for the FY 2008 call for projects:

- **New Application Form, Instructions, and Evaluation Criteria**
The application, instructions, and evaluation criteria have changed from prior funding cycles.
- **Eligible Projects**
Not all capital expenses listed in FTA Circular C 9070.1F are considered eligible for the FY 2008 call for projects. The application instructions will contain the list of eligible and ineligible projects.
- **Coordinated Planning Requirement and Certification**
Applicants will be required to specify how their proposed project addresses transportation gap(s) and/or barrier(s) identified in the Bay Area's Coordinated Public Transit-Human Services Transportation Plan ("Coordinated Plan"), available at www.mtc.ca.gov/planning/pths. In addition, MTC will be required to certify that the project has been derived from the Coordinated Plan. The certification is required to be submitted as part of the application.

Workshop and Application Form: Caltrans is hosting a workshop in Oakland for prospective applicants:

Friday, March 7, 2008
9:00 a.m. – 3:30 p.m.
Caltrans District 4 Office
111 Grand Avenue, Oakland

To attend the workshop, register at http://www.calact.org/events/other/caltrans_5310.php. *The workshop is optional, however, attendance is strongly encouraged as there are substantive differences between the FY 2008 and prior funding cycles.*

Workshops are also being held at other locations throughout the state. The schedule of workshops is available at www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/5310/2008WorkshopLocs.pdf.

The application form will be provided at the workshops. The form may be obtained in advance upon forwarding proof of workshop registration to the Caltrans staff contact. The form will be posted on-line in April 2008.

Application Process and Timeline: Applicants submit their applications to the appropriate County Paratransit Coordinating Council (PCC) by **May 16, 2008**. The County PCCs evaluate and score the applications, and then forward both the applications and scores to MTC. MTC compiles the County PCC scores and develops draft regional scores and rankings for review by the PCCs, and hears applicant appeals if necessary. MTC then transmits the applications and final regional rankings to Caltrans by the **August 29, 2008** due date. Attachment A provides the detailed process and timeline up to MTC's submittal to Caltrans.

When all applications throughout the state have been submitted to Caltrans, a statewide review committee develops a draft statewide prioritized list based on the scores provided by each region, and determines the minimum score for projects to be recommended for funding. The statewide review committee holds a staff level hearing for all stakeholders to discuss the statewide-prioritized list and hear any appeals on technical issues. The statewide evaluation committee submits a final statewide-prioritized list to the California Transportation Commission (CTC). The CTC holds a public hearing to discuss the prioritized list, overall program policy and adopts the prioritized list.

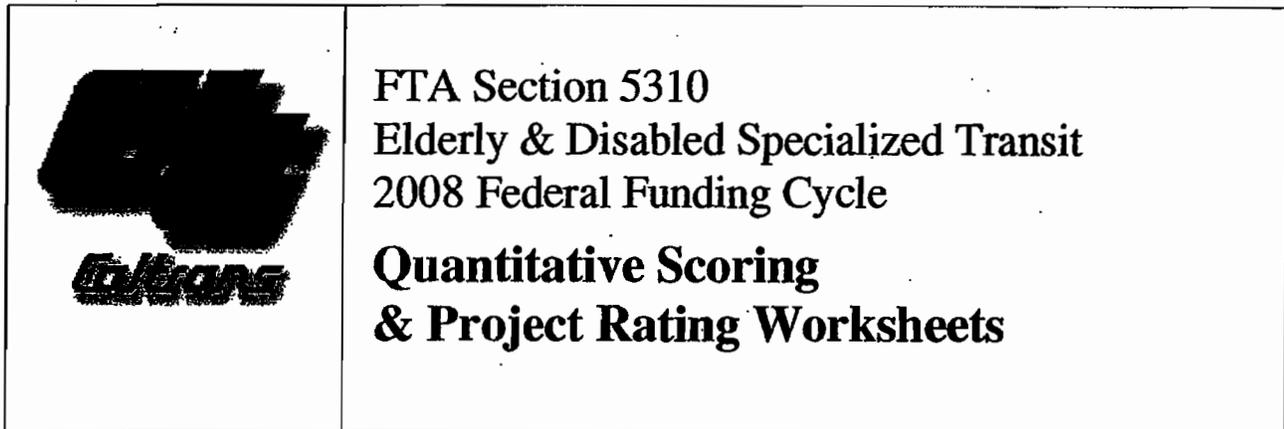
For more information: Please refer to www.dot.ca.gov/hq/MassTrans/5310.html or Attachment B for Caltrans, MTC, and County PCC staff contacts.

Attachment A
FTA Section 5310 FY 2007-08 Funding Cycle
Application Process and Timeline

Attachment A
FTA Section 5310 FY 2007-08 Funding Cycle
Application Process and Timeline

Item	Tentative Date
Caltrans releases call for projects	January 31
MTC mails program announcements to Bay Area stakeholders	February 26
Caltrans provides application workshops at various locations	February 19 – March 27
Caltrans e-mails application forms to workshop registrants	Upon registration
Section 5310 planning meeting with PCCs at MTC	March 21
Caltrans makes application forms available for web download at www.dot.ca.gov/hq/MassTrans/5310.html	Early April
Applicants submit draft applications to MTC and/or to PCCs if requesting pre-review assistance (not mandatory)	April 18
MTC provides applicants with comments on draft applications (pre-review assistance)	May 2
Final applications due to County PCCs	May 16
Applications evaluated by PCC scoring committees	May 19 – 30
PCC's transmit county scores to MTC	June 2
MTC compiles scores and mails regional rankings to PCCs	June 4
Applicants review scores and prepare appeals, as necessary	June 5-12
Applicant Appeals due to MTC and County PCCs	June 13
MTC reviews appeals/gathers documentation for review by PCC's	June 16 – 20
MTC Open Forum – Applicant appeals	June 24
MTC Programming & Allocations Committee approval of regional rankings and referral to MTC Commission for adoption	July 9
MTC Commission adoption of regional rankings	July 23
MTC transmits adopted regional priorities to Caltrans	August 29
Caltrans notifies region of Draft Statewide Scores	TBD
MTC notifies PCC's of score changes; discuss with applicants and Caltrans	TBD
Caltrans staff level conference for appeals of statewide scores	TBD
CTC approves final Section 5310 scores and adopts program	TBD

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CONTENTS

		Page	Maximum Points
Section I	Ability of Applicant	2	32
Section II	Coordinated	3	18
	Planning (12 points)		
	Use of Vehicles/Equipment (6 points)		
Section III	Transportation Service		20
	Replacement.....	4	
	Service Expansion.....	5	
	Other Equipment.....	6	
Section IV	Service Effectiveness	7	30
Section V	Project Scoring Form	8	
Maximum Total Per Requested Project			100

Quantitative Scoring & Project Rating

**SECTION - I
Ability of Applicant**

(See Application Part III - Pg. 15)

Agency:

Evidence of an applicant's experience and history of providing efficient and effective transit services.

Score

Applicant has experience providing existing specialized transportation services for elderly or individuals with disabilities for:

More than 5 years = 4 ___
3 to 5 years = 3 ___
1 to < 3 years = 2 ___
Less than 1 year = 0 ___

OR

Applicant has experience in providing social services (non-transportation) for elderly or individuals with disabilities:

Applicant demonstrates support from the local RTPA or CTSA (attach letter) = 2 ___
And applicant has provided social services for
More than 3 years = 2 ___
1 to 3 years = 1 ___
Less than 1 year = 0 ___

SCORING:
0 = Does not address question
1 = Addresses question without attaching relevant documentation.
2 = Addresses question completely and attaches relevant documentation

Operating plan describes the following and includes documentation

Driver training program:
New and continuing in-services driver training, including testing and certification = 2 ___
Sensitivity Training = 2 ___
Emergency Preparedness First Aid/CPR = 2 ___

Dispatching Plan:
Description of dispatching plan = 2 ___

Maintenance plan includes the following:
Pre- and post- trip inspection description = 2 ___
Preventative and routine maintenance description = 2 ___
Inclusion of maintenance and inspection forms = 2 ___
Contingency plans for out-of-service equipment = 2 ___
Inclusion of satisfactory CHP or Caltrans inspection or
Documentation that such an inspection is not required = 2 ___

Annual Budget/Fund Sources:
Agency describes other funding received or why other funding is not available = 2 ___
Qualified audit for agency included with no instances of non-compliance = 2 ___
All sources of estimated income are identified for proposed project. = 2 ___
Budget for applicant agency includes previous, current, and upcoming year = 2 ___
Appropriate funding source for local match is identified = 2 ___

Quantitative Scoring & Project Rating

(See Application Part III – Pg. 19 and 20)

**SECTION – II
Coordination Planning**

0 – Does not address question and/or does not include Coordinated Plan section or page number

3 – Addresses question & indicated Coordinated Plan section and/or page number

COORDINATED PLAN REQUIREMENTS (Maximum 12 points (3 points per question))

<p><i>Element 1: An assessment of available services that identifies current transportation providers (public, private, and non-profit).</i></p> <p>1. Generally describes available non-profit, public transit or Paratransit, including fixed route, dial-a-ride, ADA complementary Paratransit services as contained in the Coordinated Plan by section and/or page number.</p>	
<p><i>Element 2: An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service.</i></p> <p>2. Describes transportation needs of individuals with disabilities or elderly individuals to be served by the proposed project as contained in the Coordinated Plan by section and/or page number.</p>	
<p><i>Element 3: Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery.</i></p> <p>3. Identifies coordination strategies activities and/or efficiencies by name. Accurately describes <u>how this project addresses strategies, activities and/or efficiencies.</u> Includes section and/or page number of Coordinated Plan.</p>	
<p><i>Element 4: Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.</i></p> <p>4. Identifies the Coordinated Plan’s implementation priorities. Accurately describes <u>how this project addresses them.</u> Includes section and/or page number of Coordinated Plan.</p>	

COORDINATION – USE OF VEHICLES/EQUIPMENT Maximum 6 points (2 points each)

(See Application Part III – Pg. 21)

<p>1. Clearly describes how vehicles in agency’s existing fleet are used to provide coordinated service for another agency’s clients or how these vehicles are shared with another agency(s).</p>	
<p>2. Clearly describes plan for coordinating use of requested vehicle(s)/equipment. Examples:</p> <ul style="list-style-type: none"> • Shared use of vehicles • Dispatching or scheduling • Maintenance • Back up transportation • Staff training programs • Joint procurement of services and supplies from funding sources other than Section 5310 • Active participation in local social service transportation planning process • Coordination of client trip(s) with other transportation agencies 	
<p>3. Clearly identifies attempts the agency has made to coordinate. Explains why coordinating isn’t possible. Provides supporting documentation letter from CTSA or RTPA confirming that no opportunities for coordination currently exist for requested equipment.</p>	

Quantitative Scoring & Project Rating
(See Application Part III – Pg. 22 Existing Services)

SECTION – III
Existing Transportation Services

REPLACEMENT – Vehicles to be replaced that are currently in Active Service

Useful Life of Vehicle

TYPE OF VEHICLE	EXISTING VEHICLE MILES AND AGE	SCORE
Minivan, Modified Van	175,000 to 200,000 or 8 years20
	150,000 to 175, 000 or 7 years 15
	125,000 to 150,000 or 6 years 10
	100,00 to 124,999 or 5 years5
	Less than 100,000 miles or 4 years old not eligible0
Bus Type I, IA, IB, II, III	225,000 - 250,000 or 9 years20
	200,000 – 224,999 or 8 years 15
	175,000 – 199,999 or 7 years 10
	150,000 – 174,999 or 6 years5
	Less than 150,000 or 5 years not eligible0
Bus Type VII	275,000 – 300,000 or 11 years20
	250,000 – 274,999 or 10 years 15
	225,000 – 249,000 or 9 years 10
	200,000 – 224,999 or 8 years5
	Less than 200,000 or 7 years not eligible0
Bus Type VIII	425,000 – 449,999 or 14 years20
	400,000 – 424,999 or 13 years 15
	375,000 – 399,999 or 12 years 10
	350,000 – 374,999 or 11 years5
	Less than 350,000 or 10 years not eligible0

Replacement: Determination that an applicant’s vehicle needs to be replaced in order to continue its existing transportation services. For each new vehicle requested a vehicle currently in active service will be removed and sold or placed into backup service.

Active Service: Vehicle is providing service throughout the agency’s normal days and hours of operation.

Excessive Maintenance: Vehicle does not meet minimum useful life but needs to be replaced due to excessive maintenance. Must have prior approval from Chief of the Specialized Federal Transit Branch.

Score each replacement vehicle using the chart

Maximum 20 points each

Type of Vehicle	VIN # last 5	Sold or placed in Backup	Mileage	Years	Score

** If requesting new system (base station and mobile radios) score under Other Equipment.*

Quantitative Scoring & Project Rating
 (See Application Part III – Pg. 23 Proposed Services)

SECTION – III
Proposed Transportation Services

NEW OR SERVICE EXPANSION – Determination that requested additional equipment would be fully utilized (days and hours, passenger trips, service area) including usage of vehicle by another agency through a coordination plan.

Score

Projected service hours per week to be provided with requested vehicle will increase total existing service hours by:		
> 38 = 7 points	27 to 29 = 3	
36 to 38 = 6	24 to 26 = 2	
33 to 35 = 5	20 to 23 = 1	
30 to 32 = 4	< 20 hours = 0 points	
AND Projected number of daily one-way Passenger Trips divided by Proposed total vehicle service hours:		
8 per service hour = 7 points	4 = 3	
8 = 6	3 = 2	
6 = 5	2 = 1	
5 = 4	< 2 per service hour = 0 points	
AND Projected number of miles for proposed vehicle per day is:		
105 miles per vehicle = 6 points		
91 to 105 = 5	46 to 60 = 2	
76 to 90 = 4	30 to 45 = 1	
61 to 75 = 3	< 30 miles per vehicle = 0 points	

Maximum 20 Points

Proposed New or SE Vehicle	Total Score Each Vehicle

Quantitative Scoring & Project Rating
 (See Application Part III – Pg. 24 Other Equipment)

SECTION – III

OTHER EQUIPMENT - Determination that ancillary equipment will provide critical support to the applicant's transportation program.

Criteria	Points	Score
Equipment will coordinate fleet of 15 or more vehicles (app. page 22 or 23)	15	
14	14	
13	13	
12	12	
11	11	
10	10	
9	9	
8	8	
7	7	
6	6	
5	5	
4	4	
3	3	
Less than 3	0	
Applicant has no communication equipment.		
OR (Application page 12) Applicant is currently using manual system for scheduling, vehicle tracking, etc.	5	
(Application page 12) Applicant needs to replace inadequate equipment to improve efficiency. Describes current equipment and year purchased		
More than 5 years	5	
3 to 5 years	3	
Less than 3 years	0	
	Total Points	

Other Equipment: - Computer system, Software, Maintenance equipment, Communication system or other.

Describe and Score each request

Maximum Points 20

Equipment Requested	Score

Quantitative Scoring Criteria & Project Rating

**SECTION - IV
Service Effectiveness**

(See Application Part III - Pg.22, 23 Transportation Services)

Determination that existing fleet is fully utilized (days and hours, passenger trips and service area) including usage of vehicle(s) by another agency through a coordination plan.

<p>Existing transportation provider: [Faded text]</p> <p>To determine transportation provider: [Faded text]</p> <p>Which is the most efficient? [Faded text]</p>		
<p>Over 38 hours per week = 10</p> <p>34 to 36 = 9</p> <p>32 to 34 = 8</p> <p>30 to 32 = 7</p> <p>28 to 30 = 6</p>	<p>26 to 28 = 5</p> <p>24 to 26 = 4</p> <p>22 to 24 = 3</p> <p>20 to 22 = 2</p> <p>Less than 20 hours per week = 0</p>	
<p>Existing transportation provider: [Faded text]</p> <p>To determine transportation provider: [Faded text]</p> <p>Which is the most efficient? [Faded text]</p>		
<p>Over 8 passengers per service hour = 10</p> <p>Over 6 to 8 = 8</p> <p>Over 4 to 6 = 6</p>	<p>2 to 4 = 4</p> <p>1 to 2 = 2</p> <p>Less than 1 passenger per service hour = 0</p>	
<p>Existing transportation provider: [Faded text]</p> <p>To determine transportation provider: [Faded text]</p> <p>Which is the most efficient? [Faded text]</p>		
<p>Over 102 miles per vehicle = 10</p> <p>94 to 102 = 9</p> <p>86 to 94 = 8</p> <p>78 to 86 = 7</p> <p>70 to 78 = 6</p> <p>62 to 70 = 5</p>	<p>54 to 62 = 4</p> <p>46 to 54 = 3</p> <p>38 to 46 = 2</p> <p>Over 30 to 38 = 1</p> <p>Less than 30 miles per vehicle 10 = 0</p>	
<p>Existing transportation provider: [Faded text]</p> <p>To determine transportation provider: [Faded text]</p> <p>Which is the most efficient? [Faded text]</p>		
<p>More than 65% = 10</p> <p>60 to 65% = 9</p> <p>55 to 60% = 8</p> <p>50 to 55% = 7</p> <p>45 to 50% = 6</p>	<p>40 to 45% = 5</p> <p>35 to 40% = 4</p> <p>30 to 35% = 3</p> <p>25 to 30% = 2</p> <p>20 to 25% = 1</p> <p>Less than 20% = 0</p>	

Project Rating Worksheet

Agency: _____

	Project Request	If Replacement Vehicle - VIN	Sect 1 (Max 32pts)	Sect II (Max 18pts)	Sect III (Max 20pts)	Sect IV (Max 30pts)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

PCC

DATE: March 14, 2008
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Paratransit Coordinating Council, 2008 Outreach Plan

Background/Discussion:

In preparation for 2008, the STA staff developed a Paratransit Coordinating Council (PCC) Work Plan for review and approval by the PCC. At the last PCC meeting in January 2008, a draft PCC 2008 Work Plan was presented and approved by the PCC. On February 13, 2008 the PCC's 2008 Work Plan and 2007 accomplishments were presented to the STA Board with the assistance of PCC Vice-Chair Richard Burnett. The STA Board approved the PCC's 2008 Work Plan.

One of the key elements of the 2008 Work Plan is to focus on outreach activities. The purposes of these outreach activities are to promote awareness of the PCC and its information and advisory function and to encourage persons with disabilities, seniors and others to take advantage of the opportunity to provide comments on the transportation system.

At the last PCC meeting, it was suggested to alternate PCC meeting locations in an effort to outreach further to senior centers and disabled groups throughout the County. In response, STA staff has drafted a PCC Outreach Plan for the PCC's consideration which includes rotating the PCC meeting location throughout the county this year to make it easier for the public to attend. In addition, notice of the PCC meetings will be more broadly distributed. Finally, an updated PCC brochure will be designed, and printed for wide distribution. Included in the brochure is an application for PCC membership. For more details, please see attached draft 2008 PCC Outreach Plan. The PCC is being asked to review, comment on and approve the attached 2008 PCC Outreach Plan.

Recommendations:

Approve the Solano Paratransit Coordinating Council 2008 Outreach Plan

Attachment:

A. Draft Solano Paratransit Coordinating Council 2008 Outreach Plan

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**Solano Paratransit Coordinating Council
Draft 2008 Outreach Plan**

Purpose:

- To increase the awareness of the Paratransit Coordinating Council and its information and advisory functions on transportation issues concerning Solano seniors and the disabled.
 - To encourage participation in the PCC as committee members and by the public in general.
1. Update and print the Paratransit Coordinating Council Brochure
 2. Distribute Paratransit Coordinating Council Brochures
 - a. Paratransit Vehicles
 - i. Make brochures available to all Solano Paratransit providers for distribution on their vehicles
 - b. Distribute brochures at two or more locations in each city in Solano County
 - i. Vallejo
 1. Florence Senior Center
 2. Solano Employment Connection (display rack)
 3. JFK Library
 - ii. Fairfield
 1. Independent Living Center (display rack)
 2. Fairfield Senior Center
 3. Solano Community College (display rack)
 - iii. Suisun City
 1. Nelson Community Center (display rack)
 2. Suisun City Hall (display rack)
 - iv. Vacaville
 1. Vacaville Library – Ulatis Community Center (display rack)
 2. Vacaville Senior Center (display rack)
 - v. Rio Vista
 1. Rio Vista City Hall (display rack)
 2. The Family Resource Center (display rack)
 3. Rio Vista Senior Center
 - vi. Benicia
 1. Benicia Library (display rack)
 2. Benicia Senior Center
 - vii. Dixon
 1. Dixon Chamber of Commerce (display rack)
 2. Dixon Senior Center (display rack)
 3. Outreach Program targeting senior centers and disabled groups
 - c. Hold a PCC meeting at a different location for the remaining of the year

- i. Publicize meetings
 - 1. Distribute agenda to Board Clerk at all Cities/County (currently being done)
 - 2. Flyers on Paratransit vehicles in the city the meeting will be held
 - 3. Senior Centers of the city the meeting will be held
 - 4. Post on STA website
- ii. Location of Meetings
 - 1. March 28 – Solano Community College
 - 2. May 16 – Vallejo Joseph Room at JFK Library (Vallejo Runabout)
 - 3. July 18 – Ulatis Community Center (Vacaville City Coach Special Services & Solano Paratransit)
 - 4. September 19 – Dixon Senior Center **3pm – 5pm** (Dixon Redit-Ride & Solano Paratransit)
 - 5. November 21 – Suisun City Hall (DART/Solano Paratransit)

PCC

DATE: March 14, 2008
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Unmet Transit Needs Comments and Responses for Fiscal Year
(FY) 2008-09

Background:

Transportation Development Act (TDA) Article 4/8 funds are distributed to cities and counties based upon a population formula and are primarily intended for transit purposes. However, TDA funds may be used for streets and roads purposes in counties with a population of less than 500,000, if it is annually determined by the regional transportation planning agency (RTPA) that all reasonable unmet transit needs have been met.

Solano County is the one county in the Bay Area that has local jurisdictions using TDA funds for streets and roads. Currently, four out of eight jurisdictions use TDA funds for streets and roads (Rio Vista, Suisun City, Vacaville and the County of Solano). In FY 2008-09, two jurisdictions plan to continue to use TDA funds for streets and roads purposes (Rio Vista and the County of Solano). Both Suisun City and Vacaville are scheduled to phase out of this process beginning in FY 2008-09. Annually, the Metropolitan Transportation Commission (MTC), the state designated Regional Transportation Planning Agency (RTPA) for the Bay Area, holds a public hearing in the fall to begin the process to determine if there are any transit needs not being reasonably met in Solano County. Based on comments raised at the hearing and written comments received, MTC staff then selects pertinent comments for Solano County's local jurisdictions for response. The STA coordinates with the transit operators who must prepare responses specific to their operation.

Once STA staff has prepared all the responses, a coordinated response is forwarded to MTC. If the transit operators, the STA and Solano County can thoroughly and adequately address the issues as part of the preliminary response letter, MTC staff can move to make the finding that there are no unreasonable transit needs in the county and an Unmet Needs Plan does not need to be prepared. Making a positive finding of no reasonable transit needs would allow the two agencies who claim TDA for streets and roads purposes to submit those TDA Article 4/8 claims for FY 2008-09. All TDA claims for local streets and roads, but not transit, are held by MTC until this process is completed.

Discussion:

This year's annual Unmet Transit Needs public hearing for FY 2008-09 was held on December 4, 2007 at the Solano County Administration Center (CSAC) in Fairfield. MTC summarized the key issues of concern and forwarded them to the STA to coordinate a response (Attachment A). STA staff worked on behalf of the affected transit operators to prepare Solano County's draft coordinated response (Attachment B).

Fiscal Impact:

No impact on the STA budget. As determined by MTC, if reasonable Unmet Transit Needs remain at the end of this process, TDA funds could not be used for streets and roads purposes by the two local jurisdictions that plan to do so in FY 2008-2009. It will not have any impact on TDA funds used for transit operating, capital, planning or other eligible purpose.

Recommendation:

Informational

Attachments:

- A. MTC February 8, 2008 Letter Regarding: FY 2008-09 Unmet Transit Needs
- B. FY 2008-09 Draft of Unmet Transit Needs Issues and Responses (To be provided under separate cover)



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

February 8, 2008

RECEIVED

FEB 11 2008

SOLANO TRANSPORTATION
AUTHORITY

Mr. Daryl Halls
Executive Director
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585

Dear Mr. Halls:

I have reviewed the transcript of the comments received at the Solano County Unmet Transit Needs public hearing held on December 4, 2007, and also reviewed comments contained in correspondence received by MTC during the public comment period. As you know, the recently concluded unmet transit needs public participation process pertains to FY 2008-09 Transportation Development Act (TDA) fund allocations for streets and roads purposes.

Enclosed with this letter is a copy of the transcript of the public hearing, and copies of all correspondence received by MTC as a result of the public participation in the Solano County Unmet Transit Needs process. These materials encompass all comments received by MTC.

Unmet transit needs pertain to the levels and locations of service, fare and transfer policies, and matters related to transit facilities (e.g. bike racks, bus stops) and transit safety. In addition, unmet transit needs include requirements of the Americans with Disabilities Act and the provision of welfare-to-work public transit. The purpose of this hearing, set forth by statutes, is to ascertain those reasonable transit needs not being met by current service in Solano County. Several of the comments made at the hearing or received by MTC are deemed to be minor or are not relevant to specific transit service and the use of TDA funding.

Listed below are the preliminary issues that were raised as part of this year's Solano County Unmet Transit Needs process.

Preliminary Issues

1 – Request for more service and better coordination of the Fairfield/Suisun Route 30

2 – Request for more local service in Benicia

3 – Concerns about DART/Solano Paratransit service including: late pick-ups, early pick-ups, long trips, shortened dialysis treatments because of late service, no shows

4 – Request to make discount pass applications available in central county

5 – Request for more local service in Fairfield/Suisun

Bill Dodd, Chair
Napa County and Cities

Scott Haggerty, Vice Chair
Alameda County

Tom Ammiano
City and County of San Francisco

Tom Azunbrado
U.S. Department of Housing
and Urban Development

Tom Bates
Cities of Alameda County

Bob Blanchard
Sonoma County and Cities

Dean J. Chu
Cities of Santa Clara County

Dave Cortese
Association of Bay Area Governments

Dorene M. Giacopini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Steve Kinsey
Marin County and Cities

Sue Lempert
Cities of San Mateo County

Jon Rubin
San Francisco Mayor's Appointee

Bijan Sartipi
State Business, Transportation
and Housing Agency

James P. Sperring
Solano County and Cities

Adrienne J. Tissier
San Mateo County

Amy Worth
Cities of Contra Costa County

Ken Yeager
Santa Clara County

Steve Heminger
Executive Director

Ann Flesher
Deputy Executive Director, Operations

Andrew B. Fremier
Deputy Executive Director,
Bay Area Toll Authority

Therese W. McMillan
Deputy Executive Director, Policy

6 – Request for more local service in Vallejo, including service to the new Solano Community College campus Vallejo.

This list above summarizes all *relevant* comments made through this year's unmet transit needs process without regard to the merit or reasonableness of the comment or request. However comments deemed to be minor or not relevant to specific transit service and the use of TDA funding were not included. These would include the following types of comments:

- Comments regional in nature and not germane to the use of TDA funds for streets and roads purposes (e.g., extending BART to Vallejo)
- Comments already identified in last year's unmet transit needs process and addressed satisfactorily by the Solano Transportation Authority (STA) response.
- Incidents (e.g., tardiness of a bus or paratransit van; behavior of a particular driver) do not rise to the level of an unmet transit need; unless, public comment reveals a pattern to such incidents that might warrant policy or operational changes. Other "minor" issues include better distribution of transit information, better information on the location of late paratransit vehicles, minor delays in picking up passengers etc. While these comments are important to the comfort and convenience of the transit systems' patrons, they are not unmet transit needs. MTC is confident that the STA, working with the transit operators, can address these issues.
- Finally, general transportation issues such as the economics of automobile use, the transportation impacts of land-use decisions, and the priorities of federal gas tax revenues, etc. which are not directly germane to specific transit services in Solano County are not considered to be relevant to the unmet transit needs process.

The next step in the unmet transit needs process is for a review of the preliminary issues by STA staff, in cooperation with staff members of the city and county jurisdictions in Solano County. Please provide us with an evaluation of each of the preliminary issues, listed above, at your earliest opportunity. Your response, as well as a description of the approach the cities and County intend to take in addressing these issues, will help us develop recommendations in a complete and fair manner. STA staff should provide MTC with substantive information supporting one of the following for each issue:

1. that an issue has been addressed through recent changes in service; or
2. that an issue will be addressed by changes in service planned to take place through the fiscal year 2008-09; or
3. that the service changes required to address an issue have been recently studied and determined not reasonable based on locally established standards; or
4. that the evaluation of the issue resulted in the identification of an alternative means of addressing it; or that an issue has not been addressed through recent or planned service changes, nor recently studied.

February 8, 2008

Page 3

“Substantive information” supporting categories (1), (2) or (3) above could include reports to the Solano Transportation Authority Board describing recent or planned changes in service; citation to a recently completed study such as a Short Range Transit Plan or a Countywide Transportation Plan; or, a short narrative describing how the issue was or will be addressed. Any issues which fall into category (4) will be considered by MTC staff for recommendation to the MTC Programming and Allocations Committee (PAC) as an unmet transit need.

Pursuant to MTC Resolution No. 2380, we will present our staff recommendation to MTC’s PAC identifying those issues that the cities and County must address prior to MTC’s consideration of FY 2008-09 TDA fund requests for streets and roads purposes. Receipt of your responses are requested one month prior to our PAC meeting date (second Wednesday of the month) to include this item on the PAC agenda. Do not hesitate to contact me or Bob Bates of my staff at (510) 817-5733 if you have any questions.

Sincerely,



Alix A. Bockelman
Director, Program & Allocations Section

Enclosures

cc (without enclosures):

Jim Spering, MTC Commissioner
Bill Dodd, MTC Commissioner
Gene Cortright, City of Fairfield
Gary Leach, City of Vallejo
Dale Pfeiffer, City of Vacaville
Robert Sousa, City of Benicia
Jeff Matheson, City of Dixon
Brent Salmi, City of Rio Vista
Fernando Bravo, City of Suisun City
Birgitta Corsello, County of Solano
George Bartolome, Chair, Solano County PCC (c/o Elizabeth Richards, STA)

J:\PROJECT\Funding\TDA~STA Administration\Unmet Transit Needs\UTN FY09 (Dec 2007)\Preliminary Issue Letter Feb 2008.doc

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PCC

DATE: March 14, 2008
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: PCC Membership Update

Background:

The Solano Transportation Authority's (STA) Paratransit Coordination Council (PCC) By-Laws stipulates that there are eleven members on the PCC. Many of the positions are to be filled by specific types of organizations or paratransit riders. At the January meeting, there was only one (1) vacancy for a Transit User.

Discussion:

Following the PCC meeting in January, staff e-mailed Paratransit Coordinating Council Interest Forms to Cathy Cooper and Kurt Wellner. Kurt Wellner has attended the last two PCC meetings and Cathy Cooper's first meeting was in January 2008. On February 29, 2008, staff received a resignation letter from a Social Service Provider PCC member, Deanna DuPont. In the letter, Deanna states that her responsibilities at the Area Board have changed and with an additional workload, she will be unable to serve on the Solano PCC.

There are now two remaining vacancies; one (1) is for a Transit User and one (1) is for a Social Service Provider. The status of the current PCC membership is attached. STA staff will continue to recruit for additional PCC members and input from the committee is welcomed.

Recommendation:

Informational

Attachments:

- A. PCC Membership Status (3/08)

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PCC Membership Status (4/08)

Voting Members	Category	Agency	Appointed	Chair/Vice
George Bartolome, Chair	Social Service Provider	Vallejo Transitions	1/19/07*	1/18/2008
Richard Burnett, Vice Chair	MTC/EDAC Representative		1/10/07	1/18/2008
Jim Williams	Member-at-Large		1/19/07*	
Jim Simon	Member-at-Large		1/19/07*	
Caterina Evans	Public Agency, Education-related Services	Solano Community College Representative	1/19/07*	
Kim Barkus	Public Agency, Dept Health and Human Services	Solano County Adult Mental Health Dept	9/12/07	
Susan Rotchy	Social Service Provider	Independent Living Resource Center	9/12/07	
Tom Morgan	Transit User		6/13/07	
Shirley Stacy	Transit User		1/18/08	
Vacant - seeking 1 member	Social Service Provider			
Vacant - seeking 1 member	Transit User			

* By-Laws changed 1/07 to include re-appointment by STA Board. Existing members as of 12/06 will use 1/19/07 as appointment date.

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PCC

DATE: March 14, 2008
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Purchased Transportation Procurement Updates

Background:

All transit agencies in Solano County contract with a purchased transportation provider to run their operation services for their fixed route and Paratransit service except for the City of Dixon. The City of Dixon Read-Ride general public dial-a-ride is operated by City staff. Fairfield/Suisun Transit (FST) and Vallejo Transit are both currently procuring services for purchase transportation.

Discussion:

FST and Vallejo Transit are currently in the process of re-bidding for some or all of their purchased transportation. FST has a Request for Proposal (RFP) for Operation of General Fixed-Route and Paratransit Services for the Fairfield/Suisun Transit system. The City of Vallejo, Vallejo Transit, has a RFP for Management and Operation of Runabout, their Paratransit Services.

Federal Transit Administration (FTA) Circular 42201.E requires that all procurement transactions be conducted in a manner providing full and open competition. It also requires that invitations for bids are to be "publicly" advertised. The following summaries show how FST and Vallejo Transit are advertising for a purchased transportation provider.

Vallejo Transit Posted a public Notice of their Invitation to Bid in a local newspaper. The RFP is posted on the City of Vallejo's Website.
<http://www.ci.vallejo.ca.us/GovSite/default.asp?serviceID1=133>
Additionally, Vallejo Transit directly sent out the RFPs directly to potential bidders.

Fairfield/Suisun Transit posted a public Notice of their invitation to Bid in a local newspaper. The RFP is posted on the City of Fairfield's Website.
http://www.ci.fairfield.ca.us/transportation_9940.htm
Additionally, FST directly sent out the RFPs to potential bidders.

Please see the attachments for the RFP timeline process for each agency.

Recommendation:

Informational

Attachments:

- A. Procurement Schedule for Request for Proposal- Operation of General Public Fixed-Route and Paratransit Services for Fairfield/Suisun Transit System
- B. RFP Schedule for Request for Proposal for Management and Operation of Runabout (Vallejo Transit)

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City of Fairfield
 General Fixed-Route and Paratransit Services
 Procurement Schedule

Table 1-1
 Procurement Schedule

Activity	Date
Issue RFP	February 19, 2008
Pre-proposal conference/site visits	February 29, 2008 (9 a.m.)
Questions/clarifications submission deadline	March 7, 2008 (3 p.m.)
City Response to Questions/clarification deadline	March 18, 2008
Proposal submission deadline	April 3, 2008 (3 p.m.)
Interviews	April 14-16, 2008
Best and Final Offer Negotiations (City's discretion)	April 21-22, 2008
Presentation of staff recommendation to Council	May 6 or May 20, 2008
Agreement award	May 6 or May 20, 2008
Service initiation	July 1, 2008

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City of Vallejo

Paratransit Services Procurement Schedule

Issue Request for Proposals	February 6, 2008
Pre-proposal Conference	February 25, 2008
Deadline for RFP Questions/Clarifications	March 3, 2008
Issue Addendums (If Necessary)	March 10, 2008
Proposals Due	March 28, 2008
Interviews and or discussions (If Necessary)	week of April 7, 2008
Notification of Intent to Award	April 15, 2008
Deadline for Protests	April 21, 2008
Council Approval	April 29, 2008
Service Start	July 1, 2008

Note: All dates following the proposal due date are only approximate.

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PCC

DATE: March 14, 2008
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Surplusing Paratransit Vans

Background/Discussion

At the January 2008 PCC meeting, there was interest from several PCC members about the public agencies' paratransit vehicle surplusing process and opportunities to purchase used vehicles. When public agency paratransit vehicles reach the end of their service life, these vans are typically retired. The useful life of most paratransit vans is approximately five (5) years. A transit agency may exercise a few options concerning vehicles that reach their useful life. These decisions are made while taking into account compliance in existing rules and regulations.

In some instances, transit agencies may decide to keep the van as a spare if it falls under the compliance of multiple factors, one being spare ratio. Another option is to surplus or sell the vehicle. Many regulations govern how a transit vehicle is retired and then surplused.

The surplusing of vehicles is regulated at Federal, State, and local levels. For example, the Federal Transit Administration (FTA) has requirements regarding disposal of federally funded equipment. One of the federal regulations is that a grantee/transit agency is required to use a competitive procedure whenever possible. For instance, Vallejo Transit and Fairfield/Suisun Transit have utilized auto auctions to dispose of their surplus vehicles which meet the competitive requirement. In addition to the Federal regulations, there are also State requirements that transit agencies must follow. California's Fleet Rule for Public Agencies and Utilities (title 13, California Code of Regulations, sections 2022 and 2022.1) allows a municipality or utility to "retire" a vehicle and have the "retired" vehicle count towards the best available control technology (BACT) compliance requirement. (Attachment A). The BACT requirement falls under the California Air Resource Board (CARB) regulations in an effort to lower emissions.

The CARB regulation simply states that if an agency "retires" a vehicle it must meet one of the following

- Be sold, registered and operated out-of-state
- Scrapped
- Used as a low-usage or low population county low-usage vehicle, or
- Sold in state **WITH BACT** installed

Solano county is not a "...low-population county" (see Attachment B). If an organization is interested in purchasing a surplused paratransit vehicle for operation in California, it would need to be qualified as "low-usage". As shown on Attachment A "low-usage" is defined as operated for less than 1,000 miles or fifty (50) hours on an annual rolling mileage or engine hour average, averaging over five (5) years.

Recommendation:

Informational

Attachments:

- A. Fleet Rule for Public Agencies and Utilities – Vehicle Retirement
- B. Low-Population Counties

FLEET RULE FOR PUBLIC AGENCIES AND UTILITIES - VEHICLE RETIREMENT

ATTACHMENT A

This page updated November 5, 2007

The Fleet Rule for Public Agencies and Utilities (title 13, California Code of Regulations, sections 2022 and 2022.1) allows a municipality or utility to "retire" a vehicle and have the "retired" vehicle count towards the best available control technology (BACT) compliance requirement. This page is intended as guidance for municipalities and utilities to insure the proper "retirement" of a vehicle. This page contains links to documents that will assist agencies in this effort. It is the municipality's or utility's sole responsibility for the proper retirement of a vehicle in compliance with title 13, CCR, section 2022.1.

◆ **What is "retirement"?**

The regulation requires municipalities and utilities that operate on-road diesel fueled vehicles greater than 14,000 pounds gross vehicles weight rating powered by a 1960 through 2006 model year medium heavy-duty or heavy heavy-duty engine to apply BACT according to a specific compliance schedule. However, if a municipality or utility "retires" a vehicle per the definition set in the regulation, the municipality or utility may count the vehicle as compliant toward it's BACT commitment. Retirement is defined by title 13, California Code of Regulations (CCR), section 2022 as:

The withdrawal of an engine or vehicle subject to this rule from the municipality or utility fleet in California; the engine may be sold outside of California, scrapped, converted for use in a low-usage vehicle or low-population county low-usage vehicle. Retirement or retire also means the transfer of an engine or vehicle, which is subject to this rule and has been brought into compliance with title 13, CCR, section 2022.1(b), from a municipality or utility fleet in California to another person or entity in California.

Simply stated, if an agency "retires" a vehicle it must meet one of the following:

- be sold, registered and operated out-of-state,
- scrapped,
- used as a low-usage or low-population county low-usage vehicle, or
- sold in-state *WITH BACT* installed.

◆ **How does an agency demonstrate their "retired" vehicles are in compliance?**

The municipality or utility must keep records of their retired vehicles as a part of the fleet vehicle records. Documentation is required for all vehicles sold out-of-state or scrapped. Low-usage vehicles and Low-Population County low-usage vehicles are considered retired vehicles. These vehicles must be labeled as "low-use vehicle," or "Low-Population County low-use vehicle," and have documents maintained on the mileage driven or hours used. Remember low-usage vehicles are operated for less than 1,000 miles or fifty (50) hours on an annual rolling mileage or engine hour average, averaging over five (5) years. Low-Population County low-usage vehicles are operated for less than 3,000 miles or 150 hours on an annual rolling mileage or engine hour average, averaging over five (5) years. BACT would NOT be required on this vehicle. If a vehicle is placed as a low-usage vehicle for credit towards BACT, when or if sold, the vehicle must be sold out-of-state, scrapped, or if sold within California, have BACT applied.

◆ **What documents do I need to keep for a vehicle sold out-of-state?**

The municipality should keep documents that provide date of sale, vehicle and engine information, and buyer information, along with notification to the buyer that the vehicle cannot be operated in the state of California. Documents can include copies of contracts, notifications concerning the sale of the vehicle, Department of Motor Vehicles (DMV) sales forms, or ARB's Out-of-State Sales Verification Form. This form can be used to notify the purchaser and can be kept for documentation of out-of-state sales. For out-of-state sales, ARB requests that the selling agency use ARB's process to stop vehicle re-registration, utilizing the vehicle identification number (VIN Stop) to prevent the buyer from re-registering the vehicle in California.

◆ **How to insure proper "retirement" of a vehicle?**

- 1) Identify vehicle(s) that will be sold out-of-state for compliance with section 2022.1(b)(5).
- 2) Notify purchaser that the vehicle is not to be registered or operated in California. ARB's Out-of-State Sales Verification Form, or similar developed by the seller, may be used. All information must be completed. Keep a copy for records, and provide a copy to the purchaser.
- 3) Initiate a registration hold or VIN Stop by completing a Request for VIN Stop Form and submitting to ARB. *This Request for VIN Stop Form is only applicable to vehicles subject to the Fleet Rule for Public Agencies and Utilities or Fleet Rule for Solid Waste Collection Vehicles.*

Please submit the completed form to:

VIN Stop
Heavy-Duty Diesel In-Use Strategies Branch
Mobile Source Control Division-Att: Kathleen Mead
Air Resources Board
P.O. Box 2815
Sacramento, California 95812

ARB will notify DMV of the request for the VIN Stop for the retired vehicle(s). A duplicate of the notification will be sent to the requesting agency.

◆ **What documents do I need to keep for a scrapped engine or vehicle?**

ARB only requires the engine to be scrapped, the chassis may be resold. Documentation includes contracts, sales receipts, engine label, etc. The engine core must be destroyed. A scrapped engine can be kept on site for spare parts provided that the engine core is not re-usable. If the agency is scrapping the entire vehicle, Request for VIN Stop Form (see above) can be used to ensure the scrap yard does not resell your vehicle.

◆ **We sell our vehicles through an auction house or trade them in at a dealership, how do we make sure the vehicle is sold out-of-state?**

The municipality or utility that uses a third party to sell its old vehicle can include language within their contract requiring the vehicle is to be sold out-of-state. The municipality or utility is still required to notify the purchaser. The ARB Out-of-State Sales Verification Form can be used by the third party, or directly, to document the sale and notify the buyer that the vehicle is not to be registered and operated in California. A VIN Stop Request, using the Request for VIN Stop Form (see above), must be submitted to ARB by the municipality or utility.

◆ **What if we do not comply with the regulation?**

Non-compliance with the record keeping requirements of the regulation may result in penalty of \$100 per-day that the records are not kept. Failure to install BACT on engines as required could result in penalties of up to \$1,000 to \$10,000 per day for each violation, as allowed by the Health and Safety Code. The regulation is enforced by ARB Enforcement staff.

◆ **How do I get notified about new tools to help me comply with the any of ARB's fleet rules?**

To automatically be notified when new compliance assistance tools are developed, sign up for the "publicfleets" list serve, or contact us directly if you have questions.

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Table 2 – Low-Population Counties

COUNTY	Population as of July 1, 2005
ALPINE	1,300
AMADOR	37,600
CALAVERAS	47,800
COLUSA	24,200
DEL NORTE	31,500
GLENN	31,800
INYO	18,800
LAKE	69,200
LASSEN	39,800
MARIPOSA	19,600
MENDOCINO	95,500
MODOC	10,100
MONO	14,200
NEVADA	106,300
PLUMAS	21,900
SAN BENITO	63,600
SIERRA	3,700
SISKIYOU	47,200
SUTTER	90,400
TEHAMA	63,400
TRINITY	13,800
TUOLUMNE	62,200
YUBA	66,000