

#### RTA BOARD AGENDA

Wednesday, November 6, 2024 at 9:00 AM
BOARD OF SUPERVISORS' CHAMBERS
COUNTY GOVERNMENT CENTER
1055 Monterey Street, San Luis Obispo, California 93401

The AGENDA is available/posted at: http://www.slorta.org

**President: Andy Pease** 

**Board Members:** 

John Peschong (First District – SLO County)
Bruce Gibson (Second District – SLO County)
Dawn Ortiz-Legg (Third District – SLO County)
Jimmy Paulding (Fourth District – SLO County)
Debbie Arnold (Fifth District – SLO County)
Jim Guthrie (Arroyo Grande)

Heather Moreno (Atascadero)
Daniel Rushing (Grover Beach)
Carla Wixom (Morro Bay)
Fred Strong (Paso Robles)
Ed Waage (Pismo Beach)

Vice President: Jimmy Paulding

Andy Pease (San Luis Obispo)

Individuals wishing accessibility accommodations at this meeting under the Americans with Disabilities Act (ADA) may request such accommodations to aid hearing, visual, or mobility impairment (including Limited English Proficiency) by contacting the RTA offices at (805)541-2228 x4833. Please note that 48 hours advance notice will be necessary to honor a request.

RTA, de acuerdo con la Ley de Estadounidenses con Discapacidades (ADA), acomodará a las personasque requieran una modificación de la adaptación para participar en esta reunión. RTA también secompromete a ayudar a las personas con dominio limitado del inglés a acceder a los servicios públicosesenciales de la agencia y a la información pública en español. Para solicitar una adaptación, por favor llame al (805)541-2228 x4833. Requerimos al menos 48 horas de anticipación para proporcionar adaptaciones razonables.

#### **CALL MEETING TO ORDER, ROLL CALL**

**PUBLIC COMMENT**: The Board reserves this portion of the agenda for members of the public to address the San Luis Obispo Regional Transit Authority Board on any items not on the agenda and within the jurisdiction of the Board. Comments are limited to three minutes per speaker. The Board will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

#### **EMPLOYEE RECOGNITION:**

- Employees of the Quarter: Christopher Stelloh
- Outstanding Achievement: John Guyton and Floyd Bland
- 15 Year Service Certificate of Recognition: Michelle Whitten
- 10 Year Service Certificate of Recognition: Jose Flores

#### A. CONSENT AGENDA:

- A-1 RTA Executive Committee Meeting Minutes August 14, 2024 (Information)
- A-2 RTA Board Meeting Minutes of September 4, 2024 (Approve)
- A-3 Bus Stop Improvement Plan Update (Accept)
- A-4 FY23-24 Strategic Business Plan Results (Receive)
- A-5 Annual Fiscal and Compliance Audit and Annual Single Audit (Accept)
- A-6 RFP Two-Way Digital Radio System (Approve)
- A-7 Authorize Pursuit of CEC Grant for Opportunity Charging System (Approve)

#### B. INFORMATION AGENDA:

- B-1 Executive Director's Report (Receive)
- B-2 Summary of Short-Range Transit Plans Working Papers (Receive)

#### C. ACTION AGENDA:

- C-1 Fiscal Year 2024-25 Capital Budget Amendment #1 (Approve)
- C-2 RFQ Renewable Energy & Storage System Design-Build (Approve)
- C-3 Authorize SB125 Projects Phase 2 EVSE & Master Plan EVSE Study (Approve)

#### D. CLOSED SESSION:

None

#### **BOARD MEMBER COMMENTS**

The next regularly-scheduled RTA Board meeting is scheduled for January 8, 2025.



#### San Luis Obispo Regional Transit Authority

### Executive Committee Meeting Minutes 8/14/2024

A-1

Members Present: Andy Pease, City of San Luis Obispo, **President** 

Jimmy Paulding, District 4 Supervisor, **Vice President**Debbie Arnold, District 5 Supervisor, **Past President** 

Members Absent:

Staff Present: Geoff Straw, Executive Director

Tania Arnold, Deputy Director

Anthony Kalvans, Administrative Assistant

Jon Ansolabehere, RTA Counsel

#### **Public Present:**

1. **Call to Order and Roll Call: President Andy Pease** called the meeting to order at 11:23 a.m. and roll call was taken. A quorum was present.

#### 2. Public Comment:

There was no public comment for items not on the agenda.

3. Closed Session: None

#### 4. Consent Items

A-1 Executive Committee Meeting Minutes of June 12, 2024 (Approve)

#### **Public Comment:**

There was no public comment given on this item.

**Ms. Debbie Arnold** motioned to approve, seconded by **Mr. Paulding**. There was a consensus to unanimously approve the meeting minutes as is.

BOARD MEMBER	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
DEBBIE ARNOLD	X		
JIMMY PAULDING	X		
ANDY PEASE	X		

#### 5. Information Items:

#### B-1 Executive Director's Report (Verbal, Receive)

**Mr. Straw** started his report by highlighting that the RTA was part of a regional consortium grant submittal that involved transit agencies from Santa Barbara to Santa Cruz County. Out of that grant, only the RTA and Santa Barbara were awarded funds from the FTA. The RTA's grant will allow the RTA to replace four buses that were scheduled to be diesel with electric.

**Mr. Straw** gave an update on the new electric buses that have been deployed on RTA's Route 12. He noted that there have been good results so far, with energy consumption better than expected. **Mr. Straw** also noted that the RTA has two new bus operators with two more in training. Staff is excited that there are only four open bus operator bids left to fill and the RTA is in the best staffing position in years.

**Mr. Straw** noted that the solar project procurement has been delayed and he hopes to bring forward that design-build item in November. He noted that the goal is to electrify the RTA campus, and the project includes solar panels and a battery energy storage system. As a side note, **Mr. Straw** noted that with the new liquid fueling contract, fuel costs are about 15% lower. **Ms. Pease** wanted to make sure that the battery back-up was part of the solar package of costs. **Mr. Straw** said that the information will be part of the informational package.

#### **Public Comment:**

There was no public comment given on this item.

#### B-2 Summary of SRTP Working Papers (Verbal, Receive)

**Mr. Straw** gave an update on the Short-Range Transit Plan (SRTP) and noted that the recent working paper analyzed service alternatives and rider feedback, and it is posted on the RTA website. He also noted that the next working paper has been delayed a few weeks but staff expects to have the draft SRTP ready by January.

#### **Public Comment:**

There was no public comment given on this item.

#### 6. Action Items:

#### C-1 Fare-Sharing Agreement with Monterey-Salinas Transit (Recommend Approval)

**Mr. Straw** talked about the service that Monterey-Salinas Transit (MST) currently operates in SLO County, and that there will be changes to the departure times to provide better service between Paso Robles and King City (including a bus stop in San Miguel). He highlighted that this agreement is a major win for everyone as persons with an RTA pass will be able to ride an MST bus without having to pay an additional fare. The final agreement will be brought before the full RTA Board for review.

#### Public Comment:

There was no public comment given on this item.

Ms. Debbie Arnold motioned to approve in concept, seconded by Mr. Paulding. All in favor.

BOARD MEMBER	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
DEBBIE ARNOLD	X		
JIMMY PAULDING	X		
ANDY PEASE	Χ		

#### September 4, 2024 Draft RTA Board Agenda:

**Ms. Tania Arnold** noted that there has been a slight increase to the State of Good Repair (SGR) funding that has been awarded to the RTA, which allows for more funding towards our transition to bus electrification. It was noted that this funding was included as local match in the Congressman Carbajal event hosted by the RTA in early August.

#### **Public Comment:**

There was no public comment given on this item.

**Mr. Paulding** motioned to approve the draft agenda with the additional resolution related to SGR funding. Seconded by **Ms. Pease.** All in favor.

BOARD MEMBER	<u>YES</u>	NO	<b>ABSENT</b>
DEBBIE ARNOLD	X		
JIMMY PAULDING	X		
ANDY PEASE	X		

#### 7. Adjournment

The meeting was adjourned at 11:40 a.m.

Next RTA Executive Committee Meeting: October 9, 2024

Acknowledged by,

Anthony Kalvans
Administrative Assistant

Acknowledged by,

Andy Pease

RTA Board President 2024

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#### DRAFT

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY BOARD MEETING MINUTES OF SEPTEMBER 4, 2024

#### **A-2**

#### **BOARD MEMBERS PRESENT:**

ANDY PEASE, CITY OF SAN LUIS OBISPO (President)
JIMMY PAULDING, FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO (Vice President)
DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO (Past President)
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO
JOHN PESCHONG, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO
DANIEL RUSHING, CITY OF GROVER BEACH
JIM GUTHRIE, CITY OF ARROYO GRANDE
HEATHER MORENO, CITY OF ATASCADERO
FRED STRONG, CITY OF PASO ROBLES
ED WAAGE, CITY OF PISMO BEACH
CARLA WIXOM, CITY OF MORRO BAY

#### **BOARD MEMBERS ABSENT:**

DAWN ORTIZ-LEGG, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO

#### **STAFF PRESENT:**

GEOFF STRAW, EXECUTIVE DIRECTOR TANIA ARNOLD, DEPUTY DIRECTOR/CFO JON ANSOLABEHERE, SAN LUIS OBISPO COUNTY COUNSEL ANTHONY KALVANS, ADMINISTRATIVE ASSISTANT OMAR MCPHERSON, OPERATIONS MANAGER ANDY WILEY, MAINTENANCE AND FACILITIES MANAGER MARY GARDNER, MARKETING AND COMMUNITY RELATIONS MANAGER SHELLY HORTON, LEAD OPERATIONS SUPERVISOR CINDY HERRERA, BUS OPERATOR PATRICIA GRIMES, SAFETY AND TRAINING MANAGER DONNA BAXTER, OPERATIONS SUPERVISOR GUADELUPE MARTINEZ, SCHEDULING SUPERVISOR HUMBERTO DE LA ROSA, BUS OPERATOR ERIC BANKS, BUS OPERATOR SCOTT TAYLOR, BUS OPERATOR JASON NAMLA, BUS OPERATOR PETE ROGERS, SLOCOG EXECUTIVE DIRECTOR

**CALL MEETING TO ORDER, ROLL CALL: President Andy Pease** called the meeting to order at 9:01 AM. President Pease led off the flag salute. Roll call was taken, and a quorum was present.

#### **PUBLIC COMMENT:**

**Mr. Eric Greening** said that he rode the RTA's new electric bus and shared feedback about the design of the bus, specifically that the wrap. In addition, he also questioned the EMF emissions from the electric buses and charging stations.

#### **EMPLOYEE RECOGNITION:**

**Mr. Straw** introduced RTA Operations Manager Omar McPherson who will present the Employee of the Quarter. **Mr. Omar McPherson** introduced Bus Operator Cindy Herrera, who is appreciated for her 11 years of service to RTA. He noted that Ms. Herrera is a very knowledgeable and go to person. **Ms. Herrara** expressed her gratitude and said that she has been a central coast resident for over 30 years and that RTA is a great company to work for with great coworkers and riders.

**Mr. Straw** also recognized both Hubert Clark and Damon Blalark for earning an outstanding achievement award. In addition, Mr. Straw also recognized the 10- and 15-year service veterans of RTA. He acknowledged that some have actually worked longer, but the 15-year service mark is when RTA took the bus service in house. Finally, **Mr. Straw** recognized David Guerrero who is retiring and has been with the RTA since the 1980's. **President Pease** thanked everyone for their service.

#### **Public Comment:**

There was no public comment received for this item.

#### A. CONSENT AGENDA:

- A-1 RTA Executive Committee Meeting Minutes April 10, 2024 (Information)
- A-2 RTA Executive Committee Meeting Minutes June 12, 2024 (Information)
- A-3 RTA Board Meeting Minutes of May 1, 2024 (Approve)
- A-4 Authorize New SLOCPT Rates for July 2025 Implementation (Approve)
- A-5 California SB1 State of Good Repair Revised FY24/25 Resolution (Approve)
- A-6 FTA Transit Asset Management Plan Update (Receive)
- A-7 Public Transportation Agency Safety Plan Update (Approve)

#### **Public Comment:**

There was no public comment received for this item.

Mr. Straw asked the Board to approved the consent calendar.

**Board Member Debbie Arnold** made a motion to approve consent agenda item A-1 through A-7 with the proposed changes, and **Board Member Fred Strong** seconded the motion. The motion passed unanimously via roll call vote.

BOARD MEMBER	<u>YES</u>	NO	<b>ABSENT</b>
DEBBIE ARNOLD (Past President)	Χ		
DANIEL RUSHING	Χ		
BRUCE GIBSON	Χ		
JIM GUTHRIE	Χ		
HEATHER MORENO	Χ		
DAWN ORTIZ-LEGG			Χ
JIMMY PAULDING (Vice President)	Χ		
ANDY PEASE (President)	Χ		
JOHN PESCHONG	Χ		
FRED STRONG	Χ		
ED WAAGE	Χ		
CARLA WIXOM	Χ		

#### **B. INFORMATION AGENDA:**

#### B-1 Executive Director's Report (Receive)

**Mr. Straw** presented a slide show highlighting major RTA updates. In his presentation, **Mr. Straw** noted that the RTA was part of an Electrify Central Coast Joint Grant submittal and that the RTA and Santa Barbara transit were specifically awarded funding. The grant will pay for the cost of converting the replacement of four diesel buses to electric instead of diesel. In addition, Mr. Straw noted that the RTA made the news with KSBY and KCBX covering it.

**Mr. Straw** said that he has been in talks with the City of Morro Bay about consolidating their transit services with RTA. He noted that the city currently operates a seasonal trolley and a deviated fixed route. He emphasized that the contract would be similar in nature to the existing contract with the City of Paso Robles. **Mr. Straw** also noted that he is talking with the City of Atascadero about consolidation with their existing Dial-A-Ride service.

**Mr. Straw** highlighted that the RTA is in a much better condition with regards to hiring, and gave an update on the planned photovoltaic system. He explained that the RTA campus was built to be solar ready and the energy from the new solar panels would go towards charging the campus, which would help with peak energy rates. In regards to other modernization efforts, Mr. **Straw** said that the initial results of the RTA's new electric bus have been great.

**Mr. Straw** highlighted that ridership is up 10% over last year, but still down 35% from 2019 levels. He noted that this ridership growth has helped to improve the farebox recovery ratio and attributed the ridership growth to the Paso Robles City lines.

Finally, **Mr. Straw** gave an update on the RTA's SB125 action plan and that many of the projects in the plan were accepted for grant funding. This includes looking at charging opportunities for the new electric buses.

**Vice President Paulding** thanked Mr. Straw for the report and asked about the cost savings anticipated from the solar project. **Mr. Straw** responded by noting that the RTA currently spends ten-thousand dollars a month on electricity and using solar will free up that money.

**President Pease** asked about the public comment regarding the bus wrap. **Mr. Straw** noted that staff would look into the visibility impact of the wrap versus the traditional tinting.

#### **Public Comment:**

There was no public comment received for this item.

#### B-2 Summary of Short-Range Transit Plans Working Papers (Receive)

**Mr. Straw** gave an update on the Short-Range Transit Plan (SRTP) noting that the operational plans are due in September. This next phase will take the suggested service alternatives and create a full package for review. He also noted that the plan is currently a month behind, but the goal was to do it correctly even if that means it will take more time. He is focused on bringing the draft version of the plan to the RTA Board by January of 2025 with a full adoption in March.

**President Pease** asked questions about the next steps in the SRTP process and focused on the relationship between ridership and cost. She noted that the service alternatives with the biggest ridership bumps also had the biggest costs. **Mr. Straw** replied that the final plan would involve looking at tweaking existing service, and be based on current revenue and plans. He noted that while more aspirational ideas would be included in the plan as unfunded, there wouldn't be any transformational

leaps forward without additional funding. **President Pease** agreed with this perspective but added that she didn't want the transformational ideas shuffled off.

#### **Public Comment:**

**Mr. Eric Greening** said that he was happy with how the SRTPs outreach was conducted but asked if it was too late in the plan to pull information from the proposed mergers with Morro Bay Transit and Atascadero Dial-A-Ride into the SRTP. **Mr. Straw** said that the consultant did pull some costs into the SRTP and that the data Morro Bay has from their own SRTP which is still valid.

#### C. ACTION AGENDA:

#### C-1 Fare-Sharing Agreement with Monterey-Salinas Transit (Approve)

**Mr. Straw** gave an overview of the history of programs between Monterey Salinas Transit (MST) and the RTA. He highlighted previous joint efforts like a bus to Fort Hunter Liggett. He noted that it was recently discovered that RTA and MST could benefit from a change in their service pattern and provide better service along the shared corridor between Paso Robles and San Miguel. **Mr. Straw** presented this fare sharing agreement as a good example of regionalism and is low cost to the RTA.

**President Pease** asked about MST riders going into Paso. **Mr. Straw** noted that this fare sharing agreement would apply to the regional passes and help students get to and from Paso Robles High School. **Board Member Strong** noted that there are more than enough kids to fill these buses.

#### Public Comment:

**Mr. Eric Greening** thanked Geoff and MST for their collaboration on this and supports this item. He also noted that under the current alignment the MST bus gets into Paso Robles a few minutes after the Route 9 bus leaves. **Mr. Straw** said that those issue were fixed.

**Board Member Strong** made a motion to approve action agenda item C-1 and **Board Member Paulding** seconded the motion. The motion passed unanimously via roll call vote.

BOARD MEMBER	YES	<u>NO</u>	<b>ABSENT</b>
DEBBIE ARNOLD (Past President)	Χ		
DANIEL RUSHING	Χ		
BRUCE GIBSON	Χ		
JIM GUTHRIE	Χ		
HEATHER MORENO	Χ		
DAWN ORTIZ-LEGG			Χ
JIMMY PAULDING (Vice President)	Χ		
ANDY PEASE (President)	Χ		
JOHN PESCHONG	Χ		
FRED STRONG	Χ		
ED WAAGE	Χ		
CARLA WIXOM	Χ		

#### D. CLOSED SESSION ITEMS: CONFERENCE WITH LEGAL COUNSEL

There were no items on the closed session agenda for the Board to review.

#### **E. BOARD MEMBER COMMENTS:**

There were no board member comments given.

The meeting was adjourned at 9:58 AM.

Next regularly-scheduled RTA Board meeting is <b>Nove</b>	mber 6, 2024
Respectfully Submitted,	Acknowledged by,
Anthony Kalvans, Administrative Assistant	Andy Pease, RTA President 2024

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## SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY NOVEMBER 6, 2024 STAFF REPORT

AGENDA ITEM: A-3

TOPIC: Bus Stop Improvement Plan

ACTION: Adopt Updated BSIP, Authorize Improvements

PRESENTED BY: Tania Arnold, Deputy Director/CFO

STAFF RECOMMENDATION: Receive the Bus Stop Improvement Plan and

Authorize the Executive Director to Solicit Bids to

Implement the Remaining Improvements

#### BACKGROUND/DISCUSSION:

The RTA Board adopted the 2017 *Bus Stop Improvement Plan* (BSIP) to prioritize RTA bus stop improvements and identify capital requirements. Staff is presenting this 2024 update to both provide a status update on previously planned improvements, and to provide revised priorities based on changing bus rider travel patterns in the region. It is the purpose of this update BSIP to ensure, to the extent practicable, that all bus stops served by RTA fixed-routes are safe, accessible, convenient, and comfortable for transit users.

It should be noted that a significant addition to the RTA's bus stop inventory took place in 2021 with consolidation of South County Transit services into the RTA, which increased the number of bus stops from 189 to 327. In addition, some of these 327 bus stops that are shared with local transit providers in San Luis Obispo, Morro Bay and Santa Maria.

The BSIP updates information on bus stop conditions from a survey completed late 2023 and into 2024. The survey of RTA bus stops included considerations of safety, bus stop location, ADA accessibility requirements, existing passenger amenities, pedestrian pathways, and vehicle traffic. The BSIP also uses passenger activity by bus stop gleaned from the Automated Passenger Counter system used on RTA buses since 2015 to help prioritize improvements. This passenger activity data allows staff to more accurately determine whether bus stop usage meets the thresholds adopted by the RTA board for the installation of passenger amenities such as benches and shelters. The adopted standards are 40 or more boardings per weekday for a large passenger shelter, 25 or more for a smaller passenger shelter, and 15 or more boardings for a passenger bench; additional amenities by amenity type are included in Table 2 of the BSIP.

#### **Recommended Bus Stop Improvements**

The list of prioritized improvements is provided in Appendix C, including 75 Tier 1 locations based on higher-priority Safety & Security needs. RTA staff will work with city and county staff to prioritize future year bus stop improvement funding to focus on ADA accessibility improvements where feasible. In rural areas that lack traditional sidewalks, the bus stop improvements will include a firm and stable surface to board and alight passengers, with a connection to the roadway shoulder that is essentially free of physical barriers that would prevent a user from walking/rolling along the roadway shoulder consistent with ADA requirements.

#### Fiscal Impact

Based on improvements included in the 2017 BSIP, staff has secured federal and state funds to complete the projects listed in Appendix D. In total, the RTA has expended \$427,600 between 2021 and 2024, with another \$53,058 in projects currently underway. Staff believes that sufficient funds are included in the 5-year capital program for the recommended improvements shown in Appendix C, so no additional funds are requested herein.

#### Staff Recommendation

Receive the Bus Stop Improvement Plan and authorize the Executive Director to solicit bids to implement the remaining improvements.



# BUS STOP IMPROVEMENT PLAN



November 2024

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

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#### Message from Executive Director

The San Luis Obispo Regional Transit Authority's transit network serves a crucial role in helping our community members and visitors alike get to work, school, medical services, appointments, shopping and experiencing all the county has to offer. Growing ridership will also be critical in helping our communities collectively meet the objective for carbon neutrality, especially as the RTA continues to expand use of zero-emission battery-electric buses. To help achieve this, I am pleased to submit our updated Bus Stop Improvement Plan which aims to improve bus stop safety and make it easier for more residents and visitors to travel by means other than the private car.

Our Bus Stop Improvement Plan is complemented by our Strategic Business Plan, Short Range Transit Plan and existing transit policies – including our commitments towards zero emissions with our Innovative Clean Transit Fleet Rollout Plan.

The Bus Stop Improvement Plan is intended to be a living document and its purpose is to help guide bus stop improvement projects for the betterment of the communities we serve.

Geoff Straw
Executive Director

#### Introduction

The mission of the San Luis Obispo Regional Transit Authority (RTA) is to provide safe, reliable and efficient transportation services that improve and enhance the quality of life for the citizens and visitors of San Luis Obispo County. The RTA was created in 1990 as a Joint Powers Authority (JPA) to provide management of regional fixed-route public transportation services, as well as regional paratransit services throughout the county. The RTA has significantly expanded with the consolidation of SLO County-funded transit services in 2012, City of Paso Robles-funded local transit services in 2014, and South County Transit services in 2021. Combined, the consolidated RTA transit system serves 327 bus stop locations throughout the county.

RTA staff members updated this *Bus Stop Improvement Plan* (BSIP), originally adopted in March 2017, to help our JPA member jurisdictions prioritize fixed-route bus stop improvements and to implement a cohesive operational and capital plan for those improvements. It is the purpose of the BSIP to help ensure, to the extent practicable, that every bus stop is accessible, safe, convenient, and comfortable for transit users. RTA staff will use this BSIP as a basis for justifying bus stop improvement projects as part of our grant applications to State and Federal agencies so that we as a region can leverage scarce local funds as much as possible.

Information guiding recommendations for RTA bus stop improvements is derived from various sources, including passenger input, the RTA Strategic Business Plan, bus stop usage provided through our Intelligent Transportation System (ITS), SLOCOG's annual Unmet Transit Needs process, public outreach and meetings, and staff feedback.

This BSIP update discusses existing conditions at fixed-route bus stops and presents improvement options. The analysis considers safety, location, Americans with Disabilities Act (ADA) of 1990 access requirements, access to nearby activity centers, passenger amenities, pedestrian pathways, and vehicle traffic. Much of the information on conditions of bus stops was derived from a comprehensive survey of bus stops completed in 2020; additional issues that have since developed or been brought to the attention of RTA staff are also included in this report. This document focuses on passenger utilization by bus stop, so that improvements to bus stop amenities based on average daily boardings can be prioritized in light of existing standards. Our ITS, which automatically counts passengers entering and leaving the bus at each stop, provides a robust source of data for accurate assessment of bus stop usage.

When considering potential RTA bus stop improvements, the financial feasibility and cost-effectiveness of potential solutions must be considered. Capital-intensive improvements at low-use stops should be carefully considered, as the benefits of such improvements and resources for them are limited. In addition, many elements affecting bus stops, such as the access and elevation of roadways, presence of sidewalks and traffic controls, and vehicle speed limits, are outside the RTA's ability to directly address.

#### Main Findings About the State of the RTA Bus Stops

- 1. Nearly all bus stops have the amenities (benches, shelters) for which the level of average daily boardings warrant. However, some bus stops do not fully meet all ADA-required access elements and others have amenities that need to be replaced due to age or damage. The instances of non-compliant bus stops are in locations where the County or the City would serve as the lead agencies in implementing the access improvements. RTA staff will work with these jurisdictions to prioritize access improvements.
- 2. The top 20 bus stops in terms of average daily boardings serve 59% of our riders. The BSIP team will prioritize these stops for projects that improve issues of safety, cleanliness and/or rider information. The top 20 stops are presented in Appendix F.
- 3. The project list for stops needing improvements is lengthy, as shown in Appendix C. The BSIP team developed a priority system to direct resources, with safety issues being the highest priority. This will help focus resources during the project selection process.
- 4. During the review of the prior 2017 BSIP, the evaluation team realized that a major obstacle was an expectation that the RTA would be able to complete the work using internal workforce resources. This thinking had led to only the most direly needed (i.e., damage from vandalism or a vehicular crash) projects being addressed, and other high-priority projects stagnating. In recent years, the RTA Board authorized hiring of third-party contractors to address the highest-priority improvement projects. The result has been dramatic advancement on completion of projects.

#### Bus Stop Improvement Plan Purpose

The purpose of the BSIP is to ensure the RTA serves the public with safe, attractive and ADA accessible bus stops. The BSIP is intended to be a living document subject to regular review, including annual progress updates to the RTA Board of Directors. The BSIP is intended to identify projects that will enhance safety, passenger amenities and accessibility for bus stop locations in a way that will attract and encourage additional ridership. Additionally, the BSIP and the projects identified herein will be used as the basis for future funding grant applications. The ultimate goal of the BSIP is to strengthen the transit network, provide an optimal level of passenger amenities, and develop a holistic approach to improving RTA bus stops located within the county. This BSIP examines existing conditions for RTA bus stops and prioritizes potential improvement options.

#### Areas Served by the BSIP

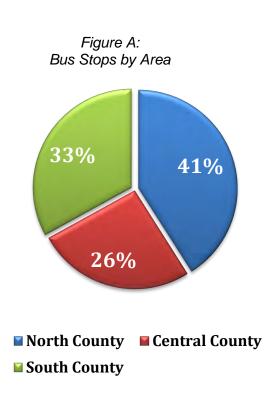
The BSIP includes **327 bus stop locations** throughout the county, including bus stop locations in eight incorporated cities and ten unincorporated communities as shown in Table 1 below. Approximately **41%** of bus stops are located in the northern portion of the county

(north of the Cuesta Grade), **26%** in the central and coastal areas of the county, and **33%** in the southern portion of the county.

The breakdown of bus stops per city and region location is provided in the following table and figure:

Table 1: Bus stop locations per City/Region

Table 1. Bus stop locations per City/Region							
Area Served	Region	# Bus Stops					
Atascadero	North	46					
Paso Robles	North	80					
San Miguel	North	1					
Santa Margarita	North	4					
Templeton	North	2					
Cambria	Central	26					
Cayucos	Central	9					
Los Osos	Central	15					
Morro Bay	Central	2					
San Luis Obispo	Central	31					
San Simeon	Central	2					
Arroyo Grande	South	31					
Avila Trolley	South	10					
Grover Beach	South	17					
Nipomo	South	7					
Oceano	South	14					
Pismo Beach	South	25					
Santa Maria	South	5					
Total RTA Bus	327						



#### **Inventory of Existing Conditions**

In order to properly assess and plan for future bus stop improvements, the Bus Stop Improvement Team, consisting of Administration, Maintenance and Operations department staff, completed a full assessment and field inventory in early 2020. This information provided an assessment of existing bus stop locations, amenities and conditions. The Bus Stop Improvement Team provides an ongoing assessment of bus stops annually.

#### **Bus Stop Inventory**

The comprehensive inventory of all 327 RTA bus stops located throughout the county of San Luis Obispo is included in Appendix A. The information gathered includes geographical location, what amenities are present, and an assessment of general condition. The field information collected is in intended to identify existing conditions and provide guidance for future improvements and prioritization of work.

This bus stop inventory information is documented in a user-friendly easily updated Excel format. The bus stop inventory information compiled for each stop includes:

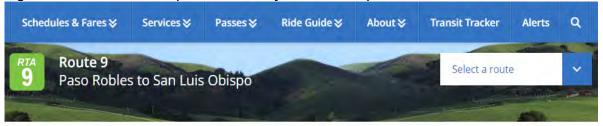
- Bus Stop ID number
- Longitude / Latitude
- System (RTA intercity, and local fixed-routes in South County and Paso Robles)
- City or community name
- Routes served (9, 10, 12, 14, 15, 21, 24, 27, 28, A, and B)
- Geographic location identifier (street and cross street)
- Amenities located at bus stop (i.e., shelter, lighting type, bench, trash receptacle, bike storage/rack and/or signage type)
- ADA accessibility features
- General notes regarding condition, nearby trip generators, planned future improvements, etc.

#### **Bus Stop Information**

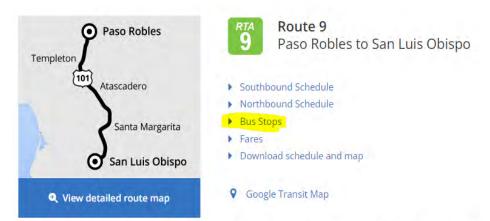
#### RTA Website

A sequential listing of every bus stop along each of the RTA fixed-routes is also available and is accessible to the general public on the RTA website at <a href="www.slorta.org/schedules-fares">www.slorta.org/schedules-fares</a>. Users can select the desired route and the "bus stops" link (shown as Figure B on the following page). All bus stops – both timepoints and untimed – are listed by the bus stop location name.

Figure B: Website Bus Stop Information by Route Example



↑ > Schedules & Fares > Route 9 Paso Robles to San Luis Obispo



Route 9 travels between the San Luis Obispo downtown Government Center, through Cal Poly, and then up through the North County cities of Santa Margarita, Atascadero, Templeton, Paso Robles and San Miguel

San Miguel	Paso Robles		Templeton		Atascadero		Santa Margarita	San Luis Ohispo		
Mission at 14th	Cuesta College North	Pine at 8th	Target Shopping Center	Twin Cities Hospital	Las Tablas Park & Ride	Atascadero Transit Center	Viejo Camino at Bocina	ECR at Encina	Cal Poly Library	Gov't Center (Osos at Palm)

#### Southbound Stops Rumbo al Sur

#### San Miguel

Mission at 14th (Limited Service)

#### Paso Robles

- Cuesta College North (Limited Service)
- O North County Transit Center (Pine at 8th, Amtrak)
- O Spring at 4th
- O 1st at Oak
- O Theatre at Theatre (Chili's)
- Target Shopping Center

#### Northbound Stops Rumbo al Norte

#### San Luis Obispo

- Cal Poly Library (Limited Service)
- O SLO Government Center (Limited Service)
- Santa Rosa at Murray (Limited Service)
- O Santa Rosa at Foothill (Limited Service)
- Cal Poly Library (Limited Service)
- O Cal Poly PAC (Limited Service)
- Grand at McCollum (Limited Service)
- Grand at Wilson (Limited Service)

#### Transit Tracker

Signage is present at every bus stop for real-time arrival times. The rider can text the bus stop number posted on the sign to the Transit Tracker phone number ((805) 541-4782) and almost instantly receive a reply that provides arrival times for the bus or buses that use that stop.

Figure C and D: Transit Tracker Bus Stop Information by Text Message (SMS)

#### Text Message (SMS)

- Locate your 4-digit bus stop number on the Transit Tracker sign at every bus stop
- Text the stop number in the message field to (805) 541-4782
- This will quickly send a message to your phone with an estimate of how many minutes away each bus is from that stop.

TRANSIT TRACKER text (805) 541-4782 with stop ID 3807 for estimated bus arrival time

Rea- time arrival times can also be found by using the RTA app on your smart phone. In the Google Play or Apple App store, search for San Luis Obispo RTA to download the app. Enter in the bus stop number or the bus route and bus stop name to obtain current bus arrival times for that bus stop.

#### Google Maps

Bus stop information can be obtained by using *Google Maps* and selecting the blue bus icon for detailed bus stop information. This includes the bus stop identification, bus stop location name, directions to the bus stop, ADA accessibility, a photograph of the bus stop, and the routes served at the bus stop location are provided. An example of the *Google Maps* bus stop data is provided in Figure E.

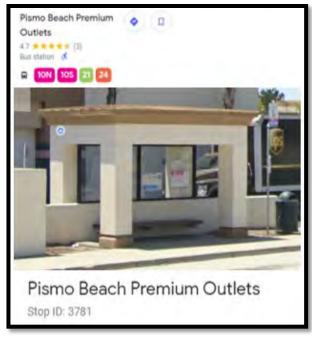


Figure E - Google map bus stop data

#### **Bus Stop ADA Compliance**

Characteristics of transit service, equipment, and boarding/alighting areas must comply with the ADA and subsequent amendments. To access bus stops safely, mobility device users require a safe and accessible pathway. The optimal solution is a sidewalk separated from other vehicle traffic that connects the bus stop to surrounding businesses and other origins and destinations.

Per the ADA, bus stop sites must meet the following minimum requirements:

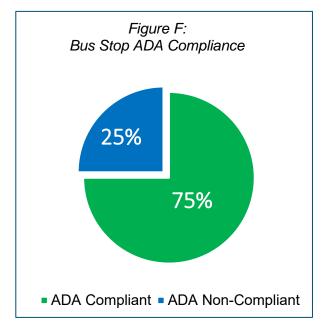
- 1. A firm, stable surface,
- 2. A minimum clear length of 96 inches (eight feet), measured from the curb or vehicle roadway edge and a minimum clear width of 60 inches (five feet), measured parallel to the vehicle roadway,
- 3. A maximum slope of 1:50 (2% grade) toward or away from the roadway, and
- 4. Connection to streets, sidewalks or pedestrian paths by an accessible route. In rural areas that lack traditional sidewalks, the bus stop improvements will include a firm and stable surface to load/unload passengers, with a connection to the roadway shoulder that is essentially free of physical barriers that would prevent a user from walking/rolling along the roadway shoulder consistent with ADA requirements.

Figure E – Space needed for a mobility landing



The graphic above shows the minimum dimensions of the width and length for a mobility device landing pad on existing bus stop.

Based on the results of the RTA Staff field survey, each bus stop was categorized as either fully ADA compliant or needing additional improvements based on the accessibility guidelines outlined in Appendix B – Bus Stop ADA Guidelines. These compliance categories are defined as:



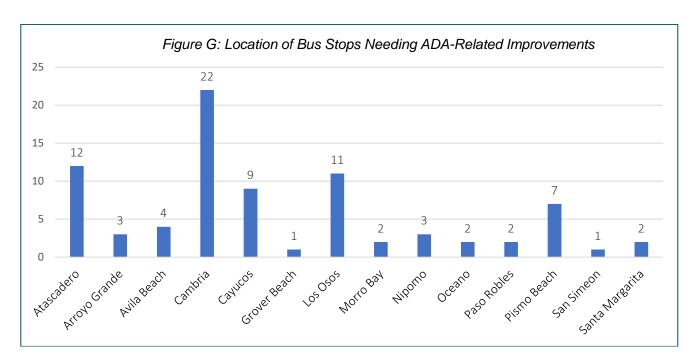
- ADA Compliant Bus stop meets all ADA Guidelines
- Needs Improvement Bus stop does not meet all ADA attributes in Appendix B

Figure F shows the overall percentage of bus stop ADA compliance throughout the county.

Overall, 246 stops (75%) were determined to be ADA compliant and 81 stops (25%) were determined to be ADA non-compliant.

Bus stops needing ADA-related improvements are located across the county. However, larger concentrations were found in communities of Cambria, Atascadero, Los Osos and Pismo Beach (Figure G) because many of these bus

stops simply lack the required firm/stable surface or clearance for wheelchair ramp landing pads. It should be noted that the RTA does not own land at our bus stops. Construction of ADA sidewalks would be the responsibility of the city or county in which the bus stop is located. The RTA's responsibility only includes the transit-related infrastructure at the stop, such as the sign pole, seating, shelter or other amenities. Recent ADA improvements have been done by the City of Grover Beach at intersections with wheelchair traction pads and new sidewalks built by the City of Pismo Beach on Shell Beach Road. These are good examples of where ADA improvements were needed and the property and work done were the responsibility of, and completed by the City



ADA compliant pedestrian infrastructure adjacent to bus stops will benefit all transit users, whether the rider is ambulatory or uses a mobility assistance device. Eliminating trip hazards, providing sidewalks (or firm/stable surface) wide enough for strollers and carts, and surfaces that could become muddy makes riding a bus more appealing and accessible to everyone.

The first step to improving pedestrian connections to transit is to identify what infrastructure exists, what condition it is in, and what may still be needed. To that end, the RTA continues to work with local jurisdictions to improve the connectivity to bus stops, which will improve access for everyone to jobs, services and enhance the quality of life in our local economy.

#### **Bus Stop Amenities & Requirements**

One key to increase ridership and make the whole bus riding experience more pleasant is to make sure bus stops meet the RTA's minimum standards. Since all transit rides begin at a bus stop, making a good first impression is vital. Passenger amenities can be as important as transit speed and reliability in attracting and keeping new riders. Playing an important role in that impression are comfort (shelter from the elements, a place to sit, and trash receptacles to reduce littering), safety (lighting, protection from motorists, and an open/airy feeling), and system information (route signage, schedules and maps).

The amenities chosen for each RTA bus stop depend on location, ridership (average daily boardings) and conditions at each bus stop. Seating can range from stand-alone benches, shelter-mounted benches, and pole-mounted seats (aka, Simme-Seats). Table 2 below defines the minimum requirements for RTA bus stops based upon average daily ridership.

Table 2: Minimum Amenity Requirements

	Signage / Route Information		Passenger Lighting (Safety Seating & Security)		Shelters		Passenger Amenities			
AVG DAILY BOARDINGS	Pole	Sign	Info Kiosk	Bench / Simme- Seat	Pole Solar Light	Shelter Solar Lighting	Shelter 13'	Shelter 17'	Trash Can	Bike Rack / Locker
ALL	*	*	*							
15	*	*	*	*	*				*	
25	*	*	*	*		*	*		*	*
40	*	*	*	*		*		*	*	*

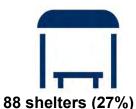
All RTA bus stops include a bus stop pole, route sign, transit tracker sign, and map/ schedule information. In addition, the following standards are used to plan for enhanced passenger amenities:

- Bus stops that have at least 15 boardings per day shall include a bus bench, trash receptacle and a pole-mounted push-button activated solar light.
- Bus stops that have at least 25 boardings per day shall include a 13-foot shelter with solar lighting, a bike rack or bike locker.
- Bus stops that have at least 40 boardings per day shall include a 17-foot shelter with solar lighting and all amenities as noted above.
- Regional transit center hubs or other major transit trip generators will be considered on a case-by-case basis for programmable LED digital bus arrival display signs.

The annual average daily weekday boardings at each bus stop location is assessed yearly by the team to determine if the existing transit amenities at that stop continue to meet demand. Appendix F provides boardings by bus stop for FY19-20 (pre-pandemic) and FY23-24. Any new amenity requests for bus stop locations that do not produce the required average daily boardings for shelter/seating amenities will also be reviewed on a case-by-case basis. In some instances, the population served (elderly or school-aged children), proximity to existing transit amenities, proximity to medical facilities and the particular needs of a nearby population (i.e., sheltered workshop for persons with disabilities) may be taken into consideration when approving installation of enhanced transit amenities.

New bus stops or bus stops along a new route segment may also include seating or a shelter based upon local jurisdiction requirements for new commercial or residential development in the corridor. RTA staff continues to work with jurisdiction staff to incorporate local design needs and develop a process for providing conditions to new commercial or residential development in the corridor.

Out of the 327 unique bus stop locations, 43 serve multiple routes, Approximately 88 bus stops have met the ridership requirement for shelters with roof-mounted solar or municipal wired lighting, and 43 additional locations meet the requirements for push-button activated solar lighting atop the bus stop pole. Of the existing 327 bus stops, 191 locations have passenger seating (benches or Simme-Seats), 115 have a trash receptacle, and 21 locations have bike racks (or bike lockers). There are approximately 30 bus stop locations that are shared with one of the other transit/transportation providers (SLO Transit, Morro Bay Transit, Santa Maria Area Regional Transit, and Amtrak)









43 solar-lighting (13%)

191 benches (58%)

115 trash (35%)







30 Shared Stops (9%)

#### Bus Stop Signage / Route Information

Bus stop signs establish the location to board the bus for residents and visitors. The RTA Bus Stop signs display our phone number, website address and are color coded by route. The signs are an excellent marketing tool, because the system logo is visible from roadways throughout the county and continually communicate the name "RTA" to the public.

As shown in Figure H, RTA signs are designed in the "blade" style where the sign cantilevers from the top of the pole or shelter. The RTA ensures that signs do not become protrusions that could injure a passerby, and bus stop poles are placed so that they do not become pathway or landing pad obstructions. In 2020, all 327 bus stop blade signs were surveyed during the field assessment, and those not meeting image standards were replaced/repaired at that time.

The majority of the RTA bus stop signs are on dedicated poles or poles shared with *no parking* signage. Bus stop signs can also be affixed to light poles or attached to shelters. Blade signs are replaced as route changes occur or as a result of sun-fading or vandalism. All bus stop signage is assessed annually and replaced as needed.

# 10 541-2228 slorta.org

Figure H: Bus Stop Blade Sign

#### **Route Schedule Information**

System information in the form of schedules or schedules with route maps, are provided at each bus stop. An example of a basic schedule is shown in Figure I. By displaying the pertinent RTA bus system information, it is much easier for regular customers to understand the system and for new riders to learn the departure times. The posted information enables passengers to plan trips on their own while waiting at the bus stop instead of relying on an RTA customer service agent to answer basic route information questions via telephone.

All bus stop locations have schedules that display route and fare information. The most common type of route display is a flat metal panel attached to the bus stop pole or within a shelter.



Figure I: Bus Route Schedule Sign

#### **Bus Stop LED Arrival Sign**

Digital LED arrival signs, as shown in Figure J below, provide passengers with real-time arrival estimates. Currently, digital LED display signs are installed at the Government Center in downtown San Luis Obispo and at the Cuesta College North Campus in Paso Robles. Another will be installed at the Cuesta College Main Campus as part installation of new passenger shelters that are projected to be complete in early 2025.



Figure J: LED Bus Arrival Sign

#### **Passenger Seating**

Passenger seating provides comfort for waiting passengers, while also improving the visual appeal of a bus stop and creating a sense of character in the community. Research also suggests that seating can reduce the perceived waiting time for riders. A total of 191 bus stops (58%) have some form of passenger seating, including benches and Simme-Seats.

Passenger seating was assessed as part of the 2020 field survey, and various bus stop improvement projects were identified to repair/replace seating that was deemed in poor condition. To date, eight (8) bench replacement projects have been completed, with additional locations identified for future improvements.

#### Benches

A stand-alone bench (without a shelter) is an option that provides passengers with the comfort and convenience of a place to wait, without the cost of installing and maintain a shelter. The benefits include: adds to the comfort of the passenger, helps to identify the bus stop, and is easier and less costly to install and maintain than a shelter.

Benches are installed at locations that may not warrant the installation of a full shelter, yet serve a relatively high number of riders. This could include locations where physical constraints may not allow for the placement of a shelter.

RTA bus stop benches are ADA compliant, manufactured from perforated metal, and powder-coated to ensure durability for the coastal marine environment and hot temperatures. Benches and other street furniture are powder-coated in the RTA-approved **Green color** (RAL Color System: 6001 Moss Green).

The RTA bus stop system consists of two types of benches: full bench with seatback, and backless benches with curved seat dividers. See Figure K below for examples.

Figure K: RTA Benches





#### Individual Seating

Individual seating (stand-alone or pole-mounted) will be considered at bus stop locations that may not warrant the installation of a full shelter/bench, yet serve a smaller number of riders or a special population. This could also include bus stop locations where physical constraints may not allow for the placement of a shelter or traditional bench.

Figure L: Individual Seat





Figure M: Simme-Seat

#### Lighting

RTA routes operate in the evening hours after sunset and in the early morning. Lighting can play an important role in a passenger's feeling of comfort and personal safety while waiting at a bus stop. Adequate lighting also allows our Bus Operators to better see if there are riders waiting at the upcoming bus stop.

An economical way to provide lighting at a bus stop is to locate the stop near existing streetlights. In some cases, stops are illuminated by business lighting, either from a parking lot or an adjacent building. If new RTA bus stop lighting is being considered, there are two primary options: bus shelter roof-mounted solar or hard-wired lighting, or push-button activated pole-mounted solar lighting. Solar lighting has the advantage of not requiring a hard-wired source of power, although back-up batteries are required in order to provide light during hours of darkness.

A total of 88 bus stop locations has solar or hard-wired lighting built right into the shelter. Currently, there are 42 pole-mounted, push-button activated, solar lights installed at bus stop locations.

Figure N: Pole-Mounted Solar Lighting at Night



Figure O: Shelter Solar Lighting



Approximately 40% of the RTA's bus stops have solar lighting either included in the shelters or as individual push-button activated solar lighting. The bus stops that would greatly benefit from additional lighting are identified in the *Priorities and Planned Improvements* section below.

#### Solar Shelter Lighting

Solar powered LED lighting (with battery back-up) provides lighting for bus shelters without using standard utility power. Shelter solar-powered lighting provides dusk-to-dawn LED illumination under the shelter roof. Nightly run-time may vary based upon lamp power selection, quantity of lamps per bus shelter, solar panel type, and battery capacity at a given location.

#### Pole-Mounted Solar Lighting (Push-Button Activated)

Security lighting can also be added to bus stop locations without shelters. As shown in the example below, pole-mounted, push-button activated, solar lighting can be installed on top of existing bus stop poles.

The system consists of a 20-Watt solar panel and on-demand push button activator. The pole-mounted system illuminates the waiting area and schedule holder, and alerts the approaching Bus Operator that someone is waiting at the bus stop. Figures O, P and Q provide details of this system recently implemented by the RTA.

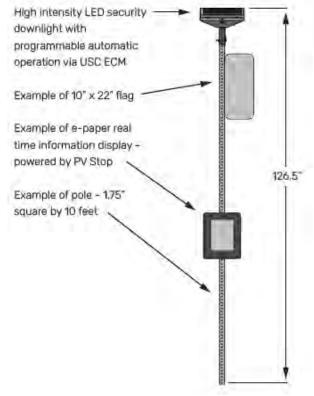
Figure P: Push-Button Activated Pole-Mounted Solar Light



Solar PV Stop+, LED 20-Watt, pushbutton activated, pole-mounted lights (fitting 1.75" square pole.







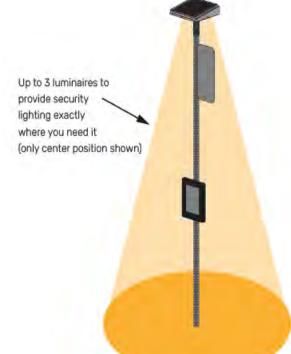


Figure Q: Pole-Mounted Solar Lighting Specifications

#### Passenger Shelters

Passenger shelters can provide all the key elements that passengers are looking for in a transit amenity: safety, comfort and information. Shelters can provide protection from the outside elements, and they include passenger seating, trash receptacles, and route schedules/maps.

Figure R: RTA 17' Bus Shelter (Ramona Garden Transit Center, Grover Beach)



Using a consistent shelter design will help create a unified look to the system. The shelters most recently installed are13-ft. wide or 17-footwide Polycarbonate Dome Roof and perforated metal side panels with a roof mounted LED solar lighting system. The preferred panel material is vandal resistant perforated metal rather than tempered glass or Plexiglas. Perforated metal is less prone to breaking and is easier to clean. A bike rack or bike locker is considered on a case-by-case basis.

Figure S: Dome Roof Style





#### **Other Shelter Amenities**

#### Trash Receptacles

Trash receptacles help to maintain the overall cleanliness of a bus stop. All locations that have

shelters are typically installed with a trash receptacle. Other bus stops with high ridership should be considered a priority for placement of trash receptacles, as well as locations that may generate a lot of trash, for example, bus stops located near a fast-food restaurant. Trash receptacles are not required at all bus stops, such as stops in residential areas serving relatively few passengers and/or those generating small amounts of trash. Problems can arise in a location that may generate a lot of trash if they are not maintained on a regular basis. The RTA has recently entered into a pilot cleaning program with the Achievement House for the cleaning and general upkeep at three high-use bus stop locations in South County.

Figure T: 20-gal stand-alone





Figure U: 20-gal pole-mounted

The RTA most recently installed 20-gallon shelter-mounted trash receptacles for non-sheltered bus stop locations that can be shelter or can be pole-mounted. See Figures T and U for examples.

#### Schedule/Map Display in Shelters

All RTA bus stops display a route schedule and, in many shelters, there can be a larger version of the schedule that may include all bus stops on the route and/or a map of the route.



Figure V: Schedule Displays

#### **Bicycle Amenities**

The RTA encourages multimodal active transportation for individuals traveling to and from the bus stops, such as improved bicycle parking and storage amenities. All RTA buses are equipped with bicycle racks, complementing the symbiotic relationship between bicycling and public transit.

#### Bike Racks

Bike parking can increase transit ridership at regional stops and stations. A secure bike parking rack can make cycling a viable transportation option, encouraging more people to ride and deterring bike theft. Bike racks can give bicyclists options if bus racks are full.

The RTA serves 21 bus stop locations with passenger shelters that also have bike racks (6% of all bus stops), as well as 2 regional park-and-ride locations that have bike lockers.



Figure W: Inverted U Bike Rack

#### Bike Lockers

Bike lockers can provide safe and weatherproof bike parking at regional passenger facilities, such as parkand-ride lots. Lockers provide a fully enclosed space for bikes, offering excellent protection against theft, vandalism, and weather damage.



Figure X: Bike Locker

#### **Priorities and Planned Improvements**

Prioritization of planned bus stop improvements is the key for managing an improvement plan. The RTA has identified three distinct prioritization factors for bus stop improvements: cost, safety and ridership count.

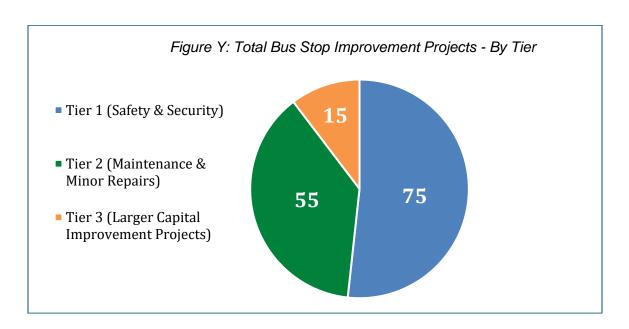


Considering these prioritization factors, the Bus Stop Improvement Team developed the following prioritization process for categorizing like bus stop improvement projects into tiers.

- Tier 1: Emergency repairs, accessibility & safety/security improvements (ex: lighting, structural or ADA improvements)
- Tier 2: Maintenance, repair/replacement and minor improvements
- Tier 3: New shelter installation (expansion), or major capital improvement projects where planning/design/engineering/construction are required.

RTA staff conducted a comprehensive inventory of all 327 RTA bus stops located throughout the county. Through field observations, employee and rider surveys, staff identified a total of 145 potential projects categorized by Tier (refer to Appendix C for Bus Stop Improvement Project Tier List), as summarized below:

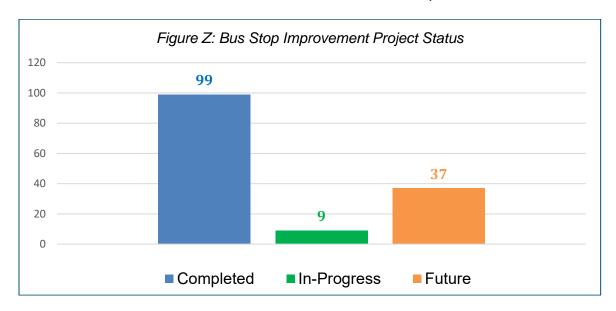
- A total of 75 projects will address safety, accessibility and security concerns, most notably bus stop lighting. These projects were identified as Tier 1.
- Tier 2 projects do not present an immediate need or safety concern but address improvements that could be accomplished through maintenance, minimal repairs or replacement of existing amenities. There are 55 Tier 2 projects.
- The remaining fifteen projects are categorized as Tier 3 as they are considered larger capital improvement projects that would require additional staffing and financial resources for planning, design, engineering or construction services.



These projects are a part of the RTA's ongoing efforts to address the community's needs, increasing safety and improving the overall aesthetic of the bus stop network. The Bus Stop Improvement Team meets quarterly to review and update the project list as projects are

completed and new needs emerge.

As of June 2024, 99 (or 68%) of the identified bus stop improvement projects have been completed. Nine projects are currently in-progress. The remaining 37 projects are reviewed quarterly and will be addressed as funding become available. Note that additional projects are added to the Future list as we become aware of needed improvements.



#### **Bus Stop Improvement Challenges**

Implementing a bus stop improvement program is not without its challenges. Coordinating with local and state entities, on-street parking issues, and limited space in the public-right-of-way can complicate the improvement process and require additional administrative efforts.

The RTA does not have physical jurisdiction over the bus stop locations. As a result, coordination with the cities/towns, the county and Caltrans is required to make improvements.

Sometimes, coordinating among other local transit providers (SLO Transit, Morro Bay Transit, and Santa Maria Area Regional Transit) is necessary if bus stop improvements are to be made. At bus stops shared with more than one provider, open communication facilitates the improvement process while creating a feedback loop that can help refine the process for subsequent projects.

At the state level, the permitting process to perform maintenance on state highways can be difficult. State Highway 1 and US101 are the two main transit thoroughfares and improvements at these stops along these corridors tend improve the experience for the most riders. Continuing to foster our working relationship with Caltrans District 5 may help expedite the process.

#### Maintaining Bus Stops

Just like any piece of transportation infrastructure, bus stops must be maintained regularly to be keep them attractive, safe and effective. The RTA Utilities staff ensures that regular

maintenance activities are performed at all bus stops. Routine bus stop maintenance activities include emptying trash receptacles, litter pickup, graffiti removal, cleaning, landscaping, tree trimming, weed abatement, and minor repairs. RTA is currently working with Achievement House in a pilot program that to have three South County bus stops cleaned on a weekly basis. Results of this program will be included in subsequent reports.

## **Estimated Bus Stop Improvement Costs**

Table 3 provides below provides recent costs for the types of passenger amenities discussed in the previous section. It should be noted that these should be regarded as planning estimates only. These planning level costs are for the product only and do not included charges for taxes, procurement fees, delivery, installation, permitting, or removal/disposal of existing amenities.

Table 3: Estimated Bus Stop Improvement Costs

Table 3: Estimated Improvement Cos	•				Permitti	ng³		
Transit Amenity	Base Unit Cost <sup>1</sup>	Sales Tax	Procurement Fees	Delivery / Freight <sup>2</sup>	Demolition	New	Installation	Per Transit  Amenity  Cost
13' Shelter (w/								
roof solar lighting)	\$9,500	\$831	\$238	\$1,250	\$262	\$343	\$500	\$12,924
17' Shelter (w/ roof solar lighting)	\$12,000	\$1,050	\$300	\$1,250	\$262	\$343	\$500	\$15,705
6' Backless Bench						•		
w/2 dividers	\$1,200	\$105	\$30	\$240	\$0	\$127	\$300	\$2,002
8' Backless Bench w/3 dividers	\$1,700	\$149	\$43	\$340	\$0	\$127	\$300	\$2,658
6' Bench	71,700	7147	743	7540	70	7127	7500	72,030
(Freestanding with back)	\$1,500	\$131	\$38	\$300	\$0	\$127	\$300	\$2,396
Simme-Seat	. ,		·	•		· · · · · · · · · · · · · · · · · · ·	·	. ,
(Individual								
passenger seat)	\$1,200	\$105	\$30	\$240	\$0	\$127	\$300	\$2,002
Trash (20-gal								
pole-mounted)	\$900	\$79	\$23	\$180	\$0	\$127	\$200	\$1,508
Solar Light PV+								
(Push-Button								
Activated)	\$2,100	\$184	\$53	\$210	\$0	\$127	\$300	\$2,973
Bike Rack								
(Inverted U)	\$800	\$70	\$20	\$160	\$0	\$127	\$200	\$1,377
Bike Locker	\$3,200	\$280	\$80	\$480	\$0	\$127	\$300	\$4,467
Map Case								
(Schedule Holder)	\$700	\$61	\$18	\$140	\$0	\$127	\$150	\$1,196
Route Map Sign	\$300	\$26	\$8	\$60	\$0	\$127	\$150	\$671
Transit (Blade)								
Sign	\$100	\$9	\$3	\$20	\$0	\$127	\$150	\$408
Bus Stop Pole								
(Square Safety	4222	440		4.0	4.0	6427	4450	A=
Breakaway)	\$200	\$18	\$5	\$40	\$0	\$127	\$150	\$540
LED Transit Digital Display	\$5,500	\$481	\$138	\$440	\$0	\$316	\$300	\$7,175

## **Funding Sources**

The primary barrier to improving bus stop accessibility and amenities is a lack of available funding to both purchase and install the units, as well as limited Utility staffing resources. Many of the projects identified in the BSIP are currently unfunded. However, the BSIP will be used as the basis for future funding grant applications. The RTA actively seeks federal, state and local funds for bus stop improvement projects.

Below is a list of potential federal, state and local funding sources that the RTA will continue to pursue to support the various bus stop improvement projects identified in the BSIP.

#### Federal (FTA) Sources

- Section 5307 Urbanized Area Formula Funds
- Section 5339 Bus and Bus Facilities Funds

#### State and Local Sources

- Caltrans State of Good Repair (SGR)
- State Transit Assistance (STA)
- Transportation Development Act (TDA) / Local Transportation Fund (LTF)

Other Competitive Grants that could fund sidewalk and bus stop improvements are:

- Department of Housing and Urban Development's Community Development Block Grant (CDBG)
- Federal Highway Administration's Congestion Mitigation and Air Quality Improvement (CMAQ) Program

#### Public-Private Partnerships

Public-private partnerships could also generate funding for improvements. Potential partners may include neighborhood associations, local businesses, local bicycle programs, foundation grants, and real estate developers.

#### New Development

Private developer funding is another source of funding for new shelters and other bus stop amenities. As a condition for new construction, a local jurisdiction may require transit improvements such as shelters and bus turn outs as part of their project. Communication between the RTA staff and the local planning departments is important to ensure transit considerations are incorporated into their respective planning processes.

<sup>&</sup>lt;sup>1</sup> Estimated costs are based on FY2024 pricing schedule and does not include annual CPI increase

<sup>&</sup>lt;sup>2</sup> Delivery/Freight Costs for San Luis Obispo based on Zone 3

<sup>&</sup>lt;sup>3</sup> Estimated Permitting Costs per County of San Luis Obispo Department of Planning & Building Fee Schedule 2023

## **Bus Stop Best Practices**

#### **Bus Stop Pairs**

A key for passenger convenience is establishing bus stop pairs, meaning there is a stop for a bus heading in one direction, and another nearby stop for a bus heading the opposite direction. While this is not feasible along one-way loop route segments, any bi-directional route segments should have an inbound and outbound stop located in close proximity—preferably across the street from each other. Ensuring that a bus stop is located along a safe pedestrian pathway with sufficient nighttime lighting helps promote transit ridership by empowering more customers to use the system.

#### **Bus Stop Spacing**

The spacing of bus stops is an optimization technique that attempts to balance the access needs of passengers and on-time performance of the fixed-routes. A greater distance between bus stops reduces the overall amount of passenger dwell time and vehicle deceleration/acceleration, and therefore could reduce the overall operating time of the route to provide customers with a more rapid ride and predictable arrival times. The disadvantage is that some passengers may be required to walk or roll further to the nearest stop, and could find this inconvenience enough of a deterrent to prevent them from riding.

#### **Driveways**

As a general rule of thumb, transit agencies should avoid the placement of bus stops in close proximity to driveways whenever possible. If this is unavoidable, the following guidelines should be considered:

- Attempt to allow for other vehicle ingress/egress;
- Locate the stop where visibility for vehicles leaving the site is not obstructed;
- Locate the stop so that passengers do not wait, board, or alight in the driveway; and
- It is preferable for the bus to fully block, rather than partially block, a driveway.

#### Sight Lines

Bus stops should be located where they are clearly visible to the approaching Bus Operator, as well as to other drivers and bicyclists. To minimize the risk of a bus being struck from behind while stopped or pulling back into traffic from, bus stops should not be placed just over the crest of a hill or immediately beyond a curve.

## Far-Side Bus Stops

The RTA typically locates its bus stops just after an intersection, called a "far-side" or "downstream" bus stop. Far-side stops are especially beneficial at complex intersections where there are several points of conflict or where the bus makes a turn, and can have several advantages over near-side stops. Buses at a far-side stop can accelerate more quickly into traffic after passengers' board or exit at a far-side stop, which can help with traffic flow and on-time performance, especially at intersections with traffic lights. Pedestrians are also more visible to approaching traffic when they cross behind a bus, and pedestrians can more easily avoid conflicts with right-turning vehicles.

#### Landing Pad & Sidewalk

Constructing and maintaining flat, properly sized landing pads and connecting sidewalks is one of the most important, and costly, improvement activities to ensure ADA compliance. Constructing and maintaining landing pads may require enhanced engineering solutions. Below are some design factors to consider when planning a new bus stop or improved amenities:

- Landing pads must be 100% clear of any obstructions and free of dirt/debris at all times:
- Landing pads must be at least 5 by 8 feet and should physically connected to a sidewalk or accessible pathway.
- A backstop/knee wall is useful for bus stops with steep elevation changes and potential erosion issues; and
- Sidewalk should be at least 4' wide and compliant with the Public Right-of-Way Accessibility Guidelines (PROWAG).

#### Bus Stops in Small Spaces

The field survey revealed that narrow sidewalks are a shortcoming at many bus stops. Limited right-of-way often results in landing pads that are less than the required 5 by 8 feet and/or have limited space for amenities. The highest priority when improving a bus stop is establishing – or maintaining – ADA compliance features, meaning that new amenities should only be installed if they do not obstruct the landing pad or pedestrian pathway. If the space is unworkable, considerations could be made to abandon the bus stop or move it to another nearby location. Below are some design factors to consider when planning a new bus stop or improved amenities:

- Ensure that landing pads, signs, and sidewalks are ADA compliant;
- If there is enough ridership to warrant a shelter, consider installing a cantilevered shelter, which uses a smaller footprint;
- If a bus stop is relocated, make sure to collaborate with the local jurisdiction and any transit agencies that may also serve the bus stop; and
- Trash and recycling receptacles should be attached the bus stop pole (or shelter), rather than on the pad.

## **Bus Stop Lighting**

Adequate lighting at bus stops improves visibility for passengers, Bus Operators, and passersby. While many bus stop shelters have interior roof-mounted lights, most bus stops depend on illumination from surrounding street lighting. For the purposes of the field survey, if a light was located within 30 feet of the landing pad, the bus stop was considered illuminated. Stand-alone passenger activated solar lights should be considered for bus stop locations that do not have adequate ambient light but have consistent passenger activity during hours of darkness. Additional measures – such as clearing overgrown vegetation, tree trimming and removing other obstacles behind which a person could hide – will also reduce shadows and improve a rider's sense of personal safety and security.

## Bus Stop Poles and Signs

Bus stop poles should be square rust-resistant galvanized steel breakaway poles. These poles are designed to easily breakaway when struck, reducing damage to vehicles and the sidewalk, and making it easier to replace.

At locations served by two or more transit agencies, bus stop signs should be consolidated onto one bus stop sign. Consolidating onto one bus stop sign reduces rider confusion and promotes an image of a well-coordinated and collaborative transit system. Care should be taken to ensure signage does not protrude into the walk path and is installed at a height of 80 inches or greater.

#### Benches and Passenger Seating

Benches allows passengers to relax while waiting for the bus. They can also add to the visual appeal of bus stops. Bus stop seating generally falls into one of two categories: located within a shelter, or freestanding. In locations where a traditional bench may not be a viable option, the RTA should consider individual passenger seating (such as Simme-Seat). This individual seating can be attached to a bus stop pole, or individually mounted to the sidewalk or concrete pad. Below are design considerations for both seating types to consider:

- Seating cannot obstruct the 5-foot by 8-foot landing pad;
- Shelter seating cannot obstruct the ADA-required 30 by 48-inch interior clear space;
- Seating cannot block the pedestrian pathway; and
- If space is an issue, benches/seating can be cantilevered from a nearby wall.

#### Passenger Shelters

Research has shown that shelters have a positive correlation with increased ridership, and they provide riders with a designated waiting area for all weather. When designed thoughtfully, shelters can exceed their basic utility and become powerful marketing tools for a transit system. The best shelters are those that include a robust level of information about transit services and the surrounding area. Below are design considerations to consider:

- Shelters shall be similar to the domed-roof style, with perforated metal side panels, powder-coated in RAL Color 6005 Moss Green;
- The shelter must be placed adjacent to the 5-foot by 8-foot wheelchair ramp landing pad;
- Shelters shall include an open space that is at least 30" wide and 48" deep to accommodate a wheelchair or other mobility device;
- A clearance of 4-foot (preferably more) is required when installing shelters on sidewalks to accommodate passersby;
- A clearance of 12" should be preserved on all sides of the shelter for maintenance and cleaning;

Additional amenities could include some or all of the following features:

- Solar or hard-wired roof-mounted lighting
- Trash receptacle (20-gallon pole-mounted with lockable lid)
- Schedule/map case
- Bike rack or locker, as needed and space allows
- ITS Digital Display (transit centers or major trip generators)

## **APPENDICES**

Appendix A – RTA Bus Stop Inventory

Appendix B – Bus Stop ADA Guidelines

Appendix C – Bus Stop Improvement Project Tier List

Appendix D – Bus Stop Improvement Project Completion Status

Appendix E – Glossary of Terms

Appendix F – Top 20 Bus Stops: Pre-Covid and Current

										Solar Lighting												
RTA Bus Stop Count	ITS Stop#	Longitude / Latitude	System	City	Route	Location Name	Shelter	Shelter Cond	Shelter Lighting	(Pole Mounted)	Bench	Bench Cond	Trash Can	Trash Resp	Sign Sig	n Cond Ki	osk Bike	Rack I	Bike Locker	Route Man	ADA :	Share stop with another Agency
1	3501		RTA	San Luis Obispo	9, 10, 12, 14	Government Center	Yes	Excellent	Yes	Wiodiffedy				•	Yes Go						Yes	another Agency
3	3502 3503	,	RTA RTA	Santa Margarita Santa Margarita	9N 9N	El Camino Real & Maria El Camino Real & Encina	No Yes	N/A Good	No Yes			N/A Good		N/A RTA	Yes Go Yes Go						Yes Yes	
4	3504	,	RTA	Santa Margarita	9N	El Camino Real & Pine	No	N/A	No					N/A	Yes Go			i	No I		No	
5 6	3505 3506	· · · · · · · · · · · · · · · · · · ·	RTA RTA	Santa Margarita Atascadero	9N 9N	El Camino Real & Santa Margarita	No	N/A	No	Yes		•		N/A N/A	Yes Go Yes Go					-	No No	
7	3507	POINT (-120.614531 35.4330818) POINT (-120.6283244 35.440289)	RTA	Atascadero	9N	El Camino Real & Carmel El Camino Real & Santa Clara	Yes	Good Good	Yes No					RTA	Yes Go Yes Go						No	
8	3509		RTA	Atascadero	9N	Viejo Camino & Bocina	Yes	Good	Yes		Yes	Good		RTA	Yes Go			ı	No I		Yes	
9 10	3510 3511		RTA RTA	Atascadero Atascadero	9N 9N	El Camino Real & Buena Fortuna El Camino Real & Musselman	Yes No	Good N/A	No No	Yes	Yes Yes			RTA N/A	Yes Go Yes Go				No I		Yes Yes	
11	3512	POINT (-120.6475641 35.4649529)	RTA	Atascadero	9N	El Camino Real & El Bordo	No	N/A	No	Yes	Yes	Poor		Apartment Complex	Yes Go					No	Yes	
12 13	3513 3514	POINT (-120.6500311 35.4674756) POINT (-120.6532495 35.4719412)	RTA	Atascadero Atascadero	9N 9N	El Camino Real & Principal El Camino Real & SolaNo	No Yes	N/A Good	No No		Yes Yes	Poor Good		N/A RTA	Yes Go Yes Go				No Y		Yes Yes	
14	3515	,	RTA	Atascadero	9N	El Camino Real & Palomar	Yes	Good	No	Yes	Yes	Good	Yes	RTA	Yes Go	od No	No No		No I	No	Yes	
15 16	3516 3517	POINT (-120.6579552 35.4803729) POINT (-120.6648067 35.4890105)	RTA	Atascadero Atascadero	9N 9N	El Camino Real & Pueblo El Camino Real & Highway 41	No Yes	N/A Good	No No	Yes		N/A Good		N/A RTA	Yes Go Yes Go						Yes Yes	
17	3517		RTA	Atascadero	9N	Atascadero Transit Center	Yes	Excellent	Yes		Yes			RTA	Yes Go		s Yes				Yes	
18	3519	POINT (-120.6706561 35.4896291)	RTA	Atascadero	9N	El Camino Real & Traffic Way	Yes	Good	Yes		Yes	Good		RTA	Yes Go						Yes	
19 20	3520 3521		RTA	Atascadero Atascadero	9N 9N	El Camino Real & Rosario El Camino Real & San Jacinto	Yes No	Good N/A	Yes		Yes Yes			RTA N/A	Yes Go Yes Go						Yes No	
21	3522		RTA	Atascadero	9N	El Camino Real & San Anselmo	No	N/A	No		Yes		_	RTA	Yes Go				-		Yes	
22	3523 3524	- (	RTA RTA	Atascadero Atascadero	9N 9N	El Camino Real & Maya El Camino Real & San Benito	No No	N/A N/A	No No		Yes No			N/A N/A	Yes Go Yes Go				No I		Yes Yes	
24	3525		RTA	Atascadero	9N	El Camino Real & Del Rio	No	N/A	No					RTA	Yes Go				No I		No	
25	3526		RTA	Atascadero	9N	El Camino Real & Atalaya	No	N/A	No	Yes	Yes			N/A	Yes Po						No	
26	3527 3528		RTA RTA	Atascadero Templeton	9N 9N,	El Camino Real & Santa Cruz Twin Cities Hospital	No No	N/A N/A	No No			-		N/A N/A	Yes Po Yes Go						No Yes	
28	3529	POINT (-120.7138752 35.5541601)	RTA	Templeton	9N	Templeton Park & Ride	Yes	Good	No		Yes	Good		RTA	Yes Go		s Yes				Yes	
29	3530	POINT (-120.6971681 35.5872764)	RTA	Paso Robles	9N	Theatre & Gahan	Yes	Good	Yes		Yes	Good		RTA	Yes Go						Yes	
30	3531 3532		RTA	Paso Robles Paso Robles	9N 9N	Vine & 1st Spring & 3rd	No No	N/A N/A	No No			N/A N/A		N/A N/A	Yes Go Yes Go						Yes Yes	
32	3534	POINT (-120.690697 35.6194351)	RTA	Paso Robles	9N	North County Transportation Center (Paso Train Station)	Yes	Good	Yes		Yes	Good	Yes	RTA	Yes Go	od Ye	s Yes		No '	Yes	Yes I	MST, Amtrac
33	3535 3536		RTA	Paso Robles	9N 9N	Cuesta College North Mission & 14th	Yes	Excellent N/A	Yes		Yes Yes	Excellent Fair		Confirm N/A	Yes Go Yes Go				-		Yes Yes	
35	3537		RTA	San Miguel San Luis Obispo	10N, 10S, 9N, 9S	Cal Poly Library	Yes	Good	Yes			-		Cal Poly	Yes Go							SLO Transit
36	3538		RTA	San Luis Obispo	10-Sep	Cal Poly PAC	Yes	Good	Yes					Cal Poly	Yes Go							SLO Transit
37	3539 3540	POINT (-120.6533652 35.2943014) POINT (-120.6533851 35.2911179)	RTA	San Luis Obispo San Luis Obispo	9N 9N	Grand & McCollum Grand & Wilson	No No	N/A N/A	No			N/A N/A		N/A N/A	Yes Go Yes Go				No I			SLO Transit SLO Transit
39	3541		RTA	San Luis Obispo	9N, 10, 12, 14	Santa Rosa & Murray	No	N/A	No			•		N/A	Yes Go			ı	No I			SLO Transit
40	3542	POINT (-120.6689363 35.2955957)	RTA	San Luis Obispo	9N, 10, 12, 14	Santa Rosa & Foothill	No	N/A	No	Yes	No	•		N/A	Yes Go			- 1	No '			SLO Transit
41 42	3544 <b>3545</b>	POINT (-120.74440 35.32485) POINT (-120.6499796 35.2900283)	RTA RTA	San Luis Obispo San Luis Obispo	14 9N	Achievement House  Monterey @ Peach Tree Inn	No No	N/A N/A	No No		No No	N/A N/A	No No	N/A	Yes Go Yes Go		11.0		No II		Yes S	SLO trolley
43	3547	, , , , , , , , , , , , , , , , , , , ,	RTA	San Luis Obispo	12, 14	Cuesta College	Yes	Good	Yes			,		Cuesta	Yes Go				No '		Yes	,
44 45	3549 3551	POINT (-120.6326541 35.4499298) POINT (-120.691497 35.6154332)	RTA RTA	Atascadero Paso Robles	9N 9S	Viejo Camino & Santa Barbara  1st at Oak	Yes No	Good N/A	No No		Yes Yes	Good		N/A N/A	Yes Go Yes Fai				No I		No Yes	
46	3551	POINT (-120.691497 35.5154332) POINT (-120.6968462 35.5869536)	RTA	Paso Robles	95	Theatre & Alexa	No	N/A	No		No	N/A	No	N/A	Yes Go						Yes	
47	3553		RTA	Paso Robles	95	Target Shopping Center	Yes	Good	Yes			Good	Yes	Property Owner	Yes Go						Yes	
48	3554 3555	,	RTA RTA	Paso Robles Atascadero	9S 9S	Theatre & Via Santa Barbara El Camino Real & Atalaya	No No	N/A N/A	No No	Yes				N/A RTA	Yes Go Yes Go						Yes Yes	
50	3556		RTA	Atascadero	95	El Camino Real & Del Rio	Yes	Good	Yes				Yes	Property Owner	Yes Go						Yes	
51	3557	,	RTA	Atascadero	9S 9S	El Camino Real & San Benito	No	N/A	No					N/A	Yes Go				-		No	
52 53	3558 3559	, , , , , , , , , , , , , , , , , , , ,	RTA RTA	Atascadero Atascadero	95	K Mart	No Yes	N/A Fair	No No					N/A RTA	Yes Go Yes Go			_			Yes Yes	
54	3560		RTA	Atascadero	95	El Camino Real & San Anselmo	No	N/A	No					N/A	Yes Go						Yes	
55 56	3561 3562	POINT (-120.6730594 35.4905988) POINT (-120.66956 35.48884)	RTA	Atascadero Atascadero	9S 9S	El Camino Real & Rosario El Camino Real & Entrada	Yes	Good	Yes			Fair Good		RTA RTA/Atascadero	Yes Go Yes Go						Yes Yes	
57	3563	POINT (-120.6630892 35.4847151)	RTA	Atascadero	9S	El Camino Real & Highway 41	Yes	Good	Yes		Yes	Fair	Yes	RTA	Yes Go	od No	No	ı	No '	Yes	Yes	
58 59	3564 3565	·	RTA RTA	Atascadero Atascadero	9S 9S	El Camino Real & Pueblo El Camino Real & Junipero	No Yes	N/A Good	No No					N/A RTA	Yes Go Yes Go						Yes Yes	
60	3566		RTA	Atascadero	95	El Camino Real & Plata	No	N/A	No	Yes	Yes			N/A	Yes Go						Yes	
61	3567	·	RTA	Atascadero	95	El Camino Real & Santa Rosa	No	N/A	No	v				N/A	Yes Go				-		Yes	
62 63	3568 3569	,	RTA RTA	Atascadero Atascadero	9S 9S	El Camino Real & El Bordo El Camino Real & Maple	No No	N/A N/A		Yes				N/A N/A	Yes Go Yes Go						Yes Yes	
64	3570	POINT (-120.6426094 35.4587203)	RTA	Atascadero	9S	El Camino Real & Patria	Yes	Good	No	Yes	Yes	Good	Yes	RTA	Yes Go	od No	No No			Yes	Yes	
65 66	3571 3572		RTA RTA	Atascadero Atascadero	9S 9S	Viejo Camino & Bocina Viejo Camino & Santa Barbara	No No	N/A N/A	No No					N/A N/A	Yes Go Yes Go				No I		No No	
67	3572		RTA	Atascadero	95	El Camino Real & Santa Clara	Yes	Good	No					N/A N/A	Yes Go						No	
68	3574		RTA	Atascadero	95	El Camino Real & Carmel	Yes	Good						N/A	Yes Go						Yes	
69 70	3575 3576	,	RTA RTA	Atascadero Atascadero	9S 9S	El Camino Real & Santa Margarita El Camino Real & Pine	No No	N/A N/A	No No					N/A N/A	Yes Go Yes Go						No Yes	
71	3577	POINT (-120.6071321 35.3921236)	RTA	Atascadero	9S	El Camino Real & Encina	Yes	Good	Yes		Yes	Good	Yes	RTA	Yes Go	od No	No No		No '	Yes	Yes	
72 73	3578 3579		RTA RTA	Atascadero San Luis Obispo	9S 9S	El Camino Real & Maria Monterey & Grand	No No	N/A N/A	No No			· -		N/A N/A	Yes Go Yes Go						Yes Yes	
74	3579		RTA	San Luis Obispo	95	Grand & Abbott	Yes	SLO City Shelte	1					SLO City		od No						SLO Transit
75	3581	POINT (-120.6530111 35.2940912)	RTA	San Luis Obispo	9S	Grand & McCollum	Yes	SLO City Shelte	er No		No	N/A	Yes	SLO City	Yes Go	od No	No No		No I	No	Yes :	SLO Transit
76	3582	POINT (-120.65747 35.300406)	RTA	San Luis Obispo	10N, 10S, 9N, 9S	Cal Poly Performing Arts Center (PAC)	Yes	Good	Yes		Yes	Good	Yes	Cal Poly	Yes Go	od No	No No	ı	No '	Yes '	Yes	SLO Transit

										Solar Lighting												
RTA Bus Stop									Shelter	(Pole											ADA	Share stop with
77	3583	Longitude / Latitude POINT (-120.6635892 35.3023144)	System RTA	San Luis Obispo	Route 9S	Location Name  Cal Poly Library	Shelter Yes	Shelter Cond Good	Lighting No	Mounted)	Bench Yes	Bench Cond Good		Trash Resp Cal Poly	Yes	Sign Cond Good	Kiosk No	Bike Rack No	No Bike Locker	Route Map Yes	Yes	another Agency SLO Transit
78	3584	POINT (-120.6677173 35.2930403)	RTA	San Luis Obispo	95, 12		No	N/A	No		No	N/A		N/A	Yes	Good	No	No	No	No	Yes	SLO Transit
79	3638	POINT ( 120.4436851 34.90197)	RTA	Orcutt See Luis Obiens	10x - Orcutt Express		No	N/A	No		No	N/A	Yes	SMAT	Yes	Good	No	No	No	Yes	Yes	SIO Transit
80 81	3643 3644	POINT (-120.6592099 35.2818439) POINT (-120.6671301 35.2906916)	RTA RTA	San Luis Obispo San Luis Obispo	10S SS 12, 14	<u> </u>		N/A N/A	No No		Yes No	Good N/A		SLO City	Yes	Good	No No	No No	No No	No No		SLO Transit SLO Transit
82	3645	POINT (-120.63817 35.24101)	RTA	San Luis Obispo	10x - Orcutt Express	Broad & Aero	No		No		No	N/A	No	·	Yes	Good		No	No	No	Yes	
83 84	3646 3688	POINT (-120.6660777 35.2784493) POINT (-120.6694563 35.2541416)	RTA	San Luis Obispo San Luis Obispo	10 10S			N/A N/A	No No		Yes Yes	Good		N/A N/A	Yes	Good	No No	No No	No No	No No	Yes	SLO Transit SLO Transit
85	3689	POINT (-120.6688555 35.2563844)	RTA	San Luis Obispo	105	1 -	Yes	Good	No		Yes	Poor	Yes	SLO City	Yes	Good	Yes	Yes	No	Yes	Yes	ST stopped use
86	3690	POINT (-120.6701174 35.2710971)	RTA	San Luis Obispo	105			N/A	No		Yes	Good	Yes	SLO City	Yes	Good	No	No	No	No		SLO Transit
87	3692	POINT (-120.6752821 35.2442759)	RTA	San Luis Obispo	105	-	Yes	Good	Yes		Yes	Good		SLO City	Yes	Good	No	No	No	No	Yes	SLO Transit
88 89	3695 3696	POINT (-120.5139586 35.0718471) POINT (-120.4863932 35.0522977)	RTA RTA	Nipomo Nipomo	10s 10S		No No	N/A N/A	No No	Yes	No Yes	N/A Good		N/A RTA	Yes	Good	No Unk	No No	No No	No Yes	No Yes	
90	3697	POINT (-120.4771338 35.0437803)	RTA	Nipomo	105		No	N/A	-	Yes	Yes	Good		RTA	Yes	Good	No	No	No	No	No	
91	3698	POINT (-120.4805242 35.0396652)	RTA	Nipomo	105			Good	No		Yes	Good		RTA	Yes	Good	No	No	No	Yes	Yes	
92 93	3699 3700	POINT (-120.4182624 34.9439921) POINT (-120.4308657 34.9459816)	RTA RTA	Santa Maria Santa Maria	10S, 10N 10S, 10N		Yes Yes	Good	Yes		Yes Yes	Good		College SMAT	Yes	Good	Yes	Yes No	No No	Yes Yes	Yes	SMRT
94	3701	POINT (-120.4133242 34.9519919)	RTA	Santa Maria	105, 10N		Yes	Good	Yes		Yes	Good		SMAT	Yes	Good	Yes	No	No	Yes		SMRT
95	3702	POINT (-120.4161137 34.9509982)	RTA	Santa Maria	10S, 10N	-77	No	N/A	No		Yes	Good		SMAT	Yes	Good	No	No	No	No	Yes	Amtrak
96 97	3703 3704	POINT (-120.4803495 35.0395997) POINT (-120.4770928 35.0440608)	RTA RTA	Nipomo Nipomo	10N 10N		Yes Yes	Good	No No		Yes Yes	Good		RTA RTA	Yes	Good	No No	No No	No No	Yes No	Yes No	
98	3705	POINT (-120.4862909 35.0524597)	RTA	Nipomo	10N		No	N/A	No	Yes	Yes	Good		RTA	Yes	Good	Yes	No	No	Yes	Yes	
99	3707	POINT (-120.6691916 35.2540158)	RTA	San Luis Obispo	10N	-		Good	No		Yes	Fair		SLO City	Yes	Good	No	No	No	No		SLO Transit
100 101	3708 3709	POINT (-120.6749747 35.2443697) POINT (-120.6685796 35.2563899)	RTA RTA	San Luis Obispo San Luis Obispo	10N 10N	,	Yes Yes	Good	No Yes		Yes Yes	Good Poor		SLO City SLO City	Yes	Good	No Yes	No Yes	No No	No Yes	Yes	SLO Transit
102	3710	POINT (-120.6700189 35.2703621)	RTA	San Luis Obispo	10N			N/A	No		Yes	Good		SLO City	Yes	Good	No	No	No	No	Yes	SLO Transit
103	3711	POINT (-120.664225 35.277733)	RTA	San Luis Obispo	10N			N/A	No		Yes	Good		SLO City	Yes	Good	No	No	No	No		SLO Transit
104 105	3720 3721	POINT (-120.8267348 35.3298785) POINT (-120.8310655 35.3264443)	RTA RTA	Los Osos Los Osos	12		No No	N/A N/A	No No	Yes	No Yes	N/A Poor	No No	N/A N/A	Yes	Good	No No	No No	No	No Yes	No No	
106	3722	POINT (-120.8310998 35.3205886)	RTA	Los Osos	12			N/A	No	103	Yes	Good		N/A	Yes	Good	No	No	No	Yes	No	
107	3723	POINT (-120.83230 35.31484)	RTA	Los Osos	12			N/A	No		Yes	Poor		N/A	Yes	Fair	Yes	No	No	Yes	Yes	
108 109	3724 3725	POINT (-120.8322978 35.3118322) POINT (-120.8353895 35.3260664)	RTA RTA	Los Osos Los Osos	12		Yes	Good N/A	Yes No		Yes No	Poor N/A		RTA N/A	Yes	Good Fair	Yes	No No	No No	Yes No	Yes	
110	3726	POINT (-120.8350067 35.3299223)	RTA	Los Osos	12			N/A		Yes	No	N/A		N/A	Yes	Good	No	No	No	No	No	
111	3727	POINT (-120.827073 35.3300231)	RTA	Los Osos	12			N/A	No		No	N/A		N/A	Yes	Good	No	No	No	No	No	
112 113	3728 3729	POINT (-120.8242503 35.3620414) POINT (-120.8445358 35.3664736)	RTA RTA	Los Osos Los Osos	12		No Yes	N/A Poor	No Yes		No Yes	N/A Good		N/A Morro Bay	Yes	Good	No No	No No	No No	No Yes	No Yes	MB Transit
114	3730	POINT (-120.8360771 35.3118847)	RTA	Los Osos	12		No	N/A		Yes	No	N/A	No	N/A	Yes	Good	No	No	No	Yes	Yes	THE THURST
115	3731	POINT (-120.8447588 35.3130846)	RTA	Los Osos	12		No	N/A	No		No	N/A		N/A	Yes	Good	No	No	No	No	No	
116 117	3732 3733	POINT (-120.8448007 35.31818) POINT (-120.8358181 35.3206005)	RTA RTA	Los Osos Los Osos	12			N/A N/A	No No		No No	N/A N/A		N/A N/A	Yes	Good	No No	No No	No No	No No	No No	
118	3734	POINT (-120.8408612 35.3283247)	RTA	Los Osos	12		No	N/A	No		No	N/A		N/A	Yes	Fair	No	No	No	No	No	
119	3735	POINT (-120.6950285 35.3231339)	RTA	San Luis Obispo	12	,	No	N/A	No		No	Fair		N/A	Yes	Good	No	No	No	No	Yes	
120 121	3736 3737	POINT (-120.7167211 35.3205974) POINT (-120.8246938 35.3616614)	RTA RTA	San Luis Obispo Morro Bay	12	ů ,	Yes	Fair N/A	No No	Yes	Yes	Fair Good		Jail N/A	Yes	Good	No No	No No	No No	Yes No	YES No	
122	3738	POINT (-121.1439818 35.6124375)	RTA	San Simeon	15N, 15S		No	N/A	No		Yes	Fair	No	N/A	Yes	Good	No	No	No	Yes	No	
123	3739	POINT (-121.1205822 35.583472)	RTA	Cambria	158	Oceanpoint Ranch		N/A	No		No	N/A	No	N/A	Yes	Good	No	No	No	No	No	
124 125	3740 3741	POINT (-121.1151489 35.5776262) POINT (-121.1126025 35.5722881)	RTA RTA	Cambria Cambria	15S 15S			N/A N/A	No No		No No	N/A N/A		N/A N/A	Yes	Good	No No	No No	No No	No No	No No	
126	3742	POINT (-121.1120023 35.5722681)	RTA	Cambria	155	-	ļ	N/A	No		Yes	Fair		N/A	Yes	Good	No	No	No	Yes	No	
127	3743	POINT (-121.1001455 35.5671493)	RTA RTA	Cambria	155	· ·		N/A	No		Yes	Good		N/A	Yes	Good	No	No	No	No	Yes	
128 129	3744 3745	POINT (-121.0964231 35.5646186) POINT (-121.0920779 35.5628007)	RTA	Cambria Cambria	15S 15S			N/A N/A	No No		Yes Yes	Good Good	No Yes	N/A ???????	Yes Yes	Good	No No	No No	No No	No No	Yes No	
130	3746	POINT (-121.0857479 35.5632982)	RTA	Cambria	15S	Bluebird Inn & Main	No	N/A	No		Yes	Good	Yes	Hotel/Cambria	Yes	Good	No	No	No	No	No	
131	3747 3748	POINT (-121.0826427 35.5636492)	RTA RTA	Cambria Cambria	15S 15S			Good N/A	No No		Yes	Fair Fair		N/A N/A	Yes	Good	No	Yes No	No	No	No No	
132 133	3748	POINT (-121.0807652 35.5580895) POINT (-121.0828552 35.5561724)	RTA	Cambria	155			N/A	No		Yes No	N/A		N/A N/A	Yes Yes	Good	No No	No	No No	No No	No	
134	3750	POINT (-121.0801387 35.5509408)	RTA	Cambria	15S	Burton & Ardath	No	N/A	No		Yes	Fair	No	N/A	Yes	Good	No	No	No	No	No	
135 136	3751 3753	POINT (-121.072345 35.5502861) POINT (-120.8987236 35.4459482)	RTA RTA	Cambria	15S 15S			N/A N/A	No No		No Yes	N/A Good		N/A RTA	Yes	Good	No No	No No	No No	Yes No	No No	
136	3754	POINT (-120.8987236 35.4459482) POINT (-120.8942825 35.4437897)	RTA	Cayucos Cayucos	155			N/A	No		No	N/A		N/A	Yes	Good	No	No	No	No	No	
138	3755	POINT (-120.8818734 35.4292049)	RTA	Cayucos	15S	Ocean & Old Creek	No	N/A	No		No	N/A	No	N/A	Yes	Good	No	No	No	No	No	
139	3756 3757	POINT (-120.8605028 35.393262)	RTA RTA	Cayucos	15N 15N	· ·		N/A N/A	No No		Yes	N/A Fair	+	N/A N/A	Yes	Good	No No	No	No No	No No	No No	
140 141	3757 3758	POINT (-120.8813168 35.4289076) POINT (-120.8950436 35.4442972)	RTA	Cayucos Cayucos	15N 15N			N/A N/A		Yes	Yes No	N/A		N/A N/A	Yes Yes	Good		No No	No	No No	No	
142	3759	POINT (-120.8982515 35.4459229)	RTA	Cayucos	15N	Ocean & 3rd	No	N/A	No		Yes	Fair	No	N/A	Yes	Good	No	No	No	No	No	
143	3760	POINT (-120.9054445 35.4498813)	RTA	Cambria	15N 15N	·		N/A N/A	No		Yes	Fair N/A		N/A N/A	Yes	Good	No	No	No	No	No	
144 145	3761 3762	POINT (-121.0727513 35.5503934) POINT (-121.0800268 35.5512896)	RTA RTA	Cambria Cambria	15N 15N			N/A N/A	No No		No No	N/A N/A		N/A	Yes	Good	No No	No No	No No	No No	No No	
146	3763	POINT (-121.0821221 35.5571579)	RTA	Cambria	15N	Burton & Yorkshire	No	N/A	No		Yes	Fair	No	N/A	Yes	Good	No	No	No	No	No	
147	3765	POINT (-121.086139 35.5633248)	RTA	Cambria	15N			N/A	No		No	N/A		N/A	Yes	Good	No	No	No	No	Yes	
148 149	3766 3767	POINT (-121.0920613 35.5630106) POINT (-121.0963314 35.5648958)	RTA RTA	Cambria Cambria	15N 15N			N/A N/A	No No		No No	N/A N/A		N/A N/A	Yes	Good	No No	No No	No No	Yes Yes	No Yes	
150	3768	POINT (-121.1009098 35.5679654)	RTA	Cambria	15N	Main & Cornwall	No	N/A	No		Yes	Good	No	N/A	Yes	Good	No	No	No	No	No	
151	3769	POINT (-121.1049116 35.5690737)	RTA	Cambria	15N	Moonstone Beach & Windsor	No	N/A	No		No	N/A	No	N/A	Yes	Good	No	No	No	No	No	

										Solar Lighting												
RTA Bus Stop									Shelter	(Pole											ADA	Share stop with
Count 152	1TS Stop# 3770	POINT (-121.1121969 35.5720814)	System RTA	City	Route 15N	Location Name	Shelter	Shelter Cond	Lighting	Mounted)	Bench No	Bench Cond		Trash Resp N/A	Sign	Sign Cond Good	Kiosk	Bike Rack	Bike Locker	Route Map	Accessible	another Agency
152	3770	POINT (-121.1121969 35.5720814) POINT (-121.1159768 35.5786872)	RTA	Cambria	15N	cumana seuch seuge		•	No No		Yes	Fair				Good	No	No	No	No	No	
154	3772	POINT (-121.1210087 35.5846032)	RTA	Cambria	15N	Ocean Point Ranch	No	N/A	No		No	N/A	No			Good	No	No	No	No	No	
155	3773	POINT (-121.143574 35.6130774)	RTA	Cambria	15N			•	No		Yes	Fair		N/A		Good	No	No	No	No	No	
156 157	3774 3777	POINT (-121.1865923 35.6504109) POINT (-121.0825398 35.5637363)	RTA RTA	San Simeon Cambria	15N 15N			,	No No		No No	N/A N/A		N/A N/A		Good Good	No No	No No	No No	Yes	Yes	
158	3778	POINT (-120.8586478 35.3802041)	RTA	Morro Bay	15N		No	· .	No		Yes	N/A		N/A		Good	No	No	No	Yes	No	MB Transit
159	3817	POINT (-120.5830118 35.1162843)	SCT	Arroyo Grande	27				No		No	N/A		N/A		Fair	No	No	No	No	No	
160	3821	POINT (-120.5850074 35.1224546)	SCT	Arroyo Grande	24		No	•	No		No	N/A		N/A		Good	No	No	No	No	Yes	
161	3840 3841	POINT (-120.59119 35.1125639)	SCT	Arroyo Grande	28	.,		•	No No	V	Yes	Fair		N/A RTA		Good	No	No	No	No	Yes	
162 163	3866	POINT (-120.5813855 35.1169668) POINT (-120.5771968 35.1242201)	SCT	Arroyo Grande Arroyo Grande	24	Arroyo Grand High School Arroyo Grande City Hall			No	Yes	Yes Yes	Good		AG City		Good	Yes	Yes	No No	Yes	Yes	
164	3868	POINT (-120.6048121 35.1302788)	SCT	Arroyo Grande	24			•	No		Yes	_		N/A		Good	No	No	No	No	Yes	
165	3874	POINT (-120.6448277 35.1453736)	SCT	Pismo Beach	24				No		No	N/A		•		Good	No	No	No	No	Yes	
166 167	3876 3880	POINT (-120.6365192 35.1347197) POINT (-120.7039237 35.181428)	SCT RTA	Pismo Beach Avila Beach Trolley	24 40N	Pismo Coast Village  Avila Beach Drive at Ontario, -North (Hot Springs Resort Pai		•	No No		Yes No	Good N/A	Yes	RTA N/A		Good Good	No No	No No	No	No Yes	No No	
168	3881	POINT (-120.7358192 35.1806874)	RTA	Avila Beach Trolley	40N	Avila Beach Drive at 1st NoRTH (at the Stoplight)		•	No		No	N/A	No	N/A	Yes	Good	No	No	No	Yes	Yes	
169	3882	POINT (-120.7565551 35.1723002)	RTA	Avila Beach Trolley	40N			•	No		No	N/A		Fatcats	1	Good	No	No	No	Yes	Yes	
170 171	3883 3886	POINT (-120.7354992 35.1806207) POINT (-120.7030137 35.185549)	RTA RTA	Avila Beach Trolley Avila Beach Trolley	40S 40N			•	No No		Yes No	Good N/A		N/A N/A		Good Good	No No	No No	No No	Yes	Yes	
171	3894	POINT (-120.6274674 35.1366135)	RTA	Avila Beach Trolley	40N, 40S	-		•	No		No	N/A N/A		N/A		Good	No	No	No	Yes	Yes	
173	3896	POINT (-120.7388904 35.179076)	RTA	Avila Beach Trolley	40N	San Luis Bay Inn @ Avila Beach Drive	-	•	No		No	N/A		N/A	Yes	Good	No	No	No	Yes	No	
174	3897	POINT (-120.7230879 35.1825853)	RTA	Avila Beach Trolley	405			•	No		No	N/A		N/A	1	Good	No	No	No	Yes	No	
175 176	3898 3899	POINT (-120.703461 35.1853611) POINT (-120.7041476 35.1819676)	RTA RTA	Avila Beach Trolley Avila Beach Trolley	40S 40S			•	No No		No No	N/A N/A		N/A N/A		Good Good	No No	No No	No No	Yes	Yes No	
177	3533	POINT (-120.6904622 35.6171432)	RTA/PE	Paso Robles	9N, A	·	Yes	Good	Yes		Yes	Good	Yes	RTA		Good	Yes	No	No	Yes	Yes	
178	3550	POINT (-120.6908686 35.6186938)	RTA/PE	Paso Robles	9S, B	1 0		Good	Yes		Yes	Good		PASO ROBLES		Good	Yes	No	No	Yes	Yes	
179 180	3585 3781	POINT (-120.6871822 35.6292181) POINT (-120.6264657 35.1362714)	RTA/PE RTA/SCT	Paso Robles Pismo Beach	9S, A 10S, 21, 24, 27, 28		-	•	No Yes		No Yes	N/A Good		N/A RTA	1	Good Good	No Yes	No Yes	No No	No Yes	Yes	
181	3888	POINT (-120.5858876 35.1207383)	RTA/SCT	Arroyo Grande	105, 21, 28				Yes		Yes	Poor		City & RTA		Good	Yes	Yes	No	Yes	Yes	
182	3889	POINT (-120.5897972 35.1227682)	RTA/SCT	Arroyo Grande	10S, 28				Yes		Yes	Fair		City Maintained		Good	Yes	Yes	Yes	Yes	Yes	
183 184	3890 3892	POINT (-120.629862 35.1386003) POINT (-120.6247121 35.1375562)	RTA/SCT RTA/SCT	Pismo Beach Pismo Beach	10N, 24 10N, 24			•	No No		Yes No	Fair N/A		N/A N/A	Yes	Good Good	No No	No No	No No	No No	Yes	
185	3603	POINT (-120.6916928 35.631725)	PE	Paso Robles	A	Spring & 17th		•	N/A		No	N/A		N/A		Good	No	No	No	Yes	Yes	
186	3752	POINT (-120.9065556 35.4497764)	RTA	Cayucos	158	Ocean & Cayucos	No	•	No		Yes	Fair	No	N/A		Good	No	No	No	No	No	
187	3775	POINT (-120.6089356 35.1251943)	SCT	Grover Beach	28			•	No		No	N/A		,		Good	No	No	No	No	Yes	
188 189	3783 3784	POINT (-120.6199909 35.1225812) POINT (-120.6238252 35.1217538)	SCT	Grover Beach Grover Beach	21, 24, 27, 28				Yes No	Yes	Yes Yes	Good Fair		RTA RTA	1	Good Good	Yes	Yes No	No No	Yes	Yes	
190	3785	POINT (-120.6286102 35.122017)	SCT	Grover Beach	21			•	Yes		Yes	Fair		Grover Beach		Good	No	No	No	No	Yes	
191	3786	POINT (-120.6307238 35.1241406)	SCT	Grover Beach	21	0 . 0		•	No		Yes	Fair		•		Good	No	No	No	No	No	
192 193	3787 3788	POINT (-120.635637 35.1341147) POINT (-120.6411081 35.1405558)	SCT SCT	Pismo Beach Pismo Beach	21	,		•	No No	Yes	Yes Yes	Fair Fair		N/A City Maintained		Good Good	No No	No No	No No	No No	No Yes	
194	3789	POINT (-120.6440092 35.1435703)	SCT	Pismo Beach	21			•	No		Yes	Fair		City Maintained		Good	No	No	No	No	Yes	
195	3790	POINT (-120.6460139 35.14721)	SCT	Pismo Beach	21				No		Yes	Good	No	N/A	Yes	Good	No	No	No	No	No	
196 197	3791 3792	POINT (-120.6517323 35.1495742) POINT (-120.6606334 35.1537977)	SCT	Pismo Beach Pismo Beach	21			,	No No	Yes	Yes	Fair Good		N/A N/A	Yes	Good Good	No No	No No	No	No No	No No	
198	3792	POINT (-120.6686127 35.1569561)	SCT	Pismo Beach	21				No		Yes			N/A		Good		No	No	Yes	Yes	
199	3794	POINT (-120.6806623 35.1618535)	SCT	Pismo Beach	21				No		Yes	Good		N/A		Good	No	No	No	No	Yes	
200	3795	POINT (-120.6861875 35.1630154)	SCT	Pismo Beach	21			<u> </u>	No No		Yes	Good Fair		City Maintained		Good Good	No No	No No	No	No	Yes	
201	3796 3797	POINT (-120.6774608 35.1596705) POINT (-120.6752667 35.1587627)	SCT	Pismo Beach Pismo Beach	21			•	No		Yes Yes	Fair		City Maintained City Maintained		Good	No	No	No	No No	Yes Yes	
203	3798	POINT (-120.6659723 35.1551247)	SCT	Pismo Beach	21	Shell Beach & Cliff Ave	No	N/A	No		Yes	Good	No	N/A	Yes	Good	No	No	No	No	Yes	
204	3799 3800	POINT (-120.6210261 35.1373053) POINT (-120.6147251 35.1370661)	SCT SCT	Pismo Beach Pismo Beach	21				Yes No		Yes Yes	Fair Fair		N/A N/A		Good Good	No No	No No	No No	No No	Yes Yes	
205	3800	POINT (-120.6064516 35.1341218)	SCT	Pismo Beach	21			-	No		Yes	Fair		-		Good	No	No	No	No	Yes	
207	3802	POINT (-120.5965943 35.1280588)	SCT	Arroyo Grande	21, 24, 27, 28	Walmart Shopping Center	Yes	Good	Yes		Yes	Good	Yes	RTA	Yes	Good	Yes	Yes		Yes	Yes	
208	3803	POINT (-120.5824127 35.1219883)	SCT	Arroyo Grande	28				No		Yes	Fair				Good	No	No	No	No	Yes	
209 210	3804 3805	POINT (-120.6089934 35.1214061) POINT (-120.5912842 35.1188603)	SCT	Arroyo Grande Arroyo Grande	27				No No		No Yes	N/A Fair		N/A N/A		Good Good	No No	No No	No No	No No	Yes	
211	3806	POINT (-120.5944492 35.1189305)	SCT	Arroyo Grande	21	Grand & Alder	No	N/A	No		Yes	Fair	No	N/A	Yes	Good	No	No	No	No	Yes	
212	3807	POINT (-120.6008613 35.1206593)	SCT	Arroyo Grande	21			•	No		Yes	Fair				Good	No	No	No	No	Yes	
213 214	3808 3809	POINT (-120.6072277 35.1209991) POINT (-120.6118196 35.1212185)	SCT	Arroyo Grande Grover Beach	21 21, 28			•	No No		No Yes	N/A Fair		N/A N/A		Good Good	No No	No No	No No	No No	Yes	
215	3810	POINT (-120.6155747 35.1213326)	SCT	Grover Beach	21, 28			•	No		Yes	Fair		Confirm		Good	No	No	No	No	Yes	
216	3811	POINT (-120.6087037 35.1247319)	SCT	Grover Beach	27	·		•	No		No	N/A				Good	No	No	No	No	Yes	
217 218	3815 3816	POINT (-120.6119485 35.1209799) POINT (-120.5770065 35.1195263)	SCT	Grover Beach Arroyo Grande	24, 27				Yes No		Yes No	Fair N/A				Poor Good	No No	No No	No No	No No	Yes	
219	3818	POINT (-120.5970063 35.1193263) POINT (-120.5913558 35.1128051)	SCT	Arroyo Grande	27	·		-	No		No	N/A		N/A		Good	No	No	No	No	Yes	
220	3819	POINT (-120.6006791 35.1124628)	SCT	Arroyo Grande	27	Elm & Fair Oaks	No	N/A	No		No	N/A	No	N/A	Yes	Good	No	No	No	No	Yes	
221	3820	POINT (-120.6006114 35.1060265)	SCT SCT	Arroyo Grande Oceano	27			•	No No		No	N/A N/A		N/A N/A		Good Fair	No	No No	No	No No	Yes	
222	3822 3823	POINT (-120.6106946 35.1038515) POINT (-120.6154144 35.1041927)	SCT	Oceano	27			•	No		No No	N/A N/A		•		Good	No No	No	No No	No	Yes Yes	
224	3824	POINT (-120.6109706 35.104022)	SCT	Oceano	28	Wilmar & 19th	No	N/A	No		No	N/A	No	N/A	Yes	Good	No	No	No	No	No	
225	3825	POINT (-120.615844 35.1120777)	SCT	Oceano	27				No		No	N/A		N/A	1	Fair	No	No	No	No	Yes	
226	3826	POINT (-120.6155507 35.1164785)	SCT	Oceano	27	13th St @ Trouville	No	N/A	No		No	N/A	No	N/A	Yes	Fair	No	No	No	No	Yes	L

Section   Sect																							
No.	RTA Bus Stop									Shelter												ADA	Share stop with
Fig.   Section	Count	ITS Stop#	Longitude / Latitude	System	City	Route	Location Name	Shelter	Shelter Cond	Lighting		Bench	Bench Cond	Trash Can	Trash Resp	Sign	Sign Cond	Kiosk	Bike Rack	Bike Locker	Route Map	Accessible	another Agency
330   130			-	_	· ·				•				· .		•			_					
Dec     Dec     Dec     Dec     Dec     Dec     Dec																				No			
Math			· · · · · · · · · · · · · · · · · · ·						•						·- <b>/</b> · ·				-	No			
The content of the															•								
1-12   1-12									•											No	-		
The column   The			<del>                                     </del>						•				-		•			_	-				
200   200			1		· ·				•						<u>'</u>								
18								-	•				•		·					-			
18	237	3849	-	SCT	Arroyo Grande	27		No	N/A	No	,	Yes	Poor	No I	N/A	Yes	Good	No	No	No	No		
The color   The				_					•						<u> </u>			_	-	No	No		
The color of the			<del>                                     </del>						•						·			_					
100   100						<del></del>			•	-					<u> </u>					No No			
1-12   1932						+ '			•				•		•					No			
Total   Section   Sectio	243		1		· ·				•				Fair					No	No	No	No		
24   1980   COLUMN					· ·										<u>'</u>								
20   182   Post   Control (1988) 1813   18									•						•				_			_	
14   15   15   15   15   15   15   15			· · · · · · · · · · · · · · · · · · ·						•						<u> </u>				_				
2-80   1879   Point (1920-1921)   Point (192			<u> </u>		<u> </u>				•						·							-	
Part				_											<u> </u>				-		-		
Part   1975			POINT (-120.6213647 35.137486)			_			•						•			_				_	
23   1879   1874   18			<del>1</del>						•						•				_	No			
Part   1987   1987   1988			1			_							<u> </u>										
Section   Part   Control									•				· .		•				-		-		
Page   1987			1												<u> </u>								
1.50   1.50			1		<u> </u>		<u> </u>		•						•				_			_	
19   39   39   19   19   19   19   19	257	3887		SCT	Oceano	24, 28	Highway 1 & 21st	No	N/A	No		No	N/A	No I	N/A	Yes	Good	No	No	No	No		
And   1989   Port   Table (1987   1988   1987   1987   1987   1988   1989   1	258	3891	-	_	Oceano		Highway 1 & 25th		•	No		No	<u> </u>		<u> </u>	Yes	Good	No	No	No	No	Yes	
23.2   3.6   Post   13.06.2736   3.5.0.0077   Pl   Post Relieve   A   Centum Review   Post   Triple Statistics   Post   Triple Statistics   Post   Triple Statistics   Post   P			<del>                                     </del>						•						•			_				_	
252   360   PORT   120-08113   14.2533545   FT   Soo Robbet   A   Poet County Transportation Control (Pasa Train Radios)   No						28			,	-			· -							No			
25.0   30.0   Post   120,0011309 316,255,285,207   P.   Post Robelle   A   Spring & 1.1h   Ves   Good   Ves   Post   Pes   Good   Ves   Post   Pes						A	•		•				•		•				_	No			MST, Amtrak
265   366   Point   120.0007993 3.65.04757   P.   Post Obbbes   A. B. Spring & 21st   Yes   Good   Yes   Post   Post   Post   120.000793 3.65.04757   P.   Post Obbbes   A. B. Spring & 21st   Post			1			A																	
266   266	264	3602	POINT (-120.6914489 35.6284747)	PE	Paso Robles	A	Spring & 14th	Yes	Good	Yes	,	Yes	Good	Yes	Paso	Yes	Good	Yes	No	No	Yes	Yes	
267   366			1			Α													_				
268   3607									•				·		<u>'</u>								
269   9808   FOUT (1,20,664593 5,6442)   F.   Pasc Robles   A. B.   Gale & Sahr   No.			<u> </u>						•						·			_					
270   3600   POINT (128-083328) \$4-09141)   F   Pau Robbet   A   B   Spring & 2741   Yes   Good   Yes   Fee   Good   Yes   Yes   Yes   Good   Yes   Yes						-			•						<u> </u>			_	-				
272   3511   ONIT (2005)21748 354515945   FE   Paso Robbles   A   Sherwood & Qualifur   No   N/A	270	3609	<del>                                     </del>	PE	Paso Robles	А, В		Yes	Good	Yes	,	Yes	Good	Yes	Paso			Yes	No	No	Yes	_	
273   3613   COUNT (120.0852913.85.095097)   F   Past Debles   A   B   Spring & 26th   No   No   N/A   No   No   No   No   No   No   No   N			· · · · · · · · · · · · · · · · · · ·	PE		А, В												_	No	No			
274   3514   POINT (120.9519313 55.950967)   FE   Page Robbles   A   Zeth at Park   No   NA   No   No   NA   NO   NO   NO   NO   NO   NO   NO						A	-		•				· -		·								
275   3616   POINT (120.68493) 35.6410.149]   PE   Pass Robbles   A   Niverside 2.24th   No   Ni   Ni						А, В		_	•	_			,		•,,,			-	-	-			
276   3616   PONT (-120.687978 S.5419325)   PC   Pass Robles   A   Vashel & 24th   No   N/A   No						A			•						<u>'</u>								
277   3617   POINT (120,579386 \$36,3826429)   E   Pas Robles   A   Reveride & 24th   No   NA   NA			,			А												_				_	
279   33620   POINT   120.6980228   55.6287549   PE   Paso Robles   A   Creston & Copitol Hill   No   N/A   No   No   No   No   No   No   No   N		3617	<u> </u>	PE	Paso Robles	Α	Riverside & 24th		•	No		No	N/A		•	Yes	Good	No	No	No	Yes	Yes	
280   3621   POINT (12.06.692148)   PE   Paso Robies   A   Creston & Bolen   No   N/A   No   Ves   Good   Ves   Paso   Ves   Good   No   No   No   No   Ves   PE   Paso Robies   A   Dente Levis Middle School   No   N/A   No   No   N/A   No   No   N/A   No   N/A   No   No   N/A   No   No   N/A   No   N/A   No   No   N/A   No   No   No   No   No   No   No   N						Α												_					
281   3622   POINT (-120.6683465 35.628431)   PE   Pass Robbes   A   Daniel tawks Middle School   No   N/A   No   N/A   No   N/A   No   N/A   No   N/A   Ves   Good   No   No   No   No   No   No   No			,			A	·																
282 3624 POINT (120.6585933 3.6193437) PE Paso Robles A Creston & Oak Meadow No N/A No N/A No N/A No N/A Yes Good No			-			A												_		No			
283   3625   POINT (120.6582932 35.6155108)   PE   Paso Robbles   A   Sherwood & Creston   No   N/A   No   N	<del> </del>		<del>1</del>	_		A			•				-		·					No	_		
284   3626   POINT (120.6502465 35.6135426)   PE   Paso Robles   A   Fontana & Linne   No   N/A   No   No   No   No   No   No   No   N						A			•				<u> </u>		<u> </u>								
286 3628 POINT (-120.6436126 35.6080599) PE Paso Robles A Airport & Scott & Lark Ellen No N/A Yes Good No				_		А			-									_		No	No		
287 3629 POINT (-120.6469214 35.6080363) PE Paso Robles A Scott & Lark Ellen No N/A NO			, ,			Α														No			
288 3630 POINT (120.650309 35.608553) PE Paso Robles A Scott & Westfield Yes Good Yes Paso Wes Good Yes Paso Wes Good No			1			Α	·		•														
289 3631 POINT (120.6562152 35.6085422) PE Paso Robles A Scott & Via Ramona No N/A Ves Good No						A			-				-		•			_					
290 3632 POINT (-120.6692992 35.6068952) PE Paso Robles A Creston & Cedarwood Yes Good Yes Good Yes Paso Yes Good No						Α																	
291 3633 POINT (-120.6602229 35.6052928) PE Paso Robles A Stoney Creek Rd @ Dry Creek Apartments Yes Good Yes Paso Yes Good Yes Paso Yes Good Yes No No Yes Yes Paso 292 3634 POINT (-120.6684251 35.6064791) PE Paso Robles A Rambouillet & Torrey Pines No N/A NO	<u> </u>		-	_		A			•				-		•					-			
292 3634 POINT (-120.6684251 35.6064791) PE Paso Robles A Rambouillet & Torrey Pines No N/A No N/A No N/A No N/A Ves Good No						A																	
294 3636 POINT (-120.6707408 35.61589) PE Paso Robles A Paso Robles High School Yes Good No Yes Good Yes Paso Yes Good Yes Paso Yes Good No No Yes Yes Paso Yes Good No No Yes Yes Paso Yes Good No		3634	1	PE	Paso Robles	Α		No	N/A			No	N/A	No	N/A	Yes	Good		No	No			
295 3637 POINT (-120.6823347 35.6152878) PE Paso Robles A Niblick & South River Yes Good Yes Paso Yes Good No						Α			•						·			_		No			
296         3640         POINT (-120.6898859 35.6214583)         PE         Paso Robles         A         7th & Park         No         N/A         No         N/A         No         N/A         Yes         Good         No         No         No         N/A				_		A																	
297 3650 POINT (-120.6918811 35.6158343) PE Paso Robles B Oak & 2nd No N/A No N/A No N/A No N/A Yes Good No No No No Yes 298 3651 POINT (-120.6815174 35.6148874) PE Paso Robles B Walmart Shopping Center Yes Good Yes Yes Good Yes PAso Yes Good Yes No No No Yes Yes 299 3652 POINT (-120.674859 35.6156634) PE Paso Robles B Niblick & Nicklaus No N/A No N/A No N/A Yes Good No No No Yes Yes 299 3652 POINT (-120.674859 35.6156634) PE Paso Robles B Niblick & Nicklaus No N/A No N/A No N/A No N/A Yes Good No No No Yes Yes 299 3652 POINT (-120.674859 35.6156634) PE Paso Robles B Niblick & Nicklaus No N/A No N/A No N/A Yes Good No No No Yes Yes 299 3652 POINT (-120.674859 35.6156634) PE Paso Robles B Niblick & Nicklaus No N/A No N/A No N/A No N/A Yes Good No No No Yes Yes 299 3652 POINT (-120.674859 35.6156634) PE Paso Robles B Niblick & Nicklaus No N/A No N/A No N/A No N/A Yes Good No No No No Yes Yes 299 3652 POINT (-120.674859 35.6156634) PE Paso Robles B Niblick & Nicklaus No N/A NO N/A NO N/A NO N/A NO N/A Yes Good No No No Yes Yes 299 3652 POINT (-120.674859 35.6156634) PE Paso Robles B Niblick & Nicklaus No N/A NO N/A NO N/A NO N/A Yes Good No No No No Yes Yes 299 3652 POINT (-120.674859 35.6156634) PE Paso Robles B Niblick & Nicklaus No N/A NO N/A NO N/A NO N/A NO N/A Yes Good No No No No Yes Yes 299 3652 POINT (-120.674859 35.6156634)						Α																	
298         3651         POINT (-120.6815174 35.6148874)         PE         Paso Robles         B         Walmart Shopping Center         Yes         Good         Yes         Good         Yes         PAso         Yes         Good         Yes         Yes         Paso Robles         No         No <th< td=""><td></td><td></td><td>1</td><td>_</td><td></td><td>В</td><td></td><td></td><td>•</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>			1	_		В			•														
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200 200 POINT (420 CTORCOM 25 CAFCADO) PF Prov Politic Charl						В														No			
	300	3653	POINT (-120.6704601 35.6156198)	PE	Paso Robles	В			Good			Yes	Good				Good	_	No	No	Yes	Yes	
301 3654 POINT (-120.6692617 35.6127305) PE Paso Robles B Rambouillet & Wade No N/A No N/A No N/A Yes Good No No No No Yes	301	3654	POINT (-120.6692617 35.6127305)	PE	Paso Robles	В	Rambouillet & Wade	No	N/A	No		No	N/A	No	N/A	Yes	Good	No	No	No	No	Yes	

RTA Bus Stop Count	ITS Stop#	Longitude / Latitude	System	City	Route	Location Name	Shelter	Shelter Cond	Shelter Lighting	Solar Lighting (Pole Mounted)	Bench	Bench Cond	Trash Can	Trash Resp	Sign	Sign Cond	d Kiosk	Bike Rack	Bike Locker	Route Map	ADA Accessible	Share stop with another Agency
302	3655	POINT (-120.6688621 35.6067533)	PE	Paso Robles	В	Rambouillet & Torrey Pines	No	N/A	No		No	N/A	No	N/A	Yes	Good	No	No	No	No	Yes	
303	3656	POINT (-120.6600349 35.6051713)	PE	Paso Robles	В	Stoney Creek Rd @ Dry Creek Apartments	Yes	Good	Yes		Yes	Good	Yes	Paso	Yes	Good	No	No	No	No	Yes	
304	3657	POINT (-120.6588534 35.6064187)	PE	Paso Robles	В	Creston & Myrtlewood	No	N/A	No		No	N/A	No	N/A	Yes	Good	No	No	No	No	Yes	
305	3658	POINT (-120.6552378 35.6084075)	PE	Paso Robles	В	Scott & Via Ramona	Yes	Good	Yes		Yes	Good	Yes	Paso	Yes	Good	No	No	No	No	Yes	
306	3659	POINT (-120.6500986 35.6083901)	PE	Paso Robles	В	Scott & Westfield	No	N/A	No		Yes	Good	Yes	Paso	Yes	Good	No	No	No	No	Yes	
307	3660	POINT (-120.6468895 35.607843)	PE	Paso Robles	В	Scott & Lark Ellen	No	N/A	No		No	N/A	No	N/A	Yes	Good	No	No	No	No	Yes	
308	3661	POINT (-120.643311 35.6079649)	PE	Paso Robles	В	Airport & Scott	No	N/A	No		Yes	Poor	Yes	Paso	Yes	Good	No	No	No	No	Yes	
309	3662	POINT (-120.6439199 35.6104269)	PE	Paso Robles	В	Airport & Parkview	No	N/A	No		No	N/A	No	N/A	Yes	Fair	No	No	No	No	Yes	
310	3663	POINT (-120.6538014 35.6158234)	PE	Paso Robles	В	Sherwood & Quail Run	Yes	Good	No		Yes	Good	No	N/A	Yes	Good	No	No	No	No	Yes	
311	3664	POINT (-120.6589553 35.6166574)	PE	Paso Robles	В	Creston & Niblick	Yes	Good	No		Yes	Good	Yes	Paso	Yes	Good	No	No	No	No	Yes	
312	3665	POINT (-120.6590411 35.6197985)	PE	Paso Robles	В	Creston & Oak Meadow	No	N/A	No		No	N/A	No	N/A	Yes	Good	No	No	No	No	Yes	
313	3666	POINT (-120.6624958 35.6233117)	PE	Paso Robles	В	Creston & Melody	Yes	Good	No		Yes	Good	Yes	Paso	Yes	Good	No	No	No	No	Yes	
314	3667	POINT (-120.6696125 35.6250189)	PE	Paso Robles	В	Creston & Nickerson	No	N/A	No		No	N/A	No	N/A	Yes	Good	No	No	No	No	Yes	
315	3668	POINT (-120.6734748 35.6272689)	PE	Paso Robles	В	Creston & Bolen	Yes	Yes	No		Yes	Good	Yes	Paso	Yes	Good	No	No	No	No	Yes	
316	3669	POINT (-120.6772003 35.6289983)	PE	Paso Robles	В	Creston & ShanNon Hill	No	N/A	No		No	N/A	No	N/A	Yes	Good	No	No	No	No	Yes	
317	3670	POINT (-120.68729 35.6325803)	PE	Paso Robles	В	Creston & Capitol Hill	No	N/A	No		No	N/A	No	N/A	Yes	Good	No	No	No	No	Yes	
318	3671	POINT (-120.6808651 35.6290013)	PE	Paso Robles	В	Riverside & 17th	No	N/A	No		No	N/A	No	N/A	Yes	Good	No	No	No	No	Yes	
319	3672	POINT (-120.6874188 35.6350044)	PE	Paso Robles	В	Riverside & 20th	No	N/A	No		No	N/A	No	N/A	Yes	Good	No	No	No	Yes	Yes	
320	3674	POINT (-120.6929164 35.6434938)	PE	Paso Robles	A, B	Spring & 28th	Yes	Good	Yes		Yes	N/A	Yes	Paso	Yes	Good	No	No	No	Yes	Yes	
321	3676	POINT (-120.6927023 35.6411265)	PE	Paso Robles	A, B	Spring & 30th	Yes	Good	Yes		Yes	Good	Yes	Paso	Yes	Good	Yes	No	No	Yes	Yes	
322	3677	POINT (-120.692515 35.6384726)	PE	Paso Robles	В	Spring & 23rd	Yes	Good	Yes		Yes	Good	Yes	Paso	Yes	Good	Yes	No	No	Yes	Yes	
323	3678	POINT (-120.692367 35.6368215)	PE	Paso Robles	В	Spring & 22nd	Yes	Good	Yes		Yes	Good	Yes	Paso	Yes	Good	Yes	No	No	Yes	Yes	
324	3679	POINT (-120.6919954 35.6325343)	PE	Paso Robles	В	Spring & 18th	Yes	Good	Yes		Yes	Good	Yes	Paso	Yes	Good	Yes	No	No	Yes	Yes	
325	3680	POINT (-120.6918452 35.6304502)	PE	Paso Robles	В	Spring & 16th	Yes	Good	Yes		Yes	Good	Yes	Paso	Yes	Good	Yes	No	No	Yes	Yes	
326	3681	POINT (-120.6915448 35.6270775)	PE	Paso Robles	В	Spring & 13th	No	N/A	No		Yes	Good	Yes	Paso	Yes	Good	No	No	No	Yes	Yes	
327	3682	POINT (-120.6913558 35.6248101)	PE	Paso Robles	В	Spring & 10th	Yes	Good	Yes		Yes	Good	Yes	Paso	Yes	Good	Yes	No	No	Yes	Yes	

Daily Bus Stop
Seasonal Bus Stop (Trolley)
Express Trip Bus Stop

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## **Bus Stop ADA Guidelines**

### 1 Americans with Disabilities Act (ADA) Compliance

This section outlines the minimum ADA requirements, herein referred to as ADA Standards, for the placement of bus stops and amenities. These standards are based on the Americans with Disabilities Act of 1990 and the subsequent ADA Accessibility Guidelines for Buildings and Facilities (ADAAG). These minimums will help determine if a stop can be placed or what modifications must be made to the proposed location to meet the minimum guidelines. The ADA Standards presented are the minimum requirements to comply with the law and are not necessarily best practices for universal design. Universal design goes beyond the minimum requirements to create environments usable by all individuals, including those with disabilities, which provide a higher level of access. For each section below, the best practices for universal design are presented in addition to the ADA Standards.

#### 1.1 Bus Stop Area

A bus stop area is a designated location where the bus will stop to let on and off passengers. It is indicated by a bus stop sign. Flag stop areas/zones are not considered a designated area and thus not subject to the requirements outlined. Stops along roadways are typically near-side, far-side or mid-block. Figure 1 depicts each and the minimum distances needed.

**Far-Side Bus Stop** – bus stops immediately after passing through an intersection

**Near-Side Bus Stop** – bus stops immediately prior to an intersection

**Mid-Block Bus Stop** – bus stops within the block

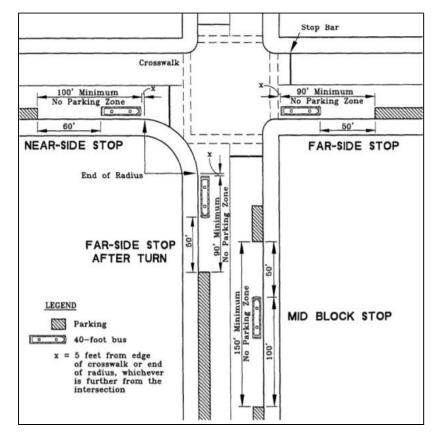


Figure 1. Typical Dimensions for On-Street Bus Stop

Which type of bus stop to use varies based on adjacent land use, the intersection geometry, parking, pedestrian access, presence of trees, poles, driveways & other roadside constraints, traffic control signal timing, and the bus route path. The advantages & disadvantages of each are listed in Table 1.

**Table 1. Comparison of Bus Stop Locations** 

Table 1. Col	mparison of Bus Stop Locations Advantages	Disadvantages	When it's
			recommended
Far-Side	<ul> <li>Minimizes conflicts between right turning vehicles and bus.</li> <li>Provides additional right turn capacity.</li> <li>Minimizes sight distance issues on approach to intersection</li> <li>Shorter deceleration distance needed since the bus can use the intersection to decelerate.</li> <li>Encourages pedestrians to cross the street behind the bus.</li> <li>Driver can take advantage in gaps in traffic created at signalized intersections to reenter traffic.</li> </ul>	<ul> <li>If multiple buses are stopped at one time and there is only adequate room for one bus, the cross street may be blocked.</li> <li>If the bus stops in the travel lane, it may result in queued traffic behind it blocking the intersection.</li> <li>Could increase the number of rearend accidents; drivers don't expect the bus to stop again after a red light.</li> <li>Can obscure sight distance for crossing vehicles.</li> <li>Can increase sight distance problems for crossing pedestrians.</li> </ul>	Whenever possible as long as it is safe, there is room to put a stop, and the only crosswalk is not on the near-side.
Near-Side	<ul> <li>The bus boarding door is closer to the crosswalk.</li> <li>Bus has the intersection to merge into traffic.</li> <li>Bus driver can see oncoming traffic.</li> <li>Eliminates double stopping potential associated with a red light.</li> <li>Allows passengers to board and alight while the bus is stopped at a signal.</li> <li>Minimizes interference when traffic is heavy on the far-side of the intersection.</li> </ul>	<ul> <li>Increases conflicts with right turning traffic due to cars cutting in front of the bus.</li> <li>Could be difficult for bus to reenter traffic.</li> <li>Can block sight distance for crossing vehicles stopped to the right of the bus.</li> <li>The stopped bus may block visibility of the stop signs or traffic signals.</li> <li>Visibility conflicts with pedestrians having to cross in front of a bus.</li> </ul>	<ul> <li>It's unsafe to place stop on the far-side.</li> <li>There is inadequate room for a stop.</li> <li>A major trip generator is located on the near-side of the intersection, which would result in all passengers crossing the intersection.</li> </ul>
Mid-Block	<ul> <li>The stopped bus does not obstruct sight distances at an intersection for other vehicles or pedestrians.</li> <li>May be closer to major activity centers than the nearest intersection.</li> </ul>	<ul> <li>Requires most curb clearance of the three options.</li> <li>Sometimes results in mid-block jaywalking if there is no crosswalk midblock.</li> <li>Increases walking distances for passengers crossing the street.</li> <li>Can be difficult for bus to reenter traffic if the stop is not in the travel lane.</li> </ul>	<ul> <li>The major trip generator is located in the middle of a long block.</li> <li>There are no intersecting roads.</li> </ul>

#### Minimum ADA Guidelines

 A firm stable surface including concrete, asphalt, brick, stone, tile and wood. Loose material such as gravel or stone dust do not meet the requirements unless properly treated with binders, consolidants, compaction or grid forms. Grass is not considered a firm stable surface.



Figure 2. ADA Landing Pad

- ADA landing pad an area that is clear of
  obstructions and measures eight feet (perpendicular to the curb) by five feet (parallel to the
  curb, connected to a pedestrian path or accessible walkway, and a firm stable surface). The
  landing pad can include part of the sidewalk.
- 3. A cross slope no greater than 2% (1/50).
- 4. Accessible connections to a street, sidewalk, path etc. Must be at least 3' wide.

#### **Universal Design Best Practices**

- 1. Clear the bus stop area of all obstacles such as trees, newspaper boxes, trash receptacles, planters, and utility poles.
- 2. Sidewalk is of sufficient width for two wheelchair passengers to pass each other.
- 3. The front and rear door areas of the stop are free of obstructions.
- 4. Tactile surface treatments to help visually impaired riders.
- 5. Accessible connections to a street, sidewalk, path etc. that is four feet wide or greater.
- 6. ADA landing pad is elevated above street level.

#### 1.2 Shelters

Shelters provide protection from the elements while waiting for the bus and the decision to install a shelter is typically based upon passenger volumes. The RTA recommends that a shelter be placed in locations where there is an average of 25 or more boarding/alighting per day. Other criteria used to evaluate the potential for a shelter include the number of routes that serve the stop, high percentage of elderly or disabled individuals in the area, proximity to major activity centers and the availability of space to install a shelter.

#### **Minimum ADA Guidelines**

- Clear path of 3' minimum in front or behind shelter for sidewalk.
- 2. Entrance must be 2'8" wide at minimum.
- 3. Minimum clear floor area of 30 inches wide by four feet deep.

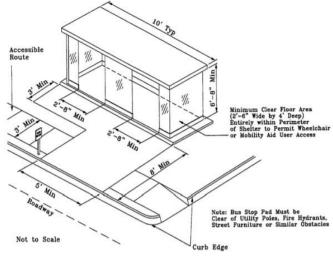


Figure 3. Shelter Design Example to Meet ADA Standards

- 4. Not placed on the ADA landing pad.
- 5. Minimum height of 6'8".
- 6. If it abuts a building, there must be 12" between the shelter and building at minimum.
- 7. Connected to route to the landing pad.
- 8. Accessible connections to a street, sidewalk, path etc.

#### **Universal Design Best Practices**

- 1. Locate at the far end of the bus stop to improve visibility and improve walking distance from the shelter to the bus.
- 2. Minimum distance of two feet between the back face of the curb and the roof or panels of a shelter.
- 3. Minimum of 10 feet in length.
- 4. Transparent sides for visibility and security.
- 5. Constructed of materials that are resistant to weather; from which graffiti is easily removed.
- 6. Waterproof with drainage away from the bus stop.
- 7. Vertical clearance of six inches off the sidewalk to prevent trash and debris from collecting and standing water.
- 8. Avoid locating a shelter in front of a store window.
- 9. Orient shelter to minimize exposure to weather elements.
- 10. Non-flat roof.

#### 1.3 Benches

#### Minimum ADA Guidelines

- Seat dimensions: 20 inches minimum to 24 inches maximum in depth and 42 inches (1,065 millimeters) minimum in length.
- Seat height: 17 inches minimum to 19 inches maximum above the floor or ground.
- 3. Back support: 42 inches minimum in length and that extends from a point 2 inches maximum above the seat to a point 18 inches minimum above the seat.

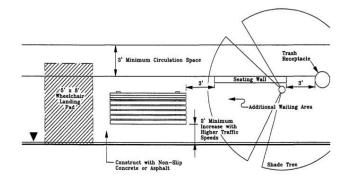


Figure 4. Conceptual Bench and Waiting Pad Design

- 4. Structure supporting vertical or horizontal forces of 250 pounds applied at any point on the seat, fastener, mounting device, or supporting structure.
- 5. Exposed benches: slip resistant and designed to shed water.
- 6. If installed inside the shelter it must be installed in such as manner to allow a wheelchair passenger to still use the shelter (30").
- 7. Do not install bench on ADA landing pad.

- 8. Minimum of 2' between the bench and back face of curb.
- 9. Minimum of 3' circulation space on either side of the bench for access.

#### **Universal Design Best Practices**

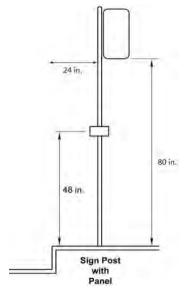
- 1. Install bench where there is shade and lighting or inside the shelter.
- 2. Avoid locating benches on undeveloped right-of-ways and anchor to prevent unauthorized movement of the bench.
- 3. Place benches to the back of a sidewalk, to allow for pedestrian circulation.
- 4. Construct using materials that are resistant to weather; from which graffiti is easily removed.
- 5. Locate benches away from driveways.
- 6. Maintain a separation of 4' between the bench and the back face of the curb.

#### 1.4 Signage

Bus stops marked with signs indicate to passengers where the bus will stop and publicize the availability of transit service to the general public.

#### Minimum ADA Guidelines

- 1. Letters and numbers to be a width-to-height ratio between 3:5 and 1:1 and a stroke-width-to-height ratio between 1:5 and 1:10.
- Characters and numbers should be sized according to the viewing distance from which they are to be read. The minimum height is measured using an upper-case X.
- Accompany pictograms with the equivalent verbal description placed directly below, with a border dimension of 6 inches (152 millimeters) minimum in height.
- 4. Characters and background of signs in a non-glare finish, with characters and symbols contrasting from their background.
- 5. If it is mounted on a wall or telephone pole and between 27" and 80" off the ground, it cannot protrude into the pathway by more than 4". Below 27" can protrude any amount.
- 6. If it is mounted on its own pole between 27" and 80" from the ground, it can overhang by up to 12".



**Figure 5. Sign and Post Dimensions** 

7. If the bottom of the sign is mounted less than 80" from the ground, a barrier must be provided to warn the visually impaired.

#### **Universal Design Best Practices**

- 1. Bottom of the sign should be placed at least 84" (7') above the ground.
- 2. Sign should be located nearest to the location of the buses' front doors when stopped.
- 3. Sign edge should be at least two feet from the curb edge to prevent it from being hit by mirrors.

- 4. Signs should be Manual on Uniform Traffic Control Devices (MUTCD) compliant<sup>1</sup> and meet California Department of Transportation Standard Specifications<sup>2</sup>.
- 5. Include no parking verbiage or symbol on sign.
- 6. Include route numbers that serve that stop on the sign. Route numbers should be text at least 3" high, with 1" gap between lines. If multiple routes serve the stop, list them consecutively.
- 7. Include tactile route plaque and/or information holder.
- 8. Double sided sign for visibility from both directions.

#### 1.5 Other Amenities

Amenities listed in this section are not required under the ADA Standards but provide an enhanced experience to passengers

#### 1.5.1 Lighting

Lighting enhances a passenger's sense of safety and security at a bus stop and allows the bus operator to see waiting individuals. Lighting should illuminate the bus stop waiting area and eliminate shadow areas.

#### **Universal Design Best Practices**

- 1. Explore solar powered lighting if hardwiring is unavailable.
- 2. Install lighting that provides between two and five foot-candles.
- 3. Fixtures should be vandal-proof but easily maintainable.
- 4. Locate stops near existing street lights.

#### 1.5.2 Trash Bins

Trash bins can improve the appearance of a bus stop and prevent littering, especially in locations close to convenience stores and fast-food restaurants.

#### **Universal Design Best Practices**

- Constructed of materials that are resistant to weather; from which graffiti is easy removed.
- Anchor bin to prevent unauthorized movement.
- 3. Locate away from the ADA landing pad.
- 4. Provide at least three feet of separation

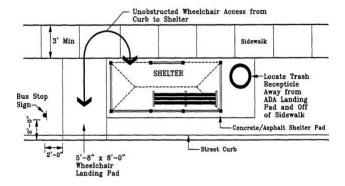


Figure 6. Trash Bin Placement

<sup>&</sup>lt;sup>1</sup> US Department of Transportation Federal Highway Administration. *Manual on Uniform Traffic Control Devices for Streets and Highways*. <a href="https://mutcd.fhwa.dot.gov/">https://mutcd.fhwa.dot.gov/</a>

<sup>&</sup>lt;sup>2</sup> California Department of Transportation. *2023 Standard Plans Book*. <a href="https://dot.ca.gov/programs/design/july-2023-ccs-standard-plans-and-standard-specifications">https://dot.ca.gov/programs/design/july-2023-ccs-standard-plans-and-standard-specifications</a>

from other street furniture to allow pedestrian movement.

- 5. Minimum capacity of 30 gallons.
- 6. When adjacent to a roadway, make sure it does not visually obstruct driveways.
- 7. Create a maintenance plan to ensure trash is being emptied.
- 8. Do not locate the bin in direct sunlight.

#### 1.5.3 Security

Bus stops at which passengers feel secure are likely to be used more often and improve the perception of the service. Items like landscaping, walls, and other solid structures can restrict sight lines and decrease the perceived security.

#### **Universal Design Best Practices**

- 1. Construct shelters of clear material.
- 2. Locate stops at highly visible sites.
- 3. Avoid planting evergreens; they act as a barrier. Instead use low-growing shrubs, ground cover and deciduous shade trees for landscaping.
- 4. Ensure there is adequate lighting.
- 5. Site next to businesses and stores when possible to increase surveillance of the site.
- 6. Maintain the cleanliness of bus stops.

#### 1.5.4 Bicycle Racks

Bicycle racks give passengers the option to park their bike if the bus bike rack is full or if they do not want to take it with them on the bus. They also discourage individuals from locking the bikes to sign poles and other structures.

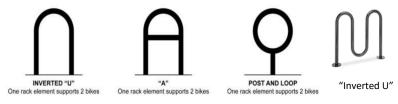


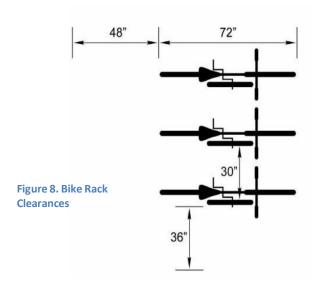
Figure 7. One Rack Bicycle Rack Examples

#### **Universal Design Best Practices**

- 1. Provide paved access from the bike racks to the bus stop.
- Coordinate location with existing lighting.
- Ensure parked bikes are visible at all times and not restricted by landscaping, walls, or shelters.
- 4. Provide at least 30" spacing between bicycle racks, 72" perpendicular to the rack, and at least 48" around the bike rack for access and circulation.

#### **1.5.5** Passenger Information Panels

There are several ways to display route and passenger information such as schedule holders



and display panels. Schedule holders are mounted to the sign post following ADA guidelines for heights. Display panels on the interior of shelters can hold larger amounts of information such as a system map or schedules for multiple routes.

#### **Universal Design Best Practices**

- 1. Provide updated information when changes are made to the route or schedules.
- 2. Make the information display permanent; do not just tape it up.
- 3. Make sure the information is secure (in a case) and can withstand weather elements.
- 4. Avoid using side panels to display information that might obstruct a driver's view of waiting passengers.
- 5. Panels mounted directly on the bus stop pole should face the same direction as the bus stop sign.
- 6. The top of a panel on a pole should be no more than 60 inches from the ground.

# **Bus Stop Improvement Program Tier List**



Tier 1: Emergency Repairs & Safety Improvements (ex: Lighting)

Tier 2: Maintenance, repair/replacement and minor improvements

Tier 3: New shelter installation, capital improvement projects, design/engineering required.

#	TIER	CATEGORY	ITEM	ITS Stop#	SYSTEM	CITY	ROUTE	LOCATION NAME
1	1	Safety & Security	Solar Light	3841	RTA	Arroyo Grande	28	Arroyo Grand High School
2	1	Safety & Security	Solar Light	3510	RTA	Atascadero	9N	El Camino Real & Buena Fortuna
3	1	Safety & Security	Solar Light	3511	RTA	Atascadero	9N	El Camino Real & Musselman
4	1	Safety & Security	Solar Light	3512	RTA	Atascadero	9N	El Camino Real & El Bordo
5	1	Safety & Security	Solar Light	3515	RTA	Atascadero	9N	El Camino Real & Palomar
6	1	Safety & Security	Solar Light	3516	RTA	Atascadero	9N	El Camino Real & Pueblo
7	1	Safety & Security	Solar Light	3526	RTA	Atascadero	9N	El Camino Real & Atalaya
8	1	Safety & Security	Solar Light	3555	RTA	Atascadero	9\$	El Camino Real & Atalaya
9	1	Safety & Security	Solar Light	3566	RTA	Atascadero	9\$	El Camino Real & Plata
.0	1	Safety & Security	Solar Light	3568	RTA	Atascadero	9\$	El Camino Real & El Bordo
.1	1	Safety & Security	Solar Light	3569	RTA	Atascadero	9\$	El Camino Real & Maple
L2	1	Safety & Security	Solar Light	3570	RTA	Atascadero	9\$	El Camino Real & Patria
L3	1	Safety & Security	Solar Light	3574	RTA	Atascadero	9\$	El Camino Real & Carmel
.4	1	Safety & Security	Solar Light	3758	RTA	Cayucos	15N	Ocean & 8th
.5	1	Safety & Security	Solar Light	3784	SCT	Grover Beach	21	Grand & 6th
.6	1	Safety & Security	Solar Light	3846	SCT	Grover Beach	28	Oak Park & Longbranch
.7	1	Safety & Security	Solar Light	3721	RTA	Los Osos	12	11th at El Morro (Baywood Elementary)
.8	1	Safety & Security	Solar Light	3726	RTA	Los Osos	12	Santa Ysabel & 7th
9	1	Safety & Security	Solar Light	3730	RTA	Los Osos	12	LOVR & Palisades
0	1	Safety & Security	Solar Light	3696	RTA	Nipomo	<b>10S</b>	Nipomo High School
21	1	Safety & Security	Solar Light	3697	RTA	Nipomo	<b>10S</b>	Thompson & Branch
2	1	Safety & Security	Solar Light	3705	RTA	Nipomo	10N	Nipomo High School
23	1	Safety & Security	Solar Light	3851	SCT	Oceano	27	Highway 1 & 21st
24	1	Safety & Security	Solar Light	3853	SCT	Oceano	27, 28	Oceano Airport
25	1	Safety & Security	Solar Light	3854	SCT	Oceano	27/28	13th St @ Highway 1
26	1	Safety & Security	Solar Light	3607	PE	Paso Robles	A, B	Spring & 30th
27	1	Safety & Security	Solar Light	3625	PE	Paso Robles	А	Sherwood & Creston
8	1	Safety & Security	Solar Light	3653	PE	Paso Robles	В	Paso Robles High School
9	1	Safety & Security	Solar Light	3787	SCT	Pismo Beach	21	Dolliver & Frady
0	1	Safety & Security	Solar Light	3791	SCT	Pismo Beach	21	Price & Lighthouse Suites
1	1	Safety & Security	Solar Light	3542	RTA	San Luis Obispo	9N, 10, 12, 14	Santa Rosa & Foothill
2	1	Safety & Security	Solar Light	3689	RTA	San Luis Obispo	105	DMV
3	1	Safety & Security	Solar Light	3736	RTA	San Luis Obispo	12	Kansas Ave & Highway 1

#	TIER	CATEGORY	ITEM	ITS Stop#	SYSTEM	CITY	ROUTE	LOCATION NAME
34	1	Safety & Security	Solar Light	3505	RTA	Santa Margarita	9N	El Camino Real & Santa Margarita
35	1	Safety & Security	Solar Light	3645	RTA	Paso Robles	Α	Albertson's on Niblick
36	1	Safety & Security	Solar Light	3504	RTA	Paso Robles	9N	ER @ Pine Garden Farm
37	1	Safety & Security	Solar Light	3806	SCT	Arroyo Grande	21	Grand & Alder (Mechanics Bank)
38	1	Safety & Security	Solar Light	3826	SCT	Grover	27	13th @ Trouville
39	1	Safety & Security	Solar Light	3668	RTA	Paso Robles	В	Creston @ Bolen
40	1	Safety & Security	Solar Light	3825	SCT	Grover	27	13th & Farrel
41	1	Safety & Security	Solar Light	3680	PE	Paso Robles	В	Spring & 16th
42	1	Safety & Security	Solar Light	3523	RTA	Atascadero	9N	ECR @ Maya
43	1	Safety & Security	Shelter Lighting	3503	RTA	Santa Margarita	9N	El Camino Real & Encina
44	1	Safety & Security	Shelter Lighting	3504	RTA	Santa Margarita	9N	El Camino Real & Pine
45	1	Safety & Security	Shelter Lighting	3506	RTA	Atascadero	9N	El Camino Real & Carmel
46	1	Safety & Security	Shelter Lighting	3518	RTA	Atascadero	9N	Atascadero Transit Center
47	1	Safety & Security	Shelter Lighting	3520	RTA	Atascadero	9N	El Camino Real & Rosario
48	1	Safety & Security	Shelter Lighting	3530	RTA	Paso Robles	9N	Theatre & Gahan
49	1	Safety & Security	Shelter Lighting	3533	RTA/PE	Paso Robles	9N, A	Spring & 5th
50	1	Safety & Security	Shelter Lighting	3550	RTA/PE	Paso Robles	9S, B	Spring & 4th
51	1	Safety & Security	Shelter Lighting	3556	RTA	Atascadero	9\$	El Camino Real & Del Rio
52	1	Safety & Security	Shelter Lighting	3577	RTA	Atascadero	9\$	El Camino Real & San Benito
53	1	Safety & Security	Shelter Lighting	3601	PE	Paso Robles	Α	Spring & 11th
54	1	Safety & Security	Shelter Lighting	3602	PE	Paso Robles	Α	Spring & 14th
55	1	Safety & Security	Shelter Lighting	3609	PE	Paso Robles	A, B	Spring & 34th
56	1	Safety & Security	Shelter Lighting	3633	PE	Paso Robles	Α	Stoney Creek Rd @ Dry Creek Apartments
57	1	Safety & Security	Shelter Lighting	3637	PE	Paso Robles	Α	Niblick & South River
58	1	Safety & Security	Shelter Lighting	3651	PE	Paso Robles	В	Walmart Shopping Center
59	1	Safety & Security	Shelter Lighting	3653	PE	Paso Robles	В	Paso Robles High School
60	1	Safety & Security	Shelter Lighting	3676	PE	Paso Robles	A, B	Spring & 30th
61	1	Safety & Security	Shelter Lighting	3677	PE	Paso Robles	В	Spring & 23rd
62	1	Safety & Security	Shelter Lighting	3679	PE	Paso Robles	В	Spring & 18th
63	1	Safety & Security	Shelter Lighting	3680	PE	Paso Robles	В	Spring & 16th
64	1	Safety & Security	Shelter Lighting	3682	PE	Paso Robles	В	Spring & 10th
65	1	Safety & Security	Shelter Lighting	3689	RTA	San Luis Obispo	<b>10</b> S	S. Higuera @ DMV
66	1	Safety & Security	Shelter Lighting	3692	RTA	San Luis Obispo	<b>10</b> S	Higuera & Suburban
67	1	Safety & Security	Shelter Lighting	3729	RTA	Los Osos	12, 15	Morro Bay Park
68	1	Safety & Security	Shelter Lighting	3781	RTA/SCT	Pismo Beach	10, 21, 24, 27, 28	Pismo Beach Premium Outlets
69	1	Safety & Security	Shelter Lighting	3806	SCT	Arroyo Grande	21	Grand & Alder
70	1	Safety & Security	Shelter Lighting	3826	SCT	Oceano	27	13th St @ Trouville
71	1	Safety & Security	Shelter Lighting	3835	SCT	Grover Beach	28	13th @ Messina
72	1	Safety & Security	Emergency Repairs	3781	SCT	Pismo Beach	10, 21, 24, 27, 28	Pismo Beach Premium Outlets
73	1	Safety & Security	Emergency Repairs	3556	RTA	Atascadero	98	ECR & Del Rio
74	1	Safety & Security	Pole Replacement	Various	SCT	SLO County	21, 24, 27, 28, 10	Various Locations
75	1	Safety & Security	Pole Replacement	Various	RTA	SLO County	12, 15, 9, A-B	Various Locations
76	2	Safety & Security	Relocate	3842	SCT	Arroyo Grande	, , , , ,	Firefighters Park

#	TIER	CATEGORY	ITEM	ITS Stop#	SYSTEM	CITY	ROUTE	LOCATION NAME
77	2	Safety & Security	Relocate	3567	RTA	Atascadero	9\$	ECR @ Miner's
78	2	Safety & Security	Removal	n/a	SCT	Oceano	Abandoned	Oceano Community Center (Wilmar @ 19th)
79	2	Safety & Security	Removal	n/a	SCT	Arroyo Grande	Abandoned	Elm Street Park (Elm @ Ash)
80	2	Safety & Security	Removal	n/a	SCT	Arroyo Grande	Abandoned	Pike Street (Between Elm & La Vista Court)
81	3	Shelter	Shelter (NEW)	3501	RTA	San Luis Obispo	9, 10, 12	SLO Transit Center
82	3	Shelter	Shelter (NEW)	3535	RTA	Paso Robles	9	Cuesta College North Campus
83	3	Shelter	Shelter (NEW)	3547	RTA	San Luis Obispo	12	Cuesta College SLO Campus
84	3	Shelter	Shelter Replacement	3529	RTA	Templeton	9	Templeton park and ride
85	3	Shelter	Shelter Replacement	3783	SoCo	Grover Beach	21,24,27,28	Ramona Garden transit center
86	3	Shelter	Shelter Replacement	3534	RTA	Paso Robles	9 A & B	North County Transit Center
87	3	Shelter	Shelter Replacement	3724	RTA	Los Osos	12	10th @ LOVR
88	3	Shelter	Shelter Repair	3518	RTA	Atascadero	9	Atascadero Transit Center
89	3	Shelter	Shelter Repair	3704	RTA	Nipomo	10	Thompson at Branch
90	2	Passenger Seating	Bench	3818	SCT	Arroyo Grande	28	AG Hospital
91	2	Passenger Seating	Bench	3577	RTA	Santa Margarita	9	ECR & Encina
92	2	Passenger Seating	Bench	3724	RTA	Los Osos	12	10th @ LOVR
93	2	Passenger Seating	Bench	3720	RTA	Los Osos	12	Santa Ysabel @ 15th
94	2	Passenger Seating	Bench	3850	SCT	Oceano	27	Highway 1 @ 25th
95	2	Passenger Seating	Bench	3803	SCT	Arroyo Grande	24, 28	Grand & Branch
96	2	Passenger Seating	Bench	3773	RTA	San Simeon	15	Castillo & Days Inn
97	2	Passenger Seating	Bench	3504	RTA	Atascadero	9	ECR @ Pine Garden
98	2	Passenger Seating	Bench	3807	SCT	Arroyo Grande	21	CHC 1205 E Grand E Grand at Elm
99	2	Passenger Seating	Bench	3819	SCT	Arroyo Grande		Elm @ Fair Oaks
100	2	Passenger Seating	Bench	3726	RTA	Los Osos	12	Santa Ysabel @ 7th
101	2	Passenger Seating	Bench	3731	RTA	Los Osos	12	Pine & LOVR
102	2	Passenger Seating	Bench	3752	RTA	Cayucos	15	Ocean & Cayucos
103	2	Passenger Seating	Bench	3509	RTA	Atascadero	9\$	Viejo Camino @ Bocina
104	2	Passenger Seating	Bench	3803	SCT	Arroyo Grande	24, 28	Grand & Branch
105	2	Passenger Seating	Simme- Seat	3542	RTA	San Luis Obispo	12	Santa Rosa @ Foothill
106	2	Passenger Seating	Simme- Seat	3509	RTA	Atascadero	9\$	Viejo Camino @ Bocina
107	2	Passenger Seating	Simme- Seat	3575	RTA	Santa Margarita	9\$	ECR & Margarita
108	2	Passenger Seating	Simme- Seat	3622	RTA	Paso Robles	A	Daniel Lewis Middle School
109	2	Passenger Seating	Simme- Seat	3817	SCT	Arroyo Grande	27	AG High - across the street from school
110	2	Passenger Seating	Simme- Seat	3816	SCT	Arroyo Grande	27	Fair Oaks & Traffic Way
111	2	Passenger Seating	Simme- Seat	3873	SCT	Pismo Beach	24	Price @ Wadworth
112	2	Passenger Seating	Simme- Seat	3819	SCT	Arroyo Grande	27	Elm @ Fairoaks
113	2	Passenger Seating	Simme- Seat	3563	RTA	Atascadero	9\$	ECR @ Hwy 41/car wash
			New Re-Route: Simme- Seat &					2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
114	3	Passenger Seating	Solar Lighting	New	SCT	Grover Beach	27, 28	Atlantic City Blvd (Rte 27 & 28)
115	3	Mobility / Access	Cement Landing Pad	3542	RTA	San Luis Obispo	12	Santa Rosa @ Foothill
116	3	Mobility / Access	DG Landing Pad	3734	RTA	Los Osos	12	Santa Maria @ 2nd
117	3	Mobility / Access	DG Landing Pad	3725	RTA	Los Osos	12	7th @ El Morro
118	3	Mobility / Access	DG Landing Pad	3722	RTA	Los Osos	12	11th @ Ramona

#	TIER	CATEGORY	ITEM	ITS Stop#	SYSTEM	CITY	ROUTE	LOCATION NAME
119	2	Mobility / Access	Relocate	3788	SCT	Pismo	21	Doliver @ Pomeroy
120	2	Mobility / Access	Relocate	3795	SCT	Pismo	21	Shell Beach Rd @ Seacliff
121	2	Mobility / Access	Relocate	3797	SCT	Pismo	21	Shell Beach Rd @ Cuyama
122	2	Mobility / Access	Relocate	3626	RTA	Paso Robles	Α	Fontana @ Linne
123	2	Mobility / Access	Relocate	3721	RTA	Los Osos	12	11th @ El Moro
124	2	Mobility / Access	Relocate	3526	RTA	Templeton	9N	ECR Atalya
125	2	Amenities	Trash Cans	2754	RTA	Cayucos	15N	Ocean @ 9th
126	2	Amenities	Trash Cans	3551	RTA	Paso Robles	9\$	First @ Oak
127	2	Amenities	Trash Cans	3563	RTA	Atascadero	9\$	ECR at Hwy 41/Car wash
128	2	Amenities	Trash Cans	3518	RTA	Atascadero	9	Atascadero Transit Center
129	2	Amenities	Trash Cans	3822	SCT	Oceano	27	19th @ Wilmar
130	2	Amenities	Trash Cans	3542	RTA	San Luis Obispo	12N	Santa Rosa @ Foothill
131	2	Amenities	Trash Cans	3840	SCT	Arroyo Grande	28	AG Hospital
132	2	Amenities	Trash Cans	3817	SCT	Arroyo Grande	27	AG High
133	2	Amenities	Trash Cans	3854	SCT	Oceano	27	13th @ Hwy 1
134	2	Amenities	Trash Cans	3804	SCT	Arroyo Grande	27	Oak Park @ Grand
135	2	Communications	Bus Arrival LED Box	3501	RTA	San Luis Obispo	9, 10 12	SLO Downtown Transit Center
136	2	Communications	Bus Arrival LED Box	3692	RTA	San Luis Obispo	<b>10S</b>	Higuera @ Suburban
137	2	Communications	Bus Arrival LED Box	3542	RTA	San Luis Obispo	9, 10 12	Santa Rosa @ Foothill
138	2	Communications	Bus Arrival LED Box	3547	RTA	San Luis Obispo	12	Cuesta College SLO
139	2	Communications	Bus stop signs	various	SCT	5 Cities	21, 24, 27, 28, 10	All 4 routes and rt 10 stops
140	2	Communications	Bus stop signs	various	RTA	Paso Robles	A & B	Whole route, both directions
141	2	Communications	Bus stop signs	various	RTA	San Luis Obispo	shared stops	Shared stops with SLO Transit
142	2	Maintenance	Cleaning / Trash Removal	3889	RTA/SCT	Arroyo Grande	10S, 28	Halcyon Park & Ride
143	2	Maintenance	Cleaning / Trash Removal	3888	RTA/SCT	Arroyo Grande	10S, 21, 28	Grand @ AM PM
144	2	Maintenance	Cleaning / Trash Removal	3781	SCT	Pismo	10, 21, 24, 27, 28	Pismo Beach Premium Outlets
145	3	Other	Add New Stop	New	RTA	Atascadero	9N	ECR @ San Ramon

#### **Bus Stop Improvement Program**

#### Completed Projects Financial Impact (Expenditures To-Date)



ier 1: Emergency Repairs & Safety Improvements (ex: Lighting)

ier 2: Maintenance, repair/replacement and minor improvement

ier 3: New shelter installation, capital improvement projects, design/engineering required.

as of 6/30/2024

											as of	16/30/2024
Total # of ocations	TIER	CATEGORY	RECOMMENDATION	ITS Stop#	SYSTEM	CITY	ROUTE(S)	STATUS (as of June 30, 2024)	YEAR COMPLETED	DESCRIPTION OF WORK COMPLETED		ENDITURES 11 to 2024
40	1	Safety & Security	Bus Stop Pole - Solar Light (Push Button Activated)	3841, 3510, 3511, 3512, 3515, 3516, 3526, 3555, 3566, 3568, 3569, 3570, 3574, 3758, 3784, 3846, 3721, 3726, 3730, 3696, 3697, 3705, 3651, 3653, 3854, 3607, 3625, 3653, 3787, 3791, 3542, 3689, 3736, 3505, 3645, 3504, 3806, 3826, 3825, 3680	RTA/SCT	Arroyo Grande, Atascadero, Cayucos, Grover Beach, Los Osos, Nipomo, Oceano, Paso Robles, Pismo Beach, SLO, Santa Margarita	9, A/B, 10, 12, 14, 15, 21, 27, 28,	Complete	2021 -2024	Bus Stop Pole Solar Lighting: RTA purchases the push-button solar lights through the CalACT purchasing cooperative and then contracts with third-party vendors to install the bus stop solar lights at bus stop locations that do not have a shelter (shelter lighting). These locations were identified as "dark" through both passenger and employee driver surveys. This work remains on-going.	\$	70,3
29	1	Safety & Security	Bus Shelter Lighting Repairs	3503, 3504, 3506, 3518, 3520, 3530, 3530, 3530, 3556, 3577, 3601, 3602, 3609, 3633, 3637, 3651, 3653, 3676, 3679, 3680, 3682, 3689, 3692, 3729, 3781, 3806, 3826, 3835	RTA/SCT	Arroyo Grande, Atascadero, Grover Beach, Los Osos, Oceano, Paso Robles, Pismo Beach, SLO, Santa Margarita	9, A/B, 10, 12, 15, 21, 24, 27 & 28	Complete	2023-2024	Bus Shelter Lighting Repairs (Various): Smith Electric was contracted to assess shelter lighting conditions and complete repairs as needed. To-date, Smith Electric has completed the necessary repairs to 29 bus shelters solar panel roof lighting systems. This work remains on-going.	\$	33,5
2	2	Amenities	Trash Cans	2754, 3551	RTA/SCT	Cayucos, Paso Robles	9S, 15N	Complete	2023	Amenities: New trash cans were ordered and installed at two locations in Cayucos and Paso Robles per ridership volume and passenger request to support bus stop cleanliness	\$	2,0
10	2	Passenger Seating	Bench	3818, 3577, 3724, 3720, 3850, 3803, 3773, 3504	RTA/SCT	Arroyo Grande, Atascadero, Los Osos, SLO, San Simeon, Santa Margarita	9, 12, 15, 24, 27	Complete	2023-2024	Passenger Seating: Replacement benches were ordered and installed in Arroyo Grande, Atascadero, Los Osos, SLO, San Simeon & Santa Margarita for locations either experiencing damage or have met its useful life with exposure to the elements.	\$	17,0
3	2	Mobility / Access	Relocate Bus Stop	3788, 3795, 3797	SCT	Pismo Beach	21	Complete	2022	Route 21 (Pismo Beach): Bus Stop pole locations moved slightly north/south for improved mobility access	\$	;
4	2	Communications	Bus Arrival LED Box	3501, 3692, 3542, 3547	RTA	San Luis Obispo	9, 10, 12	Complete	2022	Transit Tracker: Bus Arrival LED Boxes installed at 4 SLO locations with high ridership for improved communications.	\$	
3	2	Communications	Bus stop signs	various	SCT	5 Cities, Paso Robles, SLO	A&B, 21, 24, 27, 28, 10 & Shared Stops	Complete	2022-2024	Signage: New bus blade signage installed for rebranding to RTA & updated signage on SLO Transit shared stops	\$	3,
4	3	Mobility / Access	Cement Landing Pad, DG Landing Pad	3542, 3734, 3725, 3722	RTA	SLO, Los Osos	12	Complete	2022	ADA Accessible Landing Pad: Cement Ada Accessible Landing Pad for bench installed at Santa Rosa & Foothill (Shared stop with SLO Transit). DG pad maintenance and repairs completed for 3 stops in Los Osos.	\$	8,8
2	3	Shelter (NEW)	Shelter (NEW)	3501, 3535	RTA	San Luis Obispo, Paso Robles	9, 10, 12	Complete	2021	Downtown Government Transit Center: Installed new shelters, benches, lighting, blike racks, LED arrival sign & ticket vending machine. Cuesta Noth: Installed 2 new shelters to north side of Cuesta Campus, 2 benches, lighting, bike racks, LED arrival sign.	\$	237,9
2	3	Shelter (Replacement)	Shelter replacement	3529, 3783	RTA/SCT	Templeton, Grover Beach	9, 21, 24, 27, 28	Complete	2024	Templeton Park & Ride: Original damaged. Replaced existing with 1 shelter, 2 benches, trash, bike rack & signage. Ramona Garden Transit Center; Original met useful life. Replaced with 2 shelters, 2 benches, 2 trash, bike rack & signage	\$	53,1
99		TOTAL COMPLETED PROJECTS								Total 3-YR Expended (as of June 30, 2024)	\$	427,6
										Average Expended Annually for Bus Stop Improvements	\$	142,5
Total # of	TIER	CATEGORY	RECOMMENDATION	ITS Stop#	SYSTEM	CITY	ROUTE(S)	STATUS	YEAR	DESCRIPTION OF WORK COMPLETED		NDITUR
Locations 2	1	Safety & Security	Emergency Shelter Repairs	3781, 3556	RTA/SCT	Atascadero, Pismo Beach	10, 21, 24, 27, 28, 9S	(as of June 30, 2024) In-Progress	COMPLETED 2024	Emergency Repairs: Shelter Glass Broken as a result of Vandalism.  Working with Contractor for emergency repairs & replacement of glass/Shelter backing.	\$	21 to 202 6,
						1				l° v		_

TIER	CATEGORY	RECOMMENDATION	ITS Stop#	SYSTEM	CITY	ROUTE(S)	STATUS (as of June 30, 2024)	YEAR COMPLETED	DESCRIPTION OF WORK COMPLETED		NDITURES 1 to 2024
1	Safety & Security	Emergency Shelter Repairs	3781, 3556	RTA/SCT	Atascadero, Pismo Beach	10, 21, 24, 27, 28, 9S	In-Progress	2024	Working with Contractor for emergency repairs & replacement of	\$	6,000
1	Safety & Security	Pole Replacements	Various	RTA/SCT	ALL - Throughout County	9, 10, 12, 14, 15, 21, 24, 27, 28	In-Progress	2024		\$	10,000
2	Passenger Seating	Bench	3803	SCT	Arroyo Grande	24, 28	In-Progress	2024	Passenger Seating: Replace bench again after damaged	\$	2,200
2	Maintenance	Cleaning / Trash Removal	3889, 3888, 3781	RTA/SCT	Arroyo Grande, Pismo Beach	10S, 21, 24, 27, 28	In-Progress	2024	Maintenance Pilot Program; 6 mo. Pilot Program w/ Achievement House for additional 2xweek cleaning at three high-usage stops in Arroyo Grande and Pismo Beach.	\$	10,000
3	Shelter	Shelter (NEW)	3547	RTA	San Luis Obispo	12	In-Progress	2024-2025	racks, trash, LED arrival sign. Amenities ordered and delivered to Cuesta. Cuesta ongoing construction to be completed early 2025 when the bus	\$	24,858
	1 1 2 2 2 3	1 Safety & Security 1 Safety & Security 2 Passenger Seating 2 Maintenance	1 Safety & Security Emergency Shelter Repairs 1 Safety & Security Pole Replacements 2 Passenger Seating Bench 2 Maintenance Cleaning / Trash Removal	1         Safety & Security         Emergency Shelter Repairs         3781, 3556           1         Safety & Security         Pole Replacements         Various           2         Passenger Seating         Bench         3803           2         Maintenance         Cleaning / Trash Removal         3889, 3888, 3781	1         Safety & Security         Emergency Shelter Repairs         3781, 3556         RTA/SCT           1         Safety & Security         Pole Replacements         Various         RTA/SCT           2         Passenger Seating         Bench         3803         SCT           2         Maintenance         Cleaning / Trash Removal         3889, 3888, 3781         RTA/SCT	1 Safety & Security Emergency Shelter Repairs 3781, 3556 RTA/SCT Atascadero, Pismo Beach 1 Safety & Security Pole Replacements Various RTA/SCT ALL - Throughout County 2 Passenger Seating Bench 3803 SCT Arroyo Grande 2 Maintenance Cleaning / Trash Removal 3889, 3888, 3781 RTA/SCT Arroyo Grande, Pismo Beach	1         Safety & Security         Emergency Shelter Repairs         3781, 3556         RTA/SCT         Atascadero, Pismo Beach         10, 21, 24, 27, 28, 9S           1         Safety & Security         Pole Replacements         Various         RTA/SCT         ALL - Throughout County         9, 10, 12, 14, 15, 21, 24, 27, 28           2         Passenger Seating         Bench         3803         SCT         Arroyo Grande         24, 28           2         Maintenance         Cleaning / Trash Removal         3889, 3888, 3781         RTA/SCT         Arroyo Grande, Pismo Beach         10S, 21, 24, 27, 28	1 Safety & Security Emergency Shelter Repairs 3781, 3556 RTA/SCT Atascadero, Pismo Beach 10, 21, 24, 27, 28, In-Progress 9S 1 Safety & Security Pole Replacements Various RTA/SCT ALL - Throughout County 9, 10, 12, 14, 15, 21, 24, 27, 28 In-Progress 2 Passenger Seating Bench 3803 SCT Arroyo Grande 24, 28 In-Progress 2 Maintenance Cleaning / Trash Removal 3889, 3888, 3781 RTA/SCT Arroyo Grande, Pismo Beach 10S, 21, 24, 27, 28 In-Progress 1 In-Progress 2 In-Progress 2 Maintenance Cleaning / Trash Removal 3889, 3888, 3781 RTA/SCT Arroyo Grande, Pismo Beach 10S, 21, 24, 27, 28 In-Progress 2 In-Progress	TIER         CATEGORY         RECOMMENDATION         ITS STOP#         SYSTEM         CITY         ROUTE(S)         COMPLETED           1         Safety & Security         Emergency Shelter Repairs         3781, 3556         RTA/SCT         Atascadero, Pismo Beach         10, 21, 24, 27, 28, 98         In-Progress         2024           1         Safety & Security         Pole Replacements         Various         RTA/SCT         ALL - Throughout County         9, 10, 12, 14, 15, 21, 24, 27, 28         In-Progress         2024           2         Passenger Seating         Bench         3803         SCT         Arroyo Grande         24, 28         In-Progress         2024           2         Maintenance         Cleaning / Trash Removal         3889, 3888, 3781         RTA/SCT         Arroyo Grande, Pismo Beach         10S, 21, 24, 27, 28         In-Progress         2024           3         Shelter         Shelter (NEW)         3547         RTA         San Luis Obispo         12         In-Progress         2024-2025	Tier CATEGORY RECOMMENDATION ITS Stop# SYSTEM CITY ROUTE(S) (each above 30, 2024) COMPLETED DESCRIPTION OF WORK COMPLETED  1 Safety & Security Emergency Shelter Repairs 3781, 3556 RTA/SCT Atascadero, Pismo Beach 10, 21, 24, 27, 28. In-Progress 2024 Emergency Repairs: Shelter Glass Broken as a result of Vandalism. Working with Contractor for emergency repairs & replacement of glass/Shelter backing.  1 Safety & Security Pole Replacements Various RTA/SCT ALL - Throughout County 9, 10, 12, 14, 15, 21, 24, 27, 28 In-Progress 2024 Emergency Replace various bus stop poles that have reached their useful life, or sustained damages, with new square safety-breakway poles.  2 Passenger Seating Bench 3803 SCT Arroyo Grande 24, 28 In-Progress 2024 Passenger Seating: Replace bench again after damaged  2 Maintenance Cleaning / Trash Removal 3889, 3888, 3781 RTA/SCT Arroyo Grande, Pismo Beach 10S, 21, 24, 27, 28 In-Progress 2024 Maintenance Pilot Program: 6 mo. Pilot Program: 6	TIER CATEGORY RECOMMENDATION ITS Stop# SYSTEM CITY ROUTE(S)  1 Safety & Security Emergency Shelter Repairs 3781, 3556 RTA/SCT Atascadero, Pismo Beach 98 In-Progress 2024 Emergency Repairs; Shelter Glass Broken as a result of Vandialism. Working with Contractor for emergency repairs & replacement of glass/Shelter backing.  1 Safety & Security Pole Replacements Various RTA/SCT ALL - Throughout County 9, 10, 12, 14, 15, 21, 24, 27, 28 In-Progress 2024 Emergency Replacements: Replace various bus stop poles that have reached their useful life, or sustained damages, with new square safety-breakaway poles.  2 Passenger Seating Bench 3803 SCT Arroyo Grande 24, 28 In-Progress 2024 Passenger Seating: Replace bench again after damaged \$  2 Maintenance Cleaning / Trash Removal 3889, 3888, 3781 RTA/SCT Arroyo Grande, Pismo Beach 10S, 21, 24, 27, 28  3 Shelter Shelter (NEW) 3547 RTA San Luis Obispo 12 In-Progress 2024-2025 Cuesta College (SLO CAMPUS): new shelters, benches, lighting, bike racks, trash, LED arrival sign. Amenities ordered and delivered to Cuesta. \$  5 Cuesta College (SLO CAMPUS): new shelters, benches, lighting, bike racks, trash, LED arrival sign. Amenities ordered and delivered to Cuesta. \$  5 Shelter (NEW) 3547 RTA San Luis Obispo 12 In-Progress 2024-2025 (Cuesta on Construction to be completed early 2025 when the bus shelters. \$  6 Cuesta College (SLO CAMPUS): new shelters, benches, lighting, bike racks, trash, LED arrival sign. Amenities ordered and delivered to Cuesta. \$  7 Shelter (NEW) Shelter (NEW) Shelter (NEW) Shelter (SLO CAMPUS): new shelters, benches, lighting, bike racks, trash, LED arrival sign. Amenities ordered and delivered to Cuesta. \$  8 Shelter (NEW) Shelter (NEW) Shelter (SLO CAMPUS): new shelters, benches, lighting, bike racks, trash, LED arrival sign. Amenities ordered and delivered to Cuesta. \$  8 Shelter (NEW) Shelter

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# **Glossary of Terms**

TERM	DEFINITION
ACCESSIBILITY	The ability and level of ease with which all riders — including those with disabilities, special requirements, or other needs — can access transportation.
ACHIVEMENT HOUSE	A non-profit agency providing vocational training and community living services and programs for adults with disabilities
ADA	Americans with Disabilities Act of 1990 prohibits discrimination against people with disabilities in several areas, including employment, transportation, public accommodations, communications and access to state and local government' programs and services.
ALIGHTING	To disembark (exit) a vehicle
BLADE SIGN	RTA bus stop sign that cantilevers from the top of the pole
BOARDING	The action of getting on to a vehicle
BSIP	Bus Stop Improvement Plan
BSIP TEAM	Bus Stop Improvement Program Team
BUS STOP	A location where a vehicle allows passengers to board or alight.
CAL ACT	California Association for Coordinated Transportation cooperative purchasing consortium. CALACT is a statewide, non-profit organization that has represented the interests of small, rural, and specialized transportation providers since 1984.
CALTRANS	California Department of Transportation (Caltrans) - Local District 5 (includes counties of San Luis Obispo, Santa Barbara, Monterey, San Benito & Santa Cruz)
CDBG	California Department of Housing and Urban Development's Community Development Block Grant
CMAQ	Federal Highway Administration's Congestion Mitigation and Air Quality Improvement Program. A federal program that provides funding for transportation projects that reduce emissions and contributes to the reduction of pollutants. Examples of eligible projects include vehicle replacement, facility development, non-recreational trails, and bike-share programs.

DOT	California Department of Transportation (CaltA1:B30rans)
FHWA	Federal Highway Administration. A government agency providing financial and technical assistance to local public transit systems while also overseeing safety measures and helping develop next-generation technology research.
FIXED-ROUTES	A pre-determined route according to a predetermined schedule.  Transit services that are provided on a repetitive, fixed schedule along a specified route.
FTA	Federal Transit Administration is an agency within the United States Department of Transportation that provides financial and technical assistance to local public transportation systems.
ITS	Intelligent Transportation System integrates advanced communication technologies into transit vehicles
KIOSK	RTA Transit Fixed Route Schedules
LED	Light Emitting Diode
LTF	Local Transportation Fund is derived from a quarter cent of the general sales tax as provided for under the 1971 Transportation Development Act (TDA).
МРО	Metropolitan Planning Organization. MPO's are required to represent localities in all urbanized areas (UZAs) with populations over 50,000, as determined by the U.S. Census.
PASO	Referring to transit services in the city of Paso Robles. Paso Robles Express (Fixed-Route) and Paso Robles Dial-A-Ride. These services were consolidated with the RTA in November 2014.
PROWAG	Federal Highway Administration Public Right-of-Way Accessibility Guidelines ensure that sidewalks, pedestrian street crossings, pedestrian signals, and other facilities for pedestrian circulation and use constructed or altered in the public right-of-way by state and local governments are readily accessible to and usable by pedestrians with disabilities.
RAL	Reichs-Ausschuss für Lieferbedingungen und Gütesicherung (RAL) Color System
RMS	Roof Mounted System (referring to bus shelter lighting)
RTA	San Luis Obispo Regional Transit Authority. A Joint-Powers Authority that has specific authority to operate public transit within a specified geographic area
SCT	South County Transit system. Consolidated with the RTA in January 2021. This system provides transit services to south San Luis Obispo County.

SGR	California Department of Transportation State of Good Repair are funds designated to provide funding for capital assistance in rehabilitating, modernizing, and maintaining California's existing local transit
SIMME-SEAT	Patented transit seating system (Simme, LLC)
SLOCOG	San Luis Obispo Council of Governments. An association of local governments in San Luis Obispo County, which is made up of seven cities (Arroyo Grande, Atascadero, Grover Beach, Morro Bay, Paso Robles, Pismo Beach, and San Luis Obispo) and the County of San Luis Obispo.
STA	California State Transit Assistance are funds are generated by a sales tax on fuel and diesel fuel.
TDA	Transportation Development Act funding allows each county to establish a quarter-cent sales tax to finance a wide variety of transportation projects, including: Transit operations. TDA established two funding sources; the Local Transportation Fund (LTF), and the State Transit Assistance (STA) fund.

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# Top 20 bus stops by passenger count

September 2019 August2020

Stop	Board	Alighting	Total
Government Center	95,554	95,405	190,959
Pismo Beach Premium Outlets	53,360	53,808	107,168
Ramona Garden Park	40,010	38,536	78,546
North County Transit Center	32,037	31,471	63,508
Morro Bay Park	24,153	26,271	50,424
Santa Maria Transit Center	18,993	19,079	38,072
Walmart Shopping Center	16,956	17,239	34,195
Atascadero Transit Center	18,078	14,584	32,662
Cuesta College	11,548	12,896	24,444
Tefft & Carillo	9,256	8,640	17,896
Halcyon Park & Ride	9,596	7,806	17,402
Grand @ AM PM	7,398	9,563	16,961
Higuera & Suburban	6,736	5,716	12,452
El Camino Real & Highway 41	5,071	6,280	11,351
Stoney Creek Rd @ Dry Creek Apartments	6,185	4,965	11,150
Viejo Camino & Bocina	5,694	5,057	10,751
Santa Rosa & Foothill	4,738	5,402	10,140
Hancock College	3,534	6,245	9,779
Grand & 16th	4,959	3,801	8,760
10th & Los Osos Valley	4,137	4,367	8,504

FY 2023/2024

Stop	Board	Alighting	Total
Government Center	112,992	111,900	224,892
Pismo Beach Premium Outlets	67,752	68,263	136,015
North County Transit Center	49,919	45,799	95,718
Ramona Garden Park	44,254	41,602	85,856
Morro Bay Park	30,340	31,607	61,947
Santa Maria Transit Center	26,092	22,826	48,918
Walmart Shopping Center	20,116	22,974	43,090
Cuesta College	14,929	14,562	29,491
Grand @ AM PM	11,888	14,078	25,966
Paso Robles High School	11,844	12,853	24,697
Tefft & Carillo	12,399	10,809	23,208
Spring & 34th	12,772	9,794	22,566
Atascadero Transit Center	10,165	8,213	18,378
Stoney Creek Rd @ Dry Creek Apar	9,881	6,410	16,291
Cuesta College North	7,848	8,251	16,099
Halcyon Park & Ride	9,384	6,274	15,658
Higuera & South	10,379	4,733	15,112
El Camino Real & Highway 41	7,380	7,463	14,843
Higuera & Suburban	7,798	6,912	14,710
Santa Rosa & Foothill	6,311	7,008	13,319

# Sept 2019 through Aug 2020

Platform	Boardings	Alightings	Total
Grand Total	575,924	596,794	1,172,718
Government Center	95,554	95,405	190,959
ismo Beach Premium Outl	53,360	53,808	107,168
amona Garden Park	40,010	38,536	78,546
orth County Transit Cente	32,037	31,471	63,508
lorro Bay Park	24,153	26,271	50,424
Santa Maria Transit Center	18,993	19,079	38,072
Valmart Shopping Center	16,956	17,239	34,195
tascadero Transit Center	18,078	14,584	32,662
uesta College	11,548	12,896	24,444
nknown	8,225	13,963	22,188
efft & Carillo	9,256	8,640	17,896
alcyon Park & Ride	9,596	7,806	17,402
rand @ AM PM	7,398	9,563	16,961
iguera & Suburban	6,736	5,716	12,452
Camino Real & Highway	5,071	6,280	11,351
oney Creek Rd @ Dry Cre	6,185	4,965	11,150
ejo Camino & Bocina	5,694	5,057	10,751
nta Rosa & Foothill	4,738	5,402	10,140
ncock College	3,534	6,245	9,779
and & 16th	4,959	3,801	8,760
h & Los Osos Valley	4,137	4,367	8,504
npleton Park & Ride	4,998	3,464	8,462
ring & 34th	4,639	3,274	7,913
uera & Prado	3,646	4,102	7,748
oyo Grande High School	3,995	3,618	7,613
in Cities Hospital	3,296	3,759	7,055
esta College North	3,324	3,654	6,978
th & Santa Ynez	3,122	3,700	6,822
and & 13th	3,341	3,450	6,791
al Poly Library	3,824	2,934	6,758
so Robles High School	2,731	3,506	6,237
guera & South	2,860	3,222	6,082
ghway 1 & 21st	3,020	2,994	6,014
MV	2,977	2,430	5,407
rand & Elm	2,865	2,528	5,393
arsh & Broad	487	4,766	5,253
nompson & Branch	2,681	2,510	5,191
blick & South River	2,327	2,855	5,182
Camino Real & Encina	2,668	2,442	5,110
Camino Real & El Bordo	2,229	2,572	4,801
ilmar & 19th	2,532	2,018	4,550
neatre @ Gahan	1,961	2,394	4,355

	0.400	4.004	
Mission & 14th	2,438	1,864	4,302
Santa Ysabel & 15th	2,029	2,265	4,294
Dolliver & Pomeroy	1,092	3,124	4,216
El Camino Real & Del Rio	1,775	2,183	3,958
El Camino Real & Junipero	2,186	1,734	3,920
El Camino Real & Atalaya	2,250	1,640	3,890
Dolliver & Hinds	2,455	1,426	3,881
El Camino Real & Palomar	1,045	2,803	3,848
Spring & 5th	544	3,160	3,704
El Camino Real & Rosario	1,316	2,360	3,676
11th & El Morro	1,420	2,108	3,528
Marian Medical Center	2,201	1,253	3,454
Spring & 30th	1,488	1,820	3,308
Oceano Airport	1,697	1,599	3,296
El Camino Real & Buena Fc	2,375	848	3,223
Elm & Fair Oaks	1,610	1,610	3,220
James Way & Oak Park	1,554	1,664	3,218
Cypress & Nicholson	1,296	1,904	3,200
Ysabel & 24th	1,692	1,501	3,193
13th & Highway 1	1,849	1,246	
Los Osos Valley Rd & Pine	1,389	1,597	3,095
•		416	2,986
Spring & 4th	2,551		2,967
Monterey & Grand	159	2,752	2,911
El Camino Real & San Anse	1,475	1,415	2,890
Spring & 28th	1,399	1,402	2,801
Carl's Junior	1,382	1,384	2,766
Spring & 3rd	256	2,477	2,733
El Camino Real & Pueblo	1,221	1,486	2,707
Grand & Oak Park	1,596	1,047	2,643
Nipomo & Higuera	2,301	248	2,549
Target Shopping Center	1,512	1,033	2,545
Cal Poly Performing Arts C€	1,104	1,380	2,484
2nd & Santa Maria	1,378	1,103	2,481
El Camino Real & Patria	672	1,772	2,444
Grand & Alder	1,197	1,193	2,390
El Camino Real & Musselm	1,250	1,083	2,333
El Camino Real @ Santa Ro	866	1,443	2,309
Arroyo Grande City Hall	995	1,303	2,298
Nipomo High School	1,195	1,057	2,252
Oak Park & Long Branch	972	1,280	2,252
El Camino Real & Principal	1,344	891	2,235
Santa Rosa & Murray	940	1,241	2,181
Grand & Branch	990	1,184	2,174
Morro Bay High School	959	1,214	2,173
Spring & 11th	1,263	777	2,040
11th & Ramona	704	1,293	1,997
Daniel Lewis Middle School	1,710	277	1,987
Darnor Lowis Middle Collock	1,7 10	211	1,30/

Cuand 9 2nd	744	4.006	4.047	
Grand & 3rd	741	1,206	1,947	
Shell Beach & Seacliff	885	1,061	1,946	
El Camino Real & Carmel	957	967	1,924	
Oak Park & Ramona	235	1,606	1,841	
Scott @ Paso Robles Senio	847	986	1,833	
Creston & Melody	864	949	1,813	
Grand & 7th	727	1,082	1,809	
Grand & Courtland	639	1,154	1,793	
Ramona & 7th	1,161	619	1,780	
Spring & 32nd	1,335	444	1,779	
Lighthouse Inn North	296	1,454	1,750	
13th & Belridge	525	1,222	1,747	
7th & El Morro	1,126	609	1,735	
Theatre @ Alexa	536	1,185	1,721	
Kansas Ave & Highway 1	1,333	384	1,717	
Elm & The Pike	971	734	1,705	
El Camino Real & Traffic W	955	744	1,699	
Spring & 10th	650	1,030	1,680	
1st & Oak	1,503	130	1,633	
Achievement House	801	798	1,599	
El Camino Real & Maya	745	830	1,575	
Spring & 24th	272	1,254	1,526	
El Camino Real & Maple	729	787	1,516	
Pine & Loma	898	604	1,502	
Viejo Camino & Santa Barba	706	767	1,473	
Creston & Niblick	785	657	1,442	
Fontana & Linne	762	653	1,415	
Creston & Cedarwood	689	696	1,385	
7th & Park	173	1,208	1,381	
Grand & Halcyon	659	716	1,375	
Spring & 21st	483	881		
Ocean & Old Creek	862	481	1,364	
Creston & Nickerson	122	1,215	1,343	
Los Osos Valley Rd & Palisa	721	592	1,337	
Sherwood & Creston	572	697	1,313	
West Grand Ave & Nth 6th	922	345	1,269	
K Mart	787	429	1,267	
El Camino Real & Santa Ma			1,216	
	591	610	1,201	
Price & Wadsworth	429	762	1,191	
Grand & 2nd	804	384	1,188	
Vine & 1st	35	1,148	1,183	
Santa Rosa & Higuera	41	1,129	1,170	
19th & Wilmar	352	811	1,163	
13th & Mentone	724	437	1,161	
Scott & Westfield	635	523	1,158	
Pismo Coast Village	806	347	1,153	
El Camino Real & San Jacir	119	1,029	1,148	

Occasion December 2	500	540	
South Bay & Quintana	598	542	1,140
Airport & Scott	595	544	1,139
Oak & 34th	240	890	1,130
Creston & Bolen	605	488	1,093
Arroyo Grande Hospital	556	532	1,088
Spring & 14th	598	486	1,084
Creston & Myrtlewood	406	668	1,074
El Camino Real & Solano	367	682	1,049
Burton & Main	545	468	1,013
Hearst & San Simeon	766	243	1,009
13th & Messina	441	562	1,003
Airport & Turtle Creek	305	689	994
13th & Farroll	479	509	988
Rambouillet & Wade	752	231	983
El Camino Real & Maria	454	502	956
Highway 1 & 25th St	567	388	955
Spring & 13th	119	831	950
Creston & Oak Meadow	411	526	937
Niblick & Nicklaus	677	256	933
Spring & 23rd	714	199	913
Riverside & 26th	220	676	896
Dolliver & Bay	509	380	889
Spring & 22nd	550	337	887
Spring & 16th	289	596	885
El Camino Real & Plata	561	284	
Dolliver @ Butterfly Tree	446	357	845
Ocean & 3rd	407	379	803
Dolliver & San Luis			786
	288	487	775
El Camino Real & Santa Cri	153	612	765
Airport & Parkview	475	252	727
James Way & 4th	189	515	704
Traffic & Firefighters Park	247	452	699
Price & Stimson	355	332	687
Creston & Capitol Hill	304	365	669
Oak Park & Grand	452	216	668
Wilmar & 13th	214	439	653
Dolliver & Frady	190	459	649
13th & Trouville	163	446	609
Oak & 2nd	436	148	584
Sherwood & Quail Run	256	324	580
El Camino Real & San Beni	228	351	579
South County Library	268	309	577
Spring & 17th	112	459	571
Price & Hinds	143	415	558
Fair Oaks & Halcyon	297	260	557
13th & Long Branch	407	130	537
Hagerman Softball Complex	219	289	508

Ocean & Cayucos	423	83	506	
Cayucos & Ocean	85	403	488	
Highway 1 & 25th	126	355	481	
El Camino Real & Santa Cla	206	269	475	
Riverside & 14th	231	244	475	
Oak Park & Newport	127	346	473	
Shell Beach & Cuyama	216	232	448	
Shell Beach & Cliff	218	223	441	
El Camino Real & Pine	184	247	431	
Spring & 26th	45	383	428	
Garden Farms	228	198	426	
San Miguel	145	251	396	
Main & Cambria Drive	245	147	392	
24th & Park	234	154	388	
Highway 1 & Le Sage	190	195	385	
James Way & Highland	180	205	385	
San Luis Obispo	107	268	375	
Theatre & Via Santa Barbar	209	166	375	
Main & Tamson	190	184	374	
Riverside & 18th	305	65		
Monterey @ Peach Tree Inr	323	46	370	
Burton & Patterson	169	170	369	
	80	252	339	
Castillo @ Quality Inn			332	
Fair Oaks & Traffic Way	89	223	312	
Riverside & 20th	80	226	306	
Ocean & 8th	11	290	301	
Price & Harbor View	206	91	297	
Santa Ysabel & 7th	213	81	294	
Rambouillet & Torrey Pines	151	133	284	
Ocean & 9th	254	24	278	
Spring & 18th	161	104	265	
Main & Arlington	217	31	248	
Burton & Ardath	204	41	245	
Creston & Shannon Hill	78	161	239	
Riverside & 17th	20	205	225	
Scott & Larkellen	90	125	215	
Ardath & Green	136	77	213	
Moonstone Beach & Windso	128	68	196	
Highway 1 & San Jacinto	86	109	195	
Burton & Yorkshire	36	143	179	
13th & Wilmar	153	22	175	
Pismo Beach City Hall	60	105	165	
Castle Inn	107	57	164	
Main & Cornwall	45	104	149	
Burton & Lucille	25	121	146	
James Way & Ventana	23	115	138	
San Simeon	53	80	133	

California Men's Colony	52	80	132
Mattie & Valencia	43	65	108
James Way & Ridge	41	64	105
Branch & Vernon	18	83	101
Avila Beach & First	55	42	97
Pismo Beach	40	52	92
Grand & McCollum	58	32	90
Oceanpoint Ranch	44	41	85
Riverside & 24th	47	33	80
Shell Beach & Terrace	33	47	80
Arroyo Grande	21	47	68
Elm & Paul	31	36	67
Hearst Castle Visitor Center	21	41	62
Burton & Burton Cir	46	12	58
Port San Luis	28	30	58
El Camino Real & Entrada	17	40	57
Grand & Wilson	50	7	57
Nipomo	27	26	53
Paso Robles	19	29	48
Cayucos	31	9	40
Mattie & Foothill	19	21	40
Santa Maria	9	28	37
Main & Bluebird Inn	15	20	35
Moonstone & Fireside Inn	26	9	35
Templeton	24	8	32
Bluebird Inn	22	4	26
Avila Hot Springs	14	9	23
Santa Margarita	13	8	21
Cambria Beach Lodge	10	10	20
Broad & Aero	13	6	19
Morro Bay	14	2	16
Cambria	7	6	13
Grand & Abbott	3	8	11
Ontario & Bob Jones Trail	2	5	7
Ontario @ Bob Jones Trail	2	3	5
Atascadero	1		1
Avila Beach & Cave Landing		1	1
Elm St Park		1	1

### FY 2023/2024

Platform	Boardings	Alightings	Total
Grand Total	798,164	798,615	1,596,779
Government Center	112,992	111,900	224,892
Pismo Beach Premium Outlets	67,752	68,263	136,015
North County Transit Center	49,919	45,799	95,718
Ramona Garden Park	44,254	41,602	85,856
Unknown	24,052	39,483	63,535
Morro Bay Park	30,340	31,607	61,947
Santa Maria Transit Center	26,092	22,826	48,918
Walmart Shopping Center	20,116	22,974	43,090
Cuesta College	14,929	14,562	29,491
Grand @ AM PM	11,888	14,078	25,966
Paso Robles High School	11,844	12,853	24,697
Tefft & Carillo	12,399	10,809	23,208
Spring & 34th	12,772	9,794	22,566
Atascadero Transit Center	10,165	8,213	18,378
Stoney Creek Rd @ Dry Creek Ar	9,881	6,410	16,291
Cuesta College North	7,848	8,251	16,099
Halcyon Park & Ride	9,384	6,274	15,658
Higuera & South	10,379	4,733	15,112
El Camino Real & Highway 41	7,380	7,463	14,843
Higuera & Suburban	7,798	6,912	14,710
Santa Rosa & Foothill	6,311	7,008	13,319
Grand & 16th	7,181	5,735	12,916
Hancock College	5,335	7,441	12,776
Higuera & Prado	6,188	6,429	12,617
Viejo Camino & Bocina	6,689	5,585	12,274
10th & Los Osos Valley	5,867	6,175	12,042
Nipomo High School	5,643	5,712	11,355
Twin Cities Hospital	5,258	5,834	11,092
Highway 1 & 21st	5,680	5,080	10,760
Templeton Park & Ride	6,014	4,330	10,344
Sherwood & Quail Run	5,599	4,694	10,293
Arroyo Grande High School	4,557	5,231	9,788
Grand & 13th	4,665	5,042	9,707
Ysabel & 24th	5,212	4,404	9,616
El Camino Real & Del Rio	4,354	4,652	9,006
Wilmar & 19th	4,511	3,276	7,787
Spring & 30th	3,097	4,363	7,460
DMV	4,006	3,338	7,344
Creston & Melody	3,972	3,366	7,338
El Camino Real & El Bordo	3,478	3,651	7,129
Spring & 28th	3,731	3,378	7,109
Niblick & South River	3,462	3,397	6,859

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Marsh & Broad	883	5,747	6,630
10th & Santa Ynez	3,078	3,335	6,413
Spring & 4th	5,473	840	6,313
Elm & Fair Oaks	3,176	3,019	6,195
Carl's Junior	2,726	3,063	5,789
Theatre @ Gahan	2,548	3,191	5,739
Spring & 32nd	4,394	1,343	5,737
Dolliver & Pomeroy	1,256	4,393	5,649
Spring & 5th	630	5,003	5,633
Grand & Elm	2,940	2,666	5,606
James Way & Oak Park	2,580	2,968	5,548
El Camino Real & Entrada	2,392	2,970	5,362
Dolliver & Hinds	3,640	1,680	5,320
El Camino Real & Atalaya	2,984	2,086	5,070
Kansas Ave & Highway 1	3,476	1,558	5,034
El Camino Real & Junipero	2,581	2,342	4,923
El Camino Real & Palomar	1,942	2,953	4,895
Creston & Niblick	2,315	2,435	4,750
El Camino Real & Encina	2,439	2,242	4,681
Spring & 24th	531	4,080	4,611
Santa Ysabel & 15th	2,235	2,356	4,591
Scott @ Paso Robles Senior Cen	2,154	2,103	4,257
Spring & 11th	2,660	1,564	4,224
El Camino Real & Traffic Way	2,417	1,735	4,152
Mission & 14th	2,889	1,255	4,144
El Camino Real & Buena Fortuna	3,347	795	4,142
Grand & Oak Park	2,454	1,578	4,032
Riverside & 14th	1,794	2,094	3,888
Target Shopping Center	2,223	1,434	3,657
Sherwood & Creston	1,441	2,079	3,520
El Camino Real & Principal	1,434	2,081	3,515
Daniel Lewis Middle School	3,137	349	3,486
Spring & 3rd	414	3,019	3,433
Thompson & Branch	2,096	1,326	3,422
Fair Oaks & Traffic Way	2,780	584 501	3,364
Spring & 23rd	2,774	501	3,275
11th & Ramona El Camino Real & Rosario	1,007	2,247	3,254
	1,625	1,502	3,127
Arroyo Grande City Hall	1,851	1,269	3,120
2nd & Santa Maria	1,611	1,439	3,050
Elm & The Pike	1,682	1,368	3,050
Spring & 10th	1,287	1,760	3,047
Creston & Myrtlewood	1,475	1,556	3,031
Oak Park & Long Branch	997	1,987	2,984
13th & Belridge	1,271	1,689	2,960
11th & El Morro	1,370	1,568	2,938
Traffic & Firefighters Park	1,096	1,837	2,933

Marian Medical Center	1,745	1,176	2,921
Los Osos Valley Rd & Palisades	1,746	1,117	2,863
Cypress & Nicholson	1,242	1,592	2,834
Grand & Alder	1,415	1,418	2,833
Ramona & 7th	1,999	707	2,706
El Camino Real @ Santa Rosa	1,145	1,559	2,704
Avila Beach & First	1,379	1,296	2,675
Spring & 22nd	1,914	737	2,651
Santa Rosa & Murray	1,499	1,146	2,645
Cal Poly Library	1,366	1,265	2,631
Creston & Oak Meadow	1,210	1,402	2,612
Creston & Bolen	1,382	1,133	2,515
7th & El Morro	1,351	1,154	2,505
Spring & 13th	292	2,175	2,467
Spring & 21st	563	1,896	2,459
El Camino Real & Patria	757	1,691	2,448
7th & Park	319	2,123	2,442
Grand & Courtland	784	1,632	2,416
Oak Park & Ramona	218	2,194	2,412
Grand & 2nd	1,656	748	2,404
El Camino Real & Pueblo	1,167	1,209	2,376
13th & Mentone	1,323	1,037	2,360
Creston & Nickerson	168	2,177	2,345
Pine & Loma	1,207	1,075	2,282
Los Osos Valley Rd & Pine	1,126	1,151	2,277
Monterey & Grand	213	2,061	2,274
Grand & 7th	753	1,451	2,204
Nipomo & Higuera	2,033	135	2,168
Dolliver & San Luis	857	1,276	2,133
Grand & Branch	818	1,306	2,124
Oceano Airport	1,055	1,058	2,113
Creston & Cedarwood	633	1,426	2,059
Oak Park & Newport	703	1,228	1,931
El Camino Real & San Anselmo	759	1,144	1,903
Grand & 3rd	693	1,210	1,903
El Camino Real & Musselman	1,047	855	1,902
13th & Highway 1	1,416	443	1,859
El Camino Real & Maya	980	877	1,857
19th & Wilmar	991	816	1,807
Price & Wadsworth	604	1,155	1,759
Oak & 2nd	1,250	479	1,729
West Grand Ave & Nth 6th St	1,215	440	1,655
Theatre @ Alexa	566	1,059	1,625
1st & Oak	1,494	114	1,608
Highway 1 & 25th St	1,010	591	1,601
Price & Stimson	1,034	565	1,599
13th & Messina	792	785	1,577

Castillo @ Quality Inn	795	758	1,553
Oak & 34th	211	1,328	1,539
Cal Poly Performing Arts Center		1,024	1,502
Spring & 16th	555	946	1,501
Burton & Main	721	744	1,465
El Camino Real & Maple	697	754	1,451
Riverside & 26th	453	987	1,440
James Way & 4th	559	874	1,433
El Camino Real & Plata	769	607	1,376
Spring & 14th	705	664	1,369
Shell Beach & Cuyama	666	671	1,337
Spring & 18th	478	852	1,330
Spring & 17th	510	808	1,318
Wilmar & 13th	414	885	1,299
Viejo Camino & Santa Barbara	688	593	1,281
Dolliver & Frady	418	810	1,228
Vine & 1st	47	1,178	1,225
Shell Beach & Cliff	700	508	1,208
Dolliver @ Butterfly Tree	622	573	1,195
El Camino Real & Solano	498	688	1,186
Grand & Halcyon	583	581	1,164
El Camino Real & Carmel	543	586	1,129
Garden Farms	593	515	1,108
13th & Long Branch	843	255	1,098
South Bay & Quintana	507	586	1,093
Theatre & Via Santa Barbara	771	289	1,060
Rambouillet & Wade	659	398	1,057
24th & Park	914	140	1,054
Price & Harbor View	277	747	1,024
13th & Farroll	306	717	1,023
Pismo Coast Village	681	342	1,023
Dolliver & Bay	572	432	1,004
El Camino Real & Maria	425	549	974
Creston & Capitol Hill	523	445	968
El Camino Real & Santa Cruz	174	784	958
K Mart	622	329	951
Fontana & Linne	265	676	941
El Camino Real & Pine	365	522	887
Santa Rosa & Higuera	13	838	851
Price & Hinds	166	679	845
Arroyo Grande Hospital	424	385	809
El Camino Real & San Benito	392	410	802
El Camino Real & Santa Clara	361	410	771
13th & Trouville	302	467	769
Niblick & Nicklaus	247	515	762
Highway 1 & 25th	117	629	746
South County Library	349	395	744

		400	
Oak Park & Grand	558	169	727
Port San Luis	386	326	712
El Camino Real & Santa Margarita	311	397	708
El Camino Real & San Jacinto	180	501	681
Riverside & 20th	282	360	642
Ocean & 3rd	336	277	613
Shell Beach & Seacliff	241	357	598
Lighthouse Inn North	85	508	593
Fair Oaks & Halcyon	194	330	524
Highway 1 & Le Sage	225	289	514
Ocean & Old Creek	274	215	489
Santa Ysabel & 7th	397	90	487
Spring & 26th	228	242	470
James Way & Ridge	169	266	435
Shell Beach & Terrace	196	230	426
Burton & Patterson	232	187	419
James Way & Highland	87	287	374
Ardath & Green	194	175	369
Cayucos & Ocean	169	180	349
Hearst & San Simeon	214	131	345
Main & Cambria Drive	177	161	338
Riverside & 17th	20	315	
Burton & Lucille	191	142	335
Avila Hot Springs	228	101	333
Ocean & Cayucos	185	134	329
			319
California Men's Colony	84	227	311
Rambouillet & Torrey Pines	134	169	303
Scott & Westfield	204	98	302
Main & Cornwall	160	130	290
Burton & Ardath	162	120	282
Riverside & 18th	132	143	275
Main & Arlington	123	118	241
Creston & Shannon Hill	75	161	236
Highway 1 & San Jacinto	133	101	234
Main & Tamson	129	103	232
Avila Barn	64	139	203
Airport & Scott	103	88	191
Airport & Parkview	76	114	190
Burton & Yorkshire	86	104	190
13th & Wilmar	136	47	183
Branch & Vernon	103	80	183
Ontario & Bob Jones Trail	6	166	172
Pismo Beach City Hall	104	59	163
Thompson & Cimarron	52	107	159
Airport & Turtle Creek	78	66	144
Ontario @ Bob Jones Trail	84	46	130
Hearst Castle Visitor Center	66	62	128
		<del></del>	120

Monterey @ Peach Tree Inn	98	27	125
Grand & Abbott	33	91	124
Elm & Paul	87	33	120
Oceanpoint Ranch	63	57	120
Riverside & 24th	59	54	113
Cambria Beach Lodge	50	51	101
Moonstone Beach & Windsor	54	42	96
Achievement House	10	73	83
James Way & Ventana	33	37	70
Ocean & 8th	27	25	52
Burton & Burton Cir	31	20	51
Bluebird Inn	24	23	47
Mattie & Foothill	18	29	47
Ocean & 9th	22	24	46
Mattie & Valencia	22	20	42
Avila Beach & San Luis Bay Inn	16	23	39
Main & Bluebird Inn	21	18	39
Castle Inn	13	23	36
Grand & McCollum	19	17	36
Moonstone & Fireside Inn	18	16	34
Avila Beach & Cave Landing	14	7	21
Scott & Larkellen	7	9	16
Grand & Wilson	6	5	11

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY NOVEMBER 6, 2024 STAFF REPORT

AGENDA ITEM: A-4

TOPIC: Strategic Business Plan Results

PRESENTED BY: Tania Arnold, Deputy Director/CFO

STAFF RECOMMENDATION: Receive and File the Attached SBP Results

through June 2024

#### BACKGROUND/DISCUSSION:

In October 2008, the RTA Board, RTA staff, SLOCOG staff and members of the general public met in a day-long workshop to craft the elements of the first *RTA Strategic Plan*. The result of this workshop was a draft outline that contained the major sections and components of the plan. During the development of the FY09-10 Operating and Capital Program, staff developed the four key sections of the plan and this was approved by the Board during the budget process. The major components of the plan are the RTA Vision, Vision Elements, Mission of the Organization, and Strategies in achieving the Mission.

The 2012-14 Strategic Business Plan (SBP) was subsequently adopted in October 2011, and it incorporated goals and objectives developed as part of the *2010 RTA Short Range Transit Plan*. Staff used the measurable standards in the SBP to help guide the organization toward meeting the agency's goals and objectives. The subsequent 2015-2017 SBP was adopted in July 2014, and the most recent 2018-20 SBP was adopted in March 2018.

The 2018-20 SBP incorporated both new and revised standards developed in the 2016 *RTA Short Range Transit Plan*, as well as information gleaned from a customer perception survey completed in October 2017. Finally, the 2018-20 SBP examined real-time data gleaned from our comprehensive GPS-based Intelligent Transportation System (ITS), which helped determine appropriate performance standards.

As noted during the presentation at the March 2021 Board meeting, because the COVID-19 Pandemic has drastically altered ridership patterns, and the RTA was seeking outside funding to update our 5-year Short-Range Transit Plan, staff recommended that the update to the 2018-20 SBP be postponed. The RTA has since kicked-off SRTP, which will include new performance standards that we can use to measure progress toward full ridership recovery. In the meantime, staff continues to provide bi-annual reports to the Board on our results in comparison the current objective and subjective performance standards.

It should be noted that two sections of the SBP include ridership-based metrics that will impossible to meet due to the drastic reduction in demand caused by the COVID-19 Pandemic. These currently unattainable standards include:

- 1. <u>Standards of Excellence Section 1: Service Quality and Efficiency</u> We will deliver dependable, customer focused and efficient transit services to the communities that we serve. Further, we will look for opportunities to deploy innovative new service within budgetary constraints.
  - **Standard 1**: The Productivity (passengers per vehicle service hour) standards are presented below for regularly-scheduled / year-round services:
  - A. Regional intercity fixed-route (RTA Routes 9, 10, 12 &14) services shall be 22 or greater.
  - B. Local fixed-route (Paso Express Routes A & B, and SoCo Transit Routes 21, 24, 27 & 28) shall be 17 or greater.
  - C. Runabout and other demand response services will be 2.0 or greater.
  - D. Route deviation services (such as RTA Route 15) will be 8.0 or greater.

Any recommended changes to seasonal or lifeline services (i.e., Shandon Dial-A-Ride) will include target productivity standards that must be met in order to qualify for continued funding.

- 2. Standards of Excellence Section 2: Revenue and Resources While providing excellent service to our customers and communities, we will do so within the financial resources available to us. The financial health of the organization will not be compromised, and we will work to deliver good value for the taxpayers' investment in the RTA.
  - **Standard 2**: The Farebox Recovery Ratio for all regularly scheduled / year-round services shall be 20% greater than the minimum standard required by SLOCOG to meet TDA requirements. Measurement: Objective.

Staff plans to present updated SBP metrics over two Board meetings that coincide with planned Short-Range Transit Plan interim documents in September and November 2024.

#### Staff Recommendation:

Receive and file the attached SBP results through June 30, 2024.

#### **RTA Strategic Business Plan Standards of Excellence**

<u>Standards of Excellence Section 1: Service Quality and Efficiency</u> – We will deliver dependable, customer focused and efficient transit services to the communities that we serve. Further, we will look for opportunities to deploy innovative new service within budgetary constraints.

**Standard 1**: The Productivity (one-way passenger-boardings per vehicle service hour) standards are presented below for regularly-scheduled / year-round services:

- A. Regional intercity fixed-route (RTA Routes 9, 10, 12 &14) services shall be 22 or greater.
- B. Route deviation services (such as RTA Route 15) will be 8.0 or greater.
- C. Local fixed-route (Paso Express Routes A & B, and SoCo Transit Routes 21, 24, 27 & 28) shall be 17 or greater.
- D. Runabout and other demand response services will be 2.0 or greater.

Any recommended changes to seasonal or lifeline services (i.e., Shandon Dial-A-Ride) will include target productivity standards that must be met in order to qualify for continued funding.

*Measurement*: Objective.

 Reviewed monthly by Operations Manager and reported by Executive Director at each Board meeting.

	FY 24 Productivity												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
RTA Fixed	12.4	14.4	16.8	16.5	15.9	13.3	13.5	14.7	14.9	15.4	15.6	14.5	14.5
Route													
Deviation	3.8	4.2	3.5	5.5	3.7	3.8	4.2	4.0	3.3	4.6	3.4	1.5	3.7
Paso													
Express	16.7	19.7	24.4	25.2	22.4	20.6	20.9	21.7	25.0	22.7	26.4	23.1	22.4
Runabout	1.3	1.5	1.3	1.3	1.3	1.3	1.5	1.3	1.4	1.3	1.4	1.3	1.4
Paso DAR	1.9	2.4	2.1	2.2	2.0	1.9	2.0	1.7	1.9	1.7	1.9	1.9	2.0
Nipomo													
DAR	1.7	2.3	2.8	2.7	2.6	2.2	2.0	2.3	2.5	2.4	2.6	1.7	2.4

The tables above show that we did not meet the standards for RTA regional fixed-routes, Route Deviation or Runabout for FY23-24. However, Paso Express, Nipomo DAR and Paso DAR met the standards. Similar to national ridership trends, the COVID-19 pandemic and statewide stay at home orders beginning in March 2020 drastically reduced demand for public transit services, although productivity remained relatively high since service levels were reduced at the outset of the pandemic to coincide with demand. Overall ridership is modestly trending upwards, and staff will continue to look at alternatives to improve results.

**Standard 2**: The Service Delivery rate for all regularly-scheduled / year-round services shall be 99% or greater.

Measurement: Objective.

 Reviewed quarterly by Operations, and reported by Executive Director bi-annually to the Board.

As long as a scheduled fixed-route bus trip is delivered ahead of the next scheduled bus trip, then service is considered "delivered" (but that late trip will still be reported under the on-time performance measure discussed below). The service delivery goal is 99% or greater. The RTA delivers about 2,574 trips per month. For FY23-24, RTA missed 24 trips and Paso Express missed 14 trips, resulting in a 99% delivery rate for both.

**Standard 3**: "On-time" is defined as no later than six minutes from any time point in the published schedule. We recognize that making scheduled transfers between buses is vitally important to riders, and staff will explore methods of regularly measuring missed transfers. The following On-Time Performance (OTP) standards shall apply to regularly-scheduled / year-round services:

- A. Regional intercity fixed-route and Express runs shall be 85% or greater.
- B. Local fixed-route shall be 90% or greater.
- C. Route deviation services shall be 70% or greater.

*Measurement*: Objective.

RTA Paso Route 15

• Reviewed quarterly by Operations, and reported by Executive Director bi-annually to the Board.

11 2027												
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
82%	81%	79%	79%	78%	81%	85%	86%	86%	86%	85%	85%	83%
87%	88%	87%	87%	87%	85%	94%	91%	94%	97%	90%	85%	89%
79%	75%	81%	76%	77%	73%	97%	95%	96%	94%	93%	86%	85%

FY 2024

• For FY23-24, RTA and Paso Robles services did not meet standards, but the Route 15 meet the standard with a result of 85%. Staff will continue to look for ways to improve this result.

**Standard 4**: The On-Time Performance (OTP) for Runabout and other demand response services shall be 95% or greater.

*Measurement*: Objective.

• Reviewed quarterly by Operations, and reported by Executive Director bi-annually to the Board.

Runabout service is considered on-time if the van arrives within 30 minutes of the appointed pick-up time. The goal is 95% or greater, and Runabout surpassed this goal in each month of FY23-24 with a 99% on-time average. Staff will continue to monitor Runabout's OTP to ensure we continue to achieve these strong results.

**Standard 5**: The RTA will make consistent efforts to explore new service and service delivery options as well as work with regional efficiencies in the delivery of transportation to the

#### jurisdictions

*Measurement*: Subjective.

- Reported by the Executive Director and Division Heads annually.
  - 1. Schedule revisions and minor route alignment changes are evaluated routinely to improve service delivery.
  - 2. Staff monitors ridership and customer comments looking for system improvements.

**Standard 6**: The RTA will measure Overcrowding as the frequency of instances that the number of passengers on a bus exceeds the number of seats (i.e., 34 passengers on a 34-seat bus equates to a Load Factor of 1.00), as well as the duration of exceedances. The Overcrowding standards are as follows:

- A. The standard for regular fixed-route services is no more than 10% of the monthly total number of bus trips that exceed a Load Factor of 1.25 for greater than 20 minutes.
- B. The standard for Express services is no more than 10% of the monthly total number of bus trips exceeds a Load Factor of 1.00 for greater than 20 minutes.

If the Load Factor standards are exceeded, staff will assign a larger vehicle (if possible); otherwise, the Board will direct staff to evaluate adding scheduled bus trips to spread out the passenger loads.

Measurement: Objective.

 Reviewed quarterly by Operations Manager and reported by the Executive Director biannually to the Board.

For FY23-24, there were two trips that experienced overcrowding. The first was the 8:33am northbound Route 12 from the Government Center. This was. The second was the Paso Robles Express Route A in the afternoon due to the large number of high school and junior high students riding. Staff will continue to monitor the service for overcrowding as it relates to riders' comfort levels.

<u>Standards of Excellence Section 2: Revenue and Resources</u> – While providing excellent service to our customers and communities, we will do so within the financial resources available to us. The financial health of the organization will not be compromised, and we will work to deliver good value for the taxpayers' investment in the RTA.

**Standard 1**: The annual operating budget will be based upon projected revenue and the total operating cost will not exceed the budget adopted by the Board. *Measurement*: Objective.

• Tracked monthly in financial statements and reported bimonthly to the RTA Board. Below are results for the past five fiscal years, plus YTD for FY23-24:

FY19-20 Result: Operating Costs were 94% of the adopted budget

FY20-21 Result: Operating Costs were 88% of the adopted budget

FY21-22 Result: Operating Costs were 95% of the adopted budget

FY22-23 Result: Operating Costs were 92% of the adopted budget (net of depreciation and pension expense/GASB 68 adjustment)

FY23-24 Result: Operating Cost are 95.6% of the adopted budget (net of depreciation and pension expense/GASB 68 adjustment, unaudited)

Budget versus actual expenses data is calculated and reviewed on a monthly basis by RTA staff. This information is reported to the Board at each meeting (typically every other month) to help inform decisions.

**Standard 2**: The Farebox Recovery Ratio for all regularly scheduled / year-round services shall be 20% greater than the minimum standard required by SLOCOG to meet TDA requirements. *Measurement*: Objective.

- Tracked monthly and reported bimonthly to the RTA Board. Below are results for the past five fiscal years, plus YTD for FY23-24:
  - FY19-20 Result: 12.7% (including Paso Express); prior to the COVID-19 pandemic (through January 2020), we achieved a result 18.0%.
  - FY20-21 Result: 3.5% (including Paso Express and South County Transit from January 1 June 30, 2021) COVID-19 pandemic limited fare period
  - FY21-22 Result: 8.2% (including Paso Express and South County Transit)
  - FY22-23 Result: 8.7% (including Paso Express and South County Transit) (net of depreciation and pension expense/GASB 68 adjustment)
  - FY23-24 Result: 8.9% (including Paso Express and South County Transit) (net of depreciation and pension expense/GASB 68 adjustment, unaudited)

In recent years, the RTA has struggled to meet this standard, particularly as the pre-Pandemic economy improved, gas prices remained relatively low, and private automobile ownership increased. As shown, the FRR is improving as demand grows, workers continue to increase in-office working days/hours, and as fuel pricing remain high. Staff will continue to closely monitor our FRR performance, particularly in light of recent gas price increases.

**Standard 3**: No significant annual fiscal and compliance audit findings. *Measurement*: Objective.

• Finance and Administration will report any negative audit findings to the RTA Board.

The RTA consistently achieves positive annual fiscal and compliance reports with no significant financial audit findings. Staff strives to improve transparency and continues to implement procedures that exceed the auditors' expectations.

**Standard 4**: Ensure that all capital procurements provide good value to our customers and our employees.

*Measurement*: Subjective.

 Evaluated through the Marketing Department's biannual Community Perception Survey, feedback from communities, and review of the annual 5-year capital program by the RTA Board. The annual capital program is developed by staff and presented to the Board as part of the annual budget-making process. In addition, staff presents budget revision recommendations if conditions change.

<u>Standards of Excellence Section 3: Safety</u> – We recognize the tremendous importance of safety in the operation of RTA service to our customers and communities. Therefore, the safety of our customers and employees will be an organizational priority and we will be proactive in promoting system safety.

**Standard 1**: Rate of preventable vehicle collisions will not exceed 1.0 per 100,000 miles. *Measurement*: Objective.

• Rate shall be tracked by the Safety and Training Manager, and reported annually to the RTA Board. Below are results for the past five fiscal years:

FY18-19 Result: 1.14 FY19-20 Result: 2.56

FY20-21 Result: 1.65 RTA-only, and 1.48 combined RTA/SoCo

FY22-23 Result: 1.75 Combined FY23-24 Result: 0.77 Combined

Bus Operators are held to a higher safety standard than the general public. Staff will continue to track this KPI closely. We have put together a team to monitor causative factors, including trends by route, years of experience, location, type of collision, etc. New Bus Operators return for refresher training after three months after graduating from the training program.

**Standard 2**: Address all safety hazards identified by the Safety Resource Committee. *Measurement*: Objective.

• List shall be compiled with action items and timelines by the Safety and Training Manager.

Employees are engaged in the Safety Resource and Employee Committee by submitting suggestions. Suggestions that are not directly related to the Committee's mission are forwarded to the appropriate department for resolution.

During FY23-24, the Safety Resource Committee closed nine action items, with four open action items and two recurring items remaining. The action items involve purchasing atomic clocks with temperature read-out in support of our Heat Illness Prevention Plan. Suggestions on how our paratransit vehicles can safely serve facilities along the newly restriped Marsh Street corridor in SLO. Maintenance staff painted height measurements on the inside of RTA vehicles so drivers are aware of their vehicle clearance. The committee recommended using cones to help drivers of cutaway vehicles when backing in the SLO Yard parking stalls to minimize trip hazards. We provided step stools in each yard for drivers to check the engine fluids safely. Areas where the weeds or tree limbs are blocking the view of traffic are forwarded to appropriate jurisdictions to have them are trimmed to improve visibility. RTA employees continue to demonstrate attentiveness and communication in mitigating hazards and engage in

improving the quality of our work environment. The Safety Resource Committee continues to address difficult locations on fixed-route services by working with jurisdictions to ensure bus stops are easily accessible. The Safety Resource Committee continues to address difficult to serve locations on the demand response services, which involves navigating around or away from hazards at customer pick-up/drop-off locations.

**Standard 3**: Preventable workers compensation lost-time claims will not exceed six annually, and preventable medical-only claims will not exceed five annually. *Measurement*: Objective.

- All work comp claims shall be duly investigated and immediately reported by Finance and Administration staff to our carrier. Below are results for the past five fiscal years:
  - FY19-20 Result: 7 lost-time claims (two are open as of December 31, 2023), and 14 first aid/incidents/medical-only (all have closed)
  - FY20-21 Result: 4 lost-time claims (all have closed), and 14 first aid/incidents/medical-only (all have closed)
  - FY21-22 Result: 3 lost-time claims (all have closed) and 5 first aid/incidents/medical-only (they are all closed)
  - FY22-23 Result: 7 lost-time claims (five are closed as of June 30, 2024), and 8 first aid/incidents/medical-only (they are all closed)
  - FY23-24 Result: 8 lost-time claims (two are open as of June 30, 2024) and 11 first aid/incidents/medical-only (they are all closed)

**Standard 4**: Customer and community perception of system safety will be at least 90%. *Measurement*: Objective.

• As measured in biannual Community Perception Survey.

Based on the Short-Range Transit Plan passenger surveys conducted in October 2023, customer perception of system safety/security was rated 4.4 out of 5, which equates to 88%. Staff strives to maintain and enhance satisfaction regarding this standard.

**Standard 5**: Total risk management costs shall not exceed industry norms. Staff will undertake alternating market surveys every four years for vehicle liability / physical damage coverage and for workers compensation coverage.

Measurement: Objective.

 Tracked monthly by Finance and Administration and reported bimonthly to the RTA Board. Reported monthly by Finance and Administration in financials and YTD budget reports. Below are results for the past five fiscal years:

FY19-20 Result: 10.9% of total operating costs FY20-21 Result: 9.9% of total operating costs FY21-22 Result: 7.6% of total operating costs FY22-23 Result: 10.2% of total operating costs (net of depreciation and pension expense/GASB 68 adjustment)

FY23-24 Result: 9.7% of total operating cost (net of depreciation and pension expense/GASB 68 adjustment, unaudited)

Staff has worked hard to close claims opened in prior years. More importantly, our workers compensation premium rates declined for the first time in many years. Although this is good news, due to the tightening market in California, staff expects risk management costs to continue to escalate unless tort reform or other adjustments are made by the Legislature that could reduce transit agencies' exposure to frivolous lawsuits. If our exposure could be reduced, it would likely increase competition in the market and reduce our risk management costs. Staff is closely monitoring this issue and will report developments back to the Board as information is collected.

<u>Standards of Excellence Section 4: Human Resources</u> – Our employees are the foundation of the organization. We will support our employees in achieving excellence through training and development, teamwork, and continuous efforts at effective communication while treating each with integrity and dignity.

**Standard 1**: Recruit, promote and retain highly qualified employees to achieve our service standards.

Measurement: Subjective.

• Annual assessment by Executive Director and Department Heads.

The annual calendar year turnover rates for RTA are as follows:

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2018 – 20%

2019 – 18%

2020 – 13%

2021 – 19%

2022 – 16%

2023 – 17%

2024 – 7.6% as of June 30, 2024
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**Standard 2**: Provide continuous development of skills and capabilities through ongoing training and development programs that foster personal and professional growth. Department Heads develop training plans as part of annual budget-making process, according the following minimum standards:

- A. Maintenance: 30 Hours per technician annually.
- B. Operations Supervisors: 24 Hours annually.
- C. Bus Operators: 8 Hours Annually.
- D. Finance and Administration: 16 Hours per employee annually.

*Measurement*: Objective.

• Department Heads evaluated annually for achievement of training objectives.

Staff appreciates the Board's commitment to funding a relatively robust training budget. It should be noted that ongoing training is a major part of what staff does on a daily basis to help both the organization and staff grow professionally and enhance safe operations.

- Maintenance: In FY23-24, our Technicians have averaged twenty hours per person, including scissor lift operator training and high voltage awareness and contact release training. Additional training will be occurring as the agency begins operations of electric buses with a planned implementation before the end of the fiscal year. The Utility and Parts Clerk staff have average ten hours per person.
- Operations: In FY23-24, the average was 25 training hours per Operations Supervisor; standard is 24 hours annually. The training staff has conducted 304 training hours with Operations Supervisors. These trainings included the following:
  - Heat illness and Prevention half an hour per Supervisor
  - Mandatory two-hour Management Sexual Harassment Training every two years.
  - o ChargePoint EV training.
  - The Operations Manager attended the CalACT conference in the Fall of 2023 and the Spring of 2024, totaling 80 hours.
  - CalTIP provided two-hour Reason Suspicion and De-Escalation training to Operation supervisors and Operators
  - Two hours Homeless Response Training was provided to all Supervisors
  - New vehicle type (ArBOC) training provided to some supervisors.
  - Classroom and Behind The Wheel (BTW) training was done for Supervisors.
  - Operations Manager attended Drug and Alcohol training for administering the RTA In-house program.
  - o Trained some Supervisors on the Drug and Alcohol collection certification
  - New wheelchair securement training on newer buses.
  - o TSI bus safety systems course attended by one supervisor.
  - One of our Training staff complete the 40 hours DMV Examiner Training,
  - One of our Training staff members completed the required courses to obtained his FTA Public Transportation Safety Program Certification and will attend refresher training classes.
  - Transitions Mental Health training conducted by SLO Sheriff and Emergency Responders, attended by Supervisors and Operations Management, 37 hours of combined training.

- Bus Operator training: Besides the required 8 hours of annual Verification of Transit Training, Bus Operators have received a combined total of 195.50 additional training hours conducted by our training department for topics listed below, but not limited to:
  - o Three-month refresher training for new Bus Operators.
  - Focused and customized training designed specifically for Bus Operators on an as-needed basis (i.e., in response to a collision, customer complaint, or other incident).
  - New Bus Operator Trainees receive a 6-week training program, plus additional training with a qualified Line Instructor operating in Revenue Service before working alone.
  - Bus Fleet Orientation for three new vehicles types and refresher training as needed.
  - Twelve Bus Operators completed new hire training from July 1, 2023 to June 30, 2024. Two have recently completed the training program. One is currently in the training program.
  - Three employees completed new hire training One Supervisor completed training, one Assistant Facility Manager and one administrative employee.
  - Thirty-one Bus Operators completed the required annual one-hour sexual harassment training?
  - Cal-Tip Sedgwick De-Escalation 2- hours, 35 bus operators, eight supervisor/dispatcher/management staff, three Safety & Training staff, 6 maintenance staff, five administrative staff.
  - Cal-Tip Sedwick Reasonable Suspicion 2- Hours. Four administrative staff, three Safety & Training staff, three maintenance staff, fifteen supervisor/dispatcher/ management staff.
  - o Heat Illness and Prevention Training 30 minutes: Twelve operations staff,
  - ChargePoint EV Training 3.50 time: three Safety & Training staff
  - Homeless Training, 2.00 Time: three Safety & Training staff\ Community
     Action Team SLO PD-Officer Shafer Mental Health
  - o Diversity, Equity, & Inclusion 1 hour: Safety & Training Manager
  - Eleven Applicants attended DMV Permit Study Classes with the training staff for a total of 81.50 hours.
- Finance and Administration: These training hours are used by each employee in various ways based on their responsibilities and in consultation with his or her direct supervisor. In FY23-24, these included the CALPELRA Human Resources Conference, CalACT fall conference, CAPPO Conference, virtual FTA Triennial Workshop, video editing training, SLO Leadership program, strengths training and the CalTIP Board of Directors meetings.

**Standard 3**: Enable our employees to achieve excellence in serving our customers by building teamwork and understanding effective communication within the organization. *Measurement*: Subjective.

• Employees provided opportunity to provide feedback on organizational communication as part of the Executive Director's annual evaluation.

We continually stress the tenets of *Verbal Defense and Influence*, which focuses on how to communicate more effectively with each other and our customers – particularly in difficult or threatening situations. Additionally, mandatory Cultural Intelligence training was held for all employees to enhance the awareness of staff and the impact it has on communications. The Executive Director and the three RTA department heads meet weekly to ensure consistency in messaging and direction for the organization. The Executive Director and the three department heads also conducted an annual manager retreat focusing on strategic initiatives with the upcoming delivery of electric buses and related charging infrastructure options in northern California in December 2023.

**Standard 4**: Employees will be evaluated annually in a fair and equitable way to judge performance and be provided a developmental plan for the next fiscal year. *Measurement*: Objective.

Employee merit evaluations will be provided to each employee annually with the
evaluation grading measurement of attainment of department objectives developed
during the budget process and achievement of RTA's Standards and RTA's KPIs.

The RTA currently completes formal annual evaluations for administration and management staff. For non-management staff not covered by the Collective Bargaining Agreement, we have implemented improved annual performance planning and appraisal documents to better reflect the role of each classification. Bus Operators, Technicians, the Parts Clerk, and Utility employees are evaluated based on the requirements of the Collective Bargaining Agreement (CBA) and to ensure the public's safety. Both Technicians and Bus Operators are also evaluated as part of the RTA Safety Awards program on their individual anniversary dates.

<u>Standards of Excellence Section 5: Fleet and Facility</u> – We will operate and maintain a modern and clean fleet and facilities that will be pleasing to our customers and a source of pride for our employees and our communities.

**Standard 1**: If funding permits, the RTA will match SLO Transit's standard of replacing revenue vehicles when they reach the FTA-defined useful life minimums in terms of service years or miles. If funding remains constrained, negotiate with SLO Transit to ensure neither agency's buses surpass 40% beyond the FTA standards.

*Measurement*: Objective.

As of June 30, 2024 the average age of our 30 fixed-route vehicles is 9 years with an average of 404,520 miles per vehicle. The average age of our 32 demand-response

vehicles (including Runabout and other Dial-A-Ride vans) is 5 years with an average of 69,990 miles. We are currently within the RTA's vehicle life standards.

Staff is working closely with our SRTP consultants to develop an updated plan, with is expected to be completed in early 2025. In addition, a five-year capital program is included in each annual budget document.

**Standard 2**: Road calls will not exceed five per 100,000 vehicle service miles. A road call is defined as all mechanical or other vehicle-related failures that affect the completion of a scheduled revenue trip or the start of the next scheduled revenue trip, including failures during deadheading and layover.

*Measurement*: Objective.

 As tracked and reported by the Maintenance Department, and reported biannually to the RTA Board.

As of June 30 2024, there were eighteen major mechanical system failures and twenty-five other mechanical system failures in FY23-24. This equates to 3.09 failures per 100,000 vehicle revenue miles for fixed-route buses and 1.67 for demand response vans.

**Standard 3**: Maintain a clean, attractive fleet. Maintain our facilities so that they are safe and appealing to customers and employees.

Measurement: Subjective.

As measured by employee and customer feedback.

Based on the results of the SRTP survey that was conducted in October 2023, cleanliness of buses ranked 4.4 out of 5, which equates to 88%.

**Standard 4**: Achieve an 80% favorable rating of bus stop appearance by customers and the communities that we serve.

*Measurement*: Objective.

• As measured in the biannual Community Perception Survey.

Bus stop appearance was included in the October 2023 Short-Range Transit Plan passenger survey, and we achieved a ranking of 3.8 out of 5, which equates to 74%. Although this does not meet the 80% standard, staff is developing a strategy to address this standard, including updating/replacing the bus stop signs for South County Transit and repair/enhancement of bus stop lighting.

Bust stop location was also included in the October 2023 Short-Range Transit Plan survey and we achieved a ranking of 4 out of 5, which equates to 80%.

**Standard 5**: Achieve all federal- and state-mandated maintenance minimums, as well as vendor recommended maintenance schedules, for our fleet and facilities. The following standards apply:

- A. No negative CHP Annual Terminal Inspection, FTA Triennial Review or TDA Triennial Performance Audit findings.
- B. Preventative maintenance schedules for all equipment shall be done on a timely basis (3,000-mile intervals or as mandated by equipment OEM vendor).

Measurement: Objective.

• As tracked by the Maintenance Department, and reported annually to the RTA Board.

There were no negative findings in the 2023 TDA Triennial Performance Audit or in the 2023 FTA Triennial Review, nor in the most recent CHP Terminal Inspection completed in September 2024. Preventive maintenance has been completed on a timely basis, with no CHP findings.

<u>Standards of Excellence Section 6: Leadership</u> – We will strive to be one of the nation's leading small transit operators. We will work to maintain collaborative relationships within the industry, within our community, and with our stakeholders. We will develop future leaders from within our organization.

**Standard 1**: Maintain cooperative relationships with federal, state and local funding agencies. *Measurement*: Subjective.

Will be reviewed by staff and RTA Board.

Staff believes that we have built upon an already strong relationship with our partners at the federal, state and local levels. The Executive Director has worked cooperatively with the transit agency leaders in the county to advocate for and develop a consistent message on issues related to SLOCOG's 5307 POP Working Group and for transit projects that are eligible for formula TIRCP/ZETCP funds. If any issues arise (i.e., collisions or personnel issues that require Board notification), it is brought to the Board leadership's attention for direction so that staff can work with our cohorts in the region to provide a reasonably consistent response. The Executive Director serves on the CTA Small Operators Committee. Despite recently negotiating a fare-sharing agreement with Monterey-Salinas Transit, we have not yet been successful in negotiating a fare-sharing agreement or a mutual aid agreement with Santa Maria Regional Transit.

**Standard 2**: Develop partnerships with stakeholders, community leaders and decision makers, while keeping them well informed of the integral role of RTA and contributions to the communities that we serve.

*Measurement*: Subjective.

• To be evaluated and monitored by RTA Board.

The agency's partnership successes are formally discussed by the Board during the Executive Director's annual evaluation. In addition, issues and ideas are also forwarded by community members to both the Board and staff throughout the year. The Executive

Director also attends City Council and other public meetings in each RTA jurisdiction throughout the year. The Executive Director also actively participates as a member of Rotary SLO de Tolosa, which provides an important link to thought leaders and prominent community members throughout our county. He is also serving as the project manager for the Joint Short-Range Transit Plans study that kicked-off in September 2023, and is currently responding to the cities of Atascadero's and Morro Bay's requests to consolidate their local transit services into the RTA.

**Standard 3**: Promote effective internal communications and promote the values of the organization.

*Measure*: Subjective.

To be evaluated by Executive Director.

Promoting effective internal communication is a task that always requires high- and mid-level nurturing, which is especially important now that we are embarking on an intensive capital program to electrify our buses. Senior staff members meet weekly to discuss effective communications and our organizational values, while a broader group meets monthly to strive to ensure messaging is consistent and useful. The Executive Director also informs the Board President of on-going efforts to improve communications and employee morale within our organization. While we believe we are making strides in improving internal communications, this is an area in which the work is never "done."

**Standard 4**: Provide effective leadership for public transportation within the County. *Measurement*: Subjective.

To be evaluated by Executive Director and RTA Board.

Similar to the discussion on Standard 3 above, the Executive Director's leadership is evaluated annually as part of his review. The Executive Director also discusses leadership successes and goals with his three department heads as part of their annual evaluation. Finally, the Executive Director and other senior RTA staff discuss direction with other transit agency staff during quarterly RTAC meetings and other transit-focused meetings (i.e., FTA 5307 planning, UZA MOU discussions, SSTAC, etc.) throughout the year.

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# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY NOVEMBER 6, 2024 STAFF REPORT

AGENDA ITEM: A-5

TOPIC: Annual Fiscal & Compliance Audit and

**Annual Single Audit** 

PRESENTED BY: Tania Arnold, Deputy Director/CFO

#### STAFF RECOMMENDATION:

1. Review and Accept the FY2023-24 Annual Fiscal and Compliance Audit

2. Review and Accept the FY2023-24 Annual Single Audit

#### **BACKGROUND/DISCUSSION:**

The Transportation Development Act (TDA) requires an annual fiscal and compliance audit of each TDA recipient. The attached audit report was completed for the RTA by Brown Armstrong Accountancy Corporation. The annual single audit report was also completed by Brown Armstrong Accountancy Corporation.

As noted in the budget amendment included in this agenda (Item C-1), there is an adjustment related to GASB 68 again this year, in financial statements the operating expenses used to calculate the farebox recovery ratio is now also net of the GASB 68 adjustment, in addition to depreciation. This is noted on page 18 of the financial statements which can be found on the RTA website <a href="https://www.slorta.org/wordpress/wp-content/uploads/RTA-FY2324-Financial-Statements-and-Single-Audit.pdf">https://www.slorta.org/wordpress/wp-content/uploads/RTA-FY2324-Financial-Statements-and-Single-Audit.pdf</a>). This resulted in a favorable increase to the ratio.

One new adjustment included this year is the inclusion of Federal Transit Administration Section 5307 operating grant revenue as part of operating revenue for the farebox recovery ratio calculation. Staff was able to work with our fiscal auditors, using the City of San Luis Obispo's audit information as an example, to make this adjustment in accordance with AB 149. This has resulted in the farebox ratio requirement being met for the services which it applies for FY2023-24. We anticipate including this information in all audits moving forward.

Of particular interest to Board members is the Independent Auditor's Report at the beginning of the document, which provides summary findings of the audit team. In short, the auditors found our financial statements to fairly present the financial position of the RTA, and that we expressed our financial position and cash flows in accordance with generally accepted accounting principles. In addition, the auditor found no deficiencies in internal control or compliance with federal programs that might be considered material weaknesses or significant deficiencies.

#### **Staff Recommendation**

- 1. Staff recommends that the Board review and accept the Fiscal Year 2023-24 Annual Fiscal and Compliance Audit report for the RTA.
- 2. Staff recommends that the Board review and accept the Fiscal Year 2023-24 Annual Single Audit report for the RTA.

#### SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

BASIC FINANCIAL STATEMENTS
WITH
INDEPENDENT AUDITOR'S REPORT

JUNE 30, 2024 AND 2023

#### SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

#### JUNE 30, 2024 AND 2023

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**FINANCIAL SECTION** 



#### INDEPENDENT AUDITOR'S REPORT

Board of Directors San Luis Obispo Regional Transit Authority San Luis Obispo, California

#### Report on the Audit of the Financial Statements

#### **Opinions**

We have audited the accompanying financial statements of the San Luis Obispo Regional Transit Authority (the Authority) as of and for the fiscal years ended June 30, 2024 and 2023, and the related notes to the basic financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Authority, as of June 30, 2024 and 2023, and the respective changes in financial position, and cash flows thereof for the fiscal years then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to
  fraud or error, and design and perform audit procedures responsive to those risks. Such
  procedures include examining, on a test basis, evidence regarding the amounts and disclosures
  in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit
  procedures that are appropriate in the circumstances, but not for the purpose of expressing an
  opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is
  expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

#### Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the schedule of proportionate share of the net pension liability and the schedule of pension contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

#### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying schedule of expenses – budget and actual is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenses – budget and actual is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

#### Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 4, 2024, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Grown Armstrong Secountaincy Corporation

Bakersfield, California October 4, 2024

#### SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY STATEMENTS OF NET POSITION JUNE 30, 2024 AND 2023

	2024	2023
ASSETS		
Current Assets:		
Cash and investments	\$ 7,280,362	\$ 4,547,840
Accounts receivable	34,418	210,832
Deposits	2,000	2,000
Intergovernmental receivables	4,508,273	5,167,832
Prepaid items	321,590	286,976
Inventory at cost	347,327	393,136
Total Current Assets	12,493,970	10,608,616
Noncurrent Assets:		
Restricted - Cash	346,614	184,204
Total restricted assets	346,614	184,204
Capital Assets:		
Nondepreciable		
Land	1,512,602	1,512,602
Depreciable		
Buildings and improvements	26,404,329	26,237,737
Vehicles and Equipment	26,904,867	23,812,713
Less accumulated depreciation	(20,238,237)	(18,299,707)
Depreciable assets, net	33,070,959	31,750,743
Right-to-use leased asset, net	102,829	115,762
Total Net Capital Assets	34,686,390	33,379,107
Total Noncurrent Assets	35,033,004	33,563,311
Total Assets	47,526,974	44,171,927
DEFERRED OUTFLOWS OF RESOURCES		
Deferred pension	2,106,652	2,899,420
Total Deferred Outflows of Resources	2,106,652	2,899,420

## SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY STATEMENTS OF NET POSITION (Continued) JUNE 30, 2024 AND 2023

	2024	2023
LIABILITIES		
Current Liabilities:		
Accounts payable	637,935	1,100,492
Accrued payroll	474,751	426,517
Unearned revenue	5,980,873	2,965,395
Unearned revenue - State of Good Repair	723,053	1,323,456
Compensated absences	90,907	80,307
Lease liability	49,922	49,958
Pension plan exit liability	172,378	168,634
Total OPEB liability	3,072	6,144
Loan payable	350,255	339,861
Total Current Liabilities	8,483,146	6,460,764
Noncurrent liabilities:		
Compensated absences	272,719	240,920
Total OPEB liability	12,533	14,069
Net pension liability	4,897,352	4,841,422
Pension plan exit liability	176,205	348,581
Lease liability	42,520	55,884
Loan payable	11,960,910	12,311,165
Total Noncurrent Liabilities	17,362,239	17,812,041
Total Liabilities	25,845,385	24,272,805
DEFERRED INFLOWS OF RESOURCES		
Deferred pension	97,202	113,453
Total Deferred Inflows of Resources	97,202	113,453
NET POSITION		
Net investment in capital assets	22,282,783	20,622,239
Unrestricted	1,408,256	2,062,850
Total Net Position	\$ 23,691,039	\$ 22,685,089

## SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION FOR THE FISCAL YEARS ENDED JUNE 30, 2024 AND 2023

	2024	2023
OPERATING REVENUES: Passenger fares Other operating revenue	\$ 1,085,887 240,488	\$ 901,319 165,330
Total Operating Revenues	1,326,375	1,066,649
OPERATING EXPENSES: Transit operating expenses Administration and financial services Depreciation and amortization  Total Operating Expenses	13,777,779 2,102,853 3,151,543 19,032,175	12,716,625 2,126,465 2,977,597 17,820,687
Operating Loss	(17,705,800)	(16,754,038)
NONOPERATING REVENUES (EXPENSES):  Transportation Development Act funds Federal and State grants Interest income Loss on disposal of capital assets Planning Interest expense  Total Nonoperating Revenues (Expenses)	6,692,610 7,731,169 108,428 21,005 (158,686) (105,045)	9,293,630 4,597,562 70,410 - (114,751) 13,846,851
CAPITAL CONTRIBUTIONS: Federal capital grants State capital grants Local capital grants	3,005,678 1,376,158 40,433	1,186,931 364,016 
Total Capital Contributions	4,422,269	1,550,947
Change in Net Position	1,005,950	(1,356,240)
Net Position, Beginning of Fiscal Year	22,685,089	24,041,329
Net Position, End of Fiscal Year	\$ 23,691,039	\$ 22,685,089

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY STATEMENTS OF CASH FLOWS FOR THE FISCAL YEARS ENDED JUNE 30, 2024 AND 2023

	2024	2023
CASH FLOWS FROM OPERATING ACTIVITIES: Receipts from customers Payments to employees Payments to suppliers	\$ 3,917,864 (10,157,797) (5,424,357)	\$ 1,479,998 (10,617,157) (3,679,181)
Net Cash Used by Operating Activities	(11,664,290)	(12,816,340)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Principal paid - loan payable Principal paid - lease payment Interest expense Capital grants received Acquisition and construction of property, plant, and equipment Proceeds from the sale of capital assets Planning	(339,861) (49,957) (105,045) 4,422,269 (4,422,269) 21,005 (158,686)	(379,877) (114,751) 1,550,947 (1,550,947)
Net Cash Used by Capital and Related Financing Activities	(632,544)	(494,628)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES: Grants received	15,083,338	13,509,933
Net Cash Provided by Noncapital Financing Activities	15,083,338	13,509,933
CASH FLOWS FROM INVESTING ACTIVITIES: Interest income	108,428	70,410
Net Cash Provided by Investing Activities	108,428	70,410
Net Increase in Cash and Cash Equivalents	2,894,932	269,375
Cash and Cash Equivalents, Beginning of Fiscal Year	4,732,044	4,462,669
Cash and Cash Equivalents, End of Fiscal Year	\$ 7,626,976	\$ 4,732,044

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY STATEMENTS OF CASH FLOWS (Continued) FOR THE FISCAL YEARS ENDED JUNE 30, 2024 AND 2023

# RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES

<b>A</b> (47 705 000)	<b>A</b> (40.754.000)
\$ (17,705,800)	\$ (16,754,038)
3,151,543	2,977,597
	(66,480)
(34,614)	(50,240)
45,809	(129,219)
792,768	(42,412)
(462,557)	(181,780)
48,234	71,101
2,415,075	479,829
(4,608)	(6,144)
(112,702)	1,403,451
42,399	38,483
(16,251)	(556,488)
\$ (11,664,290)	\$ (12,816,340)
\$ 7,280,362	\$ 4,547,840
. , ,	184,204
070,014	104,204
\$ 7,626,976	\$ 4,732,044
	45,809 792,768 (462,557) 48,234 2,415,075 (4,608) (112,702) 42,399 (16,251) \$ (11,664,290) \$ 7,280,362 346,614

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY NOTES TO THE BASIC FINANCIAL STATEMENTS JUNE 30, 2024 AND 2023

#### NOTE 1 – REPORTING ENTITY

San Luis Obispo Regional Transit Authority (the Authority) is a Joint Powers Authority created by a joint powers agreement among the Cities of San Luis Obispo, Morro Bay, Atascadero, Arroyo Grande, El Paso de Robles, Grover Beach, and Pismo Beach and the County of San Luis Obispo (the County).

The purpose of the Authority is to operate a fixed route public transportation system linking San Luis Obispo to the outlying communities of Morro Bay, Los Osos, Arroyo Grande, El Paso de Robles, Grover Beach, Pismo Beach, Atascadero, Cambria, San Simeon, Nipomo, Santa Maria, Templeton, Santa Margarita, and San Miguel, along with Cuesta College and California Men's Colony. The Authority also owns, operates, and administers a countywide public demand responsive transportation system that is fully accessible for disabled riders. On August 1, 2009, the Authority began in-house vehicle operations and maintenance. Prior to August 1, 2009, a private transportation company provided these services.

The Authority is governed by a Board of Directors comprised of twelve members representing each of the seven cities, in addition to the five members of the County Board of Supervisors.

# NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Authority are in conformity with accounting principles generally accepted in the United States of America applicable to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing accounting and financial reporting principles. The following is a summary of the significant accounting policies:

# A. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The basic financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Accordingly, all assets, deferred outflows of resources, liabilities, and deferred inflows of resources (whether current or noncurrent) are included on the Statement of Net Position. The Statement of Revenues, Expenses, and Changes in Net Position presents increases (revenues) and decreases (expenses) in total net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

The Authority distinguishes operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing transportation services. The principal operating revenues of the Authority are charges to passengers for transportation services (passenger fares). Operating expenses include the cost of providing service, including general and administrative expenses and depreciation of capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

#### B. Revenue Recognition

The Authority's primary source of revenues include passenger fares, State Transit Assistance funds, and Local Transportation Fund/Transportation Development Act (TDA) allocations made to the participating members, but assigned by the members to this Authority for its sole use. The San Luis Obispo Council of Governments administers the State Transit Assistance and TDA funds, approves claims for such funds submitted by the Authority, and makes payments to the Authority based upon such claims.

# NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

# B. Revenue Recognition (Continued)

Generally, amounts due from other governments are recorded as revenues when earned. However, when the expenditure of funds is the prime factor for determining eligibility for grants, revenue is accrued when the related expenditures have been made on an approved grant. The Authority recognizes as revenues the amounts allocated and approved to it by San Luis Obispo Council of Governments.

# C. Cash and Cash Equivalents

For purposes of the Statement of Cash Flows, cash and cash equivalents include restricted and unrestricted cash and restricted and unrestricted certificates of deposit with original maturities of three months or less.

#### D. Accounts Receivable

The Authority did not experience any significant bad debt losses; accordingly, no provision has been made for doubtful accounts, and accounts receivable are shown at full value.

# E. Inventory

Inventories are valued at the lower of cost or market. Cost is determined using the first-in, first-out method.

# F. Capital Assets

Capital assets purchased by the Authority are recorded at cost. Contributed or donated capital assets are recorded at fair value when acquired. Capital assets are defined by the Authority as assets with initial, individual costs of more than \$1,000 and estimated useful life in excess of two years.

# G. Depreciation

Capital assets purchased by the Authority are depreciated over their estimated useful lives (ranging from 3-15 years) under the straight-line method of depreciation.

#### H. Compensated Absences

Accumulated unpaid employee vacation leave benefits are recognized as liabilities of the Authority.

# I. Net Position

In the Statement of Net Position, net position is classified in the following categories:

<u>Net Investment in Capital Assets</u> – This amount consists of capital assets net of accumulated depreciation/amortization and reduced by outstanding debt that is attributed to the acquisition, construction, or improvement of the assets.

<u>Restricted Net Position</u> – This amount is restricted by external creditors, grantors, contributors, or laws or regulations of other governments.

<u>Unrestricted Net Position</u> – This amount is all net position that does not meet the definition of "net investment in capital assets" or "restricted net position."

# NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

## J. <u>Use of Estimates</u>

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.

# K. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Authority's pension plan with San Luis Obispo County Pension Trust (the Trust) and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the Trust. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

#### L. Deferred Outflows and Inflows of Resources

Pursuant to GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position, and GASB Statement No. 65, Items Previously Reported as Assets and Liabilities, the Authority recognizes deferred outflows and inflows of resources.

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. A deferred inflow of resources is defined as an acquisition of net position by the Authority that is applicable to a future reporting period and so will not be recognized as an inflow of resources (revenue) until that time.

#### M. Reclassification

Certain prior fiscal amounts have been reclassified to conform to the current fiscal year financial statements presentation.

# N. New Accounting Pronouncements – Implemented

**GASB Statement No. 99** – *Omnibus 2022*. The requirements of this statement are effective as follows:

- The requirements related to the extension of the use of London Interbank Offered Rate (LIBOR), accounting for Supplemental Nutrition Assistance Program (SNAP) distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in GASB Statement No. 34, as amended, and terminology updates related to GASB Statement No. 53 and GASB Statement No. 63 are effective upon issuance.
- The requirements related to leases, public-private and public-public partnerships (PPPs), and subscription-based information technology arrangements (SBITAs) are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.
- The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of GASB Statement No. 53 are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

# NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

## N. New Accounting Pronouncements – Implemented (Continued)

There was no effect on the Authority's accounting and financial reporting as a result of implementing this standard.

**GASB Statement No. 100** – *Accounting Changes and Error Corrections*. The requirements of this statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter. There was no effect on the Authority's accounting and financial reporting as a result of implementing this standard.

# O. Future Accounting Pronouncements

GASB Statements listed below will be implemented in future financial statements:

**GASB Statement No. 101** – *Compensated Absences.* The requirements of this statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. The Authority will implement GASB Statement No. 101 if and where applicable.

**GASB Statement No. 102** – *Certain Risk Disclosures*. The requirements of this statement are effective for fiscal years beginning after June 15, 2024, and all fiscal years thereafter. The Authority will implement GASB Statement No. 102 when and where applicable.

**GASB Statement No. 103** – *Financial Reporting Model Improvements.* The requirements of this statement are effective for fiscal years beginning after June 15, 2025, and all fiscal years thereafter. The Authority will implement GASB Statement No. 103 when and where applicable.

#### **NOTE 3 – CASH AND INVESTMENTS**

The Authority's cash and investments as of June 30, 2024 and 2023, are classified in the Statement of Net Position as follows:

	2024			2023		
Cash and investments Restricted - Cash	\$	7,280,362 346,614	\$	4,547,840 184,204		
Total Cash and Investments	\$	7,626,976	\$	4,732,044		

On June 30, 2024 and 2023, the Authority had the following cash and investments on hand:

	2024		2023	
Cash on hand and in banks Investments Restricted cash	\$	1,082,386 6,197,976 346,614	\$ 762,697 3,785,143 184,204	
Total Cash and Investments	\$	7,626,976	\$ 4,732,044	

# NOTE 3 - CASH AND INVESTMENTS (Continued)

# Investments Authorized by the California Government Code and the Authority's Investment Policy

The table below identifies the investment types that are authorized for the Authority by the California Government Code (or the Authority's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the Authority's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	10%	5%
Bankers' Acceptances	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base value	None
Medium-Term Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
Local Agency Investment Fund (LAIF)	N/A	None	None
County Investment Pool	N/A	None	None

#### Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates.

Information about the sensitivity of the fair values of the Authority's investments (including investments held by bond trustees) to market interest rate fluctuations is provided by the following table that shows the distribution of the Authority's investments by maturity:

2024		Remaining Maturity					
Investment Type	Carrying Amount	12 Months or Less	13-24 Months	25-60 Months	More than 60 Months		
San Luis Obispo County Investment Pool	\$ 6,197,976	\$ 6,197,976	\$ -	\$ -	\$ -		
Total	\$ 6,197,976	\$ 6,197,976	\$ -	\$ -	\$ -		
2023		Remaining Maturity					
Investment Type	Carrying Amount	12 Months or Less	13-24 Months	25-60 Months	More than 60 Months		
San Luis Obispo County Investment Pool	\$ 3,785,143	\$ 3,785,143	\$ -	\$ -	\$ -		
Total	\$ 3,785,143	\$ 3,785,143	\$ -	\$ -	\$ -		

#### **NOTE 3 – CASH AND INVESTMENTS** (Continued)

## Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the Authority's investment policy, or debt agreements, and the actual rating as of fiscal year-end for each investment type.

2024				Ratir	Rating as of Fiscal Year-End		
Investment Type	Carrying Amount	Minimum Legal Rating	Exempt from Disclosure	AAA	AA	Not Rated	
San Luis Obispo County Investment Pool	\$ 6,197,976	N/A	\$ -	_\$	\$ -	\$ 6,197,976	
Total	\$ 6,197,976		\$ -	\$ -	\$ -	\$ 6,197,976	
2023				Ratii	ng as of Fiscal Yea	r-End	
Investment Type	Carrying Amount	Minimum Legal Rating	Exempt from Disclosure	AAA	AA	Not Rated	
San Luis Obispo County Investment Pool	\$ 3,785,143	N/A	\$ -	\$ -	\$ -	\$ 3,785,143	
Total	\$ 3,785,143		\$ -	\$ -	\$ -	\$ 3,785,143	

## Concentration of Credit Risk

The investment policy of the Authority contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code.

# Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Authority will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the Authority's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the Authority's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

The Authority may waive collateral requirements for deposits which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC). The balances in excess of the FDIC insurance amounted to \$579,844 and \$213,524 at June 30, 2024 and 2023, respectively.

## NOTE 3 - CASH AND INVESTMENTS (Continued)

## Fair Value Measurements

The Authority categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States. These principles recognize a three-tiered fair value hierarchy, as follows:

- Level 1: Investments reflect prices quoted in active markets;
- Level 2: Investments reflect prices that are based on a similar observable asset either directly or indirectly, which may include inputs in markets that are not considered to be active; and
- Level 3: Investments reflect prices based upon unobservable sources.

The Authority's investments in the County investment pool are measured at amortized cost, and are not valued under Level 1, 2, or 3. The pool is not registered as an investment company with the Securities and Exchange Commission (SEC) nor is it an SEC Rule 2a7-like pool.

## **NOTE 4 - CAPITAL ASSETS**

Capital assets activity for the fiscal years ended June 30, 2024 and 2023, was as follows:

	Balance July 1, 2023	Increases	Decreases	Adjustments	Balance June 30, 2024
Capital Assets Not Being Depreciated: Land	\$ 1,512,602	\$ -	\$ -	\$ -	\$ 1,512,602
Total Capital Assets Not Being Depreciated	1,512,602				1,512,602
Capital Assets Being Depreciated: Buildings and improvements Vehicles and equipment Total Capital Assets Being Depreciated	26,237,737 23,812,713 50,050,450	166,592 4,255,677 4,422,269	(1,163,523) (1,163,523)		26,404,329 26,904,867 53,309,196
Less Accumulated Depreciation For: Buildings, improvements, vehicles, and equipment	18,299,707	3,102,053	(1,163,523)		20,238,237
Total Accumulated Depreciation	18,299,707	3,102,053	(1,163,523)		20,238,237
Total Capital Assets Being Depreciated, Net	31,750,743	1,320,216			33,070,959
Right-to-Use Leased Asset Building Accumulated Amortization	205,596 89,834	36,557 49,490			242,153 139,324
Total Right-to-Use Leased Asset, Net	115,762	(12,933)			102,829
Governmental Activities, Capital Assets, Net	\$ 33.379.107	\$ 1.307.283	\$ -	\$ -	\$ 34.686.390

# NOTE 4 – CAPITAL ASSETS (Continued)

	Balance July 1, 2022	Increases	Decreases	Adjustments	Balance June 30, 2023
Capital Assets Not Being Depreciated: Land	\$ 1,512,602	\$ -	\$ -	\$ -	\$ 1,512,602
Total Capital Assets Not Being Depreciated	1,512,602				1,512,602
Capital Assets Being Depreciated: Buildings and improvements Vehicles and equipment Total Capital Assets Being Depreciated	26,220,948 22,412,297 48,633,245	16,789 1,534,158 1,550,947	(133,742) (133,742)		26,237,737 23,812,713 50,050,450
Less Accumulated Depreciation For: Buildings, improvements, vehicles, and equipment	15,500,769	2,932,680	(133,742)		18,299,707
Total Accumulated Depreciation	15,500,769	2,932,680	(133,742)		18,299,707
Total Capital Assets Being Depreciated, Net	33,132,476	(1,381,733)			31,750,743
Right-to-Use Leased Asset Building Accumulated Amortization	205,596 44,917	- 44,917		<u>-</u>	205,596 89,834
Total Right-to-Use Leased Asset, Net	160,679	(44,917)			115,762
Governmental Activities, Capital Assets, Net	\$ 34,805,757	\$ (1,426,650)	\$ -	\$ -	\$ 33,379,107

Depreciation and amortization expense for the fiscal years ended June 30, 2024 and 2023, was \$3,151,543 and \$2,977,597, respectively.

# NOTE 5 – <u>UNEARNED REVENUE</u>

The Authority received the following TDA funds:

	 2024		2023
Local Transportation Funds	\$ 5,664,389	\$	2,298,156
The Authority received an advance from developers for construction of bus stops as a condition imposed by the County Board of Supervisors. These funds are deferred until the bus stops have been constructed.	45,688		45,688
The Authority distributes Universal bus passes to Social Services and the general public as part of a "Welfare to Work Program." These funds are deferred revenue until they are tendered or			
redeemed.	217,300		89,001
Proposition 1B Funding	14,517		14,093
State Transit Assistance (STA) Senate Bill (SB) 1 State of Good Repair funding	723,053		1,323,456
TDA Article 4.5 Funds	(9,566)		226,516
Federal Transit Administration (FTA) Proceeds Carried Forward to Future Procurement	43,583		42,312
Low Carbon Transit Operator Program	 4,962		249,629
Total Unearned Revenues	\$ 6,703,926	\$	4,288,851

# NOTE 6 - OPERATING SUBSIDIES FROM LOCAL TRANSPORTATION AND STATE TRANSIT ASSISTANCE FUNDS

The Authority was allocated the following funds from the Local Transportation Fund (LTF) and State Transit Assistance Fund (STA) for the fiscal years ended June 30, 2024 and 2023:

		Amount			
Allocation Assigned By/Claimant	Article/Section		2024		2023
Local Transportation Fund (LTF):					
City of Arroyo Grande	4/99260(a)	\$	666,382	\$	630,851
City of San Luis Obispo	4/99260(a)		1,275,654		1,068,248
County of San Luis Obispo	4/99260(a)		3,876,187		3,493,640
City of Grover Beach	4/99260(a)		462,868		471,509
City of Morro Bay	4/99260(a)		220,306		180,522
City of Atascadero	4/99260(a)		641,593		533,122
City of El Paso de Robles	4/99260(a)		1,142,424		1,061,544
City of Pismo Beach	4/99260(a)		290,718		290,767
Total LTF			8,576,132		7,730,203
State Transit Assistance (STA) Fund:					
Regional Transit Authority	6.5/99313		1,915,000		1,738,203
Regional Transit Authority	6.5/99314		161,000		160,224
Total STA Fund			2,076,000		1,898,427
Subtotal			10,652,132		9,628,630
Add: Recognition of prior fiscal year					
unearned revenues			1,704,867		2,267,172
Less: Current fiscal year unearned revenues			(5,664,389)		(2,298,156)
Total TDA Allocation		\$	6,692,610	\$	9,597,646

Transit system operating subsidies are earned by the Authority to the extent that it has incurred eligible operating expenses. Eligible expenses compared to the subsidies received and accrued were as followed:

	2024	2023		
Operating and interest expenses	\$ 19,137,220	\$	17,935,438	
Add: Capital purchases with LTF and STA	673,177		364,016	
Less: Depreciation and amortization Fare revenues Special events and other revenues Federal and state operating grants	 (3,151,543) (1,085,887) (240,488) (7,731,169)		(2,977,597) (901,319) (165,330) (4,597,562)	
Maximum Total Allocation Amount	7,601,310		9,657,646	
TDA allocations received and accrued	10,652,132		9,628,630	
Change in TDA transit allocations in unearned revenues	 (3,050,822)		29,016	
Allocation over/(under) maximum	\$ -	\$	-	

# NOTE 7 – FARE REVENUE RATIO

The Authority had fare revenue ratios for the fiscal years ended June 30, 2024 and 2023, computed as follows:

2024	Fixed Route	Runabout	Paso Express	Paso Dial a Ride	
Operating fare revenues Other local support - federal grants	\$ 692,192 2,263,644	\$ 109,605 1,630,718	\$ 151,436 365,135	\$ 4,769 74,622	
(a) Net operating revenues	\$ 2,955,836	\$ 1,740,323	\$ 516,571	\$ 79,391	
(b) Operating expenses, net of depreciation and pension expense (GASB 68 adjustment)	7,398,849	3,733,421	881,706	154,012	
(c) Fare revenue ratio [(a)/(b)]	39.9%	46.6%	58.6%	51.5%	
Minimum ratio required	15.8%	N/A	15.0%	N/A	
Under minimum ratio requirement	N/A*	N/A*	N/A*	N/A*	
	Nipomo	Cambria Trolley	Avila Trolley	SoCo Transit	Other
Operating fare revenues Other local support - federal grants	\$ 14,075 -	\$ -	\$ 6,469 33,516	\$ 107,313 1,080,504	\$ 28
(a) Net operating revenues	\$ 14,075	\$ -	\$ 39,985	\$ 1,187,817	\$ 28
(b) Operating expenses, net of depreciation	605,568	6,319	73,500	2,268,321	31,537
(c) Fare revenue ratio [(a)/(b)]	2.3%	0.0%	54.4%	52.4%	0.1%
2023	Fixed Route	Runabout	Paso Express	Paso Dial a Ride	
2023 (a) Operating fare revenues	Fixed Route \$ 529,240	Runabout \$ 79,437	Paso Express \$ 126,788	Paso Dial a Ride \$ 7,465	
<ul><li>(a) Operating fare revenues</li><li>(b) Operating expenses, net of depreciation and pension expense (GASB 68</li></ul>	\$ 529,240	\$ 79,437	\$ 126,788	\$ 7,465	
<ul><li>(a) Operating fare revenues</li><li>(b) Operating expenses, net of depreciation and pension expense (GASB 68 adjustment)</li></ul>	\$ 529,240 5,868,600	\$ 79,437 3,434,490	\$ 126,788 933,480	\$ 7,465	
<ul> <li>(a) Operating fare revenues</li> <li>(b) Operating expenses, net of depreciation and pension expense (GASB 68 adjustment)</li> <li>(c) Fare revenue ratio [(a)/(b)]</li> </ul>	\$ 529,240 5,868,600 9.0%	\$ 79,437 3,434,490 2.3%	\$ 126,788 933,480 13.6%	\$ 7,465 206,907 3.6%	
<ul> <li>(a) Operating fare revenues</li> <li>(b) Operating expenses, net of depreciation and pension expense (GASB 68 adjustment)</li> <li>(c) Fare revenue ratio [(a)/(b)]</li> <li>Minimum ratio required</li> </ul>	\$ 529,240 5,868,600 9.0% 15.8%	\$ 79,437  3,434,490  2.3%  N/A	\$ 126,788 933,480 13.6% 15.0%	\$ 7,465  206,907  3.6%  N/A	Other
<ul> <li>(a) Operating fare revenues</li> <li>(b) Operating expenses, net of depreciation and pension expense (GASB 68 adjustment)</li> <li>(c) Fare revenue ratio [(a)/(b)]</li> <li>Minimum ratio required</li> </ul>	\$ 529,240 5,868,600 9.0% 15.8% N/A*	\$ 79,437  3,434,490 2.3%  N/A  N/A*	\$ 126,788 933,480 13.6% 15.0% N/A*	\$ 7,465  206,907  3.6%  N/A  N/A*	Other \$ 322
<ul> <li>(a) Operating fare revenues</li> <li>(b) Operating expenses, net of depreciation and pension expense (GASB 68 adjustment)</li> <li>(c) Fare revenue ratio [(a)/(b)]</li> <li>Minimum ratio required</li> <li>Under minimum ratio requirement</li> </ul>	\$ 529,240  5,868,600  9.0%  15.8%  N/A*	\$ 79,437  3,434,490  2.3%  N/A  N/A*  Cambria Trolley	\$ 126,788  933,480  13.6%  15.0%  N/A*  Avila Trolley	\$ 7,465  206,907  3.6%  N/A  N/A*  SoCo Transit	
<ul> <li>(a) Operating fare revenues</li> <li>(b) Operating expenses, net of depreciation and pension expense (GASB 68 adjustment)</li> <li>(c) Fare revenue ratio [(a)/(b)]  Minimum ratio required  Under minimum ratio requirement</li> <li>(a) Operating fare revenues</li> </ul>	\$ 529,240  5,868,600  9.0%  15.8%  N/A*  Nipomo  \$ 15,941	\$ 79,437  3,434,490 2.3% N/A  N/A*  Cambria Trolley \$ -	\$ 126,788  933,480  13.6%  15.0%  N/A*  Avila Trolley  \$ 6,648	\$ 7,465  206,907  3.6%  N/A  N/A*  SoCo Transit  \$ 135,478	\$ 322
<ul> <li>(a) Operating fare revenues</li> <li>(b) Operating expenses, net of depreciation and pension expense (GASB 68 adjustment)</li> <li>(c) Fare revenue ratio [(a)/(b)] Minimum ratio required Under minimum ratio requirement </li> <li>(a) Operating fare revenues</li> <li>(b) Operating expenses, net of depreciation</li> </ul>	\$ 529,240  5,868,600  9.0%  15.8%  N/A*  Nipomo  \$ 15,941  562,713	\$ 79,437  3,434,490 2.3% N/A N/A*  Cambria Trolley \$ - 2,922	\$ 126,788  933,480  13.6%  15.0%  N/A*  Avila Trolley  \$ 6,648  93,345	\$ 7,465  206,907  3.6%  N/A  N/A*  SoCo Transit  \$ 135,478  2,245,791	\$ 322 32,801

<sup>-</sup> Due to COVID-19, the fare revenue ratio was waived for the fiscal year ended June 30, 2023.

# **NOTE 8 – LONG-TERM LIABILITIES**

	Balance			Bala	nce at June 30, 2	2024
	July 1, 2023	Increases	Decreases	Total	Current	Long-Term
Pacific Western Bank Transportation Infrastructure Finance	\$ 690,116	\$ -	\$ (339,861)	\$ 350,255	\$ 350,255	\$ -
and Innovation Act (TIFIA) loan	11,960,910	-	-	11,960,910	-	11,960,910
Leases	105,842	36,557	(49,957)	92,442	49,922	42,520
Compensated absences	321,227	479,451	(437,052)	363,626	90,907	272,719
Total OPEB liability	20,213	-	(4,608)	15,605	3,072	12,533
Net pension liability	4,841,422	55,930	-	4,897,352	-	4,897,352
Pension plan exit liability	517,215		(168,632)	348,583	172,378	176,205
	<b>.</b>		<b>*</b> (4.000.440)	<b>*</b> 40 000 ==0		<b>*</b> 1 <b>=</b> 000 000
Total long-term liabilities	\$ 18,456,945	\$ 571,938	\$ (1,000,110)	\$ 18,028,773	\$ 666,534	\$ 17,362,239
	Balance			Rala	ince at June 30, 2	2023
	July 1, 2022	Increases	Decreases	Total	Current	Long-Term
	July 1, 2022	Hicicascs	Decreases	Total	Ourient	Long-Tolli
Pacific Western Bank	\$ 1,020,000	\$ -	\$ (329,884)	\$ 690,116	\$ 339,861	\$ 350,255
Transportation Infrastructure Finance						
and Innovation Act (TIFIA) loan	11,960,910	-	-	11,960,910	-	11,960,910
Leases	155,835	-	(49,993)	105,842	49,958	55,884
Compensated absences	282,744	459,819	(421,336)	321,227	80,307	240,920
Total OPEB liability	26,357	-	(6,144)	20,213	6,144	14,069
Net pension liability	3,272,997	1,568,425	-	4,841,422	-	4,841,422
<b>5</b>						
Pension plan exit liability	682,189		(164,974)	517,215		517,215

On September 3, 2020, the Authority entered into a loan agreement for a principal amount not to exceed \$13,080,000 to be used to pay a portion of eligible project costs. As of June 30, 2024 and 2023, the Authority has drawn down \$11,960,910. The loan bears an interest rate of 0.7%. The maturity date is July 1, 2056. At June 30, 2024, future minimum payments were as follows:

Fiscal Year Ended June 30,	Principal	Interest
<u> </u>	 Timolpai	 mtoroot
2025	\$ -	\$ 83,726
2026	-	83,726
2027	346,829	81,299
2028	349,257	78,854
2029	351,702	76,392
2030-2034	1,795,784	344,423
2035-2039	1,859,522	280,238
2040-2044	1,925,523	213,776
2045-2049	1,993,866	144,954
2050-2054	2,064,635	73,689
2055-2057	1,273,792	8,958
	\$ 11,960,910	\$ 1,470,035

## NOTE 8 – LONG-TERM LIABILITIES (Continued)

On July 21, 2020, the Authority entered into a loan agreement for a principal amount not to exceed \$1,020,000 to be used to pay a portion of eligible project costs. As of June 30, 2024 and 2023, the Authority has drawn down \$350,255 and \$690,116, respectively. The loan bears an interest rate of 3.0%. The maturity date is July 1, 2025. At June 30, 2024, future minimum payments were as follows:

Fiscal Year Ended June 30,	F	Principal	I	nterest
2025	\$	350,255	\$	10,654
	\$	350,255	\$	10,654

On July 1, 2021, the Authority entered into a 42-month lease as lessee for the use of a portion of the County's premises. An initial lease liability was recorded in the amount of \$127,808. On May 8, 2024, the lease was extended to December 31, 2025. As of June 30, 2024 and 2023, the value of the lease liability is \$54,669 and \$91,331, respectively. The Authority is required to make monthly fixed payments of \$4,442 through December 2024, and \$3,580 through December 31, 2025. The lease has an interest rate of 4%. The right-to-use leased asset useful life is 54 months as of the contract commencement. The value of the right-to-use leased asset as of June 30, 2024 and 2023, was \$164,365 and \$127,808, respectively, and accumulated amortization was \$100,430 and \$63,904, respectively. Refer to Note 4 of the financial statements.

At June 30, 2024, future minimum lease payments were as follows:

Fiscal Year Ended June 30,	F	Principal	Ir	nterest
2025 2026 2027	\$	36,571 18,098 -	\$	5,561 3,383
	\$	54,669	\$	8,944

On July 1, 2021, the Authority entered into a 72-month lease as lessee for the use of a portion of the County's Corp Yard totaling approximately 1.5 acres of real property. An initial lease liability was recorded in the amount of \$77,788. As of June 30, 2024 and 2023, the value of the lease liability is \$37,773 and \$55,943, respectively. The Authority is required to make monthly fixed payments of \$1,173. The lease has an interest rate of 4%. The right-to-use leased asset useful life was 72 months as of the contract commencement. The value of the right-to-use leased asset as of June 30, 2024 and 2023, was \$77,788, and accumulated amortization was \$38,895 and \$25,930, respectively. Refer to Note 4 of the financial statements.

Fiscal Year Ended June 30,	F	Principal	lı	nterest
2025 2026 2027	\$	13,351 13,341 11,081	\$	2,030 2,654 2,699
	\$	37,773	\$	7,383

#### **NOTE 9 – PENSION PLAN**

## A. General Information about the Pension Plan

## Plan Description

The Authority contributes to the San Luis Obispo County Employees Retirement Plan (the Plan), which is an independent multiple-employer cost sharing contributory defined benefit pension plan consisting of six employers: the County of San Luis Obispo (the Employer), the Superior Court in San Luis Obispo County, the San Luis Obispo Air Pollution Control District, the San Luis Obispo County Pension Trust, the San Luis Obispo Local Agency Formation Commission, and the Authority. The Plan exists, operates, and is constituted under the authority of Section 53215 of Section 17 of Article XVI of the California Constitution and the Government Code Article 1.5 (Pension Trusts), of Chapter 2 (Officers and Employees), of Part 1 (Powers and Duties Common to Cities, Counties and Other Agencies), of Division 2 (Cities, Counties and Other Agencies), of Title 5 (Local Agencies) of the California Government Code.

Pursuant to the foregoing California Government Code provisions, the County Board of Supervisors established the San Luis Obispo County Pension Trust (the Trust) by the adoption of Chapter 2.56 of the San Luis Obispo County Code. Following the adoption of Chapter 2.56 of the County Code, the Board of Supervisors adopted the By-Laws of the Trust. The Plan is part of those By-Laws. The County Board of Supervisors has the sole authority to amend the Plan's provisions. Participation in the Plan is mandatory for all regular employees. Participants are currently broken into three Tiers depending on date of hire:

Tier 1	Tier 1 generally includes members hired before January 1, 2011. As of December 31, 2023, there were 0 active Authority employed members in Tier 1.
	Tier 2 generally includes members hired on or after January 1, 2011, but before January 1, 2013. Tier 2 only applies to members hired after the date each bargaining unit adopted Tier 2. Members hired in a bargaining unit that did not adopt Tier 2 are considered Tier 1 members. As of December 31, 2023, there were 6 active Authority employed members in Tier 2.
Tier 3	Tier 3 includes all members hired on or after January 1, 2013. As of December 31, 2023, there were 6 active Authority employed members in Tier 3.

The Trust and the Plan are both administered by the San Luis Obispo County Pension Trust Board of Trustees (the "Trustees"). Separate stand-alone financial statements are issued for the Plan and are available at the County Auditor-Controller-Treasurer-Tax Collector's office.

The Plan's financial statements are prepared on the accrual basis of accounting. All assets are invested and held pursuant to, and in accordance with, the Investment Policy of the Plan. Plan member contributions are recognized in the period in which the contributions are due. Employer contributions are recognized when due pursuant to formal commitments and statutory or contractual requirements. Benefits and refunds are recognized when due and payable in accordance with the terms of the Plan.

Plan investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. All other securities are valued at the last reported market price at current exchange rates.

#### Benefit Provisions

Members terminating employment before accruing five years of Trust service credit forfeit the right to receive retirement benefits unless they establish reciprocity with another public agency within the prescribed time period. Non-vested members who terminate service are required to withdraw their

#### **NOTE 9 - PENSION PLAN**

# A. General Information about the Pension Plan (Continued)

# Benefit Provisions (Continued)

accumulated contributions plus accrued interest. The employer contributions forfeited by non-vested members are absorbed back into the pension trust fund. Members who terminate after earning five years of Trust service credit may leave their contributions on deposit and upon reaching age eligibility elect to take a retirement. Differences between expected and actual experience for vested or non-vested benefits may result in an increase or decrease to pension expense and net pension liability.

Plan participants, upon vesting and attaining the minimum retirement age, are entitled to annual retirement benefits as defined in the Plan document. The applicable retirement formula, minimum retirement age, compensation base, post-retirement cost of living adjustment, cost of living adjustment carry over, and final compensation maximum may differ depending upon the Plan provisions in effect at the member's date of hire, the member's classification, the member's age, and the member's bargaining unit. Participants receive their accumulated plan benefits as a life annuity payable monthly upon retirement. In the event of total and permanent disability, participants, upon satisfaction of membership service requirements and other applicable provisions of the Plan, receive disability benefits as defined in the Plan document. The Plan also provides a death benefit of \$1,000 (one-thousand) paid to a beneficiary or estate if a member dies after retirement.

For members within Tier 1, final average salary is the average monthly salary based on the highest twelve consecutive months of earnings and may include a compensation pickup for various management bargaining units. For members with Tier 2 or Tier 3 benefits, final average salary is the average monthly salary based on the highest thirty-six consecutive months of earnings with no pickup.

The retirement benefit for Tier 1, Tier 2, and Tier 3 members includes post-retirement cost of living adjustments (COLAs) based upon the Consumer Price Index. Tier 1 member COLAs are limited to a maximum of 3% annually. For Tier 2 and Tier 3 members, COLAs are limited to a maximum of 2% annually. There is no minimum COLA requirement, and COLAs must be approved by the Board of Trustees annually.

#### Contributions

Plan members are required by statute to contribute to the pension plan. Members' contribution rates are formulated based on age at date of entry and the actuarially calculated future benefits. The Authority is required by statute to contribute the remaining amounts necessary to finance the estimated benefits accrued to its members. Member and employer contribution rates for each plan are as follows:

	Employer Contribution	Employee Contribution
Plan	Rates	Rates
Miscellaneous Tier 1	0.00%	0.00%
Miscellaneous Tier 2	33.93%	11.79% - 18.56%
Miscellaneous Tier 3	33.44% - 37.44%	6.17% - 17.92%

Contributions to the pension plan from the Authority were \$279,029 and \$242,069 for the fiscal years ended June 30, 2024 and 2023, respectively.

The Plan establishes the basic obligations for employer and member contributions and benefits to and of the retirement system. The actual employer and member contribution rates in effect each fiscal year are based on recommendations made by an independent actuary that are approved by the Board of Trustees and adopted by the County Board of Supervisors.

## **NOTE 9 – PENSION PLAN** (Continued)

# B. Pension Liability, Pension Expense, and Deferred Outflows/Inflows of Resources Related to Pensions

At June 30, 2024 and 2023, the Authority reported a liability of \$4,897,352 and \$4,841,422, respectively, for its proportionate share of the net pension liability of the Plan. The net pension liability was measured as of December 31, 2023 and 2022.

The total pension liability used to calculate the net pension liability was determined by an actuarial valuation date of January 1, 2023 and 2022. The actuarial assumptions used in the January 1, 2023 and 2022 valuations were based on the results of an actuarial experience study for the period January 1, 2013 through December 31, 2017. Measurements as of December 31, 2023 and 2022, are based on the fair value of assets on that date, and the Total Pension Liability as of the valuation dates, January 1, 2023 and 2022. The actuarial assumptions were rolled forward to the Plan's fiscal year-ends of December 31, 2023 and 2022. There were no significant events between the January 1, 2023 and 2022 valuation dates and the December 31, 2023 and 2022 measurement dates for the Plan's GASB Statement No. 67 valuation.

The Authority's proportion of the net pension liability was based on the projection of the Authority's long-term share of contributions to the pension plan relative to the projected contributions of all Pension Plan participates, actuarially determined. The Authority's proportionate share of the net pension liability for the Plan as of June 30, 2024 and 2023, (measurement dates December 31, 2023 and 2022) was as follows:

Proportion - December 31, 2022 Proportion - December 31, 2023	0.48980% 0.48770%
Change - Increase (Decrease)	-0.00210%
,	
Proportion - December 31, 2021	0.51100%
Proportion - December 31, 2022	0.48980%
Change - Increase (Decrease)	-0.02120%

For the fiscal years ended June 30, 2024 and 2023, the Authority recognized pension expense of \$631,885 and \$1,350,162, respectively. Pension expense represents the change in the net pension liability during the measurement period, adjusted for actual contributions and the deferred recognition of changes in investment gain/loss, actuarial gain/loss, actuarial assumptions or method and plan benefits. At December 31, 2023 and 2022, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

December 31, 2023	Deferred Outflows of Resources		rred Inflows Resources
Authority contributions subsequent to measurement date Differences between actual and expected experience Changes in assumptions	\$ 279,029 330,057 350,096	\$	- - -
Net difference between projected and actual earnings on plan investments Adjustment due to differences in proportions Differences in actual contributions and proportionate share of contributions	388,377 759,093		- 97,202 -
Total	\$ 2,106,652	\$	97,202

# NOTE 9 - PENSION PLAN (Continued)

# B. <u>Pension Liability, Pension Expense, and Deferred Outflows/Inflows of Resources Related to Pensions</u> (Continued)

December 31, 2022	 Deferred Outflows of Resources		erred Inflows Resources
Authority contributions subsequent to measurement date Differences between actual and expected experience	\$ 242,069 245,803	\$	-
Changes in assumptions  Net difference between projected and actual earnings on plan investments	515,261 459.033		-
Adjustment due to differences in proportions  Differences in actual contributions and proportionate share of contributions	1,437,254		113,453
Total	\$ 2,899,420	\$	113,453

Deferred outflows of resources and deferred inflows of resources above represent the unamortized portion of changes to net pension liability to be recognized in future periods in a systematic and rational manner.

\$279,029 and \$242,069 reported as deferred outflows of resources related to contributions subsequent to the measurement date was recognized as a reduction of the net pension liability in the fiscal years ended June 30, 2024 and 2023, respectively.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized the pension expense as follows:

Fiscal Year Ended		
June 30		Amount
2025	\$	344,417
2026		333,644
2027		370,772
2028		19,720
2029		661,868
	_\$_	1,730,421

# NOTE 9 - PENSION PLAN (Continued)

# B. Pension Liability, Pension Expense, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)

#### Actuarial Assumptions

The total pension liability in the January 1, 2023 actuarial valuation was determined using the following actuarial assumptions:

Valuation Date January 1, 2023 Measurement Date December 31, 2023 Actuarial Assumptions: Discount Rate 6.75% Inflation 2.50% Projected Salary Increase 3.00%, plus merit component based on years of service ranging from 0.00% to 5.25% Investment Rate of Return 6.75%, net of pension plan investment expense, including inflation **COLA Increases** 2.75% for Tier 1 and 2.00% for Tier 2 and Tier 3

#### Discount Rate

The discount rate used to measure the total pension liability was 6.75 percent. The projection of cash flows used to determine the discount rate assumed that Plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current Plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a buildingblock method in which best estimate ranges of expected future real rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage, adjusted for expected inflation. The target allocation and best estimates of real rates of return for each major asset class are summarized in the following table:

Asset Class	New Strategic Allocation	Weighted Average Long-Term Expected Real Rate of Return
Cash Equivalents/Short Duration Government	10.00%	1.96%
Equities - Public Market	30.00%	4.75%
Real Assets	15.00%	5.50%
Private Markets	30.00%	5.98%
US Treasury - Long Duration/TIPS	15.00%	2.15%
Total	100.00%	

#### **NOTE 9 – PENSION PLAN** (Continued)

# B. <u>Pension Liability, Pension Expense, and Deferred Outflows/Inflows of Resources Related to Pensions</u> (Continued)

Discount Rate (Continued)

The following represents the Authority's proportionate share of the net pension liability calculated using the discount rate of 6.75 percent, as well as what the Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (5.75%) or 1-percentage point higher (7.75%) than the current rate:

December 31, 2023	1% Decrease 5.75%		Dis	scount Rate 6.75%	1% Increase 7.75%		
Agency's proportionate share of the net pension plan liability	\$	6,703,593	\$	4,897,352	\$	3,417,604	
December 31, 2022	1% Decrease 5.75%		Discount Rate 6.75%		1% Increase 7.75%		
Agency's proportionate share of the net pension plan liability	\$	6,575,962	\$	4,841,422	\$	3,421,605	

#### **NOTE 10 - INSURANCE**

The Authority is exposed to various risks of loss related to torts; theft, damage to, or destruction of an asset; and errors or omissions. The Authority maintains comprehensive general liability including automobile insurance of \$25 million for buses, vans, equipment, and facilities. The Authority also purchases commercial Special Liability Insurance and Special Authority Property Insurance with limits of \$25 million per occurrence and \$100 million annual aggregate.

# NOTE 11 - PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT

The Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, approved by the voters as Proposition 1B in November 2006, included a program of funding in the amount of \$4 billion to be deposited in the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA). Of this amount, \$3.6 billion in the PTMISEA was made available to project sponsors in California for allocation to eligible public transportation projects for rehabilitation, safety, or modernization improvements; capital service enhancements or expansions; new capital projects; bus rapid transit improvements; or rolling stock procurement, rehabilitation, expansion, or replacement.

PTMISEA eligibility is based on STA allocations to each project sponsor during the fiscal years 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, and 2009-10, and 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, and 2015-16 and were made available during the 2016-17 fiscal year. Qualifying expenditures must be encumbered within three years from the date of allocation and expended within three years from the date of the encumbrance.

# NOTE 11 - PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT (Continued)

During the fiscal years ended June 30, 2024 and 2023, the Authority received \$0 in PTMISEA receipts. Interest earned for the fiscal years ended June 30, 2024 and 2023, was \$423 and \$236, respectively. The Authority did not have qualifying expenditures for the fiscal years ended June 30, 2024 and 2023.

Schedule of PTMISEA Proposition 1B Funds For the Year Ended June 30, 2024		
Description	Α	mount
Balance - beginning of the year	\$	14,094
Receipts: PTMISEA receipts Interest accrued 7/1/2023 through 6/30/2024		423
Expenses: PTMISEA expenditures		-
Balance - end of year	\$	14,517

Schedule of PTMISEA Proposition 1B Funds For the Year Ended June 30, 2023		
Description	ļ	Amount
Balance - beginning of the year	\$	13,858
Receipts: PTMISEA receipts Interest accrued 7/1/2022 through 6/30/2023		236
Expenses: PTMISEA expenditures		-
Balance - end of year	\$	14,094

## NOTE 12 – <u>SENATE BILL 1 – STATE OF GOOD REPAIR</u>

The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1 (Chapter 5, Statues of 2017), signed by the Governor on April 28, 2017, includes a program that will provide additional revenues for transit infrastructure repair and service improvements. This investment in public transit will be referred to as the State of Good Repair (SGR) program. This program provides funding of approximately \$105 million annually to the STA Account. These funds are to be made available for eligible transit maintenance, rehabilitation, and capital projects.

# NOTE 12 – SENATE BILL 1 – STATE OF GOOD REPAIR (Continued)

This program demonstrates California's commitment to clean, sustainable transportation, and the role that public transit plays in that vision. While SB1 addresses a variety of transportation needs, this program has a specific goal of keeping transit systems in a state of good repair, including the purchase of new transit vehicles, and maintenance and rehabilitation of transit facilities and vehicles. These new investments will lead to cleaner transit vehicle fleets, increased reliability and safety, and reduced greenhouse gas emissions and other pollutants.

During the fiscal years ended June 30, 2024 and 2023, the Authority received \$85,377 and \$454,085, respectively, in SB1 SGR funds. In the fiscal years ended June 30, 2024 and 2023, the Authority did not spend any SB1 SGR funds.

#### **NOTE 13 – CONTINGENT LIABILITY FOR PENSION PLAN EXIT**

The Authority had contracted with the California Public Employees' Retirement System (CalPERS) since 1994, and administrative, management, and confidential employees were offered participation in the CalPERS defined benefit retirement program. To reduce potential future financial obligations, the Board of Directors adopted a Resolution of Intention to terminate the Authority's contract with CalPERS on January 9, 2019. Staff subsequently investigated the cost to terminate the contract and an ad hoc committee appointed by the Board of Directors has determined that joining the San Luis Obispo County Employees Retirement Plan provides an equivalent retirement program for employees previously enrolled in CalPERS.

Payments made for the pension plan exit were \$168,632 and \$164,974 during the fiscal years ended June 30, 2024 and 2023, respectively. The remaining pension plan exit liability was \$348,583 and \$517,215 as of June 30, 2024 and 2023, respectively.

#### **NOTE 14 – SUBSEQUENT EVENTS**

Subsequent events have been evaluated through October 4, 2024, the date these financial statements were available to be issued.

**REQUIRED SUPPLEMENTARY INFORMATION** 

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY FOR THE LAST TEN FISCAL YEARS ENDED JUNE 30, 2024

The following table provides required supplementary information regarding the Authority's Pension Plan.

		2024		2023		2022		2021		2020
Proportion of the net pension liability		0.48770%		0.48980%		0.51100%		0.45130%		0.00637%
Proportionate share of the net pension liability	\$	4,897,352	\$	4,841,422	\$	3,272,997	\$	3,272,997	\$	653,046
Covered payroll	\$	1,179,231	\$	1,160,540	\$	980,914	\$	540,683	\$	925,276
Proportionate share of the net pension liability as a percentage of covered payroll		415.30%		417.17%		333.67%		605.34%		70.58%
Plan's total pension liability	\$	2,712,658,050	\$	2,583,068,273	\$	2,390,539,528	\$	2,247,011,774	\$ 41	,426,453,489
Plan's fiduciary net position	\$	1,708,463,155	\$	1,594,492,075	\$	1,749,962,789	\$	1,566,326,195	\$ 31	,179,414,067
Plan's fiduciary net position as a percentage of the total pension liability		62.98%		61.73%		73.20%		69.71%		75.26%
		2019	_	2018		2017		2016		2015
Proportion of the net pension liability		0.00621%		0.00633%		0.00629%		0.60400%		0.00684%
Proportionate share of the net pension liability	\$	598,258	\$	628,213	\$	543,863	\$	414,886	\$	425,837
Covered payroll	\$	1,030,066	\$	832,784	\$	822,150	\$	473,673	\$	345,255
Proportionate share of the net pension liability as a percentage of covered payroll		58.08%		75.44%		66.15%		87.59%		123.34%
Plan's total pension liability	Φ.	00 044 055 064	Ф	37,161,348,332	Ф	33,358,627,624	\$	31,771,217,402	\$ 30	,829,966,631
	φ,	38,944,855,364	φ	31,101,340,332	φ	00,000,027,024	Ψ	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,	,020,000,00.
Plan's fiduciary net position		29,308,589,559		27,244,095,376		24,705,532,291	·	24,907,305,871	·	,607,502,515

#### Changes in assumptions

In 2021, the discount rate was changed from 6.88% to 6.75%.

In 2020, inflation was changed from 2.50 percent to 2.75 percent.

In 2018, inflation was changed from 2.75 percent to 2.50 percent and individual salary increases and overall payroll growth were reduced from 3.00 percent to 2.75 percent.

In 2017, the discount rate was changed from 7.65 percent to 7.15 percent.

In 2016, the discount rate was changed from 7.5 percent (net of administrative expense) to 7.65 percent to correct for an adjustment to exclude administrative expense.

In 2015, amounts reported as changes in assumptions resulted primarily from adjustments to expected retirement ages of general employees.

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY SCHEDULE OF PENSION CONTRIBUTIONS FOR THE LAST TEN FISCAL YEARS ENDED JUNE 30, 2024

	2024	2023	2022	2021	2020
Contractually required contribution (actuarially determined)	\$ 409,249	\$ 353,079	\$ 312,585	\$ 245,132	\$ 81,697
Contribution in relation to the actuarially determined contribution	(409,249)	(353,079)	(312,585)	 (245,132)	(81,697)
Contribution deficiency (excess)	\$ 	\$ 	\$ 	\$ 	\$ 
Covered payroll	\$ 1,296,823	\$ 1,179,231	\$ 1,160,540	\$ 980,914	\$ 540,683
Contributions as a percentage of covered payroll	31.56%	29.94%	26.93%	24.99%	15.11%
	2019	2018	2017	2016	2015
Contractually required contribution (actuarially determined)	\$ 121,671	\$ 120,722	\$ 108,461	\$ 126,258	\$ 74,414
Contribution in relation to the actuarially determined contribution	(121,671)	(120,722)	(108,461)	(126,258)	(74,414)
Contribution deficiency (excess)	\$ 	\$ 	\$ 	\$ 	\$ 
Covered payroll	\$ 925,276	\$ 1,030,066	\$ 832,784	\$ 822,150	\$ 473,673
Contributions as a percentage of covered payroll	13.15%	11.72%	13.02%	15.36%	15.71%

## **Notes to Schedule**

Valuation Date January 1, 2023 Measurement Date December 31, 2023 Actuarial Assumptions: Discount Rate 6.75% Inflation 2.50% Projected Salary Increase 3.00%, plus merit component based on years of service ranging from 0.00% to 5.25% 6.75%, net of pension plan investment Investment Rate of Return expense, including inflation 2.75% for Tier 1 and 2.00% for Tier 2 and Tier 3 **COLA Increases** 

**SUPPLEMENTARY INFORMATION** 

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY SCHEDULE OF EXPENSES – BUDGET AND ACTUAL FOR THE FISCAL YEAR ENDED JUNE 30, 2024

	Adopted Budget	Actual	County Services Actual	Variance with Budget
Administration:				
Labor	\$ 1,260,560	\$ 1,268,712	\$ -	\$ (8,152)
Labor - Administration Workers Comp	45,630	37,458	-	8,172
Office Space Rental	58,030	5,594	-	52,436
Property Insurance	239,060	258,330	-	(19,270)
Professional Technical Services	247,410	256,841	-	(9,431)
Professional Development	91,450	65,762	-	25,688
Operating Expense	398,380	391,788	-	6,592
Marketing and Reproduction	148,920	72,958	-	75,962
North County Management Contract	(55,770)	(55,770)	-	-
County Management Contract	(114,950)	(114,950)	114,950	-
SCT Management Contract	(133,360)	(133,360)		
Total Administration	2,185,360	2,053,363	114,950	131,997
Service Delivery:				
Labor - Operations	7,545,070	6,985,040	379,851	560,030
Labor - Operations Workers Comp	346,030	284,057	15,073	61,973
Labor - Maintenance	1,809,490	1,811,764	98,627	(2,274)
Labor - Maintenance Workers Comp	94,750	77,780	4,127	16,970
Fuel	1,651,890	1,589,496	36,733	62,394
Insurance	855,850	858,046	20,424	(2,196)
Special Transportation (for SLOCAT and Paso) Avila Trolley	33,740	27,694	25,797	6,046
Maintenance (Parts, Supplies, Materials)	1,029,610	859,099	- 17,773	- 170,511
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Maintenance Contract Costs	167,990	188,092	3,569	(20,102)
Total Service Delivery	13,534,420	12,681,068	601,974	853,352
Capital/Studies:				
Computer System Maintenance/Upgrades	180,750	84,216	-	96,534
Maintenance Equipment	46,500	27,325	-	19,175
Vehicle ITS/Camera System	138,000	126,013	-	11,987
Bus Stop Improvements/Bus Stop Solar Lighting	467,480	114,838	-	352,642
Large Capital Repairs	869,800	842,038	-	27,762
Support Vehicles	256,070	259,206	-	(3,136)
Fixed Route Vehicles	3,130,460	2,916,879	-	213,581
Trolley Vehicles	293,200	-	-	293,200
Cutaway and Dial A Ride Vehicles	177,280	-	-	177,280
Runabout Vehicles	834,500			834,500
Total Capital/Studies	6,394,040	4,370,515		2,023,525

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY SCHEDULE OF EXPENSES – BUDGET AND ACTUAL (Continued) FOR THE FISCAL YEAR ENDED JUNE 30, 2024

	Adopted Budget	Actual	County Services Actual	Variance with Budget
Contingency	187,680	-	-	187,680
CalPERS Buyout	178,310	178,308	-	2
Loan Repayments	472,140	444,905	-	27,235
Short Range Transit Plan	250,000	158,686	-	91,314
Elks Lane Project	-	51,753	-	-
Management Contracts	304,080	304,080		
TOTAL FUNDING USES	\$ 23,506,030	\$ 20,242,678	\$ 716,924	\$ 3,315,105
TOTAL EXPENSES, BUDGETARY BASIS		\$ 20,242,678		
ADD: DEPRECIATION AND AMORTIZATION GASB 68 ADJUSTMENT		3,151,543 832,446		
LESS: LOAN INTEREST PAYMENTS LOAN PRINCIPAL REPAYMENT CALPERS BUYOUT PRINCIPAL PAYMENTS CAPITALIZED EXPENSES		(105,044) (339,861) (168,633) (4,580,954)		
TOTAL OPERATING EXPENSES PER FINANCIAL STATEMENTS		\$ 19,032,175		

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

SINGLE AUDIT REPORT

FOR THE FISCAL YEAR ENDED JUNE 30, 2024

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

# **JUNE 30, 2024**

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# INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE BASIC FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

**Board of Directors** San Luis Obispo Regional Transit Authority San Luis Obispo, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the San Luis Obispo Regional Transit Authority (the Authority), as of and for the fiscal year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated October 4, 2024.

## Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

#### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material

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effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

# **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BROWN ARMSTRONG

ACCOUNTANCY CORPORATION

Grown Armstrong Secountaincy Corporation

Bakersfield, California October 4, 2024



#### INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

**Board of Directors** San Luis Obispo Regional Transit Authority San Luis Obispo, California

#### Report on Compliance with Transportation Development Act Requirements

We have audited the San Luis Obispo Regional Transit Authority's (the Authority) compliance with Transportation Development Act (TDA) requirements that funds allocated to and received by the Authority were expended in conformance with applicable statutes, rules, and regulations of the TDA and the allocation instructions and resolutions of San Luis Obispo County Association of Governments as required by Section 6667 of Title 21, Division 3, Chapter 2, Article 5.5 of the California Code of Regulations during the fiscal year ended June 30, 2024.

# Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to the applicable statutes, rules, and regulations of the TDA.

#### **Auditor's Responsibility**

Our responsibility is to express an opinion on each of the Authority's compliance requirements referred to in Section 6667, which requires that for a transit claimant, the independent auditor will perform at least the following tasks:

- a) Determine whether the claimant was an entity eligible to receive the funds allocated to it;
- b) Determine whether the claimant is maintaining its accounts and records on an enterprise fund basis and is otherwise in compliance with the uniform system of accounts and records adopted by the State Controller, pursuant to Public Utilities Code Section 99234;
- c) Determine whether the funds received by the claimant pursuant to the TDA were expended in conformance with those sections of the TDA specifying the qualifying purposes, including Public Utilities Code Sections 99262 and 99263 for operators receiving funds under Article 4; Sections 99275, 99275.5, and 99277 for Article 4.5 claimants; Section 99400(c), (d), and (e) for Article 8 claimants for service provided under contract; and Section 99405(d) for transportation services provided by cities and counties with populations of less than 5,000;
- d) Determine whether the funds received by the claimant pursuant to the TDA were expended in conformance with the applicable rules, regulations, and procedures of the transportation planning agency and in compliance with the allocation instructions and resolutions;
- e) Determine whether interest earned on funds received by the claimant pursuant to the TDA were expended only for those purposes for which the funds were allocated in accordance with Public Utilities Code Sections 99234.1, 99301, 99301.5, and 99301.6;
- f) Verify the amount of the claimant's operating cost for the fiscal year, the amount of fare revenues required to meet the ratios specified in Sections 6633.2 and 6633.5, and the amount of the sum of fare revenues and local support required to meet the ratios specified in the Section 6633.2;

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- g) Verify the amount of the claimant's actual fare revenues for the fiscal year;
- h) Verify the amount of the claimant's actual local support for the fiscal year;
- i) Verify the amount the claimant was eligible to receive under the TDA during the fiscal year in accordance with Sections 6634 and 6649;
- j) Verify, if applicable, the amount of the operator's expenditure limitation in accordance with Section 6633.1;
- k) In the case of an operator, determine whether the operator's employee retirement system or private pension plan is in conformance with the provisions of Public Utilities Code Sections 99271, 99272, and 99273;
- In the case of an operator, determine whether the operator has had a certification by the Department of the California Highway Patrol verifying that the operator is in compliance with Section 1808.1 of the Vehicle Code, as required in Public Utilities Code Section 99251;
- m) In the case of an operator, verify, if applicable, its State Transit Assistance eligibility pursuant to Public Utilities Code Section 99314.6 or 99314.7; and
- n) In the case of a claimant for community transit services, determine whether it is in compliance with Public Utilities Code Sections 99155 and 99155.5.

Compliance with the requirements referred to above is the responsibility of the Authority's management. Our responsibility is to express an opinion on the Authority's compliance based on our audit.

#### **Opinion on Transportation Development Act Compliance**

In our opinion, the Authority complied, in all material respects, with the compliance requirements referred to above that are applicable to the Authority for the fiscal year ended June 30, 2024.

# **Purpose of this Report**

The purpose of this report on compliance is solely to describe the scope of our testing of compliance and the results of that testing based on the requirements of the TDA, and not to provide an opinion on the effectiveness of the Authority's compliance with the applicable bond act and state accounting requirements. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORA

Grown Armstrong Secountaincy Corporation

Bakersfield, California October 4, 2024



# INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

**Board of Directors** San Luis Obispo Regional Transit Authority San Luis Obispo, California

#### Report on Compliance for Each Major Federal Program

#### Opinion on Each Major Federal Program

We have audited San Luis Obispo Regional Transit Authority's (the Authority) compliance with the types of compliance requirements identified as subject to audit in the U.S. Office of Management and Budget (OMB) Compliance Supplement that could have a direct and material effect on each of the Authority's major federal programs for the fiscal year ended June 30, 2024. The Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the fiscal year ended June 30, 2024.

## Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Authority's compliance with the compliance requirements referred to above.

#### Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Authority's federal programs.

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## Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and
  design and perform audit procedures responsive to those risks. Such procedures include
  examining, on a test basis, evidence regarding the Authority's compliance with the compliance
  requirements referred to above and performing such other procedures as we considered
  necessary in the circumstances.
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in
  order to design audit procedures that are appropriate in the circumstances and to test and report
  on internal control over compliance in accordance with the Uniform Guidance, but not for the
  purpose of expressing an opinion on the effectiveness of the Authority's internal control over
  compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

#### **Report on Internal Control over Compliance**

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

### Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the Authority, as of and for the fiscal year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements. We issued our report thereon dated October 4, 2024, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Grown Amstrong Secountaincy Corporation

Bakersfield, California October 4, 2024

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE FISCAL YEAR ENDED JUNE 30, 2024

Federal Grantor / Pass-Through Grantor / Program or Cluster Title	Assistance Listing Number	Identifying Number	Total Federal Expenditures
U.S. Department of Transportation			
Direct:			
FTA Section 5307 - Capital Assistance (Bus Stop Improvements)	20.507	CA-2016-064-02	\$ 7,008
FTA Section 5307 - Capital Assistance (Bus Stop Improvements)	20.507	CA-2016-065-11	27,858
FTA Section 5307 - Capital Assistance (Veh Maint Equip)	20.507	CA-2017-100-04	7,678
FTA Section 5307 - Capital Assistance (Bus Stop Improvements) FTA Section 5307 - Capital Assistance (Bus Stop Improvements)	20.507 20.507	CA-2017-100-11	25,838
FTA Section 5307 - Capital Assistance (Bus Stop Improvements)  FTA Section 5307 - Capital Assistance (Maintenance tools)	20.507	CA-2018-073-03 CA-2019-082-03	6,065 13,881
FTA Section 5307 - Capital Assistance (Maintenance tools)	20.507	CA-2019-002-03 CA-2020-083-03	1,278
FTA Section 5307 - Capital Assistance (Capital Assistance)	20.507	CA-2020-283-04	2,832
FTA Section 5307 - Operating Assistance	20.507	CA-2021-161-01	2,703,367
FTA Section 5307 - Operating Assistance	20.507	CA-2024-183-00	1,224,510
FTA Section 5307 - Capital Assistance (Engine rehab)	20.507	CA-2021-161-02	26,049
FTA Section 5307 - Capital Assistance (Bus Stop Improvements)	20.507	CA-2021-161-05	32,191
FTA Section 5307 - Capital Assistance (Vehicle Procurement)	20.507	CA-2021-161-06	1,014,300
FTA Section 5307 - Capital Assistance (Engine rehab)	20.507	CA-2022-205-02	273,256
FTA Section 5307 - Capital Assistance (Planning)	20.507	CA-2022-216-06	145,288
FTA Section 5307 - Capital Assistance (Vehicle Replacement) FTA Section 5307 - Capital Assistance (Vehicle Replacement)	20.507 20.507	CA-2022-216-08 CA-2022-216-10	248,554 297,686
FTA Section 5307 - Capital Assistance (Vehicle Replacement)	20.507	CA-2022-210-10 CA-2023-195-03	100,810
FTA Section 5307 - Capital Assistance (Support Vehicle Replacement)	20.507	CA-2023-105-07	185,973
FTA Section 5307 - Capital Assistance & Ops Assist FY 14/15 (Bus Stop Impr)	20.507	CA-90-Z272-04	6,443
FTA Section 5307 - Operating Assistance	20.507	CA-2024-183-00	439,756
FTA Section 5307 - Operating Assistance	20.507	CA-2024-183-00	1,080,504
Total FTA Section 5307			7,871,125
Total Federal Transit Cluster			7,871,125
FTA Section 5339 - Capital Assistance (Rolling Stock)	20.509	CA-2022-205-01	39,308
FTA Section 5339 - Capital Assistance (Rolling Stock)	20.509	CA-2021-161-07	70,276
FTA Section 5339 - Capital Assistance (Rolling Stock)	20.509	CA-2022-205-02	28,282
FTA Section 5339 - Capital Assistance (Rolling Stock)	20.509	CA-2023-195-02	333,261
FTA Section 5339 - Capital Assistance (Rolling Stock)	20.509	CA-2023-195-04	12,667
FTA Section 5339 - Capital Assistance (BMF)	20.509	CA-2020-040-01	51,753
Passed Through the State of California Department of Transportation: FTA Section 5339 - Capital Assistance (Rolling Stock)	20 500	640000 04547	101 100
, , ,	20.509	64GC20-01517	191,480
Total FTA Section 5339			727,027
Passed Through the State of California Department of Transportation:			
FTA Section 5311 - Operating Assistance	20.509	64BA22-02070	777,370
ARPA - FTA Section 5311 - Operating Assistance	20.509	64TO21-01876	635,900
Total FTA Section 5311			1,413,270
Total U.S. Department of Transportation			10,011,422
Total Expenditures of Federal Awards, Excluding Federal Loan Balances			\$ 10,011,422
Federal Loan Balances Carried Forward	from Prior Year		
			¢ 11.060.010
Transportation Infrastructure Finance and Innovation Act (TIFIA) Program	20.223		\$ 11,960,910
Total Federal Loan Balances			11,960,910
Total Expenditures of Federal Awards, Including Federal Loan Balances			\$ 21,972,332

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE FISCAL YEAR ENDED JUNE 30, 2024

# NOTE 1 – SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

The accompanying Schedule of Expenditures of Federal Awards (Schedule) presents the activity of all Federal award programs of the San Luis Obispo Regional Transit Authority (the Authority). All Federal awards received directly from Federal agencies as well as Federal awards passed through from other government agencies are included on the Schedule.

# NOTE 2 – <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u>

# **Basis of Accounting**

The accompanying Schedule is presented using the accrual basis of accounting, which is described in Note 2 of the Authority's financial statements.

# NOTE 3 - RELATIONSHIP TO FINANCIAL STATEMENTS

Federal award monies are reported in the Authority's financial statements as revenues from Federal operating and capital assistance grants.

### **NOTE 4 - INDIRECT COST RATE**

The Authority did not elect to use the 10 percent de minimus indirect cost rate.

# NOTE 5 - LOANS OUTSTANDING

The following program had federally-funded loans outstanding at June 30, 2024:

		Amount Outstanding							
Assistance Listing Number	Program Title	July 1, 2023	New Loans		Loan Paymen	ts	Forgive	en	June 30, 2024
20.223	TIFIA	\$ 11.960.910	\$	_	\$	_	\$	_	\$ 11.960.910

FINDINGS AND QUESTIONED COSTS SECTION

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE FISCAL YEAR ENDED JUNE 30, 2024

# I. Summary of Auditor's Results

Financial Statements

II.

III.

Type of auditor's report issued:				<u>Unmo</u>	<u>dified</u>
Internal control over financial reporting: Material weakness identified? Significant deficiencies identified that are not considered to be material weaknesses?			Yes Yes		No None reported
Noncompliance material to financial sta	atements noted?		Yes	X	No
Federal Awards					
Internal control over major federal prog Material weakness identified? Significant deficiencies identified that to be material weaknesses?			_	X X	No None reported
Type of auditor's report issued on com	pliance for major programs:			<u>Unr</u>	nodified
Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance?			_ Yes	X	No
Identification of major programs:					
Assistance Listing Number	Name of Federal Program or	Clust	<u>ers</u>		
20.507	Federal Transit – Formula Gr Formula Program)	•			eas
20.509	Formula Grants for Other tha	n Urb	anized <i>i</i>	Areas	
Dollar threshold used to distinguish Ty	pe A and B programs:		\$750,0	000	
Auditee qualified as low risk auditee?		X	Yes	_	No
Findings Relating to Financial States Auditing Standards (GAGAS) None.	ment Required Under Genera	ally A	ccepte	d Gove	ernment
Federal Award Findings and Question	oned Costs				
None.					

IV.	State Award Findings and Questioned Costs
	None.
V.	Summary of Prior Audit (June 30, 2023) Findings and Current Status
	None.



Board of Directors San Luis Obispo Regional Transit Authority San Luis Obispo, California

We have audited the financial statements of the San Luis Obispo Regional Transit Authority (the Authority) for the fiscal year ended June 30, 2024. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 2, 2024. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Matters**

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note 2 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the fiscal year ended June 30, 2024. We noted no transactions entered into by the Authority during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Authority's financial statements were:

Management's estimate of the useful lives of capital assets for purposes of calculating annual depreciation expense. We evaluated the key factors and assumptions used to develop the estimate of the useful lives of capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimates of its net pension liability, and related deferred inflows of resources and deferred outflows of resources, are based on actuarial valuations that involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. We evaluated the key factors and assumptions used to develop the estimates of the net pension liability, and related deferred inflows of resources and deferred outflows of resources, in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimates in determining its lease liability and right-to-use leased asset. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosures of capital asset and depreciation, lease liability and right-to-use leased asset, and pension in Notes 4, 8, and 9 to the financial statements, respectively.

BAKERSFIELD 4200 Truxtun Avenue, Suite 300 Bakersfield, CA 93309 661-324-4971 FRESNO 10 River Park Place East, Suite 208 Fresno, CA 93720 559-476-3592 STOCKTON 2423 West March Lane, Suite 202 Stockton, CA 95207 209-451-4833 The financial statement disclosures are neutral, consistent, and clear.

### Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no such misstatements.

### Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 4, 2024.

### Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

# **Other Matters**

We applied certain limited procedures to the Schedule of Proportionate Share of the Net Pension Liability and Schedule of Pension Contributions, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Schedule of Expenses – Budget and Actual, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

# **Restriction on Use**

This information is intended solely for the information and use of the Board of Directors and management of the Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG ACCOUNTANCY CORPORATION

Grown Armstrong Secountaincy Corporation

Bakersfield, California October 4, 2024

# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY NOVEMBER 6, 2024 STAFF REPORT

AGENDA ITEM: A-6

TOPIC: Procurement of Digital Two-Way Radio

System

PRESENTED BY: Omar McPherson, Operations Manager

STAFF RECOMMENDATION: Authorize Executive Director to Issue a

**Request for Proposals for Digital Two-Way** 

Radio System

# BACKGROUND/DISCUSSION:

At its March 2022 meeting, the RTA Board approved the pursuit of a new digital two-way radio system as part of the remaining equipment needed for the new Bus Maintenance Facility. All the other BMF equipment purchase projects have been completed. Staff is now seeking Board authority to issue a Request for Proposals to replace our analog radio system, which is being phased out by vendors in favor of more modern digital systems. Implementation of the new digital radio will improve the staff ability to reliably communicate with Bus Operators and Operations Supervisors in a more efficient manner than we currently do with the analog system. Some of the efficiencies are communicating one-to-one or to a select group of Bus Operators, which helps reduce "clutter" on the radio system.

Staff has developed a scope of work (see attached) that details what will be required for the new Digital Two-Way Radio System. If approved by the Board, the digital two-way radio system would be procured in accordance with the RTA Purchasing Policy at a price not to exceed \$184,000.

# Staff Recommendation

Authorize Executive Director to issue a request for bid for digital two-way radio system.

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# **Digital Radio System - Scope of Work**

#### **301 OBJECTIVES**

This Request for Proposals (RFP) is issued by the RTA to select, through a competitive bid process, a Contractor to provide a hosted wide area digital radio communications system for the RTA's fixed-route transit buses and paratransit/demand response vehicles.

# **302 CURRENT ANALOG/DIGITAL RADIO SYSTEM**

The current operating fleet for RTA is seventy-eight (78) vehicles. Thirty-two (32) buses are standard fixed-route transit buses used in regional/local service, seventeen (17) cutaway vans, and fifteen (15) low-floor minivans in demand response/paratransit service. In addition, we utilize fourteen (14) support vehicles. The existing analog system does not provide the coverage required and quality is poor with interference from other co-channel users. The RTA is currently using Motorola Model XPR5550 and PM400 units.

#### **303 NEW DIGITAL RADIO SYSTEM**

The RTA is seeking to replace the current analog radio system with a hosted wide area digital radio communications system. The radio system shall have high-quality digital radio service and network coverage of the operating area of the RTA bus routes within San Luis Obispo County. Additional coverage outside of this area is desirable. The Contractor shall provide one-year warranty on all workmanship and non-radio contractor provided hardware. Manufacturers of the digital radio hardware shall offer a one-year warranty on all active radio equipment.

# The wide area digital radio system must have:

- 1. An open-source digital signaling standard with either 6.25khz channel spacing or the spectral equivalent (TDMA at 12.5 Khz or similar).
- 1. Up to 5 dedicated talk groups.
- 2. All radios shall have access to the 5 dedicated talk groups, three of them shall be SLO Bus, Runabout, and Dial-a-Ride with two extra talk groups for expansion.
- 3. Over the air radio aliasing.
- 4. Capacity to ensure 99% of all radio calls succeed on the first attempt to make a radio call.
- 5. The contractor will be responsible for having or holding a third responsible for Generator/battery back up to ensuring wide area coverage and communications during a power outage or other electrical service interruption including catastrophic event. This should be done at the repeater site and at the base stations in the server room.
- 6. Network and hardware system monitoring to alert the vendor of any repeater/wide area problems before it impacts service to RTA users.
- 7. 24/7/365 on call support, with a helpdesk and ticket tracking.
- 8. A completely hosted system/network for all communications.

9. Optional Mobile app (If available) for cell phone communication on radio channels when needed

# **Digital Radios**

- 1. Contractor will install, program and test all new digital radios in each vehicle in a location identified by the RTA's Maintenance Manager, including new antenna of appropriate category. Ignition sense and power shall run to the bus manufacture 12-volt DC source and ground buss. The completed installation will include integration and function of a boom or hand mic, foot switches, PA interface and emergency button.
- 2. The RTA buses use dash mounted speaker microphone for the radio system.
- 3. Base stations will be installed, programmed and tested at our facility at 253 Elk Lane. For the purpose of the RFB, base stations shall be provided with AC Power Supply, 100 feet of coaxial cable, outdoor antenna of appropriate size for the system. Roof/wall penetrations will be provided under direction of the RTA Maintenance and Facility Manager. Base stations must have the following:
  - Computer hardware, to include CPU, monitor and standard components needed for a radio system. The RTA shall provide the PC unless the RTA directs the Contractor to provide the PC. The Contractor shall provide the specifications for the PC if the RTA provides the PC.
  - Footswitch and hand control operation
  - Option to interact with desk telephone system to switch back and forth between radio and phone
  - Hands free capability
  - Ability to select multiple vehicles to communicate two way within talk group of vehicles selected on the fly
  - Ability to have a private conversation with one selected vehicle on the fly
- 4. Portable radios shall be programmed and tested and delivered to the Operations Manager. Portable radios shall be complete, multi-pin lapel speaker mic, antenna, battery, charger, belt clip and protective cases for each.
- 5. Contractor shall provide two training sessions for radio users, not less than 30 minutes in length, with basic radio operations, tips and tricks for improving radio communications and handouts with quick reference for RTA team members to take with them. Training sessions shall be coordinated with the RTA Operations Manager
- 6. Contractor shall provide training sessions for dispatch radio users not less than 30 minutes in length, with 30 minutes of live on the air support with the dispatchers when they first start using the radio system, with basic radio operations, tips and tricks for improving radio communications and handouts with quick reference for RTA team members to take with them. Training sessions shall be coordinated with the RTA.

7. Contractor shall provide a train the trainer session for select RTA team members. This class shall include all the information in the basic radio operations, along with "typical questions from radio users and how to answer them," additional information on radio systems, basic trouble shooting.

# **Quantities of Digital Radios**

Туре	Quantity
Mobile Digital Radio, installed in vehicles, complete.	74
Base station Digital Radio, installed, with 5 work stations in dispatch office, complete.	1
Portable digital radio, complete with lapel mic.	10
2 for maintenance, 2 for	
Paso yard, 2 for SCT yard, 4	
operation supervisors	

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# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY NOVEMBER 6, 2024 STAFF REPORT

AGENDA ITEM: A-7

TOPIC: Electric Bus Charging

ACTION: Authorize CEC Grant Negotiations

PRESENTED BY: Tania Arnold, Deputy Director/CFO

STAFF RECOMMENDATION: Authorize the Executive Director to Pursue the

**California Energy Commission ARFVTP Grant** 

Funds of Up to \$1.7 Million

# BACKGROUND/DISCUSSION:

The California Energy Commission (CEC) provides grant funding through its Clean Transportation Program / Alternative and Renewable Fuels and Vehicle Technology Program (ARFVTP) for electrification of heavy-duty vehicles. In October 2021, the CEC awarded \$1.7 million as "last dollars in" to the Solano Transportation Authority (STA) to deploy seven wireless/inductive direct-current fast-chargers on commuter routes between Solano County and San Francisco that could provide opportunity charging for their 13 commuter buses. This ARFVTP grant was intended to serve as match to STA's separate \$3 million Transit and Intercity Rail Capital Program (TIRCP) grant. In the intervening years, hydrogen fuel cell electric vehicles and associated hydrogen fueling sites have been deployed in the Bay Area, and STA has instead chosen to pursue hydrogen fueled buses. The original grant is identified as agreement number ARV-21-036, and was determined to be exempt from the California Environmental Quality Act as a categorical exemption. A copy of the original grant proposal package is attached at the end of this staff report.

The RTA was approached by the inductive charging vendor InductEV (formerly known as Momentum Dynamics Corporation), knowing that our Innovative Clean Transit fleet rule Zero-Emission Vehicle Rollout Plan identifies opportunity charging along our intercity fixed-routes as a possible solution to our BEB range challenges. Based on conversations with InductEV representatives, the CEC has expressed interest in transferring the grant to the RTA, including the possibility of extending the original March 31, 2026 deadline for implementation for up to two additional years.

The original grant application included two already-identified vendors – the aforementioned InductEV, and WSP, USA (a planning and engineering firm) in STA's grant application. A breakdown of costs and local match obligations in the original ARFVTP grant are provided in the table below. Note that some of the funding shown in

the table is comingled with the \$3 million TIRCP grant mentioned above; the total is approximately \$4.3 million including all TIRCP and ARFVTP funds.

Breakdown of Project Costs Innovative Wireless Charging for Public Transit					
Legal Company Name					
Site Installation - 7 sites x \$170k (CEC funds)	\$74,000	2.5%			
Site / Project Film and Photography (CEC funds)	\$31,000	1.1%			
3rd Party Data Analysis & Reporting (CEC funds)	\$90,000	3.1%			
WSP USA, Inc. (TIRCP funds serving as Local Match funds)	\$1,500,000	51.2%			
Site Installation - 7 sites x \$170k (Local Match funds)	\$1,116,000	38.1%			
Solano Transportation Authority (Program Management) (Local Match funds)	\$118,080	4.0%			
Total	\$2,929,080				
Total CEC	\$195,000	6.7%			
Total Local Match	\$2,734,080	93.3%			

On a related note, the SB125 funding awarded by SLOCOG and the California State Transportation Agency includes the following contactless opportunity charging system awards that could provide the local match under a revised project scope that meets the RTA's needs:

- 1. RTA-10 Morro Bay passenger facility (\$550k).
- 2. RTA-11 Santa Maria passenger facility (\$550).
- 3. RTA-12 San Luis Obispo passenger facility (\$566k).
- 4. RTA-13 Paso Robles layover facility (\$600k).

Obviously, there are a lot questions that remain unanswered. Staff is seeking the Board's authority to continue discussions with the project partner (InductEV) and CEC officials so that we can provide more information at a later RTA Board meeting on whether or not it is worthwhile for our agency to execute an agreement to use these ARFVTP funds.

# Staff Recommendation

Authorize the Executive Director to pursue the California Energy Commission ARFVTP grant funds of up to \$1.7 Million.

**GRANT REQUEST FORM (GRF)** 

CEC-270 (Revised 12/2019)

**A)New Agreement** # ARV-21-036 (to be completed by CGL office)

CALIFORNIA ENERGY COMMISSION

B) Division		Agreement Manager:	MS-	Phone
600 Fuels and Transportation	on Division	Kate Reid	27	916-237-2536
C) Recipient's Legal Name	<u></u>		Federa	I ID#
Momentum Dynamics Corpora			27-0965	
D) Title of Project				
Innovative Wireless Charging	for Public Transit P	roject		
E) Term and Amount				
Start Date	End Date	Amount		
10 / 13 / 2021 <b>F) Business Meeting Info</b>	3 / 31 / 2026	\$ 1,700,000		
<u></u>		elegated to Executive Dire	ctor	
		2021 Consent Discu		
Business Meeting Presente	•	<del>_</del>	1001011	
Please select one list serve				
Agenda Item Subject and	•	5 7 ii ii 7 11 )		
MOMENTUM DYNAMICS with Momentum Dynamics C infrastructure at seven strateg Authority and adopting staff's Program funding). Contact: K  G) California Environment	Corporation for a \$1, ic locations within a determination that Kate Reid (Staff Pres	,700,000 grant to deploy 300 the SolanoExpress service op this action is exempt from C sentation: 5 minutes)	kW wireles erated by S	ss charging olano Transit
1. Is Agreement cons	sidered a "Project'	" under CEQA?		
∑ Yes (skip to qu 15378)):	uestion 2) 🔲 N	lo (complete the following	(PRC 2106	65 and 14 CCR
Explain why Agree	ement is not consi	idered a "Project":		
		rsical change in the enviror e in the environment becau		reasonably
2. If Agreement is co	nsidered a "Proje	ct" under CEQA:		
a) 🗌 Agreem	nent <b>IS</b> exempt.			
☐ Statuto	ry Exemption. Lis	st PRC and/or CCR section	number:	
⊠ Catego	rical Exemption. I	List CCR section number:	15301, 1530	03, & 15304
		CR 15061 (b) (3) Explain re	ason why	Agreement is
exempt under the abo		on: Explain reason why Agre	ement is ex	rempt under the
above section:	2221 1110 400 10 50011	Zapiani reason way rigit		Timp v and on the
and 4 Catego	orical Exemptions o	mpt from the provisions of Cl of the State CEQA Guidelines nd vehicle operations are cate	. Operation	and minor

CALIFORNIA ENERGY COMMISSION

provisions of CEQA under the Class 1 categorical exemption for the operation, repair, maintenance, and/or minor alteration of existing structures, facilities, and/or mechanical equipment involving negligible expansion of existing use (14 CCR § 15301). New Construction and Conversion of Small Structures and Equipment for the EV chargers is exempt from CEQA under the Class 3 Categorical Exemption (14 CCR §15303). Lastly, the project is exempt under the Class 4 for Minor Trenching (14 CCR §15304). The installation of the chargers will be located in "urbanized areas" and the total impacted areas will be less than 10,000 square feet (14 CCR §15303(c)).

b)	Agreement <b>IS NOT</b> exempt. (consult with the legal office to determine next steps)
	Check all that apply
	☐ Initial Study
	☐ Negative Declaration
	☐ Mitigated Negative Declaration
	☐ Environmental Impact Report
	Statement of Overriding Considerations

# H) List all subcontractors (major and minor) and equipment vendors: (attach additional sheets as necessary)

Legal Company Name:	Budget
TBD (Site Installation - 7 Sites x \$170K) (CEC funds)	\$ 74,000.00
TBD (Site / Project Film and Photography) (CEC funds)	\$ 31,000.00
TBD (3rd Party Data Analysis & Reporting) (CEC funds)	\$ 90,000.00
WSP USA, Inc. (Match) funds)	\$ 1,500,000.00
TBD (Site installation - 7 Sites x \$170) (Match funds)	\$ 1,116,000.00
Solano Transportation Authority (Program Management) (Match funds	\$ 118,080.00

# I) List all key partners: (attach additional sheets as necessary)

Legal Company Name:	
Solano Transportation Corporation (STA)	
Solano County Transit (SolTrans)	
Fairfield and Suisun Transit (FAST)	
Pacific Gas and Electric Corporation (PG&E)	
National Renewable Energy Laboratory	

# J) Budget Information

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
ARFVTP	FY 18/19	601.118K	\$1,700,000
Funding Source			\$

R&D Program Area: Select Program Area TOTAL: \$ 1,700,000

# GRANT REQUEST FORM (GRF) CEC-270 (Revised 12/2019) Explanation for "Other" selection

**Deputy Director** 

Reimbursement Contract #:	Federal Agreeme	ent #	:	
<ul><li>K) Recipient's Contact Information</li><li>1. Recipient's Administrator</li></ul>		2	Recinie	nt's Project Manager
Name: Bob Kacergis Address: 3 Pennsylvania Ave City, State, Zip: Malvern, PA Phone: 610.662.1461 E-Mail: bob.kacergis@momentumdyn m  L) Selection Process Used	enue A 19355	2.	Name: E Address City, Sta Phone: 6 E-Mail:	Bob Kacergis  : 3 Pennsylvania Avenue  ate, Zip: Malvern, PA 19355  510.662.1461  rgis@momentumdynamics.co
	icitation #: GFO-20-6	05		
☐ First Come First Served Solicita	tion Solicitation #:	-	-	
M) The following items should be	attached to this G	RF		
<ol> <li>Exhibit A, Scope of Work</li> <li>Exhibit B, Budget Detail</li> <li>CEC 105, Questionnaire for Recipient Resolution</li> <li>CEQA Documentation</li> </ol>	or Identifying Conflic	ts [	⊠ N/A □ N/A	<ul><li>✓ Attached</li><li>✓ Attached</li><li>✓ Attached</li><li>✓ Attached</li><li>✓ Attached</li></ul>
Agreement Manager	Date	_		
Office Manager	Date	-		

Date

CALIFORNIA ENERGY COMMISSION

# TECHNICAL TASK LIST

Task #	CPR	Task Name
1		Administration
2		Identify & Assess Charging Locations
3	Х	Site Design
4	Х	Site Installation/Construction
5		Commission Chargers
6		Operator & Driver Training
7		Energy Tracking/Billing
8		Project Operation and Ongoing Management
9		Project Fact Sheet
10		Data Collection and Analysis

# KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Todd Daniel, Momentum Dynamics Corporation (MD)	None	
	Anthony Adams, Solano Transportation Authority (STA)		
2	Todd Daniel, MD	WSP USA, Inc. (WSP)	STA, Solano County
	Anthony Adams, STA		Transit (SolTrans), Fairfield and Suisun
	Bob Kacergis, MD		Transit (FAST)
3	Bill Bayer, MD	WSP	STA, SolTrans, FAST,
	Todd Daniel, MD		Pacific Gas and Electric
	Anthony Adams, STA		Corporation (PG&E)
4	Bill Bayer, MD	WSP & Installer (TBD - will	PG&E
	Todd Daniel, MD	solicit construction bids during project)	
	Anthony Adams, STA	projecty	
5	Bill Bayer, MD		
	Joren Wendschuh, MD		
	Phillip Woolen, MD		
6	Todd Daniel, MD		STA, SolTrans, FAST
	Phillip Woolen, MD		
7	Joren Wendschuh, MD		STA, PG&E

	Tech Lead, STA		
8	Todd Daniel, MD		
	Bob Kacergis, MD		
	Anthony Adams, STA		
9	Todd Daniel, MD	TBD	STA
	Anthony Adams, STA		
10	MD NOC Team	TBD	National Renewable Energy Laboratory

# GLOSSARY

Specific terms and acronyms used throughout this scope of work are defined as follows:

Term/ Acronym	Definition
BEB	Battery Electric Bus
CAM	Commission Agreement Manager
CAO	Commission Agreement Officer
CEC	California Energy Commission
Clean Transportation Program	Formerly known as the Alternative and Renewable Fuel and Vehicle Technology Program
СРО	Charge Point Operator
CPR	Critical Project Review
EV	Electric Vehicle
FAST	Fairfield and Suisun Transit
FTD	Fuels and Transportation Division
GA	Ground Assembly (system including power electronics cabinet & ground transmitter pads)
ICT	Innovative Clean Transit Regulation
MD	Momentum Dynamics Corporation
MOU	Memorandum of Understanding
NOC	Network Operations Center
OEM	Original Equipment Manufacturer
PG&E	Pacific Gas and Electric Corporation
Project	Innovative Wireless Charging for Public Transit Project
SolTrans	Solano County Transit

STA	Solano Transportation Authority
VA	Vehicle Assembly
VIN	Vehicle Identification Number

# Background

Assembly Bill (AB) 118 (Núñez, Chapter 750, Statutes of 2007), created the Clean Transportation Program, formerly known as the Alternative and Renewable Fuel and Vehicle Technology Program. The statute authorizes the California Energy Commission (CEC) to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change, clean air, and alternative energy policies. AB 8 (Perea, Chapter 401, Statutes of 2013) re-authorizes the Clean Transportation Program through January 1, 2024. The Clean Transportation Program has an annual budget of approximately \$100 million and provides financial support for projects that:

- Reduce California's use and dependence on petroleum transportation fuels and increase the use of alternative and renewable fuels and advanced vehicle technologies.
- Produce sustainable alternative and renewable low-carbon fuels in California.
- Expand alternative fueling infrastructure and fueling stations.
- Improve the efficiency, performance and market viability of alternative light-, medium-, and heavy-duty vehicle technologies.
- Electrify medium- and heavy-duty on-road and non-road vehicle fleets to alternative technologies or fuel use.
- Expand the alternative fueling infrastructure available to existing fleets, public transit, and transportation corridors.
- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

On August 7, 2020, the CEC released a Grant Solicitation and Application Package entitled "BESTFIT Innovative Charging Solutions" under the Clean Transportation Program. This competitive grant solicitation offered to fund projects that demonstrate transformative technology solutions and work to accelerate the successful commercial deployment of electric vehicle (EV) charging for both light-duty (LD) and medium- and heavy-duty (MD/HD) applications. In response to GFO-20-605, the Recipient submitted application #18 which was proposed for funding in the CEC's Notice of Proposed Awards on April 16, 2021. GFO-20-605 and Recipient's application are hereby incorporated by reference into this Agreement in their entirety.

In the event of any conflict or inconsistency between the terms of the Solicitation and the terms of the Recipient's Application, the Solicitation shall control. In the event of any conflict or inconsistency between the Recipient's Application and the terms of Commission's Award, the Commission's Award shall control. Similarly, in the event of any conflict or inconsistency between the terms of this Agreement and the Recipient's Application, the terms of this Agreement shall control.

#### Problem Statement:

California's public transit agencies are facing severe challenges to meet the state's mandate to achieve 100% zero-emission electric bus fleets by 2040. Most transit depots cannot meet the demands of full fleet electrification without expensive and protracted grid upgrades, and California's transit agencies are struggling to overcome the daunting upfront capital costs for electrical infrastructure—especially as revenues have crashed during Covid-19. Without innovation and collaboration, prohibitively expensive utility upgrades will be necessary for nearly all of the state's 200 individual transit operators, and, sadly, most of the traditional infrastructure investments would be under-utilized by each individual transit operator. Each individual agency needs to invest in landside electrical upgrades, but these upgrades will only be used for a small portion of each day. Daily bus routes often exceed the actual range of currently available zero-emission bus technology, which causes intermediate charging delays and requires even more range-extending charging infrastructure in fringe service territories that will only be used briefly each day—unless multiple agencies share a charging interface that allows for collaborative investments and optimized infrastructure utilization.

An economical solution is urgently needed to overcome these obstacles and drive the deployment of zero-emission buses and charging infrastructure. Fortunately, the opportunity is ripe since most of the state's public transit agencies are still in the planning stages for their zero-emission transitions.<sup>2</sup> Timing is ideal for the proposed project to demonstrate and deploy a cost-effective, innovative charging interface solution that will minimize infrastructure costs via shared charging, increase charger utilization, and reduce utility upgrade costs for each agency. A collaborative charging interface will facilitate extended functional vehicle range to serve long routes, distribute the load on the electrical grid, and simplify operations and maintenance. Finally, it will help transit operators statewide successfully implement the state's Innovative Clean Transit Regulation (ICT).

# Goals of the Agreement:

The goal of this agreement is to demonstrate a state-of-the-art electric vehicle (EV) wireless inductive charging system to accelerate the commercial deployment of EV charging for application in the medium- and heavy-duty vehicle sector. This agreement will make it possible for Solano Transportation Authority (STA) to transition its existing diesel long-haul coach buses to a zero-emission fleet, and will serve as a model of interagency operations as well as cross-OEM and cross-power level interoperability needed for the advancement of zero-emission electric transit in California and the U.S.

# Objectives of the Agreement:

The objectives of this agreement are to:

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<sup>&</sup>lt;sup>1</sup> California Air Resources Board. "California Transitioning to All Electric public bus fleet by 2040." Dec. 14, 2018. https://ww2.arb.ca.gov/news/california-transitioning-all-electric-public-bus-fleet-2040.

<sup>&</sup>lt;sup>2</sup> California Air Resources Board. "Status of Battery and Fuel Cell Electric Buses in California Transit Agencies." https://ww3.arb.ca.gov/msprog/ict/faqs/zbusmap.pdf

- 1. Deploy 7 wireless chargers to serve 13 electric buses within STA's Solano Express service.
- 2. Demonstrate the benefits of innovative, automated wireless charging.
- 3. Showcase a cost-effective charging solution that addresses range issues, reduces expensive utility upgrades, and mediates upfront capital cost.
- 4. Demonstrate operational advancements for charging infrastructure, including system sharing and interoperability with multiple EVs and power levels.
- 5. Create a replicable charging model and roadmap for California public transit agencies.
- 6. Accelerate the commercial deployment of transformative wireless EV charging for multiple vehicle applications, including autonomous.
- 7. Facilitate the adoption of EVs by making the charging experience seamless and maximizing charger utilization.
- 8. Serve as a showcase of interagency and inter-OEM infrastructure collaboration.

# TASK 1 ADMINISTRATION

# Task 1.1 Attend Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement. The Commission Agreement Manager (CAM) shall designate the date and location of this meeting and provide an agenda to the Recipient prior to the meeting.

# The Recipient shall:

- Attend a "Kick-Off" meeting with the CAM, the Commission Agreement Officer (CAO), and a representative of the Energy Commission Accounting Office. The Recipient shall bring their Project Manager, Agreement Administrator, Accounting Officer, and any others determined necessary by the Recipient or specifically requested by the CAM to this meeting.
- Discuss the following administrative and technical aspects of this Agreement:
  - Agreement Terms and Conditions
  - Critical Project Review (Task 1.2) 0
  - 0 Match fund documentation (Task 1.6) No reimbursable work may be done until this documentation is in place.
  - Permit documentation (Task 1.7) 0
  - Subcontracts needed to carry out project (Task 1.8) 0
  - The CAM's expectations for accomplishing tasks described in the Scope of 0 Work
  - An updated Schedule of Products and Due Dates 0
  - Monthly Progress Reports (Task 1.4)
  - Technical Products (Product Guidelines located in Section 5 of the Terms  $\cap$ and Conditions)
  - Final Report (Task 1.5) 0

# Recipient Products:

- **Updated Schedule of Products**
- Updated List of Match Funds
- Updated List of Permits

# Commission Agreement Manager Product:

Kick-Off Meeting Agenda

# Task 1.2 Critical Project Review (CPR) Meetings

CPRs provide the opportunity for frank discussions between the Energy Commission and the Recipient. The goal of this task is to determine if the project should continue to receive Energy Commission funding to complete this Agreement and to identify any needed modifications to the tasks, products, schedule or budget.

The CAM may schedule CPR meetings as necessary, and meeting costs will be borne by the Recipient.

Meeting participants include the CAM and the Recipient and may include the Commission Agreement Officer, the Fuels and Transportation Division (FTD) program lead, other Energy Commission staff and Management as well as other individuals selected by the CAM to provide support to the Energy Commission.

#### The CAM shall:

- Determine the location, date, and time of each CPR meeting with the Recipient. These meetings generally take place at the Energy Commission, but they may take place at another location.
- Send the Recipient the agenda and a list of expected participants in advance of each CPR. If applicable, the agenda shall include a discussion on both match funding and permits.
- Conduct and make a record of each CPR meeting. Prepare a schedule for providing the written determination described below.
- Determine whether to continue the project, and if continuing, whether or not modifications are needed to the tasks, schedule, products, and/or budget for the remainder of the Agreement. Modifications to the Agreement may require a formal amendment (please see section 8 of the Terms and Conditions). If the CAM concludes that satisfactory progress is not being made, this conclusion will be referred to the Lead Commissioner for Transportation for his or her concurrence.
- Provide the Recipient with a written determination in accordance with the schedule. The written response may include a requirement for the Recipient to revise one or more product(s) that were included in the CPR.

# The Recipient shall:

- Prepare a CPR Report for each CPR that discusses the progress of the Agreement toward achieving its goals and objectives. This report shall include recommendations and conclusions regarding continued work of the projects. This report shall be submitted along with any other products identified in this scope of work. The Recipient shall submit these documents to the CAM and any other designated reviewers at least 15 working days in advance of each CPR meeting.
- Present the required information at each CPR meeting and participate in a discussion about the Agreement.

#### **CAM Products:**

- Agenda and a list of expected participants
- Schedule for written determination
- Written determination

# Recipient Product:

CPR Report(s)

# Task 1.3 Final Meeting

The goal of this task is to closeout this Agreement.

# The Recipient shall:

 Meet with Energy Commission staff to present the findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement.

This meeting will be attended by, at a minimum, the Recipient, the Commission Grants Office Officer, and the Commission Agreement Manager. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be two separate meetings at the discretion of the Commission Agreement Manager.

The technical portion of the meeting shall present an assessment of the degree to which project and task goals and objectives were achieved, findings, conclusions, recommended next steps (if any) for the Agreement, and recommendations for improvements. The Commission Agreement Manager will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the Commission Agreement Manager and the Grants Officer about the following Agreement closeout items:

- o What to do with any equipment purchased with Energy Commission funds (Options)
- Energy Commission's request for specific "generated" data (not already provided in Agreement products)

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- Need to document Recipient's disclosure of "subject inventions" 0 developed under the Agreement
- "Surviving" Agreement provisions 0
- Final invoicing and release of retention 0
- Prepare a schedule for completing the closeout activities for this Agreement.

#### Products:

- Written documentation of meeting agreements
- Schedule for completing closeout activities

# Task 1.4 Monthly Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement on time and within budget.

The objectives of this task are to summarize activities performed during the reporting period, to identify activities planned for the next reporting period, to identify issues that may affect performance and expenditures, and to form the basis for determining whether invoices are consistent with work performed.

# The Recipient shall:

- Prepare a Monthly Progress Report which summarizes all Agreement activities conducted by the Recipient for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due to the Commission Agreement Manager within 10 days of the end of the reporting period. The recommended specifications for each progress report are contained in Section 6 of the Terms and Conditions of this Agreement.
- In the first Monthly Progress Report and first invoice, document and verify match expenditures and provide a synopsis of project progress, if match funds have been expended or if work funded with match share has occurred after the notice of proposed award but before execution of the grant agreement. If no match funds have been expended or if no work funded with match share has occurred before execution, then state this in the report. All pre-execution match expenditures must conform to the requirements in the Terms and Conditions of this Agreement.

#### Product:

Monthly Progress Reports

# Task 1.5 Final Report

The goal of the Final Report is to assess the project's success in achieving the Agreement's goals and objectives, advancing science and technology, and providing energy-related and other benefits to California.

The objectives of the Final Report are to clearly and completely describe the project's purpose, approach, activities performed, results, and advancements in science and technology; to present a public assessment of the success of the project as measured by the degree to which goals and objectives were achieved; to make insightful observations based on results obtained; to draw conclusions; and to make recommendations for further projects and improvements to the FTD project management processes.

The Final Report shall be a public document. If the Recipient has obtained confidential status from the Energy Commission and will be preparing a confidential version of the Final Report as well, the Recipient shall perform the following activities for both the public and confidential versions of the Final Report.

# The Recipient shall:

- Prepare an Outline of the Final Report.
- Prepare a Final Report following the latest version of the Final Report guidelines which will be provided by the CAM. The CAM shall provide written comments on the Draft Final Report within fifteen (15) working days of receipt. The Final Report must be completed at least 60 days before the end of the Agreement Term.
- Submit one bound copy of the Final Report with the final invoice.

#### Products:

- Outline of the Final Report
- Draft Final Report
- Final Report

# Task 1.6 Identify and Obtain Matching Funds

The goal of this task is to ensure that the match funds planned for this Agreement are obtained for and applied to this Agreement during the term of this Agreement.

The costs to obtain and document match fund commitments are not reimbursable through this Agreement. Although the Energy Commission budget for this task will be zero dollars, the Recipient may utilize match funds for this task. Match funds shall be spent concurrently or in advance of Energy Commission funds for each task during the term of this Agreement. Match funds must be identified in writing and the associated commitments obtained before the Recipient can incur any costs for which the Recipient will request reimbursement.

# The Recipient shall:

Prepare a letter documenting the match funding committed to this Agreement and submit it to the Commission Agreement Manager at least 2 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to the Energy Commission awarding this Agreement and none have been identified at the time this Agreement starts, then state such in the letter. If match funds were a part of the proposal that led to the Energy Commission awarding this Agreement, then provide in the letter a list of the match funds that identifies the:

- o Amount of each cash match fund, its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied.
- o Amount of each in-kind contribution, a description, documented market or book value, and its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient shall identify its owner and provide a contact name, address and telephone number, and the address where the property is located.
- Provide a copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured. For match funds provided by a grant a copy of the executed grant shall be submitted in place of a letter of commitment.
- Discuss match funds and the implications to the Agreement if they are reduced or not obtained as committed, at the kick-off meeting. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide the appropriate information to the Commission Agreement Manager if during the course of the Agreement additional match funds are received.
- Notify the Commission Agreement Manager within 10 days if during the course of the Agreement existing match funds are reduced. Reduction in match funds must be approved through a formal amendment to the Agreement and may trigger an additional CPR meeting.

# Products:

- A letter regarding match funds or stating that no match funds are provided
- Copy(ies) of each match fund commitment letter(s) (if applicable)
- Letter(s) for new match funds (if applicable)
- Letter that match funds were reduced (if applicable)

# Task 1.7 Identify and Obtain Required Permits

The goal of this task is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track.

Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement. Although the Energy Commission budget for this task will be zero dollars, the Recipient shall budget match funds for any expected expenditures associated with obtaining permits. Permits must be identified in writing and obtained before the Recipient can make any expenditure for which a permit is required.

# The Recipient shall:

- Prepare a letter documenting the permits required to conduct this Agreement and submit it to the Commission Agreement Manager at least 2 working days prior to the kick-off meeting. If there are no permits required at the start of this Agreement, then state such in the letter. If it is known at the beginning of the Agreement that permits will be required during the course of the Agreement, provide in the letter:
  - o A list of the permits that identifies the:
    - Type of permit
    - Name, address and telephone number of the permitting jurisdictions or lead agencies
  - o The schedule the Recipient will follow in applying for and obtaining these permits.
- Discuss the list of permits and the schedule for obtaining them at the kick-off meeting and develop a timetable for submitting the updated list, schedule and the copies of the permits. The implications to the Agreement if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in the Progress Reports and will be a topic at CPR meetings.
- If during the course of the Agreement additional permits become necessary, provide the appropriate information on each permit and an updated schedule to the Commission Agreement Manager.
- As permits are obtained, send a copy of each approved permit to the Commission Agreement Manager.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the Commission Agreement Manager within 5 working days. Either of these events may trigger an additional CPR.

#### Products:

- Letter documenting the permits or stating that no permits are required
- A copy of each approved permit (if applicable)
- Updated list of permits as they change during the term of the Agreement (if applicable)
- Updated schedule for acquiring permits as changes occur during the term of the Agreement (if applicable)
- A copy of each final approved permit (if applicable)

### Task 1.8 Obtain and Execute Subcontracts

The goal of this task is to ensure quality products and to procure subcontractors required to carry out the tasks under this Agreement consistent with the Agreement Terms and Conditions and the Recipient's own procurement policies and procedures. It will also provide the Energy Commission an opportunity to review the subcontracts to ensure that the tasks are consistent with this Agreement, and that the budgeted expenditures are reasonable and consistent with applicable cost principles.

# The Recipient shall:

- Manage and coordinate subcontractor activities.
- Submit a draft of each subcontract required to conduct the work under this Agreement to the Commission Agreement Manager for review.
- Submit a final copy of the executed subcontract.
- If Recipient decides to add new subcontractors, then the Recipient shall notify the CAM.

#### Products:

- Letter describing the subcontracts needed, or stating that no subcontracts are required
- Draft subcontracts
- Final subcontracts

#### TECHNICAL TASKS

#### TASK 2 IDENTIFY & ASSESS CHARGING LOCATIONS

The goal of this task is to identify the best locations for charging equipment placement and perform route operations/energy modeling to ensure (a) that successful route operations will be achieved in all weather conditions, (b) that there are commercially available Battery Electric Buses (BEBs) that can complete the route requirements, and (c) that there is sufficient charger capacity to avoid bottlenecks when multiple routes/vehicles could be competing for access to charging.

# The Recipient shall:

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- Review the routes that are envisioned to be supported by the wireless chargers, including an understanding of potential evolutions of the service (additional stops, route length, and service intervals).
- Develop an understanding of the envisioned equipment needed to serve the route demands (seating capacity).
- Inventory the ranges of potential vehicles available to serve each **route's** demands (manufacturers, models, battery sizes, performance specifications).
- Produce a status of OEMs' readiness for delivering wireless ready buses into STA service area, including timelines and specifications.
- Provide a copy of the OEM Status to the CAM.

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- For each route, perform dynamic route energy modeling to assess adequacy of charging power level across expected temperature conditions and across multiple vehicles (if available).
- Calculate an expected worst case utilization analysis of each charging site to assess capacity adequacy, which will avoid creating operational bottlenecks and define guiding principles to help plan future capacity.
- Conduct a Utilization Analysis showing time of day energy and time-on-charger demand for each charger location for weekend/off-peak operations & weekday operations, including layout, mechanical, electrical plan, environmental testing, permitting.
- Provide a copy of the Utilization Analysis to the CAM.
- Prepare a Recommendation Report of specific charging sites with supporting rationale including:
  - o Route operational/energy analysis of most demanding service block.
  - o Summary of route operations analysis with available BEBs.
  - o Summary of route operations analysis across range of expected operating temperatures.
- Provide a copy of the Recommendation Report to the CAM.

### Products:

- OEM Status
- Utilization Analysis
- Recommendation Report

#### TASK 3 SITE DESIGN

The goal of this task is to use the high-level site evaluations from Task 2 to develop and complete construction-ready site designs the project team will present to obtain construction and installation bids/quotes.

#### The Recipient shall:

- Review existing site schematics and complete an initial overlay of potential locations for power electronics, connection points to grid, and ground charging pads.
- Provide As-built site designs and drawings to the CAM.
- Assess power adequacy for initial and future phases of BEB powering from each site.
- Perform a site visit in conjunction with Design Firm, MD, and transit operators
  who use each site to compare as-built configuration to schematics, assess vehicle
  ingress/egress, other users, landscaping/design considerations, determine
  signage needs (for vehicles/for passengers).
- Provide a Site Visit Report with key findings and implications for site design to the CAM.

- Develop site design, including electrical design, civil design, into build-ready plans suitable for obtaining build/install quotes.
- Provide a copy of detailed site designs to the CAM, including electrical and civil components updated with any observed changes to the as-built drawings
- Review site design with STA and transit agencies who operate at each site confirm the design is consistent with the operating plan.
- Develop a draft MOU/Operating Agreement for each site.
- Execute MOU/Operating Agreements for each site.
- Provide copies of executed MOU and Operating Agreements for each operating site to the CAM.

#### Products:

- As-built site designs/drawings
- Site Visit Report
- Detailed site design(s)
- Executed MOU/Operating Agreement(s)

# [CPR WILL OCCUR DURING THIS TASK. See Task 1.2 for details.]

#### TASK 4 SITE INSTALLATION/CONSTRUCTION

The goal of this task is to prepare/upgrade each **site's electric infrastructure** to ensure adequate electrical service for the charging infrastructure, connect to the electrical grid, lay the conduit, and install the charging equipment.

# The Recipient shall:

- Work with PG&E utility to, where necessary, upgrade electrical service to each site to ensure adequate electrical service for the charging infrastructure.
- Provide copies of scheduled utility upgrades signed off by PG&E to the CAM.
- Excavate sites for conduit runs (grid to power electronics, power electronics to pads) and pad installation sites.
- Run conduits.
- Install ground sockets.
- Complete/finish sites (cement, cleanup, painting).
- Install power electronics, cabling, charging pads.
- Document the installed equipment (final drawings, site photos, written description).

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- Provide written confirmation, photographs, and final drawings for installations of:
  - o Electrical service upgrade
  - Installation ready excavation

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- o Installed conduit and ground sockets
- Installed electrical equipment and cabling
- Submit an AB 841 Certification that certifies the project has complied with all AB 841 (Ting, Chapter 372, Statutes of 2020) requirements specified in Exhibit C or describes why the AB 841 requirements do not apply to the project. The certification shall be signed by Recipient's authorized representative. Although AB 841 becomes effective January 1, 2022, as a policy matter the CEC is applying the EVITP certification requirements to project work funded under this Agreement, regardless of whether it might be performed prior to January 1, 2022, unless an exception applies.
- Submit Electric Vehicle Infrastructure Training Program (EVITP) Certification Numbers of each EVITP-certified electrician that installed electric vehicle charging infrastructure or equipment. EVITP Certification Numbers are not required to be submitted if AB 841 requirements do not apply to the project.

# Products:

- Scheduled utility upgrades signed off by PG&E
- Written confirmation, photographs, and final drawings of installations
- AB 841 Certification
- EVITP Certification Numbers of each EVITP certified electrician

# [CPR WILL OCCUR DURING THIS TASK. See Task 1.2 for details.]

#### TASK 5 COMMISSION CHARGERS

The goal of this task is to activate the charging equipment installed in Task 4 and perform operational testing with a wirelessly enabled BEB. Data collection and reporting for charging management will be verified.

# The Recipient shall:

- Secure access to a wirelessly enabled vehicle to utilize for operational verification and system readiness (vehicle and wireless enablement are not part of this grant application).
- Ensure that the system operates as designed by testing with a wireless ready vehicle, e.g., in-vehicle alignment feedback, automatic session initiation, invehicle charge state information, and automatic session termination.
- Verify that all elements of system communications are operating as designed:
  - o Vehicle-to-charger communication
  - o Pad-to-pad communication
  - o System-to-network communication (cellular modem or wireless to local network)
- Verify operation of energy metering system and that session data (charger state data and vehicle session data) are captured, logged, and retrievable.

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- Verify that session energy usage is tagged to the Vehicle Identification Number (VIN) in a format suitable for automatic billing, including the interface to the billing system (whether this is real-time or batch process).
- After testing is complete, summarize system acceptance testing results.
- Provide a copy of system acceptance testing results to the CAM.
- Obtain sign-off and acceptance of charger owner(s).
- Provide written sign-off and acceptance of charging systems by new owner(s).

#### Products:

- Summary of system acceptance testing results
- Written sign-off and acceptance of charging systems by new owner(s)

#### TASK 6 OPERATOR AND DRIVER TRAINING

The goal of this task is to ensure that system and coach operators are trained on the basic operations and maintenance of the charging system.

# The Recipient shall:

- Revise System Operations and Maintenance Manual with any location specific updates (i.e., site photos, any instructions that are site specific).
- Provide a copy of the System Operations and Maintenance Manual to the CAM.
- Run a training session for key staff responsible for system operations at each of the operating sites, including appropriate staff from different transit agencies or CPOs based on the ownership/operating model for each location).
- Share approach for first-line support with M**D's** customer support team.
- Provide a copy of the maintenance log/checklist and approach for sharing with the CAM.
- Train system operators on the use of the remote data monitoring system.

#### Products:

- System Operations and Maintenance Manual (for operator of each site)
- Maintenance log/checklist and approach for operational / product support from Recipient

# TASK 7 ENERGY TRACKING/BILLING

The goal of this task is to establish the process for cross-agency tracking of energy consumption and charger utilization to facilitate cross-billing for charger usage.

#### The Recipient shall:

- Identify the key parties who need to be involved in agency energy billing/cross-• billing, e.g., STA, transit agencies and utility and financial partners within the organization of each site owner.
- Provide a copy of the list of key parties for each site to the CAM.

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## Exhibit A Scope of Work

- Define the content of billing record reports (i.e., time, VIN, energy amount) required to support the cross-agency billing process.
- Provide an outline of content/fields to be contained in billing record reports to the CAM.
- Establish the business process for ongoing cross-agency energy billing, e.g., responsible party for aggregating and reporting and the approach for cross agency payments.
- Provide a description of process and responsible parties for ongoing cross-agency energy billing to the CAM.

## Products:

- List of key parties for each site
- Outline of content/fields to be contained in billing record reports
- Description of process and responsible parties for ongoing cross-agency energy billing

## TASK 8 PROJECT OPERATION AND ONGOING MANAGEMENT

The goal of this task is to successfully operate and grow the charging network and program. These activities will ensure the Project is a successful showcase of interoperability and interagency charging interfaces.

## The Recipient shall:

- Work with STA to identify and onboard additional transit operators on the charging network throughout the length of the project.
- Provide an updated list of participating transit agencies and OEM demos to the CAM.
- Assist transit agencies in getting their vehicle fleets operational on the charging network.
- Identify opportunities for OEMs to conduct onsite demos of transit EVs for transit operators, and work with regional transit agencies.
- Provide ongoing data on transit agency usage to STA / the identified billing agency to support the billing process.
- Gather ongoing qualitative feedback from participating transit agencies (in support of Task 10).
- Prepare a report summarizing the successful operation of the billing approach and provide a copy to the CAM.
- Work with STA to develop media for marketing/education efforts, incorporating content and lessons learned from the Project (e.g., video content, bus & power cabinet display wraps, blog content, etc.).
- Produce digital copies/photos of educational and marketing materials and provide a copy to the CAM.

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## Exhibit A Scope of Work

### Products:

- Updated list of participating transit agencies and OEM demos
- Digital copies/photos of educational and marketing materials
- Report summarizing the successful operation of the billing approach

### TASK 9 PROJECT FACT SHEET

The goal of this task is to develop an initial and final project fact sheet that describes the CECfunded project and the benefits resulting from the project for the public and key decision makers.

## The Recipient shall:

- Prepare an Initial Project Fact Sheet at start of the project that describes the project and the expected benefits. Use the format provided by the CAM.
- Prepare a Final Project Fact Sheet at the project's conclusion that describes the project, the actual benefits resulting from the project, and lessons learned from implementing the project. Use the format provided by the CAM.
- Provide at least six High Quality Digital Photographs (minimum resolution of 1300x500 pixels in landscape ratio) from the project.

### **Products:**

- Initial Project Fact Sheet
- Final Project Fact Sheet
- High Quality Digital Photographs

### TASK 10 DATA COLLECTION AND ANALYSIS

The goal of this task is to collect operational data from the project, to analyze that data for economic and environmental impacts, and to include the data and analysis regular progress reports and the Final Report.

## The Recipient shall:

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- Develop data collection test plan for deployed charging equipment.
- Troubleshoot any issues identified.
- Collect a minimum of 12 months of data on charging events for the deployed infrastructure including, but not limited to:
  - Charge and session duration
  - o Energy delivered (kWh)
  - Peak power delivered (kW)
  - o Applicable price for charging, including but not limited to: electric utility tariff, EVSP service contract, or public charger price
  - o Payment method
  - o Types of vehicles using the charging equipment
  - Number of unique vehicles and frequency of "repeat vehicles"

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## Exhibit A Scope of Work

- o Energy delivered back to grid or facility if a bidirectional charging use case (kWh)
- Submit the data described above electronically in a monthly progress report throughout the duration of the data collection period.
- Develop a plan to provide other relevant data and information throughout the duration of the funding agreement including, but not limited to:
  - Lessons learned
  - o Best practices (e.g., permitting and installation processes)
  - Job creation
  - o Economic development
  - Increased state revenue
- Submit the data described above electronically in a quarterly progress report throughout the duration of the agreement.
- Identify any planned use of renewable energy in the project.
- Compare any project performance and expectations provided in the proposal to the Energy Commission with actual project performance and accomplishments.
- Collect data, information, and analysis described above and include in the Final Report.

### Products:

- Data collection on charging events will be submitted electronically in a monthly progress report
- Data collection on other relevant data and information described above will be submitted electronically in a quarterly progress report
- Data collection information and analysis will be included in the Final Report

**RESOLUTION NO: 21-1013-8** 

## STATE OF CALIFORNIA

## STATE ENERGY RESOURCES CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION: MOMENTUM DYNAMICS CORPORATION

**RESOLVED,** that the State Energy Resources Conservation and Development Commission (CEC) adopts the staff CEQA findings contained in the Agreement or Amendment Request Form (as applicable); and

**RESOLVED,** that the CEC approves Agreement ARV-21-036 with Momentum Dynamics Corporation for a \$1,700,000 grant to deploy 300 kW wireless charging infrastructure at seven strategic locations within the SolanoExpress service operated by Solano Transit Authority; and

**FURTHER BE IT RESOLVED,** that the Executive Director or their designee shall execute the same on behalf of the CEC.

## **CERTIFICATION**

The undersigned Secretariat to the CEC does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the CEC held on October 13, 2021.

AYE: NAY: ABSENT: ABSTAIN:		
	Liza Lopez Secretariat	

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## SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY NOVEMBER 6, 2024 STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Executive Director's Report

PRESENTED BY: Tania Arnold, Deputy Director/CFO

STAFF RECOMMENDATION: Receive and File

BACKGROUND/DISCUSSION:

### Bus Roadeo

The RTA conducted its annual Bus Roadeo on Sunday October 6, 2024 at our Bus Maintenance Facility (BMF). A total of eleven competitors did their best to avoid running over traffic cones and barrels while driving a 40-foot bus through impossibly tight obstacles. Vendors donated prizes – including a HDTV and Apple AirPods donated by Model 1 Commercial Vehicles and GILLIG – that were raffled off to RTA frontline employees. Our partners at Teamsters Local 986 also donated funding to help cover tacos handmade on-site by a local caterer. We also had games set up for employees' children, and a water balloon contest conducted (while the final scores were being tallied) provided a welcome cool-down from the unusually high heat.

We wish to thank the many volunteers who helped by serving as judges during the event, including Cal Poly ITE students, SLOCOG staff, Morro Bay Transit's contractor employees, and many employees' family members. The Bus Roadeo Committee is also to be commended – the committee is comprised of Omar McPherson, Mary Gardner, Shelly Horton, Kevin Cooksley, Luke Houston, James Shafer, Shelby Walker, Stephanie Frausto, and Erin Newman.

After a three-year hiatus, Jose Flores returned to take the crown away from last year's winner Hubert Clark – who secured the 2<sup>nd</sup> place trophy. Relatively new Bus Operator Derrick Stewart rounded up the podium for 3<sup>rd</sup> place.







John Holcomb driving around an obstacle



2024 Winners: Derrick Stewart (3rd place), Jose Flores (1st place) and Hubert Clark (2nd place)

A fun time was had by all and, to the delight of employees, Executive Director Geoff Straw dusted off his old bus driving skills to give the course a try. Spoiler alert: we are all safer with Geoff behind a desk and not the steering wheel of a bus. Next year we plan to use battery-electric buses (BEBs), so stay tuned for an announcement for the 2025 RTA Bus Roadeo.

## Possible Morro Bay Transit & Atascadero DAR Consolidation into the RTA:

On September 10th, the Morro Bay City Council directed staff to negotiate an agreement to consolidate Morro Bay Transit services into the RTA, similar to the 2014 agreement with the City of Paso Robles. Staff worked with RTA Counsel Jon Ansolabehere and our liability pool attorneys to draft an agreement, which we provided to Morro Bay staff on October 15<sup>th</sup>. We are also working with Morro Bay staff to assist with unfinished SLOCOG-funded capital projects (validating fareboxes, GPS-based automatic vehicle location systems, etc.) so that upon consolidation in May 2025 passengers will have seamless access to RTA's intelligent transportation systems. We meet bi-weekly with City staff to refine a possible transition plan. Our staff has also informally met with current MV Transportation employees to begin discussions on possible RTA employment upon consolidation should it move forward. If negotiations continue to move forward, we could bring the final draft agreement to the January 2025 RTA Board meeting for consideration.

On October 23<sup>rd</sup>, we provided a proposal to <u>Atascadero officials to consolidate the City's dial-a-ride services into the RTA</u>. If the Atascadero City Council directs its staff to begin

negotiations in the coming weeks and the negotiations progress, we could bring a draft agreement to the RTA Board for consideration at its January 2025 meeting.

## **Employee Recognition:**

The Employee of the Quarter – Bus Operator Chris Stelloh – was announced during the Bus Roadeo. Chris will join us at the November 6<sup>th</sup> Board meeting. In addition, John Guyton and Floyd Bland were recognized for Outstanding Achievement Awards. We also wish to recognize Michelle Whitten for 15 years of service and Jose Flores for 10 years of service.

## **Operations & Maintenance:**

On September 25<sup>th</sup>, <u>FTA issued a General Directive to protect our nation's frontline transit workers from assaults</u>. The Directive requires more than 700 transit agencies nationwide to take action and address ongoing incidents of assaults on transit workers. Responses to the General Directive are due December 26<sup>th</sup>. This information will help FTA understand how transit worker assault safety risk assessments and safety risk mitigations vary throughout the industry, informing the agency of further activities that may be effective in reducing the risk of assaults on transit workers. Staff will submit the information prior to the December 26<sup>th</sup> deadline, and will we will provide a summary at the January 8, 2025 RTA Board meeting.

Since the previous Board meeting in September, three Bus Operators (Deanna, Salvador and Dionne) have completed training and are operating in revenue service. Two other candidates are in training (Craig and Triss), and they will enter revenue service in the coming weeks. One more candidate is in the permitting / background check phase. In addition, one employee returned to work after a short-term leave in late October. In total, we still have three open Bus Operator bids – three full-time, and one part-time. The bus runs in those open shifts continue to be covered by employees who chose Extra-Board shifts, as well as by Casual employees and other employees who work overtime.

Our existing Scheduling and Dispatch System including Computer-Aided Dispatch / Automatic Vehicle Location (CAD/AVL) used for Runabout and other demand response services in the RTA service was originally implemented in 2012. The CAD/AVL system has become somewhat antiquated, despite recent updates by the software vendor. Staff is developing a scope of work and other procurement documents to potentially replace the system. We will bring proposed budgeting – including federal and state grants – to the RTA Board's January 2025 meeting for consideration.

## **Battery-Electric Bus Operating Results:**

At the September Board meeting, we reported average electricity usage of 1.83 kWh per mile for our first two BEBs as used on RTA Route 12 SLO - Morro Bay - Los Osos. However, we have discovered discrepancies between the amount of electricity the onbus Vericiti software reports being transferred into the BEBs when compared against our first 3CE/PG&E bill and the ChargePoint chargers (the latter two are within a couple percentage points of each other, while Vericiti seems to be under-reporting by about

20%). We have reported this discrepancy to the bus manufacturer and software company (GILLIG and Vericiti, respectively), which are jointly investigating the issue.

Despite the discrepancy, the Vericiti software provides <u>information on relative usage by bus route</u>, now that we have been able to deploy the BEBs on all intercity RTA routes. As shown in the table below, the average kWh per mile is roughly 11.5% higher on Route 9, which travels over the Cuesta Grade between SLO and Paso Robles. Of course, this is based on only Bus Operator work shift on Route 9. The Route 10, which operates between SLO and Santa Maria, only uses about 4.4% more kWh per mile than Route 12, based on 24 total Bus Operator work shift.

7/15/2024- 10/22/2024	# of Shifts	Total Miles	Total kWh Used	AVG kw/mi
Route 9	1	81	150.19	2.04
Route 10	24	4739	8698.25	1.91
Route 12	119	19085	33446.76	1.83

Staff is now developing plans to deploy the BEBs on local routes in Paso Robles and in the South County communities so that we can develop usage profiles. Of course, the challenge is that we do not yet have recharging infrastructure at our Paso Robles and Arroyo Grande park-out yards.

## **Marketing & Communications:**

Since we last reported at the RTA Board meeting in September, our recent marketing initiatives include:

- Participated in SLOCOG's subsidized Fare Free week from October 7 through 11. Based on preliminary results, ridership only increased 3.9% in comparison to the same week in October 2023 (15,898 vs. 15,307)
- Completed a campaign to standardize passenger information signs inside fixedroute vehicles.
- Assisted with recruitment outreach for open positions (Maintenance Assistant Manager, Customer Service Clerk, Mechanic, and Utility positions).
- Developed Student Guide print ads for New Times SLO and Santa Maria Sun prior to the beginning of the academic year.
- Participated in Cal-ITP deliberations, focusing on providing messaging related to implementation of the planned contactless fare-capping system.
- Partnered with Monterey-Salinas Transit on updating and aligning schedules for fare-sharing agreement for rides between San Miguel and Paso Robles.

• The seasonal Avila Beach Trolley service ended September 1<sup>st</sup>. The table below shows ridership for the past several years. As shown, the ridership peaked in 2019 and is increasing year over year after not operating the service in 2020 due to the pandemic.

Avila Beach T	Avila Beach Trolley Historical Ridership					
Operating Year	Annual Boardings	Annual Change				
Summer 2018	3,432					
Summer 2019	5,589	62.8%				
Summer 2020	Not operated					
Summer 2021	1,011					
Summer 2022	2,597	156.9%				
Summer 2023	2,867	10.4%				
Summer 2024	3,240	13.0%				

## Update on Possible Lockdown of FTA Grants Due to On-Going Lawsuits

At the September RTA Board meeting, we reported that the <u>flow of FTA funds could be curtailed due to lawsuits mentioned in prior RTA Board meetings</u>. On September 12<sup>th</sup>, the United States Court of Appeals for the Ninth Circuit has approved the State of California's motion for a 30-day extension of time to petition for rehearing, which extends the original September 12, 2024 deadline to October 15, 2024. This motion for an extension of time does not necessarily mean that the State will petition for rehearing, but it affords the State additional time to consider its next steps. We will provide further updates at the Board meeting if additional information is reported to us.

RTA staff continues to work with our SLOCOG, Caltrans, SLO Transit and Morro Bay Transit partners to implement a Cal-ITP contactless fare-capping payment system. We have conducted weekly meetings with the Cal-ITP implementation team since late July, most recently submitting the region's scope of work to the Cal-ITP approved vendors for cost comparisons. This project will provide the backend infrastructure, payment methods, on-bus equipment, and operating costs for the first five-year period. A total of \$2.6M is identified for this important regional project.

## **Finance and Administration:**

A summary of our <u>unaudited operating results for the first three months of FY24-25</u> is provided below. Graphs showing ridership trends are provided at the end of this report.

RTA core <u>fixed-route annual ridership totaled 124,028 year-to-date in FY24-25</u>, which is an increase of 10.2% over last year (112,526) but still 31.7% lower than the pre-pandemic total of 181,604. These results are in line with the experience of many intercity fixed-route operators across the globe, where the ridership of local fixed-route operators has essentially recovered while longer/regional routes continue to lag behind.

- When looking at non-core local fixed-route services operated by the RTA, the
   <u>Paso Express ridership is actually up 25.7%</u> in comparison to pre-pandemic
   levels (33,665 vs. 26,772). Ridership is also up 15.3% the first three months of
   FY24-25 in comparison to FY23-24 (29,188). A large part of the increase is due
   to boardings by K-12 students, whose yellow school bus travel options have
   dwindled in recent years.
- South County Transit ridership is still 20.3% below pre-pandemic levels (46,627 vs. 58,470), and is down 4.9% compared to FY23-24 ridership (49,021). Some of this decline in ridership can be attributed to a high degree of roadway construction in the Five Cities Area, which required bus route detours and likely made some riders avoid using transit.
- Runabout ridership totaled 7,550 through the first three months in FY24-25, which is an 8.9% increase compared to FY23-24 (6,932). The pre-pandemic total was 10,174, which is 25.8% higher than in FY24-25.
- Trends over the past five years for ridership and productivity, which is defined as the average number of passenger-boardings per service hour, are shown in graphs at the end of this report. Note that the ridership decline at the outset of the pandemic in 2020 is no longer shown. The graphs illustrate growing ridership year over year for all RTA core fixed-route and Runabout services. We will keep a close eye on Runabout ridership, which experienced an unprecedented increase the second quarter of FY22-23 but diminished the same period in FY23-24.

In terms of year-to-date <u>FY24-25 financial results</u>, staff works hard to ensure operating and capital costs are within budget in light of the recovering ridership and other financial challenges. The tables at the end of this report depict results for the first two months of the fiscal year. Some important takeaways include:

- In terms of <u>overall non-capital expenses</u>, we expended slightly below the RTA's annual budget 22.6% through 25% of the fiscal year
- Not surprisingly, the <u>farebox recovery ratio</u> (FRR) for core RTA fixed-route services continues to suffer due to lower ridership compared to pre-pandemic periods at only 9.9%. The FRR was 18.3% for Paso Robles local fixed-route services, and 6.1% for South County fixed-route services. Runabout's FRR remains low at 3.2%. The results will remain below our standards until such time that recent high inflation abates and/or ridership fully recovers.
- The YTD <u>subsidy per passenger-trip</u> on RTA core fixed-route services is \$13.89, while the Runabout result so far is \$127.15. The subsidy per passenger-trip is \$5.70 for Paso Robles services and \$10.78 for South County services.

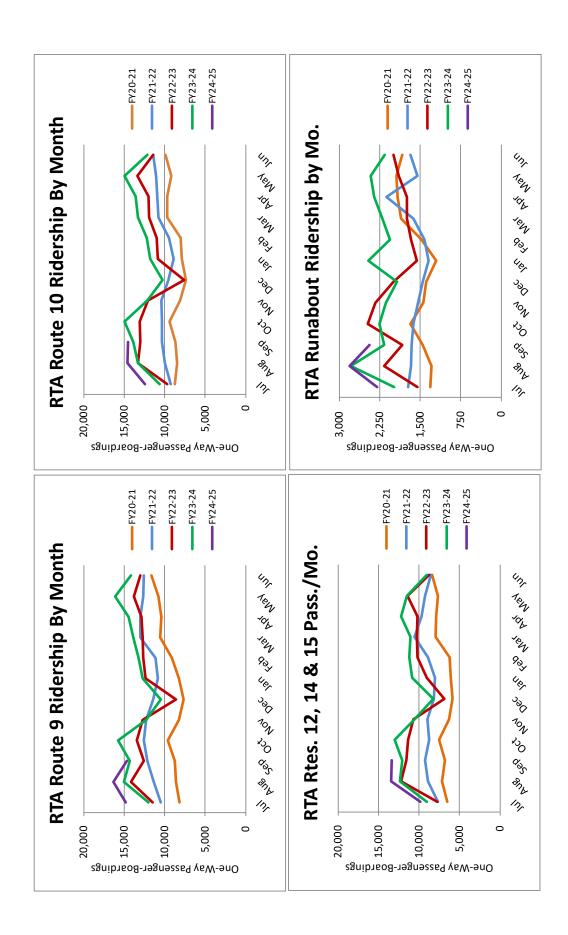
## STAFF RECOMMENDATION

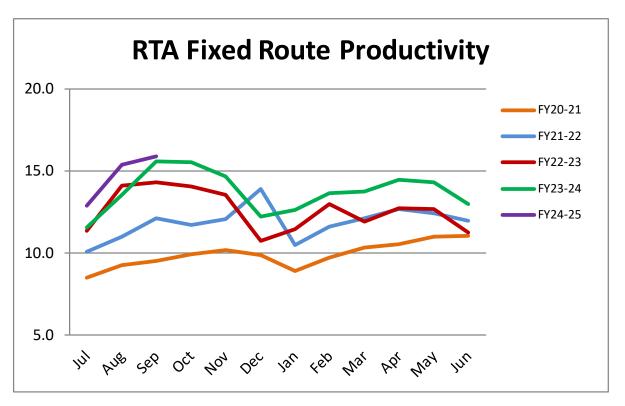
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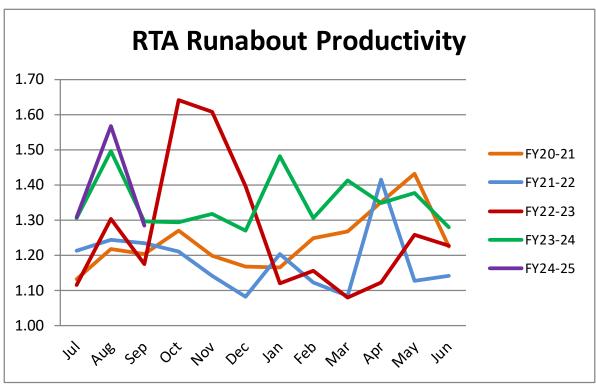
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	299 3,209	124,028	7,550	34,260	46,627	4,273	216,738
RIDERS PER MILE 0.59 0.53 0.70 0.66	0.66	3 0.54	60.0	1.53	06.00	0.41	0.54
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13.33 \$ 13.04 \$ 11.00 \$	11.40 \$ 62.94	↔	\$ 127.15	\$ 5.70	\$ 10.78	\$ 34.61	\$ 16.28

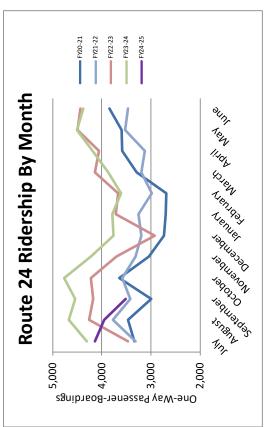
## RTA Budget vs. Actual Expenses (through September 2024)

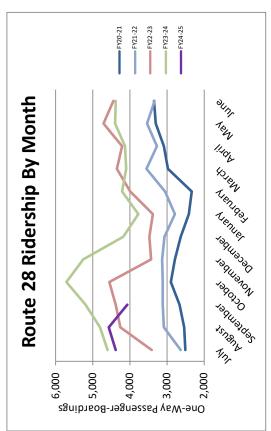
		Adopted	Year to	Percent of
		Budget	Date	Total Budget
		FY 2024-25	FY 2024-25	FY 2024-25
	Hours	79,390	19,299	24.3%
Administration:	Miles	1,851,210	392,380	21.2%
Labor	operations cost	1,334,260	316,952	23.89
Labor - Administration Workers Comp	operations cost	47,560	10,310	21.79
Office Space Rental	operations cost	59,770	14,119	23.69
Property Insurance	operations cost	283,570	203,273	71.79
Professional Technical Services	operations cost	320,550	49,368	15.49
Professional Development	operations cost	97,340	4,340	4.59
Operating Expense	operations cost	419,320	94,149	22.59
Marketing and Reproduction	hourly	141,300	8,219	5.89
North County Management Contract	operations cost	(59,030)	(14,758)	25.09
County Management Contract	operations cost	(121,670)	(30,418)	25.09
SCT Management Contract	operations cost	(141,160)	(35,290)	25.09
Total Administrati		2,381,810	620,265	26.09
		, ,		
Service Delivery:				
Labor - Operations - Bus Operators	hourly	5,581,200	1,185,790	21.29
Labor - Operations - Training Staff	hourly	422,910	99,646	23.69
Labor - Operations - Operations Supervisors/Schedulers	hourly	1,551,600	341,322	22.09
Labor - Operations - Ops Mgt./Oversight	hourly	448,750	101,029	22.59
Labor - Operations Workers Comp	hourly	360,680	78,186	21.79
Labor - Maintenance	miles	1,998,840	449,766	22.59
Labor - Maintenance Workers Comp	miles	98,760	21,409	21.79
Fuel	miles	1,565,280	320,523	20.59
Insurance	miles	1,010,430	243,100	24.19
Special Transportation (for SLOCAT)	n/a	33,500	5,907	17.69
Maintenance (parts, supplies, materials)	miles	1,059,720	196,224	18.59
Maintenance Contract Costs	miles	156,120	42,459	27.29
Total Operatio	ns	14,287,790	3,085,361	21.6%
Capital/Studies:		004.700	0.474	0.00
Computer System Maintenance/Upgrades		296,730	8,674	2.99
Miscellaneous Capital				
Maintenance Equipment		48,800	2,233	4.69
Vehicle ITS/Camera System		-	16,694	#DIV/0!
Bus Stop Improvements		106,400	78,536	73.89
Large Capital Repairs		375,000	76	0.09
Vehicles				
Support Vehicles		45,600	-	0.09
Fixed Route Vehicles		-	21,379	#DIV/0!
Trolley Vehicles		-	-	#DIV/0!
Cutaway and Dial A Ride Vehicles		-	154,808	#DIV/0!
Runabout Vehicles		842,000	265,657	0.09
Total Capital Outl	ay	1,714,530	548,057	32.0%
Contingency	hourly	200,040		0.09
Contingency	Hourry	200,040	-	0.07
PERS Buyout		178,310	44,577	25.0%
Loan Repayments		472,140	-	0.09
Short Range Transit Plan		-	32,912	#DIV/0!
		100.00=	.,	
Elks Lane Projects		403,000	46,354	11.59
Management Contracts		321,860	80,465	25.09
TOTAL FUNDING USES		19,556,480	4,457,992	22.89
TOTAL NON-CAPITAL EXPENDITURES		16,966,810	3,830,669	22.69

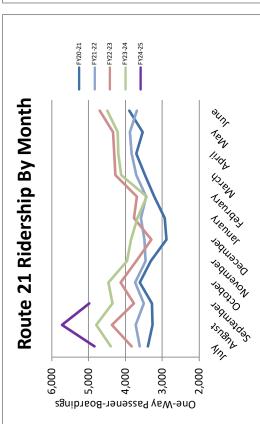


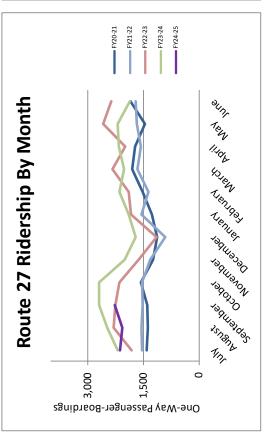


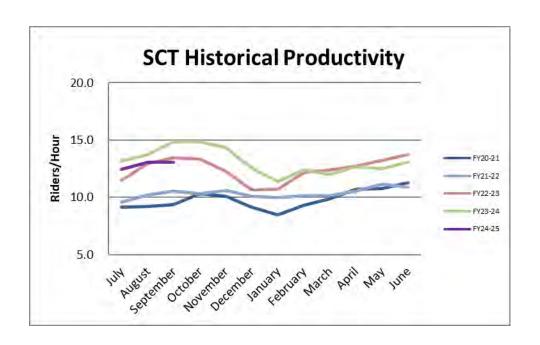












## SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY NOVEMBER 6, 2024 STAFF REPORT

AGENDA ITEM: B-2

TOPIC: Update on Joint Short-Range Transit Plan

Study

PRESENTED BY: Tania Arnold, Deputy Director/CFO

STAFF RECOMMENDATION: Receive and File

## **BACKGROUND/DISCUSSION:**

Staff continues to work closely with the SRTP consultant team, as well as our partners at SLO Transit and SLOCOG, to conduct the Joint SRTP study. Most interim working papers are posted on the RTA website, although the two that were recently presented to the joint RTAC / SLO Mass Transportation Committee meeting on October 16<sup>th</sup> will be posted once the comments received are incorporated into the public documents. These two latest documents are: *Working Paper #5 Financial Alternatives*, and *Working Paper #7 Capital Improvements*. The Study Steering Committee will begin reviewing *Working Paper #6 Marketing and Coordination* once it is issued by the consultant team in early November. The administrative draft SRTPs will be provided by the consultants by the end of November. The next joint RTAC/MTC meeting is slated for November, when the administrative draft SRTPs will be ready for review.

We are also conducting an internal review of the two increased scope projects mentioned in the September update. As a reminder, the increased scope addresses new service ideas that were developed as a result of the public outreach efforts we conducted in June on *Working Paper #4*. For the RTA, additional analyses have been drafted to address more direct services between Los Osos and SLO, while additional analyses were drafted for SLO Transit in regards to possible changes to Route 2 and for services near the Avila Ranch development. As soon as staff's comments are incorporated by the consultants, we will post those documents on our respective websites.

## Staff Recommendation for the Board:

Accept this as an information item.

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## SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY NOVEMBER 6, 2024 STAFF REPORT

AGENDA ITEM: C-1

TOPIC: Fiscal Year 2024-25 Capital Budget

Amendment #1

PRESENTED BY: Tania Arnold, Deputy Director/CFO

STAFF RECOMMENDATION: Adopt Budget Amendment #1 as Presented

**EXECUTIVE COMMITTEE** 

RECOMMENDATION: Bring the Fiscal Year 2024-25 Budget Amendment

#1 as Presented to the Board for Approval

RTAC RECOMMENDATION: No Quorum

## BACKGROUND/DISCUSSION:

The Fiscal Year 2024-25 RTA operating and capital budget was adopted on May 1, 2024 and was based on a range of assumptions, including pending delivery dates for FY23-24 capital projects. At this time, staff is bringing back capital items that are being carried over from FY23-24 to FY24-25. Please note, none of these adjustments require additional/new funds.

Additionally, as noted at the October 2, 2024 San Luis Obispo Council of Governments (SLOCOG) meeting, a reduction to the State Transit Assistance (STA) allocated to the region totaling nearly \$50,000 resulted in a slight reduction funding available for the RTA. The total incremental change is just over \$1,500. Given this small amount, the STA change is not being included in this budget adjustment.

There are a number of proposed changes that are highlighted in yellow in the ensuing pages. Note, although information for South County Transit, San Luis Obispo County Transit services and Paso Robles Transit Services are included, the Board and Committee are only adopting the changes to the RTA Core budget.

Similar to last year, as part of the reconciliation process to determine fund balances at the start of FY24-25, the amounts have been adjusted by the Governmental Accounting Standards Board (GASB) Statement 68, which is used to improve the accounting and financial reporting by state and local governments for pensions. This adjustment is done as part of the financial statements but does not impact the current level of funding for the agency and is noted in the changes included below. One additional adjustment related to GASB 68, in the RTA financial statements the operating expenses used to calculate the farebox recovery ratio is now also net of the GASB 68 adjustment, in addition to

depreciation. This is noted on page 19 of the financial statements, which can be found on the RTA website.

One new adjustment for FY23-24 to the farebox recovery ratio discussed previously, there is an addition of "Other Local Support – Federal Grants" to the net operating revenue in accordance with CA Public Utility Code § 99268.19. This has resulted in the farebox recovery ratio of nearly 40% for RTA-Core fixed routes and 47% for Runabout.

## **Changes in Capital Revenue for FY24-25:**

- Beginning capital projects reserves has been increased, which is as a result of STA from FY23-24 that was allocated to projects not completed:
  - o RTA: \$307,220,
  - South County Transit: \$10,550, and
  - SLOCAT: \$74,140.
- Changes in Non-TDA Sources for RTA includes:
  - State of Good Repair for:
    - Photovoltaic Solar Panels of \$465,920.
  - Transit and Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP) for:
    - Implement BMF Phase 2 of BEB Direct-Current fast-charging system of \$500,000, and
    - Planning: Final engineering/design of \$200,000 for BEB Phase 3 & Master Plan for off-site BEB fast-charging systems. Off-site areas include park-outs in Paso Robles and Arroyo Grande, and opportunity charging at fixed-route layovers.
  - Carryover FTA Section 5307 funds for:
    - Short Range Transit Plan of \$73,050,
    - Runabout low floor vans of \$58,030,
    - Photovoltaic Solar Panels of \$400,000.
    - Maintenance equipment of \$134,370, and
    - Bus stop improvements of \$137,730.
  - Carryover FTA Section 5339 funds for:
    - Runabout low floor van of \$183,990,
    - Radio and HVAC for the facility of \$310,640.
    - Bus camera project balance of \$6,420, and
    - Engine replacements for heavy duty fixed route vehicles of \$27,470.
  - Other revenue for:
    - Contribution from SLO Transit for their portion of the local match for the Short-Range Transit Plan of \$18,980,
    - VW Mitigation funds for balance on e-bus order of 2301 and 2302 of \$320,650, and
    - Cuesta College match for bus stop improvements of \$6,120.
- Changes in Non-TDA Sources for South County Transit includes the carryover of FTA Section 5307 funds for bus stop improvements of \$42,200.
- Changes in Non-TDA Sources for SLOCAT includes:

- Carryover of Rural Transit Funds for the replacement of a Nipomo Dial-A-Ride vehicle of \$9,490,
- Carryover of FTA Section 5339 funds for the replacement of a Nipomo Dial-A-Ride vehicle of \$52,220, and
- Carryover of FTA Section 5307 funds for replacement of an Avila Trolley vehicle and the balance of the Nipomo Dial-A-Ride vehicle of \$312,160.

## **Changes in Capital Expenditures:**

- Carryover balance of computer system maintenance/upgrades of \$96,530,
- Carryover balance of maintenance equipment of \$169,960,
- Carryover balance of vehicle camera system replacement of \$18,030,
- Carryover balance of bus stop improvements of \$218,530,
- Carryover balance of large capital repairs of \$27,760,
- Carryover balance for fixed-route vehicle of \$320,650,
- Carryover balance for Avila Trolley replacement of \$293,200,
- Carryover balance for cutaway and Dial-A-Ride vehicles of \$154,810,
- Carryover balance for Runabout vehicle replacements of \$283,260,
- Carryover balance for the Joint Short Range Transit Plans of \$92,030, and
- Carryover balance for the Bus Maintenance Facility / Elks Lane Projects of:
  - o Radio and HVAC for the facility of \$310,640,
  - Photovoltaic Solar Panels of \$965,920,
  - Implement Phase 2 of BEB Direct-Current fast-charging system of \$500,000, and
  - Planning: Final engineering/design of \$200,000 for Phase 3 fast-charging at BMF & Master Plan for off-site fast-charging systems. Off-site areas include park-outs in Paso Robles and Arroyo Grande, and opportunity charging at fixed-route layovers.

These amendments do **not** require any additional LTF funds for FY24-25.

## Staff Recommendation for Executive Committee on October 9th:

Recommend staff provide Budget Amendment #1 to the Board for approval at the November 6, 2024 Board meeting.

Executive Committee recommended staff provide Budget Amendment #1 to the Board for approval at the November 6, 2024 meeting as presented.

## Staff Recommendation to RTAC on October 16th:

Recommend staff provide Budget Amendment #1 to the Board for approval at the November 6, 2024 Board meeting.

RTAC meeting held but quorum was not present. Staff asked for feedback and comments; one was received that supported the amendment.

## **Staff Recommendation:**

Adopt Budget Amendment #1 as presented.

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## SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY CAPITAL AND PLANNING REVENUE BUDGET AMENDMENT #1 FOR 2024/2025

FUNDING SOURCES:		2023/2024 Combined Acutal Capital Budget	2024/25 Adopted RTA Core Capital Budget	2024/25 Amendment #1 RTA Core Capital Budget	2024/25 Adopted SoCo Transit Capital Budget	2024/25 Amendment #1 SoCo Transit Capital Budget	2024/25 Adopted SLOCAT Capital Budget	2024/25 Amendment #1 SLOCAT Capital Budget	2024/25 Adopted North County Capital Budget	2025/26 Projected RTA Core Capital Budget	2025/26 Projected RTA Core Capital Budget
BEGINNING CAPITAL PROJECTS RESERVE  1. ESTIMATED FUND BALANCE	_	1,244,550 1,244,550	663,950 663,950	971,170 971,170	135,080 135,080	145,630 145,630	38,190 38,190	112,330 112,330	10,420 10,420	1,013,660 1,013,660	1,013,660 1,013,660
2. LESS REQUIRED RESERVES FOR FISCAL YEAR											
CAPITAL PROJECTS RESERVE	TOTAL -	1,271,785 1,271,785	1,013,660 1,013,660	1,013,660 1,013,660	121,530 121,530	121,530 121,530	22,150 22,150	22,150 22,150	56,260 56,260	1,056,280 1,056,280	1,056,280 1,056,280
3. FUND BALANCE AVAILABLE	_	(27,235)	(349,710)	(42,490)	13,550	24,100	16,040	90,180	(45,840)	(42,620)	(42,620)
NON TDA SOURCES											
STATE TRANSIT ASSISTANCE (STA) WITH SB1 AUGMENTATION LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) STATE OF GOOD REPAIR		685,476 254,963 467,457	524,760 - -	524,760 - 465,920	142,500 - -	142,500 - -	4,960 - -	4,960 - -	112,660 - -	362,370 - 271,770	362,370 - 301,690
TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM (TIRCP) and (ZETCP) RURAL TRANSIT FUND (Capital) FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo FEDERAL TRANSIT ADM (FTA) (Section 5339) - Bus and Bus Facilities		40,433 703,494 1,000,283	- - 424,870 300,000	700,000 - 601,890	-	- - -	-	9,490	- - -	10,316,340 777,770 568,280 4,202,250	9,644,340 243,550 723,940 6,775,140
FEDERAL TRANSIT ADM (FTA) (Section 5339) - Bus and Bus Facilities  FEDERAL TRANSIT ADM (FTA) (Section 5307-North County)  FEDERAL TRANSIT ADM (FTA) (Section 5307-Santa Maria) - CARES		725,354	502,370	828,510 951,490	-	-	-	52,220 -	-	647,180	802,840
FEDERAL TRANSIT ADM (FTA) (Section 5307-South County) OTHER	_	703,494	424,870 -	601,890 345,750	46,500 -	88,700 -	-	312,160 -	-	568,280 1,122,000	723,940 1,674,000
4. 5. TOTAL FUND BALANCE & NON TDA FUNDING	SUB TOTAL	4,580,954 4,553,720	2,176,870 1,827,160	5,020,210 4,977,720	189,000 202,550	231,200 255,300	4,960 21,000	378,830 469,010	112,660 66,820	18,836,240 18,793,620	21,251,810 21,209,190
TDA REQUIRED		1,000,720	1,027,100	1,777,720	202,000	233,300	21,000	107,010	00,020	10,773,020	21,207,170
CITY OF ARROYO GRANDE CITY OF ATASCADERO CITY OF GROVER BEACH CITY OF MORRO BAY CITY OF PASO ROBLES CITY OF PISMO BEACH CITY OF SAN LUIS OBISPO TOWNS AND LUIS OBISPO		25,655 42,743 17,820 14,677 43,720 11,192 84,985 231,349	24,938 42,378 18,631 14,364 44,020 11,475 84,985 231,349	24,938 42,378 18,631 14,364 44,020 11,475 84,985 231,349	- - - - - -	-	- - - - - -	-	-	24,757 41,726 17,222 14,194 42,397 10,865 82,451 224,449	24,757 41,726 17,222 14,194 42,397 10,865 82,451 224,449
TDA REQUIREMENTS FOR TIFIA LOAN REPAYMENT  6. FINANCING FOR BUS MAINTEANCE FACILITY	_	472,140 -	472,140 -	472,140 -	-	-	-	-	-	458,060 -	458,060 -
7. TOTAL FUNDING SOURCES		5,025,860	2,299,300	5,449,860	202,550	255,300	21,000	469,010	66,820	19,251,680	21,667,250
8. FUNDING USES:											
CAPITAL LOAN PAYMENTS SHORT RANGE TRANSIT PLAN REGIONAL CONTACTLESS CHARGING		4,370,515 444,906 158,686	1,424,160 472,140 -	2,506,130 472,140 92,030	202,550 - - -	255,300 - - -	21,000 - - -	469,010 - - -	66,820 - - -	12,055,620 458,060 - 2,238,000	12,943,210 458,060 - 2,266,000
ELKS LANE PROJECTS MASTER PLANNING & IMPLEMENTION- OFFSITE FAST CHARGING		51,753 -	403,000	2,379,560	-	- -	-	- -	- -	4,500,000	3,800,000 2,200,000
9. TOTAL FUNDING USES	_ =	5,025,860	2,299,300	5,449,860	202,550	255,300	21,000	469,010	66,820	19,251,680	21,667,270

	Actual Capital Expenditure	Amendment #1 Capital Budget	Adopted Capital Budget	Amendment #1 Capital Budget	Projected Capital Budget	Projected Capital Budget	Projected Capital Budget	Projected Capital Budget	Projected Capital Budget
Capital and Planning Expenditures	FY2023-24	FY 2023-24	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Capital/Studies:									
Computer System Maintenance/Upgrades Miscellaneous Capital	84,216	180,750	296,730	393,260	111,570	111,570	117,150	123,010	129,160
Maintenance Equipment	27,325	46,500	48,800	218,760	49,600	49,600	50,400	51,200	51,970
Vehicle ITS/Camera System Bus Stop Improvements	126,013 114,838	138,000 467,480	106,400	18,030 324,930	- 108,000	- 108,000	109,700	- 111,400	113,070
Large Capital Repairs Vehicles	842,038	869,800	375,000	402,760	375,000	375,000	- -	-	-
Support Vehicles	259,206	256,070	45,600	45,600	46,600	46,600	76,900	37,800	80,750
Fixed Route Vehicles  Trolley replacement vehicles	2,916,879	3,130,460 293,200	-	320,650 293,200	15,075,780	18,163,370	5,361,600	3,930,800 350,000	4,091,900
Cutaway and Dial A Ride Vehicles	- -	177,280	-	154,810	-	-	203,870	466,200	-
Runabout Vehicles		834,500	842,000	1,125,260	1,140,100	1,140,100	448,400	-	294,720
Total Capital Outlay	4,370,515	6,394,040	1,714,530	3,297,260	16,906,650	19,994,240	6,368,020	5,070,410	4,761,570
Loan Repayments	444,905	472,140	472,140	472,140	458,060	458,060	458,060	458,060	458,060
Short Range Transit Plan	158,686	250,000	-	92,030		2.277.000	-	-	-
Regional Contactless Charging Elks Lane Projects	51,753	-	403,000	2,379,560	2,238,000 4,500,000	2,266,000 3,800,000	-	-	-
Master Planning & Implementation - Offsite fast charging	-	-	-	-	2,200,000	2,200,000	-	-	-
TOTAL FUNDING USES	5,025,859	7,116,180	2,589,670	6,240,990	26,302,710	28,718,300	6,826,080	5,528,470	5,219,630

# SPECIAL DISTRICT SAP DOCUMENT NO. San Luis Obispo Regional Transit Authority (Name) BUDGET ADJUSTMENT REQUEST DATE: 11/06/2024

COMMITMENT ITEM	DEPARTMENT OR	FUND CENTER	COMMITMENT	FUNDED	AMOUNT
DESCRIPTION	PROJECT TITLE		ITEM	PROGRAM	
FINANCING SOURCES					
FTA 5307 Capital	RTA	74801	4250030		1,738,250
STA - SB1	RTA	74801	4200030		465,920
RTF/TIRCP/VW	RTA	74801	4200170		1,055,240
Fund balance available	RTA	74801	no entry		391,910
	TOTAL FINANC	CING SOURCES			3,651,320
FINANCING USES					
Capital Equipment	RTA	74801	5500093		3,651,320
	TOTAL FINA	NCING USES			3,651,320

JUSTIFICATION: (attach letter if required) See attached staff reports C-1 from the RTA November 6, 2024 Board Meeting		
REQUESTED BY:	REVIEWED BY	APPROVED BY
	Date	Auditor-Controller
PASSED AND ADOPTED by the Board of Directors of the Obispo, State of California, this <u>6th</u> day of <u>November</u>		
President of	the Board of Directors	
Of_San Luis Ob	pispo Regional Transit Authority	_

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## SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY NOVEMBER 6, 2024 STAFF REPORT

AGENDA ITEM: C-2

TOPIC: Procurement of Renewable Energy &

**Storage System** 

PRESENTED BY: Tania Arnold, Deputy Director/CFO

STAFF RECOMMENDATION: Authorize Executive Director to Issue a

Request for Qualifications to Design-Build a

Renewable Energy & Storage System

## **BACKGROUND/DISCUSSION:**

As part of the master planning for the new Bus Maintenance Facility, we prioritized a net-zero emissions goal by designing for a future photovoltaic (PV) energy system. The facility's layout is optimized for the installation of solar panels on the bus parking canopy and, if needed, on the building's roof. To facilitate this future integration, we have pre-installed conduits from both locations to the main electrical room, enabling an efficient connection to the building's energy infrastructure.

Additionally, we have strategically isolated essential rooms and functions within the facility, including IT and communications systems as well as dispatch areas, to allow the integration of a future energy system to provide continuity of critical operations during power outages.

The objective is to include battery storage prioritized to support these critical systems, with planned integration with the PV system for dynamic charging capabilities. This setup not only enables the facility to recharge energy storage systems sustainably but also optimizes energy use during outages, aligning with our net-zero emissions objectives.

Unfortunately, we could not secure enough funding at the outset of construction to implement either he solar panels or the emergency energy systems. The Board directed staff to collect electrical usage data after one year of actual operations, and to contract with an energy consultant to develop plans for future implementation – either as an outright purchase of our own system or as a Power Purchase Agreement. We contracted with GECE in August 2023 to conduct a helioscope analysis and to develop line-drawings and specifications for an eventual design-build process.

Attached is the draft Request for Qualifications document. As indicated, the photovoltaic system would be 282.9kW and the battery-electric storage would be 90kW/266kW. The RTA has secured \$1,359,700 in FTA, State Transit Assistance, and State of Good Repair funds. Staff is seeking the Board's authority to further refine the procurement

documents. If authorized, we would continue to work with GECE and RTA Counsel to finalize the RFQ documents, and then advertise the solicitation on November 20. RTA Maintenance Manager Andy Wyly would serve as the project manager for this project. Presuming all goes as planned, we could bring a draft agreement to the RTA Board for consideration at its January 2025 meeting.

## Staff Recommendation

Authorize the Executive Director to issue a Request for Qualification to Design-Build a Renewable Energy & Storage System.

## (RTA Letterhead)

## RFQ 2024-\*\*

## REQUEST FOR STATEMENT OF QUALIFICATIONS TO DESIGN AND BUILD A RENEWABLE ENERGY AND STORAGE SYSTEM

Request for Qualifications Issued: November 20, 2024

Questions Due: December 4, 2024 at 3:00 PM PST
Statement of Qualifications Due: December 18, 2024 at 3:00 PM PST

## SECTION 1 – NOTICE OF INVITATION

## Invitation to Submit Statement of Qualifications San Luis Obispo Regional Transit Authority RENEWABLE ENERGY AND STORAGE SYSTEM

Notice is hereby given that the San Luis Obispo Regional Transit Authority ("AGENCY" or "RTA") is soliciting Statements of Qualifications seeking firms for the Design and Construction of a Renewable Energy and Storage System ("PROJECT"). The PROJECT includes a solar photovoltaic (PV) system, battery energy storage system (BESS) that will also serve as a backup power source to permit continued operations during a blackout according to the content and format requirements set forth in this Request for Qualifications ("RFQ"). Only California licensed and registered design professionals will be allowed to perform the completed design work. The respondent must possess either a Class A, Class B, and/or Class C-10 license. This PROJECT will be subject to California and Federal prevailing wage requirements.

This procurement is structured to comply with the requirements of California Public Contract Code §20209.5, which governs the Design/Build process for Municipal Transportation Operators such as the RTA. The California Public Contract Code requires the AGENCY to prepare and issue a request for qualifications in order to prequalify or short-list the design/build entities whose bids shall be evaluated for final selection. Only bidders that have been shortlisted will be allowed to bid on the PROJECT as the Design/Build entity. The procurement will also meet the requirements of all other applicable City, State (California), and federal laws and regulations. Information required under this RFQ that is not otherwise a public record under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code) shall not be open to public inspection.

This PROJECT is funded by local, state and Federal grant funding and therefore Proposers are hereby bound by all applicable federal, state, and local laws, regulations, and certifications. In accordance with the Civil Rights Act of 1964, Proposers are hereby notified that Disadvantaged Business Enterprises (DBEs) and Small Business Enterprises (SBEs) are encouraged to submit Proposals and will be afforded full opportunity to submit and participate in this request. Prime contractors should exert best efforts to subcontract work to DBEs and SBEs as part of their Proposal. Proposals received after the deadline shall be rejected by RTA as non-responsive.

The RTA's annual overall goal for DBE participation for fiscal years 2024 through 2026 is 0.5%. A specific DBE participation goal has not been established for this contract. However, DBE and SBE prime contractors and DBE and SBE subcontractors are STRONGLY ENCOURAGED to compete for this contract, which will be awarded fairly, without discrimination on the basis of race, color, sex, or national origin.

The solicitation process will take place through the AGENCY's online bidding system, PlanetBids, via RTA' website <a href="https://www.slorta.org/about-rta/request-for-proposals/">https://www.slorta.org/about-rta/request-for-proposals/</a>

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## **SECTION 2 – PROJECT INFORMATION**

## 2.1. Project Background & Scope of Work

The RTA is committed to emissions reductions and clean transportation services for the community and is interested in generating renewable energy via a solar PV system at the RTA Bus Maintenance Facility, 253 Elks Lane, San Luis Obispo, California ("Site").

The RTA, a forward-thinking and environmentally conscious public transportation agency, is embarking on a transformative initiative to integrate photovoltaic solar and battery storage solutions into our operations. This initiative aligns with RTA's commitment to sustainability, reducing our carbon footprint, and enhancing energy resilience. As part of this visionary PROJECT, the RTA invites qualified and experienced vendors to submit qualifications for the design and construction of solar and battery storage systems.

The primary objectives of this PROJECT are to harness clean, renewable energy through solar power, and implement energy storage capabilities with cutting-edge battery storage solutions. RTA aims to achieve the following key goals:

- **Sustainability:** Minimize environmental impact by transitioning to renewable energy sources and reducing dependence on traditional power grids.
- **Energy Resilience:** Improve operational resilience by implementing state-of- the-art battery storage systems, ensuring uninterrupted power supply despite grid disruptions.
- **Cost Efficiency:** Optimize operational costs by harnessing solar power and leveraging battery storage to reduce reliance on conventional energy sources.

The following provides a synopsis of the scope of work:

This PROJECT is the next step in an integration of different electrical disciplines. In January 2022, the RTA completed construction of a new purpose-built Bus Maintenance Facility (BMF), with a long- term goal of full electrification of the fleet as existing diesel-powered buses are in need of replacement. The BMF includes two separate electrical meters: one meter for the campus, and the other for battery-electric vehicle recharging. The RTA has secured grants to install a solar PV and a battery energy storage system (BESS) on the BMF site, tied into the campus meter. Initial estimates for system sizing place the solar PV around 282.9 kW and the BESS around 2,500kW/5,000kWh to provide enough storage capacity to run the campus during a power outage lasting up to three days. The RTA will be requesting an initial Performance Guarantee (PeGu) and Operations and Maintenance (O&M) contract for 5 years, with options to extend an additional 5 years.

The RTA will also be requesting pricing on the extension of inverter and BESS warranties to 20 years.

Contractors are expected to specify equipment control systems (Solar Data Acquisition Systems, Battery Storage Control) which are able to provide real-time operational data and accept control signals via commonly accepted open protocols standards. As part of this work, Contractors will be expected to

coordinate with the RTA and their existing site control vendors to figure out the best way for all systems to communicate together and operate in a way which maximizes the benefit to the RTA.

The Contractor is expected to be a key partner in the RTA team helping to complete their Distributed Energy Resource (DER) integration and setting them up for success as the agency transitions from diesel-powered buses to battery-electric buses.

Additionally, the Contractor will need to follow all the requirements of the federal grant dollars being used on this PROJECT, including prevailing wage and Buy America requirements. More information shall be shared with the awarded Contractor. The Contractor will be expected to work with the RTA to maximize the amount of Investment Tax Credit (ITC) eligibility and either take the tax credit themselves for an equivalent reduction in PROJECT cost OR assist the RTA in filing for this through the direct pay option.

Contractors must be registered and comply with California Public Works Labor Code requirements.

## 2.2. Preliminary Engineering

As part of the next phase of this submission, shortlisted Respondents will receive a PROJECT manual, which includes BMF as-builts, preliminary drawings, single line electrical diagrams, performance specifications and other useful documentation to be used by the design-build contractor. The design-build contractor will be responsible for using the provided material to finalize the design and specifications and execute the construction work.

## 2.3. Environmental Review

N/A

### 2.4. Funding

The PROJECT is funded by a mix of local, state and USDOT Federal Transit Administration grant funding and is subject to defined grant implementation and reporting requirements. The maximum budget for this PROJECT is \$1,359,700, including RTA-paid costs for City of San Luis Obispo permitting/inspections and GECE provided Construction Administrative assistance.

## 2.5. Project Schedule

The construction effort is intended to start in Q2 2025 and is anticipated to take six (6) to nine (9) months to complete. It should be noted that the RTA is simultaneously seeking Design-Build services for a Phase 2 Electric Vehicle Servicing Equipment (EVSE) project, which will be constructed at the same time as this PROJECT. The Phase 2 EVSE will be installed on the same canopy and wired through equipment already installed in the utility yard with conduits back to the Utility Room. As such, the successful proposer for this PROJECT is expected to coordinate construction activities to avoid conflicts, with the proviso that this Phase 2 EVSE project has a higher priority completion date so that the five BEBs due for delivery in December 2025 can be charged and placed into revenue service on a timely basis. Prospective proposers are encouraged to consider bidding on both projects if interested.

## 2.6. Definitions

"Design-Build Entity" or "Design-Builder" means a corporation, limited liability company, partnership, joint venture, or other legal entity that is able to provide appropriately licensed contracting, architectural, and engineering services as needed pursuant to a design-build contract.

"Respondent" means the individual or firm submitting a Qualifications Statement in response to this solicitation.

"Design-Builder team" means the Design-Build Entity itself and the individuals and other entities identified by the Design-Build Entity as members of its team. Members shall include the general contractor and, if utilized in the design of the PROJECT, all electrical, mechanical, and plumbing contractors.

"Design-build" means a PROJECT delivery process in which both the design and construction of a PROJECT are procured from a single entity.

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## **SECTION 3 – ROLES AND RESPONSIBILITIES**

## 3.1. Design Build Roles and Responsibilities

The Design-Build Entity will cooperate with the AGENCY and will provide in a timely manner the work and services necessary to complete the PROJECT. Design-Build Entity responsibilities may include:

- Use the PROJECT manual provided to complete the final design and construction documents.
- Provide pre-construction services including cost estimating, procurement planning, constructability and value-engineering services.
- Procure all non-AGENCY provided permits, licenses, and approvals required for the construction processes, to include independent design drawing packets for the Renewable Energy and Storage System, generator integration, Building A Cutover and EV Charging.
- Provide construction services, supervising Design-Builder personnel and subcontractors.
- Establish and implement quality-management procedures, including PROJECT health and safety practices.
- Construct the PROJECT and meet specified construction milestones and the PROJECT in-service due date.
- Conduct performance testing, startup, and commissioning.
- Provide AGENCY approved as-built record drawings and specifications.
- Provide initial operations support and process optimization services for a set period as determined by AGENCY.
- Provide warranty coverage.

## 3.2. AGENCY Roles and Responsibilities

The AGENCY will cooperate with the Design-Builder and will fulfill its responsibilities in a timely manner to facilitate the Design-Build Entity's timely and efficient performance of work and services. AGENCY responsibilities may include:

- Review submissions and provide comments to Design-Builder.
- Provide AGENCY requirements and preferences including, but not limited to, performance requirements, operations and maintenance preferences, equipment requirements, and singlesource equipment preferences.

- Furnish existing studies and provide complete, accurate and reliable data and information regarding the PROJECT, including record drawings, preliminary studies, and environmental studies.
- Provide information and provide (or engage Design-Builder to perform) additional studies that may be necessary to complete the PROJECT.
- Provide access to the PROJECT site.
- Obtain the governmental approvals and permits AGENCY is responsible for and assist Design-Builder in obtaining governmental approvals and permits for which it is responsible.
- Provide necessary operational data and adequate funding.

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#### **SECTION 4 – PROCUREMENT PROCESS**

#### 4.1. Evaluation Process

The Respondent's Statement of Qualifications will be reviewed and evaluated by the AGENCY's Selection Committee to create a short list of most highly qualified Respondents. All Respondent's Statement of Qualifications will first be reviewed for their responsiveness. Any Respondent's Statement of Qualifications that is incomplete in any material respect may be deemed non-responsive and may be rejected in its entirety.

The initial evaluation of Design-Builder Entities will be based on information provided in response to the minimum requirements set forth in the Pre-Qualification Questionnaire (Form B). The rankings of the Design-Build Entities will be based on the scores for the individual sections of the questionnaire. The successfully qualified Design-Builder Entities must separately pass both scored sections in the Prequalification Questionnaire: II Essential Requirements for the Design-Build Entity, and III Scored Questions.

Those Design-Builder Entities that pass the minimum requirements set forth in the Pre-Qualification Questionnaire will be further evaluated and ranked based on the following listed criteria:

Design-Build Entity and Design-Builder Team Experience: 40% of total score for all criteria.

- 1. Experience of the Design-Build Entity and firms comprising the Design-Build Entity and Design-Builder Team.
- 2. Prior work relationships of the firms comprising the Design-Build Entity and Design-Builder Team.
- 3. Experience with construction and construction management of projects similar in size and scope.
- 4. Strength of reference checks
- 5. Experience with the startup and commissioning of similar projects.

Key Personnel Experience: 40% of total score for all criteria.

- 1. Key personnel's design and design management experience and past performance on projects of similar size and scope.
- 2. Key personnel's construction and construction management experience and past performance on projects of similar size and scope.
- 3. Key personnel's experience in planning, managing and performing startup, commissioning and staff training.

Financial Capabilities: 20% of total score for all criteria.

- 1. Profitability and growth.
- 2. Solvency
- 3. Financial efficiency.
- 4. Bond, credit, and other ratings.

#### 4.2. Resulting Solicitation

Responses to any AGENCY issued solicitation for an offer will only be accepted from the qualified short-listed Respondents.

It is anticipated that the solicitation for an offer will not limit the amount of services and work that the Design-Builder Entities can propose to self-perform.

All subcontracts that were not listed by the Design-Build Entity shall be awarded by the Design-Build Entity. The Design-Build Entity shall do both of the following:

- 1. Provide public notice of the availability of work to be subcontracted in accordance with the publication requirements applicable to the competitive bidding process of the public entity.
- 2. Provide a fixed date and time on which the subcontracted work will be awarded. Subcontractors bidding on contracts pursuant to this article shall be afforded the protections contained in Chapter 4 (commencing with Section 4100) of Part 1 of Division 2 of the Public Contract Code.

The AGENCY will require all subcontractors providing construction work in excess of \$250,000 to have a prior working relationship with the prime contractor within the past 10 years.

The RFQ requires the Design-Build Entity to identify and supply information regarding the Design-Build Entity (which is the entity that will execute the Design-Build Contract), the General Contractor, the Engineering Firm, Other Design Firms (if any), and any firms that are California-certified DBEs.

#### 4.3. Communications During RFQ Process

- 1. All questions, requests for information or objections to this RFQ process must be submitted in writing via PlanetBids.
- 2. No contact with any other AGENCY staff concerning the PROJECT during the RFQ process is allowed. A violation of this provision may result in disqualification of Respondent. No oral communication from the AGENCY Contact or any other AGENCY staff is binding.
- 3. All communications regarding this procurement, including addenda, will be issued through PlanetBids.

#### 4.4. Addenda

The AGENCY may issue written addenda as appropriate for clarification or other purposes during the RFQ period via PlanetBids. Respondents are responsible for compliance with any and all addenda regardless of whether or not it is actually received. It shall be the sole responsibility of the Respondent to obtain all addenda.

#### 4.5. Procurement Schedule

Following is the procurement schedule for the RFQ process.

Item No.	Activity	Latest Date
1	Issuance of Request for Qualifications	November 20, 2024
2	Deadline to submit questions and requests for clarification	December 4, 2024 at 3pm PST
3	Deadline to submit completed Qualifications.	December 18, 2024 at 3pm PST

#### 4.6. Reservation of Rights of the AGENCY

In connection with this procurement, the AGENCY reserves to itself all rights (which rights shall be exercisable by the AGENCY in its sole discretion) to:

- 1. Issue addenda, supplements, and modifications to this RFQ;
- 2. Add or delete Design-Build Entity responsibilities from the information stated in this RFQ or the subsequent SOLICITATION FOR AN OFFER;
- 3. Withdraw or cancel this RFQ or the subsequent SOLICITATION FOR AN OFFER in whole or in part at any time prior to the execution by the AGENCY of a Design-Build Contract, without incurring any cost obligations or liabilities to any other party;
- 4. Revise and modify at any time, factors the AGENCY will consider in evaluating responses to this RFQ and the subsequent SOLICITATION FOR AN OFFER and to otherwise revise its evaluation methodology;
- 5. Modify all dates set or projected in this RFQ;
- 6. Waive minor defects or irregularities in the Respondent's Qualifications or non-material deviations from the requirements set forth in this RFQ;
- 7. Request supplemental information, hold meetings, conduct discussions and exchange correspondence with one or more of the Design-Builder Entities responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ;
- 8. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ;
- 9. Examine any of the facilities referenced in each Respondent's Qualifications and to observe and investigate the operations of such facilities;

- 10. Conduct investigations of the Design-Builder Entities and their Respondent's Statement of Qualifications (including, but not limited to, contacting references) to clarify the information provided pursuant to this RFQ, and to request additional evidence to support the information included in any Respondent's Statement of Qualifications;
- 11. Adjust, increase, limit, suspend or rescind the Respondent's Statement of Qualifications rating based on subsequently learned information;
- 12. Add the next highest scoring Design-Build Entity (or Design-Builder Entities) to the short-list at any time during the procurement process if a short-listed Design-Build Entity (or Design-Builder Entities) withdraws from the procurement process;
- 13. Add or modify its reserved rights in the subsequent SOLICITATION FOR AN OFFER; and make all final determinations.

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## SECTION 5 – PREPARATION AND SUBMITTAL OF RESPONDENT'S QUALIFICATIONS

Respondents must provide a complete, responsive Respondent's Qualifications package with all required forms, information, attachments, appendices, and any other supplemental information. Submission of an incomplete and/or unclear Respondent's Qualifications may be considered nonresponsive.

#### **5.1.** Format of Respondent's Qualifications

A completed Questionnaire supplemented by supporting documentation shall be on standard letter size (8.5" x 11") paper. Font size shall be 12-point Calibri or Arial, and line spacing shall be single. Margins shall be no smaller than 0.75 inches. In no case shall the submittal exceed 30 pages.

Any unrequested documentation such as corporate brochures, publications, marketing DVDs, and the like will not be considered in the AGENCY's evaluation and shall not be included in submittal.

#### **5.2.** Submission Deadline

A complete submission shall be due by December 18, 2024 at 3PM PST via PlanetBids only. Late submissions or submission via any other method other than PlanetBids shall be rejected.

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#### **SECTION 6 – GENERAL INSTRUCTIONS AND REQUIREMENTS**

#### **6.1.** Ineligible Parties

The following individuals and firms (including parent or subsidiary organizations) are serving in an advisory capacity to the AGENCY for this PROJECT and are therefore prohibited from participating in any capacity as a member of the Design-Build team:

Gray Electrical Consulting and Engineering, Corp.

Additional persons or firms may be added to or deleted from the list during any stage of the competitive selection process by AGENCY's issuance of an addendum.

#### 6.2. Conflict of Interest

Each Design-Build Entity submitting a Respondent's Statement of Qualifications is responsible for determining whether or not its participation or the participation of other Design-Builder Team members in the proposed Design/Build Contract constitutes a conflict of interest or a potential conflict of interest pursuant to California Government Code Sections 1090, 87100 et seq., and other applicable law. Each Design-Build Entity must investigate and manage any potential conflict of interest as part of considering whether to submit a Respondent's Statement of Qualifications and when assembling its Design-Builder Team.

The existence of such a conflict of interest is a basis for the AGENCY to disqualify a Design-Build Entity's participation in this RFQ process. If the AGENCY determines that a Design-Build Entity is disqualified because of the existence of such a conflict of interest, it will provide the Design-Build Entity with a written statement of the facts leading to that conclusion.

#### 6.3. Insurance Requirements

The Design-Builder, at the Design-Builder's sole cost and expense and for the full term of the Design-Build Contract or any extension thereof, will be required to obtain and maintain, at a minimum, all of the insurance requirements outlined in *Exhibit A Insurance Requirements*. Additional details will be provided during the SOLICITATION FOR AN OFFER process.

#### **6.4.** Bonds

- The Design-Builder will be required to deliver to the AGENCY performance and payment bonds in forms acceptable to the AGENCY in the full amount of the estimated construction costs to guarantee the faithful performance and payments. For the purposes of providing performance and payment bonds, the estimated construction cost for this PROJECT is 100% of the Project Value indicated in Section 2.4 Project Funding.
- 2. The AGENCY reserves the right to negotiate the bonding level requirements. However, other guarantees (such as bank letters of credit, etc.) will not be allowed by the AGENCY in lieu of or in combination with the performance bond requirements.

#### 6.5. Confidentiality

All information submitted to the AGENCY under this RFQ process becomes the exclusive property of the AGENCY but, if not otherwise a public record under the California Public Records Act (California Government Code section 6250 et seq.), shall not be open to public inspection. All submissions and other correspondence will be subject to the following requirements:

- 1. This RFQ is based on the model document developed by the California Department of Industrial Relations. Accordingly, pursuant to Public Contract Code Section 20101(a), it is the AGENCY's position that all Respondent's Statement of Qualifications and related information submitted in response to this RFQ "shall not be public records and shall not be open to public inspection." Barring a court order to the contrary, the AGENCY will treat all Respondent's Statement of Qualifications and related documents as confidential and will not disclose them.
- 2. The California Public Records Act also recognizes an exception to disclosure of records which contain confidential trade secrets (see Government Code Section 6254(k) and Civil Code Section 3426.1.) The AGENCY is not in a position to determine what information in a submission, if any, may be subject to one of these exceptions. Accordingly, if a Design-Build Entity believes that any specific portion of its submission is exempt from disclosure under the Public Records Act, the Design-Build Entity must mark the portion of the submission as such and state the specific provision in the Act that provides the exemption and the factual basis for claiming the exemption. For example, if a Design-Build Entity believes a submission contains trade secret information, the Design-Build Entity must plainly mark the information as "Trade Secret" and refer to the appropriate section of the Public Records Act which provides the exemption for such information and the factual basis for claiming the exemption.

#### 6.6. Obligation to Keep Project Team Intact

Respondents are advised that all firms and key personnel identified in the Respondent's Statement of Qualifications shall remain on the Project Team for the duration of the procurement process and execution of the PROJECT. If extraordinary circumstances require a change, it must be submitted in writing to the AGENCY Contact. The AGENCY, at its sole discretion, will determine whether to authorize a change, recognizing that certain circumstances (such as termination of employment) may occur that are beyond the Design-Builder's control. Unauthorized changes to the Project Team at any time during the procurement process may result in elimination of the Respondent from further consideration.

#### 6.7. Stipend

No stipend will be paid to Respondents for any costs associated with preparing and submitting Respondent's Statement of Qualifications in response to this RFQ or bids in response to the SOLICITATION FOR AN OFFER to be issued.

#### 6.8. Appeal Process

The RTA Purchasing Policy, found at <a href="https://www.slorta.org/wordpress/wp-content/uploads/Purchasing-Policy-Manual-2022.pdf">https://www.slorta.org/wordpress/wp-content/uploads/Purchasing-Policy-Manual-2022.pdf</a>, specifies the policies and procedures to be used to ensure that all purchases, contracts and services are obtained through fair and open competition. The Executive Director has the authority and the responsibility to ensure that all procurement is in

compliance with this policy, and the Manager of Maintenance and Facilities has been delegated the day-to-day authority for this procurement. The Manager, Maintenance and Facilities shall also ensure that all prospective Proposers are informed of the procedures to file an appeal to the final selection of the qualified firms.

Should any individual, organization or group believe that these policies have been violated they may make an appeal in writing to the Executive Director who is obligated to investigate the appeal and provide an official response to the appeal.

Appeals shall be submitted within ten (10) working days of notification that a final selection of the firms has been conducted. All appeals shall state specifically:

- 1. The procurement title, final selection of qualified firms announcement date, or other identifying data.
- 2. The specific policy that is alleged to have been violated.
- 3. The adverse effect alleged to have resulted from the policy violations; The corrective action being sought as a remedy.
- 4. The Manager of Maintenance and Facilities will respond in writing to the appealer no later than ten (10) working days from receipt of the appeal. The response shall include:
  - a. Review of the policy as applied in the transaction being questioned. Response to each material issue raised in the appeal.
  - b. Statement of whether a violation has indeed occurred. Corrective action to be taken if any is warranted.

A copy of the complaint and the response will be forwarded to the Manager of Maintenance and Facilities for review prior to submittal to the appealer. According to RTA policies, the decision of the Manager of Maintenance and Facilities is appealable to the Executive Director. If no appeal has been received in the office of the Executive Director, the decision of the Manager of Maintenance and Facilities shall be considered final on the fifth working day following the date of notification to the appealer. Should an appeal be received by the Executive Director, a response will be provided to the appealer within five (5) working days and shall be considered final.

Whenever possible, the final selection of qualified firms will not be made final until all appeals have been satisfactorily resolved. Final selection of qualified firms will not be made until five (5) days after notification of the RTA's response to the appeal has been provided to the appealing parties. The RTA does reserve the right to proceed with the final selection of qualified firms pending the resolution of the appeal when it is determined that:

The items to be procured are urgently required;

 Deliver or performance will be unduly delayed by failure to make the final selection of qualified firms promptly; or • Failure to make a final selection of qualified firms will otherwise cause undue harm to the RTA or funding agent.

Because federal and state funding is involved, these procedures will be followed and will be supplemented by the regulations of the funding source. Should there be a conflict in the funding regulations and those set forth herein by the RTA, the more restrictive procedure shall take precedence. Appeals are to be directed in writing to:

San Luis Obispo RTA – Attn: Manager of Maintenance and Facilities Appeal for – RFQ No. 2024-02 Design-Build a BESS 253 Elks Lane San Luis Obispo, CA 93401

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#### **REQUIRED FORMS**

Form A Addenda Acknowledgement

Form B Pre-Qualification of Design-Build Entities Seeking to Bid on Transit Projects



# FORM A ADDENDA ACKNOWLEDGMENT

#### **CONTRACTOR NAME:**

CONTRACTOR hereby acknowledges that it has received	ed a	and read	the follow	wing
Addenda:				

Addendum #	Signature
Addendum #	Signature
Addendum #	Signature
Addendum #	Signature
Addendum #	Signature

-End of FORM A-

#### **FORM B**

# PRE-QUALIFICATION OF DESIGN-BUILD ENTITIES SEEKING TO BID ON TRANSIT PROJECTS

San Luis Obispo Regional Transit Authority

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#### AN OVERVIEW OF THE DOCUMENTS IN THIS PACKAGE

Included in this package are:

AGENCY's pre-qualification questionnaire, to be sent to Design-Builder Entities. The questionnaire is designed to obtain information about the contractors and engineers that make up the Design-Build Entity and returned to the AGENCY prior to the deadline set forth in the request for qualifications.

#### I. APPLICATION OF THE PUBLIC RECORDS ACT

Public Contract Code section 20209.7(e)(2) provides that: "Information that is not a public record pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title I of the Government Code) shall not be open to public inspection." Therefore, AGENCY should not make public those records provided by Design-Builder Entities that are not public records under the Public Records Act. AGENCY should consult its own attorneys when a public records act request is made to determine what must be divulged.

#### II. SUBMISSION REQUIREMENTS

The pre-qualification questionnaire must be signed under penalty of perjury in the manner designated on the certification page, by individuals with the legal authority to bind all members of the Design-Build Entity.

If any information provided by a Design-Build Entity becomes inaccurate, the Design-Build Entity must immediately notify the AGENCY and provide updated accurate information in writing, under penalty of perjury.

#### III. WHAT IS A DESIGN-BUILD ENTITY AND WHO IS BEING PRE-QUALIFIED?

The Design-Build Entity consists of the Design-Builder and any subcontractors the Design-Builder wishes to include. A Design-Build Entity is defined by Education Code Section 17250.15(c) as: "a corporation, limited partnership or other association that is able to provide appropriately licensed contracting, architectural, and engineering services as needed pursuant to a design-build contract."

This definition allows a Design-Builder wide latitude in the composition of its Design-Build Entity. The Design-Builder may have all necessary design and construction capabilities "in house" or the Design-Builder may subcontract for these services. AGENCY's pre-qualification questionnaire seeks information about the contractor and design professionals that comprise the "Design-Build Entity", whether all of these services are provided solely by the Design-Builder "in house", or whether some of these services are subcontracted. All Design-Build Entity members must sign the pre-qualification questionnaire.

#### Design-Builder:

The Design-Builder is the entity that will enter into the design-build contract with the AGENCY. The Design-Builder may be a newly formed corporation, joint venture, or partnership, or it may have already been in existence for some time. The Design-Builder will need to have a California general contractor's license in its name prior to commencing work on the PROJECT.

#### General Contractor Member(s) of the Design-Builder

Recognizing that many Design-Builders are organizations of contractors, engineers and architects that are only recently formed in order to bid on specific transit projects, and have only recently obtained a general contractor's license in the Design-Builder's name for the purpose of working on a specific transit project, the questionnaire asks questions about the General Contractor Member(s) of the Design-Builder in order to obtain information about the Design-Builder's contracting experience. If there is more than one General Contractor Member of the Design-Builder, copies of Sections I(B) and III(B) should be attached.

#### **Engineers:**

The pre-qualification questionnaire asks questions about the "Engineer(s)." The "Engineer" is the engineer of record who will have primary responsibility for design work under the contract. If there is more than one engineer, copies of Sections I(C) and III(C) should be attached.



# PRE-QUALIFICATION QUESTIONNAIRE



#### I. INFORMATION ABOUT DESIGN-BUILD ENTITY MEMBERS

#### **Contact Information**

Design-Builder Name:		 
General Contractor Member Name:		
Engineer Member Name:		
Design-Builder Contact Person:		
Address:		
Email Address:		
Phone:	Fax:	

Design-Build Ent				
(List all legal enti <sup>,</sup>	ties being pre-qualified, including	g subcontractors.)		
<b>Discipline</b> (i.e., general contractor, architect, engineer, paving subcontractor, etc.)	Name	<b>Legal Entity</b> (i.e., corporation, partnership, sole proprietor)	Disadvantaged Business Enterprise (DBE) & their license numbers  Notate with "Yes" or "No"	Small Business Enterprise (SBE) & their license numbers Notate with "Yes" or "No"

For all partnerships or other associations listed above that are not legal entities including the Design-Builder, please provide a copy of the agreement creating the partnership or association.

I(A)	INFORM	NATION ABOUT THE Design-Builder		
1.	Name of Desi	gn-Builder:		
2.	Date of comp	any formation or incorporation:		
3.	State of form	ation or incorporation:		
4.	How many pe	ersons does the Design-Builder currently employ?: _		
5(a) of the o	_	Builder is a <u>corporation</u> , provide the following: Provide downers of 10% or more of the corporate stock.	e information	for each office
osition		Name	Years with Co.	% Ownership
EO				
			•	
	<b>(</b>			

5(b)	If the Design-Builde	r is a <u>sole proprietorship</u> ,	, please complete the fo	ollowing:	
	Owner			Years as Ov	vner
5(c)	If the Design-Builde the joint venture or	•	rtnership, provide the f	ollowing for each mem	ber of
Name (	of Individual Or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership	% Ownership Interest
6.	,	change in ownership of on whose shares are pub ic trades.)		•	
	Yes □ No □				
	If "yes," explain on	a separate page.			
	7.	another construction if one firm owns 50 p	n firm? (NOTE: Include i	olding company or affil information about othe ther, or if an owner, pa on in another firm.)	er firms
	Yes □ No □				
	If "yes," explain on	a separate page.			
	8.	affiliate of another co	onstruction firm? (NOT m owns 50 percent or r	nt, holding company or E: Include information more of another, or if a s a similar position in ar	about n
	Yes□ No□				

	If "yes," explain on 9.	a separate page. State the Design-Bui	lder's gross revenue	es for each of the la	ast three years:
	YEAR:	YEAR:		YEAR:	
	\$:	<b>\$:</b>		\$:	
9.	List all California cor the Design-Builder:	ntractor license numbers,	, classifications and (	expiration dates cu	ırrently held by
	License Number	Trade Classification	Date Issued	Expiratio	on Date
1	LO. Has the Design-Bui	lder changed names or li	cense numbers in th	ne past five years?	
	Yes □ No □				
	If "yes," explain on	a separate page.			
1		ntractors State License B rated as a contractor und ive years?		•	
	Yes □ No □				
	If "yes," explain on	a separate page.			

12.	Surety Information for Design-	Builder:	
Bondin	ng Co./Surety:		 
Surety	Agent:		 
Agent /	Address:		
Teleph	one No.:		
13.	List all other sureties (name an during the last five years, include		_
Surety		Address	Periods of Coverage
1			

### I(B) INFORMATION ABOUT THE GENERAL CONTRACTOR MEMBER(S) OF THE DESIGN BUILDER

The term "General Contractor" means the member of the Design-Builder that will have the primary responsibility for the construction of the PROJECT. Duplicate and submit for each General Contractor if more than one.

1.	Name of General Contractor:
2.	Date of company formation or incorporation:
3.	State of formation or incorporation:
4.	How many persons does the General Contractor currently employ?:
5(a)	If the General Contractor is a <u>corporation</u> , provide the following: Provide information for each

officer of the corporation and owners of 10% or more of the corporate stock.

		•	
Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer			

Own	er				Years as Owner
5(c)		ctor is a <u>joint venture</u> venture or each partn			
lame	of Individual Or Entity	Principal Contact	Position	Years with Joir Venture/ Partnership	nt % Ownership Interest
					•
6.					•
7.	construction firm? (N	actor a subsidiary, pare IOTE: Include informat f an owner, partner, o	tion about other f	irms if one firm owns	50 percent or
	If "yes," explain on a	senarate nage			

8.	State the General Contra	ctor's gross revenues for	each of the last three ye	ears:
	YEAR:	YEAR:	YEAR:	
	\$:	\$:	\$:	
9.	List all California contract by the General Contracto	•	ifications and expiration	dates currently held
	License Number	Trade Classification	Date Issued	Expiration Date
10.	Has the General Contract	or changed names or lice	ense numbers in the past	t five years?
	Yes □ No □			
	If "yes," explain on a sepa	arate page.		
11.	Has any owner, Contractor General Contractor opera listed in 9 above) in the la	nted as a contractor unde		
	Yes □ No □			
	If "yes," explain on a sepa	arate page.		

or General Contractor:	
s (name and full address) that have wr ears, including periods during which e	ritten bonds for the General Contractor each wrote the bonds:
Address	Periods of Coverage
_	(name and full address) that have wi

#### I(C) INFORMATION ABOUT THE ENGINEER(S)

The Engineer is the engineer of record who will have primary responsibility for design work under the contract. Attach copies if more than one engineer.

1.		Provide the following information:
Na	me:	
		nber:
En	gineering	Discipline:
		ctice:
2.		e firm of the Engineer is different from that of the Design-Builder, please answer the owing:  Date of company formation or incorporation:
	2(b)	State of formation or incorporation:
	2(c)	How many persons does the Engineer's firm currently employ?

2(d)	•	 n, provide the following info own 10% or more of the co	h officer of
			%

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer			

2(e) If the Engineer is a <u>sole proprietorship</u>, complete the following:

Owner	Years as Owner

2(f)	If the Engineer's firm is a joint venture or partnership, provide the following information for
	each member of the joint venture or each partner.

•	Name of Individual or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership	% Ownership Interest
		4			
2(g)		nge in ownership of the hose shares are publicly public trades.)	_		ears?
	Yes □ No □				
	If "yes," explain on a se	parate page.			
2(h)	(NOTE: Include informa	subsidiary, parent, holdi tion about other firms if , partner, or officer of yo	one firm owns 50	percent or more of	

No  $\square$ 

If "yes," explain on a separate page.

Yes 🗆

2(i)	Has any corporate officer or owner of the Engineer's firm worked for any other engineering firms in the past five years? (NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.)
	Yes □ No □
	If "yes," explain on a separate page.
2(j)	Has the Engineer's firm changed names in the past five years?
	Yes □ No □
	If "yes," explain on a separate page.

Attach a copy of the Engineer's resume.

3.

#### II. ESSENTIAL REQUIREMENTS FOR THE DESIGN-BUILD ENTITY

The term "Associates" shall mean <u>all</u> of the following:

1.

2.

Aggregate policy limit

•	The current qual the contractor.	ifiers for all current Contractors State License Board contracting licenses held by
•	All current office	ers of a contractor which is a corporation.
•	All current partn	ers of a contractor which is a partnership.
•	All current joint	venturers of the joint venture contractor which is seeking prequalification.
lice	_	lder and each proposed Subcontractor possess a current California contractor's ECT for which it intends to submit a proposal or intend to obtain a license before
	Yes 🗆	No □
	_	lder have a liability insurance policy with a policy limit of at least \$1,000,000 per 00,000 aggregate from a California admitted company?
	Yes 🗆	No 🗆
If y	es, provide the fo	llowing information. (Attach a separate page if more than one policy.)
Insi	urance Company	
Pol	icy Number	
Pol	icy limit per occur	rrence

3.	Does the Design-Builder and each proposed Subcontractor have current California workers' compensation insurance policies as required by the Labor Code or are legally self-insured pursuant to Labor Code sections 3700 et. seq. or do they intend to obtain such insurance prior to commencing work?
	Yes □ No □
	If yes, provide the following information. (Attach a separate page if more than one policy)
	Insured
	Carrier
	Policy Number
4.	Has the latest copy of an <u>audited</u> financial statement (no more than two years old) with accompanying notes been attached for the Design-Builder or each member of the Design-Builder? (An audited financial statement with accompanying notes of a parent company guarantor may be substituted. A financial statement that is not audited is not acceptable. A letter verifying availability of a line of credit is not a substitute for the required financial statement.)
	Yes □ No □
5.	Has a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California been attached, which states that the Design Builder's current bonding capacity is sufficient to provide payment and performance bonds in the amount required by the RFQ? (Statement must be from the surety company, not an agent or broker.)  Yes  No
<b>5</b> .	Has <u>any</u> contractor license held by the Design-Builder or its associates, the General Contractor Member(s) of the Design-Builder or their associates, or any of the proposed Subcontractors or their associates, been revoked or suspended within the last five (5) years?
	Yes □ No □
	If "yes," explain on a separate page.

7.		y firm completed a contract or paid for completion of a contract on behalf of any member gn-Build Entity because they were terminated by the project owner within the last five (5)	
	Yes 🗆	No □	
8.	If "yes," exp	olain on a separate page.	
	Builder or a awarded a	last five years was the Design-Builder, the General Contractor Member(s) of the Designary proposed Subcontractor declared ineligible to bid on a public works contract, to be public works contract, or to perform as a subcontractor on a public works contract, o either Labor Code section 1777.1 or Labor Code section 1777.7?	
	Yes 🗆	No □	
	If "yes," exp	plain on a separate page.	
9.	Has <u>any</u> member of the Design-Build Entity (contractors, architects, engineers, subcontractors or others) or any member's associates, ever been convicted of a crime involving the awarding of a contract for a government project, or the bidding or performance of a government contract within the last five (5) years?		
	Yes 🗆	No 🗆	
10.	If "yes," exp	olain on a separate page.	
	Do all Architects and Engineers who are expected to work on the PROJECT possess current California professional licenses for the architectural and engineering services which they intend to provide?		
	Yes 🗆	No 🗆	

11.	Are all Engineers covered by a professional liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate from a California admitted company that provides coverage for work on a design-build contract?			
	Yes □ No	o 🗆		
		the name of the insurance company, policy number, and policy limits. (Attach a if more than one policy).		
	Insurance Con	npany		
	Policy Number			
	Policy limit pe	r occurrence		
	Aggregate pol	icy limit		
12.	time in the las			
		o □ in on a separate page.		
	. Has any profe time in the las	ssional license held by any Engineer who will provide services been revoked at any st five years?		
	Yes 🗆 No	о 🗆		
	If "yes," expla	in on a separate page.		
14.	Subcontractor employment of Regulations, T the requirement	gn-Builder, the General Contractor Member(s) of the Design-Builder and each proposed reseasing prequalification, know and understand their obligations regarding the of apprentices on public works under Labor Code section 1777.5 and California Code of title 8, section 230.1, and do they intend to comply with these requirements, including ent, if applicable, to request the dispatch of apprentices from an apprenticeship oved by the California Apprenticeship Council?		
	Yes □ No	о 🗆		

15. Will the Design-Builder ensure that its subcontractors responsible for specialty construction work use only qualified skilled labor personnel (such as heat and frost insulators, asbestos workers, boilermakers, iron shop builders, blacksmiths, forgers, bricklayers, electrical workers, elevator constructors, iron workers, plumbers, pipe fitters, plasterers, cement masons, painters, roofers, water proofers and sheet metal workers) to perform such work?

Yes □ No □

#### **III. SCORED QUESTIONS**

#### III(A) SCORED QUESTIONS FOR THE Design-Builder

The term "Associates" shall mean all of the following:

private owner?

Yes □ No □

•	The current qualifiers for all current Contractors State License Board contracting licenses held by the Design-Builder.					
•	All current officers of a Design-Builder which is a corporation.					
•	All current partners of a De	sign-Builder which is a partnership.				
•	All current joint venturers of	seeking prequalification.				
A-1	How many years has the Design-Builder been licensed in California?					
A-2	otcy case?					
	Yes □ No □					
If "yes," indicate the case number, bankruptcy court, and the date on which the petition was file						
	Case Number	Bankruptcy Court	Date Filed			
A-3	Was the Design-Builder or its associates in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question A-2, above)  Yes $\square$ No $\square$					
	If "yes," indicate the case n filed.	umber, bankruptcy court, and the date on v	which the petition was			
	Case Number	Bankruptcy Court	Date Filed			
A-4		rears has the Design-Builder or its associate than \$50,000 on a construction contract wi				

If yes, explain on a separate page, identifying all such projects by owner, owner's address, name of entity against whom assessment was made, the date of completion of the project, the amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

A-5	Has the Design-Builder or its associates <u>ever</u> been declared by an owner, or found by an arbitrator or court to be in default on a construction contract?
	Yes □ No □
	If "yes," explain on a separate page.
A-6	In the last five years has the Design-Builder or its associates, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?
	Yes □ No □
	If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.
A-7	Has the Design-Builder or its associates <u>ever</u> been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?
	Yes □ No □
	If "yes," on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.
	(NOTE: The following two questions refer only to disputes between Design-Builders and owners of projects. You need not include information about disputes with suppliers, other contractors, or subcontractors. You need not include information about "pass- through" disputes in which the actual dispute is between a subcontractor and a project owner.)
A-8	In the past five years has any claim in excess of \$50,000 been filed in court, arbitration, or other dispute resolution proceeding against the Design-Builder or its associates concerning their work on a construction project?
	Yes □ No □
	If "yes," on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, the name of the entity the claim was filed against, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).
A-9	In the past five years has the Design-Builder or its associates made any claim in excess of \$50,000 against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?
	Yes □ No □

If "yes," on a separate page identify the claim by providing the name of claimant, the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

A-10	In the last five years has any insurance carrier, for any form of insurance, refused to renew insurance policy for the Design-Builder or its associates due to non-payment or contractor lo	
	Yes □ No □	
	If "yes," on a separate page give name of the insured, name the insurance carrier, the form of insurance, and the year of the refusal.	
A-11	Has the Design-Builder or its associates ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public entity?	
	Yes □ No □	
	If "yes," explain on a separate page, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date and the basis for the finding.	
A-12	Has the Design-Builder or its associates <u>ever</u> been convicted of a crime involving any federal, state, or local law related to construction?	
	Yes □ No □	
	If "yes," explain on a separate page, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.	
A-13	Has the Design-Builder or its associates <u>ever</u> been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?	
	Yes □ No □	
	If "yes," identify on a separate page, the person or persons convicted, the court and case number, the crimes, and the year convicted.	
A-14	During the last five years, has there ever been a period of time when the Design-Builder or its associates had no surety bond in place during a public construction project when one was required?	
	Yes □ No □	
	If yes, indicate the period during which no surety bonds were in place, name of entity without the surety bond, the name of project owner, and if coverage was denied the date coverage was denied and the name of the company that denied coverage.	

A-15	Has CAL OSHA cited and assessed penalties against the Design-Builder or its associates for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?	
	(NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.)	
	Yes □ No □	
	If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any OSHAB decision.	
A-16	Has the Federal Occupational Safety and Health Administration cited and assessed penalties against the Design-Builder or its associates in the past five years?	
	(NOTE: If an appeal of the citation has been filed and the Appeals Board has not yet ruled, or if there is a court appeal pending, you need not include information about the citation.)	
	Yes □ No □	
	If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.	
A-17	Has the EPA, any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the Design-Builder or its associates or the owner of a project during the time in which the preceding parties were performing on a contract in the past five years?	
	(NOTE: If an appeal of the citation has been filed and there is no ruling yet, or if there is a court appeal pending, you need not include information about the citation.)	
	Yes □ No □	
	If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.	

A-18	How often does the Design-Builder require documented safety meetings to be held for construction employees and field supervisors during the course of a project?		
A-19	List the Design-Builder's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:		
	(NOTE: An Experience Modification Racompensation insurance carrier.)	ite is issued to your firm annually by your workers'	
	Year:	EMR:	
	Year:	EMR:	
	Year:	EMR:	
	If your EMR for any of these three yea	ers is 1.00 or higher you may attach a letter of explanation.	
A-20	·	er been a period when the Design-Builder or its associates ers' compensation insurance or state- approved self-	
	Yes □ No □		
	separate page. If "No," please provide insurance carrier that verifies periods Design-Builder for the last five years. (than five years, provide a statement be	he absence of workers' compensation insurance on a a statement by your current workers' compensation of workers' compensation insurance coverage for the (If the General Contractor has been in business for less by your workers' compensation insurance carrier verifying surance coverage for the period that your firm has been in	
A-21		on during the last five years in which the Design- Builder or er back wages or penalties for failure to comply with the	
	project, date of its completion, the pu	ibing the violator, nature of each violation, name of the blic agency for which it was constructed, the number of and the amount of back wages and penalties that were	

A-22 During the last five years, has there been more than one occasion in which the Designits associates have been penalized or required to pay back wages for failure to comply vertical Davis-Bacon prevailing wage requirements?	
	Yes □ No □
	If" yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.
A-23	If the Design-Builder operates its own State-approved apprenticeship program, provide the following information on a separate page:
	<ul> <li>Identify the craft or crafts in which you provided apprenticeship training in the past year.</li> </ul>
	b. State the year in which each such apprenticeship program was approved and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
	c. State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who during the past three years, completed apprenticeships in each craft while employed by your firm.
A-24	At any time during the last five years, has the Design-Builder or its associates been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?
	Yes □ No □
	If "yes," provide the date of the findings and attach a copy of the final decision:
A-25	Do agreements exist between the Design-Builder and registered apprenticeship programs which have been approved by the California Apprenticeship Council and have graduated apprentices in the preceding five years, for all apprenticable crafts which may be employed by the Design-Builder on this PROJECT? (This graduation requirement shall not apply to programs providing apprenticeship training for any craft that has not been deemed by the Department of Labor and the Department of Industrial Relations to be an apprenticeable craft within the period of October 1995 to October 2000.)

	Yes □ No □	
A-26	In the last 5 years, has the Design-Builder completed <b>one or more</b> renewable energy, energy storage, backup power and EV charging i comparable to the project identified in the Request for Qualification	n the State of California
	Yes □ No □	
	If "yes" how many? Please indicate how many of these projects we or transportation-related facilities	re for transportation agencies
A-27	In the past 5 years, has the Design-Builder completed <b>one or more</b> renewable energy, energy storage, backup power and EV charging i comparable to the project identified in the Request for Qualification	n the United States
	Yes □ No □	
	If "yes" how many? Please indicate how many of these projects we or transportation-related facilities.	re for transportation agencies
A-28	In the last 5 years, has the Design-Builder completed one or more deconstruction of renewable energy, energy storage, backup power an States (including California) comparable to the project identified in Qualifications?	d EV charging in the United
	Yes □ No □	
	If "yes" how many? Please indicate how many of these projects we or transportation-related facilities	re for transportation agencies
A-29	Please fill in the following blanks based on the Design Builder's atta each member of the Design-Builder attached financial statements, all.	
	Current Assets:	\$
	Current Liabilities:	\$
	Total Net Worth:	\$
	Current Ratio (Assets/Liabilities):	\$
	Working Capital (Current Assets - Current Liabilities):	\$

## III(B) SCORED QUESTIONS FOR THE GENERAL CONTRACTOR MEMBER(S) OF THE DESIGN-BUILDER

The term "General Contractor" means the member of the Design-Builder that will have the primary responsibility for the construction of the PROJECT. Duplicate and submit for each General Contractor if more than one.

The term "Associates" shall mean <u>all</u> of the following:

	Case Number	Bankruptcy Court	Date Filed
	If "yes," indicate the filed.	case number, bankruptcy court, and t	he date on which the petition was
	Yes □ No □		
B-3.			y at any time during the last five years not described in answer to question A
	Case Number	Bankruptcy Court	Date Filed
	If "yes," indicate the filed.	case number, bankruptcy court, and t	the date on which the petition was
	Yes □ No □		
B-2.	Is the General Contractor or its associates currently the debtor in a bankruptcy case?		btor in a bankruptcy case?
B-1	How many years has the General Contractor been licensed in California?		l in California?
•	All current joint vent	urers of the joint venture contractor v	which is seeking prequalification.
•	All current partners of	of a contractor which is a partnership.	
All current officers of a contractor which is a corporation		a contractor which is a corporation.	
•	<ul> <li>The current qualifiers for all current Contractors State License Board contracting licenses h the contractor.</li> </ul>		nse Board contracting licenses held by

B-4. At any time in the last five years has the General Contractor or its associates been assessed liquidated damages of more than \$50,000 on a construction contract with either a public or private owner?

	Yes □ No □
	If yes, explain on a separate page, identifying all such projects by owner, owner's address, name of entity against whom assessment was made, the date of completion of the project, amount o liquidated damages assessed and all other information necessary to fully explain the assessmen of liquidated damages.
B-5.	Has the General Contractor or its associates <u>ever</u> been declared by an owner, or found by an arbitrator or court to be in default on a construction contract?
	Yes □ No □
	If "yes," explain on a separate page.
B-6.	In the last five years has the General Contractor or its associates, been debarred, disqualified removed or otherwise prevented from bidding on, or completing, any government agency of public works project for any reason?
	Yes □ No □
	If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.
B-7.	Has the General Contractor or its associates <u>ever</u> been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?
	Yes □ No □
	If "yes," on a separate page identify the year of the event, the entity denied the award, the owner the project, and the basis for the finding by the public agency.
pro suk	OTE: The following two questions refer only to disputes between contractors and owners objects. You need not include information about disputes with suppliers, other contractors, obcontractors. You need not include information about "pass-through" disputes in which the actual pute is between a subcontractor and a project owner.)
B-8.	In the past five years has any claim in excess of \$50,000 been filed in court, arbitration or othe dispute resolution proceeding against the General Contractor or its associates concerning their work on a construction project?
	Ves \( \text{No} \( \text{No} \( \text{N} \)

If "yes," on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, the name of the entity the claim was filed against, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

B-9.	In the past five years has the General Contractor or its associates made any claim in excess of \$50,000 against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?	
	Yes □ No □	
	If "yes," on a separate page identify the claim by providing the name of claimant, the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).	
B-10.	In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the General Contractor or its associates due to non- payment or contractor losses?	
	Yes □ No □	
	If "yes," on a separate page give name of the insured, name the insurance carrier, the form of insurance, and the year of the refusal.	
B-11.	Has the General Contractor or its associates ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public entity?	
	Yes  No	
	If "yes," explain on a separate page, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date and the basis for the finding.	
B-12.	Has the General Contractor or its associates <u>ever</u> been convicted of a crime involving any federal, state, or local law related to construction?	
	Yes □ No □	
	If "yes," explain on a separate page, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.	
B-13.	Has the General Contractor or its associates <u>ever</u> been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?	
	Yes □ No □	
	If "yes," identify on a separate page, the person or persons convicted, the court and case number, the crimes, and the year convicted.	

B-14.	During the last five years, has there ever been a period of time when the General Contractor or its associates had no surety bond in place during a public construction project when one was required?
	Yes □ No □
	If yes, indicate the period during which no surety bonds were in place, name of entity without the surety bond, the name of project owner, and if coverage was denied the date coverage was denied and the name of the company that denied coverage.
B-15.	Has CAL OSHA cited and assessed penalties against the General Contractor or its associates for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years? (NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.)
	Yes □ No □
	If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any OSHAB decision.
B-16.	Has the Federal Occupational Safety and Health Administration cited and assessed penalties against the General Contractor or its associates in the past five years? (NOTE: If an appeal of the citation has been filed and the Appeals Board has not yet ruled, or if there is a court appeal pending, you need not include information about the citation.)
	Yes □ No □
	If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.
B-17.	Has the EPA, any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the General Contractor or its associates or the owner of a project during the time in which the preceding parties were performing on a contract in the past five years? (NOTE: If an appeal of the citation has been filed and there is no ruling yet, or if there is a court appeal pending, you need not include information about the citation.)
	Yes □ No □
	If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

B-18	How often does the General Contractor require documented safety meetings to be held for construction employees and field supervisors during the course of a project?		
B-19	List the General Contractor's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:		
	(NOTE: An Experience Modification Raccompensation insurance carrier.)	te is issued to your firm annually by your workers'	
	Year:	EMR:	
	Year:	EMR:	
	Year:	EMR:	
	If your EMR for any of these three year	rs is 1.00 or higher you may attach a letter of explanation.	
B-20. Within the last five years has there ever been a period when the General Contractor or it associates had employees but was without workers' compensation insurance or state-ap self-insurance?			
	Yes □ No □		
	separate page. If "No," please provide insurance carrier that verifies periods General Contractor for the last five year than five years, provide a statement by	ne absence of workers' compensation insurance on a la statement by your current workers' compensation of workers' compensation insurance coverage for the ears. (If the General Contractor has been in business for less y your workers' compensation insurance carrier verifying turance coverage for the period that your firm has been in	
B-21.		on during the last five years in which the General ed to pay either back wages or penalties for failure to e laws?	
	project, date of its completion, the pul	bing the violator, nature of each violation, name of the olic agency for which it was constructed, the number of id and the amount of back wages and penalties that were	

B-22.	Contra	the last five years, has there been more than one occasion in which the General ctor or its associates have been penalized or required to pay back wages for failure to with the Federal Davis-Bacon prevailing wage requirements?
		Yes □ No □
	project	" attach a separate page, describing the violator, nature of each violation, name of the t, date of its completion, the public agency for which it was constructed; the number of yees who were initially underpaid and the amount of back wages and penalties that were ed.
B-23.		General Contractor operates its own State-approved apprenticeship program, provide the ng information on a separate page:
	a.	Identify the craft or crafts in which you provided apprenticeship training in the past year.
	b.	State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
	C.	State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who during the past three years, completed apprenticeships in each craft while employed by your firm.
B-24.	have vi	time during the last five years, has the General Contractor or its associates been found to iolated any provision of California apprenticeship laws or regulations, or the laws ning to use of apprentices on public works?
		Yes □ No □
	If "yes,	" provide the date of the findings and attach a copy of the final decision:
B-25.	which I appren the Ge progra Depart	eements exist between the General Contractor and registered apprenticeship programs have been approved by the California Apprenticeship Council and have graduated atices in the preceding five years, for all apprenticable crafts which may be employed by neral Contractor on this PROJECT? (This graduation requirement shall not apply to ms providing apprenticeship training for any craft that has not been deemed by the ment of Labor and the Department of Industrial Relations to be an apprenticeable craft the period of October 1995 to October 2000.)
		Yes □ No □

B-26.	In the last 5 years, has the General Contractor completed <b>one or more contracts for construction</b> of renewable energy, energy storage, backup power and EV charging in the <b>State of California</b> comparable to the project identified in the Request for Qualifications?
	Yes □ No □
	If "yes" how many? Please indicate how many of these projects were for transportation agencies or transportation-related facilities
B-27.	In the past 5 years, has the General Contractor completed <b>one or more contracts for construction</b> of renewable energy, energy storage, backup power and EV charging in the <b>United States</b> comparable to the project identified in the Request for Qualifications?
	Yes □ No □
	If "yes" how many? Please indicate how many of these projects were for transportation agencies or transportation-related facilities
B-28.	In the last 10 years, has the General Contractor completed <b>one or more design-build contracts</b> for construction of renewable energy, energy storage, backup power and EV charging in the <b>United States (including California)</b> comparable to the project identified in the Request for Qualifications?
	Yes □ No □
	If "yes" how many? Please indicate how many of these projects were for transportation agencies or transportation-related facilities

## III(C) SCORED QUESTIONS FOR THE ENGINEER

"Firm" shall mean the firm that employs the Engineer.

Yes 🗆 No 🗋

C-3.

filed.

Case Number

The Engineer is the engineer of record who will have primary responsibility for design work under the contract.

The nature of the project will dictate the discipline(s) of the Engineer(s). Attach additional copies if more than one Engineer.

Name of Engineer:

Name of Firm:

C-1. How many years has the Engineer been licensed and practicing in California?

Years:

Years:

Years:

Yes \( \) No \( \)

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number

Bankruptcy Court

Date Filed

Was the firm in bankruptcy at any time during the last five years? (This question refers only to a

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was

Date Filed

bankruptcy action that was not described in answer to question C-2, above)

**Bankruptcy Court** 

C-4.	In the past five years has any claim in excess of \$50,000 been filed in court, arbitration, or other dispute resolution proceeding against the Engineer or the firm concerning its engineering work on a project?
	Yes □ No □
	If "yes," identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).
C-5.	In the last five years has the Engineer or the firm been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?
	Yes □ No □
	If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.
C-6.	Has the Engineer or the firm <u>ever</u> been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?
	Yes □ No □
	If "yes," on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.
C-7.	In the past five years has the Engineer or the firm made any claim in excess of \$50,000 against a project owner concerning engineering work on a project and filed that claim in court or arbitration?
	Yes □ No □
	If "yes," on separate page identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).
C-8.	In the last five years has any insurance carrier, for any form of insurance, refused to renew an insurance policy for the Engineer or the firm based on non-payment or losses?
	Yes □ No □
	If "yes," on separate page give name the insurance carrier, the form of insurance and the year of the refusal.

C-9.	Has the Engineer or the firm ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?
	Yes □ No □
	If "yes," on a separate page identify who was found liable or convicted, the name of the public agency, the court and case number, the date of the investigation and the grounds for the finding.
C-10.	Has the Engineer or the firm <u>ever</u> been convicted of a crime involving any federal, state, or local law related to construction?
	Yes □ No □
	If "yes," on a separate page identify who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds forthe conviction.
C-11.	Has the Engineer or the firm <u>ever</u> been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?
	Yes □ No □
	If "yes," on a separate page identify who was convicted, the court and case number, the crimes and the year convicted.
C-12.	Has the Department of Consumer Affairs taken any disciplinary action against the Engineer?
	Yes □ No □
	If yes, please explain on a separate page.
C-13.	In the last 5 years, has the Engineer completed <b>one or more contracts for construction</b> of renewable energy, energy storage, backup power and EV charging in the <b>State of California</b> comparable to the project identified in the Request for Qualifications?
	Yes □ No □
	If "yes" how many? Please indicate how many of these projects were for transportation agencies or transportation-related facilities
renewa	n the past 5 years, has the Engineer completed <b>one or more contracts for construction</b> of able energy, energy storage, backup power and EV charging the <b>United States</b> comparable to the identified in the Request for Qualifications?
	Yes □ No □
	If "yes" how many? Please indicate how many of these projects were for transportation agencies or transportation-related facilities

C-15.	In the	last :	10 ye	ars, h	as the	Engineer	compl	eted	one or	more	design	n-build	contracts	for
	constru	uction	of re	newal	ble ene	ergy, energy	, stora	ige, b	ackup p	ower a	nd EV	' chargi	ng the <b>Un</b>	ited
	States	(incl	uding	Calif	ornia)	comparab	le to	the	project	identi	fied	in the	Request	for
	Qualific	cation	s?											

Yes □ No □

If "yes" how many? Please indicate how many of these projects were for transportation agencies or transportation-related facilities. \_\_\_\_\_

## IV. RECENT CONSTRUCTION PROJECTS COMPLETED

1.	How many design-build projects have the General Contractor and Engineer involved in this Design-Build Entity ever worked together on?				
2.	List the total value of all <u>renewable</u> , <u>energy storage and/or EV charging</u> design-build contracts and the value of the largest <u>renewable</u> , <u>energy storage and/or EV charging</u> design-build project which the General Contractor and Engineer have worked together on.				
	Total Value Largest Contract				
	List the total of transportation agency or facility specific projects. If same as above, please indicate "See above" if no renewable, energy storage, backup generation and/or EV charging design-build contracts have been worked on together, please indicate "NA"				
	Total Value Largest Contract				
3.	General Contractor member of Design-Builder's three largest <u>renewable energey</u> , <u>energy storage</u> , <u>backup generation and/or EV charging</u> projects within the last ten years. The design-build projects may be public or private and located anywhere in the United States. Names and references must be current and verifiable. (Copy additional sheets)				
Gener	al Contractor Name & Telephone Number:				
Projec	t Name:				
Location	on:				
Owne	r Name & Telephone Number:				
Engine	eer Name & Telephone Number:				
Constr	r. Mgr. Name & Telephone Number:				
	ption of Project, Scope of Work Performed (include components and size/qty for Solar PV and				
Value	of Original Contract: \$				
Value	of Contract including change orders: \$				
Origin	al Scheduled Completion Date:				
	Extensions Granted (number of days):				
	Date of Completion:				

<u>e</u>	General Contractor Member of the Design-Builder's six most recently completed renewable energy, energy storage and/or EV charging projects. Names and references must be current and verifiable. (Copy additional sheets)
General	Contractor Name & Telephone Number:
Design-B	Builder Name & Telephone Number:
Project N	Name:
Location	
	lame & Telephone Number:
	Name & Telephone Number:
	Mgr. Name & Telephone Number:
Descripti	ion of Project, Scope of Work Performed (include components and size/qty for Solar PV and
	Original Contract: \$
	Contract including change orders: \$
Original :	Scheduled Completion Date:
Time Ext	ensions Granted (number of days):
Actual D	ate of Completion:

anywhere in the United States. Names and references must be current and verifiable. (Copy additional sheets) Engineer's Name & Telephone Number: Project Name: \_\_\_\_\_ Location: Owner Name & Telephone Number: General Contractor Name & Telephone Number: Constr. Mgr. Name & Telephone Number: Description of Project, Scope of Work Performed (include components and size/qty for Solar PV and BESS: Value of Original Contract: \$ Value of Contract including change orders: \$ \_ Original Scheduled Completion Date: \_\_\_\_\_ Time Extensions Granted (number of days): \_\_\_\_\_ Actual Date of Completion: 6. Engineer's six most recently completed renewable, energy storage, backup generation and/or EV charging projects. Names and references must be current and verifiable. (Copy additional sheets) Engineer's Name & Telephone Number: Project Name: \_\_\_\_\_ Owner Name & Telephone Number: \_\_\_\_\_ General Contractor Name & Telephone Number: \_\_\_\_\_\_ Constr. Mgr. Name & Telephone Number:

Engineer's three largest <u>design-build renewable</u>, <u>energy storage</u> <u>and/or EV charging</u> projects within the last ten years. The design-build projects may be public or private and located

5.

BESS:	ed (include components and size/qty for Solar PV and
Value of Original Contract: \$	
Value of Contract including change orders: \$	
Original Scheduled Completion Date:	
Time Extensions Granted (number of days): _	
Actual Date of Completion:	

#### V. ORGANIZATION AND MANAGEMENT APPROACH

### Description of Design-Build Management Approach

Please include a narrative description of the Design-Builders' management and organizational approach for accomplishing the design-build project. The narrative description should describe the methodology for integrating the Design-Build Entity and the different areas of expertise within the team into an efficient and effective organization. The management approach must reflect an understanding of the use of the design-build project delivery methodology for renewables, storage, backup generation and EV charging projects. The narrative description shall also provide a brief description of the significant functional relationships among participants outlined in the organization chart below and how the proposed organization will function as an integrated Design-Build Entity.

This description, along with the organization chart(s), shall be limited to no more than ten pages.

### Organizational Chart(s)

Please include organization chart(s) for the Design-Build Entity showing the flow of the "chain of command" with lines identifying participants who are responsible for performing the major functions to be performed, and their reporting relationships, in managing, designing and constructing the project. The chart(s) must show the functional structure of the organization down to the design discipline or construction superintendent level, and must identify, as a minimum, those Key Personnel identified by the request for qualifications.

The chart(s) should identify all of the members of the Design-Build Entity and identify the project management, project administration, construction management, quality assurance and quality control, safety, environmental compliance and subcontractor administration.

### Information About Key Personnel

Please include resumes of and reference information for the Key Personnel proposed for the project if required by the request for qualifications.

### **Information About Subcontractors**

Please describe previous contracts or projects worked together with named subcontractors over the last ten (10) years.

# **CERTIFICATION**

NOTE: <u>All</u> members of the Design-Build Entity must sign	n. Copy this certification page for each legal entity.
I, the undersigned I have read all the foregoing answers to this Pre-Qualifi and complete of my own knowledge and belief. I decl State of California, that the foregoing is true and corre	are under penalty of perjury under the laws of the
(Signature)	
(Printed name)	
(Place of Execution)	
(Date)	
(Design-Build Entity Member)	

# **SCORING**



The rating of the Design-Build Entity will be based on the scores for the individual sections of the questionnaire. The successfully qualified Design-Build Entity must separately pass both scored sections in the Pre-qualification Questionnaire: II Essential Requirements for the Design-Build Entity, and III Scored Questions.

# Pre-Qualification Questionnaire: Part I Information About Design-Build Entity Members

This part seeks information about the makeup of the Design-Build Entity, and is for identification purposes only. There is no scoring value to this part.

# Pre-Qualification Questionnaire: Part II Essential Requirements for the Design-Build Entity

This part seeks information about various members of the Design-Build Entity, and consists of qualify and don't qualify questions. All questions must be answered correctly or the Design-Build Entity will be disqualified. This is the first step in rating the Design-Build Entity. If the Design-Build Entity is able to correctly answer each of these questions, its ultimate rating will be dependent upon the scored questions. If the Design-Build Entity is unable to correctly answer each of these questions, it will be disqualified regardless of the results of the scored questions.

Question #	Yes	No	Score
1	0	1	
2	0	1	
3	0	1	
4	0	1	
5	0	1	
6	1	0	
7	1	0	
8	1	0	
9	1	0	
10	0	1	
11	0	1	
12	1	0	
13	1	0	
14	0	1	

15	0	1	
Total Score for Essential Req (Disqualified if score is grea		)	



## **Pre-qualification Questionnaire: Part III**

# Scored Questions Part III(A) Scored Questions for the Design-Builder

The maximum possible score for Part III(A) is 210. A minimum score of 110 must be attained or the Design-Builder will be rated as not qualified which in turn disqualifies the Design-Build Entity. A score between the minimum and the maximum will be combined with the scores of the other parts to determine the total score for the Design-Build Entity.

# III(A) Scored Questions for the Design-Builder

Question #	Quantity	Yes	No	Score
A 4	5 market Oak	21/2	21/2	
A-1	5 yrs or less = 0 pts	N/A	N/A	
	6 yrs = 1 pts			
	7 yrs = 3 pts			
	8 yrs + = 5 pts			<b>V</b>
A-2	N/A	0	10	
A-3	N/A	0	10	
A-4	0-1 Projects = 10 pts 2 Projects = 3 pts More than 2 Projects = 0 pts	N/A	N/A	
A-5	N/A	0	5	
A-6	N/A	0	10	
A-7	N/A	0	5	
A-8	5 pts for 0 or 1 instance 3 pts for 2 instances	N/A	N/A	
	0 pts for more than 2 instances.			
A-9	5 pts for 0 or 1 instance	N/A	N/A	
	3 pts for 2 instances			
	0 pts for more than 2 instances			
A-10	N/A	0	5	

A-11	N/A	-5	5	

Question #	Quantity	Yes	No	Score
A-12	N/A	-10	5	
A-13	N/A	-10	5	
A-14	N/A	0	10	
H-14	IVA		10	
A-15	5 pts for 0 or 1 instance	N/A	N/A	
	3 pts for 2 instances			
	0 pts for more than 2 instances			
A-16	5 pts for 0 or 1 instance	N/A	N/A	
	3 pts for 2 instances			
	0 pts for more than 2 instances			
A-17	5 pts for 0 to 1 instance	N/A	N/A	
	3 pts for 2 instances			
	0 pts for more than 2 instances			
A-18	10 pts for at least once a week 5 pts for	N/A	N/A	
	every two weeks			
	0 pts for less than every two weeks			
A-19	10 pts for .85 or less	N/A	N/A	
	5 pts if between .86 and 1.00			
	0 pts for greater than 1.00			
A-20	5 pts for 0 instance	N/A	N/A	
	0 pts for greater than 0			
A-21	5 pts for 0 to 2 instances	N/A	N/A	
	3 pts for 3 instances			
	0 pts for more than 3 instances			
A-22	5 pts for 0 to 2 instances	N/A	N/A	
	3 pts for 3 instances			
	0 pts for more than 3 instances			

A-23	N/A	N/A	N/A	

Question #	Quantity		Yes	No	Score
A-24	5 pts for 0 to 2 3 pts for 3 inst 0 pts for more		N/A	N/A	
A-25	N/A		5	0	
A-26	0 Contracts = 0 1-2 Contracts = 3 or more Cont	= 2 pts	N/A	N/A	
A-27	1 Contracts = 0 1-2 Contracts = 3 or more Cont	= 2 pts	N/A	N/A	
A-28	0 Contracts = 0 1-2 Contracts = 3 or more Con	= 4 pts	N/A	N/A	
A-29	Net Worth	Less than \$4 mil = 0 pts \$4 mil to \$12 mil = 5 pts \$12 mil to \$20 mil = 10 pts Over \$20 mil = 15 pts	N/A	N/A	
A-29	Current Ratio	Less than 1.0 = 0 pts 1 to 1.15 = 5 pts Over 1.15 = 10 pts	N/A	N/A	
A-29	Working Capital	Less than \$3 mil = 0 pts \$3 mil -\$10 mil = 5 pts \$10 mil to \$15 mil = 10 pts Over \$15 mil = 15 pts	N/A	N/A	
	(Disqu	Total Score alified if less than 110)	1		

### **Pre-qualification Questionnaire: Part III**

### **Scored Questions**

### Part III(B) Scored Questions for the General Contractor Member(s) of the Design- Builder

The maximum possible score for Part III(B)is 170. A minimum score of 85 must be attained or the Design-Builder will be rated as not qualified which in turn disqualifies the General Contractor Member(s) of the Design-Build Entity. A score between the minimum and the maximum will be combined with the scores of the other parts to determine the total score for the General Contractor Member(s) of the Design-Build Entity.

III(B) Scored Questions for the General Contractor Member(s) of the Design-Builder

Question #	Quantity	Yes	No	Score
B-1	5 yrs or less = 0 pts	N/A	N/A	
	6 yrs = 1 pts			
	7 yrs = 3 pts			
	8 yrs + = 5 pts			
B-2	N/A	0	10	
B-3	N/A	0	10	
B-4	0-1 Projects = 10 pts	N/A	N/A	
	2 Projects = 3 pts		'	
	More than 2 Projects = 0 pts			
B-5	N/A	0	5	
B-6	N/A	0	10	
B-7	N/A	0	5	
B-8	5 pts for 0 or 1 instance	N/A	N/A	
	3 pts for 2 instances			
	0 pts for more than 2 instances.			
B-9	5 pts for 0 or 1 instance	N/A	N/A	
	3 pts for 2 instances			
	0 pts for more than 2 instances			
B-10	N/A	0	5	
B-11	N/A	-5	5	
B-12	N/A	-10	5	
B-13	N/A	-10	5	
B-14	N/A	0	10	

Question #	Quantity	Yes	No	Score
B-15	5 pts for 0 or 1 instance 3 pts for 2 instances 0 pts for more than 2 instances	N/A	N/A	
B-16	5 pts for 0 or 1 instance 3 pts for 2 instances 0 pts for more than 2 instances	N/A	N/A	
B-17	5 pts for 0 to 1 instance 3 pts for 2 instances 0 pts for more than 2 instances	N/A	N/A	
B-18	10 pts for at least once a week 5 pts for every two weeks 0 pts for less than every two weeks	N/A	N/A	
B-19	10 pts for .85 or less 5 pts if between .86 and 1.00 0 pts for greater than 1.00	N/A	N/A	
B-20	5 pts for 0 instance 0 pts for greater than 0	N/A	N/A	
B-21	5 pts for 0 to 2 instances 3 pts for 3 instances 0 pts for more than 3 instances	N/A	N/A	
B-22	5 pts for 0 to 2 instances 3 pts for 3 instances 0 pts for more than 3 instances	N/A	N/A	
B-23	N/A	N/A	N/A	
B-24	5 pts for 0 to 2 instances 3 pts for 3 instances 0 pts for more than 3 instances	N/A	N/A	
B-25	N/A	5	0	
B-26	0 Contracts = 0 pts 1-3 Contracts = 2 pts 3 or more Contracts = 4 pts	N/A	N/A	
B-27	0 Contracts = 0 pts 1-2 Contracts = 2 pts	N/A	N/A	

Question #	Quantity	Yes	No	Score
	3 or more Contracts = 4 pts			
B-28	1 Contracts = 0 pts	N/A	N/A	
	1-2 Contracts = 4 pts			
	3 or more Contracts = 7 pts			
Total Score				
	(Disqualified if less than 85)			

# Part III (C) Scored Questions for the Engineer(s)

The maximum possible score for Part III(C) is 95. A minimum score of 55 must be attained or the engineer will be rated as not qualified which in turn disqualifies the Design-Build Entity. A score between the minimum and the maximum will be combined with the scores of the other parts to determine the total score for the Design-Build Entity.

Question #	Requirement / Question	Yes	No	Score
C-1	5 yrs or less = 0 pts	N/A	N/A	
	6 yrs = 3 pts			
	7 yrs = 5 pts			
	8 yrs + = 10 pts			
C-2	N/A	0	10	
C-3	N/A	0	10	
C-4	5 pts for 0 to 2 instances	N/A	N/A	
	3 pts for 3 instances			
	0 pts for more than 3 instances			
C-5	N/A	0	10	
C-6	5 pts for 0 instances	N/A	N/A	
	3 pts for 1- 2 instances			
	0 pts for more than 2 instances			
C-7	5 pts for 0 instances	N/A	N/A	
	3 pts for 1-3 instances			
	0 pts for more than 3 instances			
C-8	N/A	-5	5	
C-9	N/A	-5	5	
C-10	N/A	-5	5	

Question #	Requirement / Question	Yes	No	Score
C-11	N/A	-5	5	
C-12	N/A	-10	5	
C-13	0 Contracts = 0 pts 1-2 Contracts = 2 pts 3 or more Contracts = 4 pts	N/A	N/A	
C-14	0 Contracts = 0 pts 1-2 Contracts = 2 pts 3 or more Contracts = 4 pts	N/A	N/A	
C-15	0 Contracts = 0 pts 1-2 Contracts = 4 pts 3 or more Contracts = 7 pts	N/A	N/A	
Total Score	(Disqualified if less than 55)			

Pre-qualification Questionnaire: Part IV

**Recent Construction Projects Completed** 

There is no scoring value for this section as part of the pre-qualification.

**Pre-qualification Questionnaire: Part V** 

**Organization and Management Approach** 

There is no scoring value for this part. However, information provided in this section will be part of the secondary evaluation and ranking.

- END FORM B -

# **EXHIBIT A: INSURANCE REQUIREMENTS**

(Design-Build)

#### INSURANCE

1. **General Requirements**. Contractor must procure and maintain in full force and effect during the performance of the Work the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

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Type of Insurance	<u>Limits (combined single)</u>
Commercial General Liability	\$5,000,000
Business Automobile Liability	\$5,000,00 <mark>0</mark>
Workers' Compensation	\$1,000,00 <mark>0</mark>
Builder's Risk	Completed value of the PROJECT
Surety Bonds	As described below
Professional Liability	\$1,000,000 Contractors' Pollution Legal
Liability	\$1,000,000

If the Contractor maintains higher limits than the minimums shown above, the AGENCY requires and shall be entitled to coverage for the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specific minimum limits of insurance and coverage shall be available to the AGENCY.

- 2. **Commercial General Liability Insurance.** Insurance Services Office Form CG 00 01 covering on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence and \$5,000,000 in the aggregate. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this PROJECT/location or the general aggregate limit shall be twice the required occurrence limit.
- 3. **Business Auto Coverage.** Insurance Services Office Form Number CA 0001 covering Code 1 (any auto), with limits no less than \$5,000,000 per accident for bodily injury and property damage. If Contractor or Contractor's employees will use personal autos in any way on this Project, Contractor must provide evidence of personal auto liability coverage for each such person.
- 4. **Workers Compensation.** Insurance as required by the State of California, with Statutory Limits, and Employers' Liability insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease

- 5. **Builder's Risk (Course of Construction)**. Insurance utilizing an "All Risk" (Special Perils) coverage form, with limits equal to the completed value of the PROJECT and no coinsurance penalty provisions. Contractor may submit evidence of Builder's Risk insurance in the form of Course of Construction coverage. Such coverage shall name the City as a loss payee as their interest may appear.
- 6. **Surety Bonds.** Contractor shall provide the following Surety Bonds: (1) Bid bond, (2) performance bond, (3) payment bond, and (4) maintenance bond. The Payment Bond and the Performance Bond shall be in a sum equal to the contract price. If the Performance Bond provides for a one-year warranty a separate Maintenance Bond is not necessary. If the warranty period specified in the Contract Documents is for longer than one year a Maintenance Bond equal to 10% of the contract price is required. Bonds shall be duly executed by a responsible corporate surety, authorized to issue such bonds in the State of California and secured through an authorized agent with an office in California.
- 7. **Professional Liability.** If design/build, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- 8. Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if PROJECT involves environmental hazards) with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- 9. **Other Insurance.** Contractor may be required to obtain such other insurance coverage as may be required by applicable law or by the AGENCY.
- 10. Excess or Umbrella Liability Insurance (Over Primary). If an excess or umbrella liability policy is used to meet limit requirements, the insurance must provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an excess or umbrella liability policy must include a "drop down provision" providing primary coverage above a maximum \$25,000 self-insured retention for liability not covered by primary but covered by the umbrella. Coverage must be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. There must be no cross-liability exclusion precluding coverage for claims or suits by one insured against another. Coverage must be applicable to AGENCY for injury to employees of Contractor, its subcontractors or others performing work to satisfy Contractor's obligations under this Agreement. The scope of coverage provided is subject to approval of AGENCY following receipt of proof of insurance as required herein. Limits are subject to review, but in no event may be less than \$2,000,000 per occurrence and aggregate.
- 11. **Certificates of Insurance and Endorsements**. Prior to commencing any Work under this Agreement, Contractor must file with the AGENCY Certificates of Insurance and Endorsements evidencing the existence of all insurance required by this Agreement, along with such other evidence of insurance or copies of policies as may reasonably be required by City. Contractor must maintain current certificates and endorsements on

file with AGENCY during the performance of the Work reflecting the existence of all required insurance. Each of the certificates must expressly provide that no material change in the policy, or termination thereof, will be effective except upon 30 days prior written notice to City. The AGENCY reserves the right to require complete, certified copies of the insurance certificates and endorsements.

- 12. **Accessibility of Insurers**. Insurance is to be placed with insurances with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the AGENCY.
- 13. **Waiver of Subrogation.** Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the AGENCY for all work performed by the Contractor, its employees, agents and subcontractors.
- 14. **Failure to Maintain Required Insurance**. If Contractor, for any reason, fails to have in place at all times during the term of this Agreement all of the required insurance coverage, the Director may obtain such coverage at Contractor's expense and deduct the cost from the sums due Contractor.
- 15. **Subcontractors.** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that AGENCY is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a format least as broad as CG 20 38 04 13.
- 16. **Effect of Coverage**. The existence of the required insurance coverage under this Agreement will not be deemed to satisfy or limit Contractor's indemnity obligations under this Agreement. Contractor acknowledges that the insurance coverage and policy limits set forth in this Agreement constitute the minimum coverage and policy limits required. Any insurance proceeds available to AGENCY in excess of the limits and coverage required by this Agreement, and which is applicable to a given loss, must be made available to AGENCY to compensate it for such losses.
- 17. **Special Risks or Circumstances.** AGENCY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.

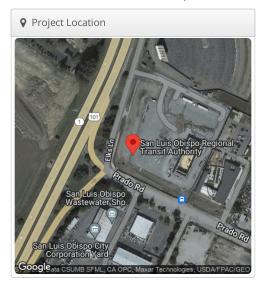
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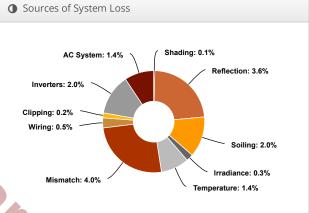
### RTA Solar Carport San Luis Obispo Regional Transit Authority, 253 Elks Ln, San Luis Obispo, CA



System Met	trics
Design	RTA Solar Carport
Module DC Nameplate	282.9 kW
Inverter AC Nameplate	240.0 kW Load Ratio: 1.18
Annual Production	479.3 MWh
Performance Ratio	85.5%
kWh/kWp	1,694.4
Weather Dataset	TMY, 10km grid (35.25,-120.65), NREL (prospector)
Simulator Version	ece1859bc9-201dc4ee66-1ebf98a92d- a7a51abc3c









	Description	Output	% Delta
	Annual Global Horizontal Irradiance	1,974.9	
	POA Irradiance	1,982.4	0.4%
Irradiance	Shaded Irradiance	1,981.2	-0.1%
(kWh/m <sup>2</sup> )	Irradiance after Reflection	1,910.1	-3.6%
	Irradiance after Soiling	1,871.9	-2.0%
	Total Collector Irradiance	1,871.9	0.0%
	Nameplate	529,676.9	
	Output at Irradiance Levels	527,863.3	-0.3%
	Output at Cell Temperature Derate	520,538.6	-1.4%
Energy	Output After Mismatch	499,960.7	-4.0%
(kWh)	Optimal DC Output	497,497.0	-0.5%
	Constrained DC Output	496,279.0	-0.2%
	Inverter Output	486,329.4	-2.0%
	Energy to Grid	479,311.6	-1.4%
Temperature !	Metrics		
	Avg. Operating Ambient Temp		13.7 °C
	Avg. Operating Cell Temp		23.5 °C
Simulation Me	trics		
	C	Operating Hours	4654
		Solved Hours	4654

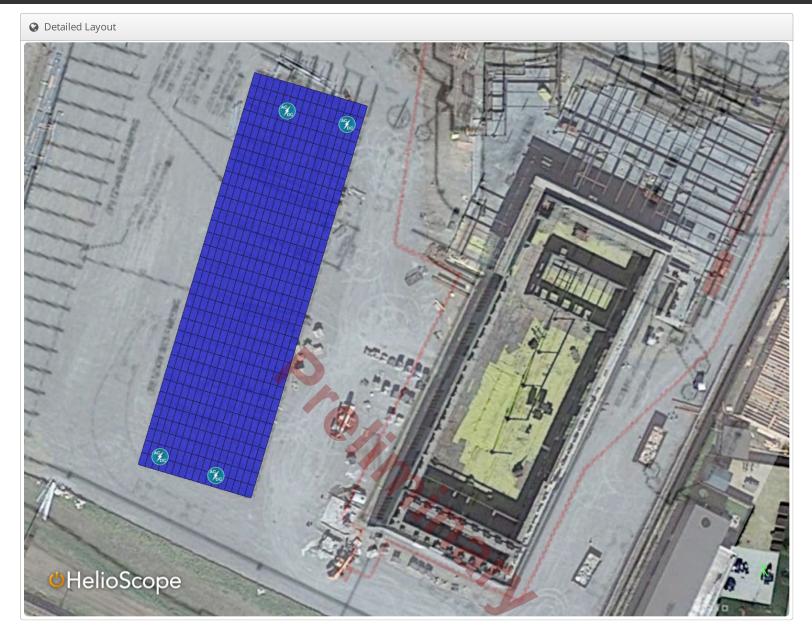
Condition Set														
Description	Con	ditior	Set 1											
Weather Dataset	TMY	TMY, 10km grid (35.25,-120.65), NREL (prospector)												
Solar Angle Location	Met	Meteo Lat/Lng												
Transposition Model	Pere	z Mo	del											
Temperature Model	San	dia M	odel											
	Rack Type a b Temperature Delta													
Temperature Model Parameters	Fixe	ed Tilt			-3	56	-0.0	75		3°0	2			
	Flush Mount			-2	.81	-0.0	455		0°0	2				
	East-West			-3	56	-0.0	-0.075		3°C					
	Carport				-3	56	-0.075			3°C				
Soiling (%)	J	F	M	A	4	М	J	J	1	4	S	0	N	D
	2	2	2	2	2	2	2	2		2	2	2	2	2
Irradiation Variance	5%													
Cell Temperature Spread	4° C													
Module Binning Range	-2.59	% to 2	2.5%											
AC System Derate	0.50	%												
Module Characterizations	Module				Uploaded By			Characterization						
Module Characterizations	SIL-520 QM (Silfab Solar)					HelioScope				Spec Sheet Characterization, PAN				
Component	Dev	ice							Uploaded By			Characterization		
Characterizations		ectria skawa	XGI 10	000	-60/	'60		HelioScope			е	Spec S	heet	

☐ Components					
Name	Count				
Solectria XGI 1000-60/60 (Yaskawa)	4 (240.0 kW)				
4 input AC Panel	1				
6 AWG (Copper)	4 (1,867.5 ft)				
600 MCM (Copper)	1 (945.5 ft)				
8 input Combiner	4				
10 AWG (Copper)	32 (6,708.2 ft)				
Silfab Solar, SIL-520 QM (520W)	544 (282.9 kW)				
	Name  Solectria XGI 1000-60/60 (Yaskawa)  4 input AC Panel  6 AWG (Copper)  600 MCM (Copper)  8 input Combiner  10 AWG (Copper)  Silfab Solar, SIL-520 QM				

Description		Combiner Poles		Strin	g Size	Stringing	Strategy		
Wiring Zone		12		15-19		Along Rac	king		
<b>Ⅲ</b> Field Seg	ments	G							
Description	Racking	Orientation	Tilt	Azimuth	Intrarow Spacing	Frame Size	Frames	Modules	Powe
Field Segment 1	Fixed Tilt	Landscape (Horizontal)	10°	180°	2.0 ft	1x1			0
Field Segment 2	Carport	Landscape (Horizontal)	2.39°	106.55267°	0.0 ft	1x1	544	544	282.9 kW

C-2-84





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# SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY NOVEMBER 6, 2024 STAFF REPORT

AGENDA ITEM: C-3

TOPIC: Authorize SB125 Projects - Phase 2

**EVSE & Master Plan EVSE Study** 

PRESENTED BY: Tania Arnold, Deputy Director/CFO

STAFF RECOMMENDATION: Authorize the Executive Director to:

1. Execute SB125 Cooperative Agreement

2. Issue an RFQ to Design-Build Phase 2

EVSE

3. Issue an RFP for Bus Charging &

**Electrification Study** 

#### **BACKGROUND/DISCUSSION:**

Senate Bill 125 (SB125) guides the distribution of \$4 billion in California General Fund through the Transit and Intercity Rail Capital Program (TIRCP) on a population-based formula to regional transportation planning agencies, which will have the flexibility to use the money to fund transit operations or capital improvements. The transportation budget trailer bill also establishes the \$1.1 billion Zero-Emission Transit Capital Program (ZETCP) to be allocated to regional transportation planning agencies on a population-based formula and another formula based on revenues to fund zero-emission transit equipment and operations.

On November 2, 2023, the RTA submitted a multi-project Statement of Interest to SLOCOG for SB125 funding that included 13 projects. This staff report presents information two projects that were allocated SB125 funds by the California State Transportation Agency (CalSTA). This staff report also seeks RTA Board authority to execute a Cooperative Agreement with SLOCOG, and authority to issue solicitations for both projects.

#### RFQ for Phase 2 Electric Vehicle Supply Equipment Design-Build:

The Bus Maintenance Facility (BMF) was substantially completed in January 2022. The BMF included Phase 1 Electric Vehicle Supply Equipment (EVSE), which provides four direct-current fast-chargers for buses and seven Level 2 chargers in the employee parking lot. The BMF also included installation of underground conduits to supply the remaining Level 2 chargers inside the bus parking area, back-end equipment for DC fast-chargers throughout the rest of the canopy area, conduits for Phase 3 DC fast-chargers that will eventually be installed along the western edge of the bus parking area.

This Phase 2 project includes final engineering, purchase, installation and commissioning of ten dual-dispenser Level 2 chargers that will be used to charge existing staff e-cars and eventual small Runabout e-van. In addition, the project includes final engineering, purchase, installation, and commissioning of all equipment related to nine DC fast-charge dispensers under the canopy. The project will also include purchase of a charge management software system that is compatible with our existing Vericiti-monitored GILLIG buses and ChargePoint EVSE, and the equipment installed as part of this project. The total budget for this project is \$959,320 – including \$500,000 of SB125 funding, as well as FTA Section 5309 and 5339 funds. A draft solicitation document is included as Attachment A.

#### RFP for Bus Charging & Electrification Study:

This study will guide implementation of depot charging at the bus park-out yards in Arroyo Grande and Paso Robles, as well as Phase 3 depot charging at the BMF in SLO. In addition, the study will guide the implementation of opportunity charging at bus layovers in Morro Bay, Paso Robles, SLO and Santa Maria. The study includes an array of consultant led elements, including a power demand analysis at each location, coordination with utility providers, conceptual site plans (including outreach to jurisdiction staff members for approval), cost estimates, and study documents. The consultant will also provide design-build assistance to implement planned future SB125-funded projects. This study will be funded entirely with \$200,000 of ZETCP funds. A draft scope of work is included as Attachment B.

#### TIRCP & ZETCP Subrecipient Cooperative Agreement:

At the end of this staff report is the subrecipient agreement for SB125 funds that was considered by the SLOCOG Board at its October 2024 meeting. Table 1 of the document lists all projects currently authorized by SLOCOG and CalSTA. Of particular note are the two projects presented above: RTA-2 showing the DC fast-charging project, and RTA-3 showing the electrification study.

It should be noted that RTA-2 in Table 1 refers to the project as "Phase 1b," which is a mistaken reference leftover from the SLO APCD grant that partially funded the current four-dispenser DC chargers and canopy at the BMF. The original APCD grant application requested funding for both Phase 1 and Phase 2, which was identified in the Stantec Engineering drawings and specifications, but the APCD only funded a portion of each – so we began referring to the original Phase 1 as "Phase 1a" and Phase 2 as "Phase 1b". To be consistent with the Stantec information that will be included as reference materials in the two project solicitations referenced above, we are now reverting back to referring to the RTA-2 project as "Phase 2" and the future RTA-9 project as "Phase 3".

#### Staff Recommendation

Authorize the Executive Director to:

- 1. Execute SB125 Cooperative Agreement
- 2. Issue an RFQ to Design-Build Phase 2 EVSE
- 3. Issue an RFP for Bus Charging & Electrification Study

### (RTA Letterhead)

### RFQ 2024-\*\*

# REQUEST FOR STATEMENT OF QUALIFICATIONS TO DESIGN AND BUILD PHASE 2 ELECTRIC VEHICLE SUPPLY EQUIPMENT

Request for Qualifications Issued: November 20, 2024

Questions Due: December 4, 2024 at 3:00 PM PST
Statement of Qualifications Due: December 18, 2024 at 3:00 PM PST

#### SECTION 1 – NOTICE OF INVITATION

# Invitation to Submit Statement of Qualifications San Luis Obispo Regional Transit Authority PHASE 2 ELECTRIC VEHICLE SUPPLY EQUIPMENT

Notice is hereby given that the San Luis Obispo Regional Transit Authority ("AGENCY" or "RTA") is soliciting Statements of Qualifications seeking firms for the Design and Construction a Phase 2 Electric Vehicle Supply Equipment system ("PROJECT"). The PROJECT includes direct-current fast-chargers and Level 2 chargers according to the content and format requirements set forth in this Request for Qualifications ("RFQ"). Only California licensed and registered design professionals will be allowed to perform the completed design work. The respondent must possess either a Class A, Class B, and/or Class C-10 license. This PROJECT will be subject to California and Federal prevailing wage requirements.

This procurement is structured to comply with the requirements of California Public Contract Code §20209.5, which governs the Design/Build process for Municipal Transportation Operators such as the RTA. The California Public Contract Code requires the AGENCY to prepare and issue a request for qualifications in order to prequalify or short-list the design/build entities whose bids shall be evaluated for final selection. Only bidders that have been shortlisted will be allowed to bid on the PROJECT as the Design/Build entity. The procurement will also meet the requirements of all other applicable City, State (California), and federal laws and regulations. Information required under this RFQ that is not otherwise a public record under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code) shall not be open to public inspection.

This PROJECT is funded by local, state and Federal grant funding and therefore Proposers are hereby bound by all applicable federal, state and local laws, regulations, and certifications. In accordance with the Civil Rights Act of 1964, Proposers are hereby notified that Disadvantaged Business Enterprises (DBEs) and Small Business Enterprises (SBEs) are encouraged to submit Proposals and will be afforded full opportunity to submit and participate in this request. Prime contractors should exert best efforts to subcontract work to DBEs and SBEs as part of their Proposal. Proposals received after the deadline shall be rejected by RTA as non-responsive.

The RTA's annual overall goal for DBE participation for fiscal years 2024 through 2026 is 0.5%. A specific DBE participation goal has not been established for this contract. However, DBE and SBE prime contractors and DBE and SBE subcontractors are STRONGLY ENCOURAGED to compete for this contract, which will be awarded fairly, without discrimination on the basis of race, color, sex, or national origin.

The solicitation process will take place through the AGENCY's online bidding system, PlanetBids, via RTA' website https://www.slorta.org/about-rta/request-for-proposals/

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#### **SECTION 2 – PROJECT INFORMATION**

#### 2.1. Project Background & Scope of Work

The RTA is committed to emissions reductions and clean transportation services for the community, and is expanding its electric vehicle supply equipment (EVSE) system at the RTA Bus Maintenance Facility (BMF), which is located at 253 Elks Lane, San Luis Obispo, California ("Site").

The RTA completed construction of a new purpose-built BMF in January 2022, with a long-term goal of full electrification of the fleet as existing diesel-powered buses and gasoline-powered light-duty/medium-duty vehicles are in need of replacement. The BMF includes two separate electrical meters: one meter for the campus, and the other for battery-electric vehicle recharging. The RTA currently has two GILLIG Corporation battery-electric buses (BEBs) that have been operating in revenue service since July 2024, with five more BEBs due for delivery in December 2025. The BMF project included commissioning of the Phase 1 direct current fast-charging EVSE depot charging system, as well as installation of underground conduits and related improvements in preparation for the current Phase 2 and future Phase 3 EVSE expansion projects. The Phase 1 EVSE was comprised of switchgear, two ChargePoint Express Plus 200 kW direct current fast-chargers using Power Blocks and four gantry-mounted Power Link dispensers. This Phase 1 EVSE system is currently monitored using an abbreviated version of the VeriCiti software platform, which integrates various on-site and mobile information sources to optimize electric fleet operations, including battery management, charging station monitoring, and real-time on-vehicle telematics (vehicle maintenance and vehicle operations data).

As part of this PROJECT, the RTA invites qualified and experienced vendors to submit qualifications for the design and construction of Phase 2 EVSE infrastructure, as well as the provision of an expanded/enhanced equipment control system that has full interoperability with the existing Phase 1 EVSE. The new Phase 2 EVSE and all related equipment must be installed in a manner that will avoid future flood damage, since the Site is located in a 100-year floodplain. The new Phase 2 EVSE envisioned in this procurement includes:

- Design, installation and commissioning of a sufficient number of power blocks, power modules and distribution hubs to provide direct-current high-capacity gantry-mount dispensers (four dual and one single) to charge an additional nine battery-electric buses and vans (see EC100 in Attachment 1) that will be parked under the canopy,
- 2. As also shown in EC100, installation and commissioning of ten dual-dispenser Level 2 chargers for staff cars that are parked adjacent to the current EVSE utility yard, as follows:

a. 4B/LD-1,

b. 4B/LD-2,

c. 4B/LD-3,

d. 4B/LD-4,

e. 4B/LD-6,

f. 4B/LD-7,

g. 4B/LD-8,

h. 4B/LD-10,

i. 4B/LD-11, and

j. 4B/LD-12.

As noted above, the RTA currently uses a simplified version of the VeriCiti software platform to manage our current fleet of two BEBs and ChargePoint direct-current fast-chargers. However, the current software platform does not manage sequential and distributed high-capacity charging of connected vehicles. As these growing EV charging loads are envisioned to be served by the RTA's main existing

meter via a 480/277V 800A feed, an equipment control / charge management system compatible with existing ChargePoint DC fast-chargers will be provided by the Contractor to ensure charging demand does not exceed the existing transformer capacity. The charge management system will also allow the RTA to distribute power in a way that meets our operating needs but also avoid peak hour demand charges. The Contractor is expected to specify and supply an equipment control system which is able to provide real-time operational data and accept control signals via commonly accepted open protocols standards. As part of this work, Contractors will be expected to coordinate with the RTA and their existing site control vendors to determine the best way for all systems to communicate together and operate in a way which maximizes the benefit to the RTA.

The Contractor will be expected to design, purchase and commission the Phase 2 EVSE system using the full VeriCiti or equivalent software, and to provide the software, any licensing and updates to the RTA for a minimum five-year period (after which the RTA may consider contracting directly with the vendor for future use). The more robust version of the VeriCiti software platform has the capability of integrating various on-site and mobile information sources to optimize electric fleet operations, including battery charging management, overnight charge sequencing of vehicles to meet next-day operational needs, charging station monitoring, and real-time on-vehicle telematics (vehicle maintenance and vehicle operations data). It is the RTA's intent to use the Contractor-provided software platform to only manage DC fast-chargers; all Level 2 chargers included as part of this PROJECT for staff cars should not be tied into the charge management system.

Additionally, the Contractor will need to follow all the requirements of the federal grant dollars being used on this PROJECT, including prevailing wage and Buy America requirements. More information shall be shared with the awarded Contractor. Contractors must be registered and comply with California Public Works Labor Code requirements.

#### 2.2. Preliminary Engineering

As part of the next phase of this submission, shortlisted Respondents will receive a PROJECT manual, which includes BMF as-built drawings, single line electrical diagrams, performance specifications and other useful documentation to be used by the Design-Build Contractor. The Design-Build Contractor will be responsible for using the provided material to finalize the design and specifications and execute the construction work.

#### 2.3. Environmental Review

N/A

#### 2.4. Funding

The PROJECT is funded by a mix of local, state and USDOT Federal Transit Administration grant funding and is subject to defined grant implementation and reporting requirements. The maximum budget for this PROJECT is \$959,320, including RTA-paid costs for City of San Luis Obispo permitting and inspections.

#### 2.5. Project Schedule

The RTA has issued a purchase order to GILLIG Corporation for five additional BEBs, which are scheduled to arrive in December 2025. The design/engineering portion of this PROJECT is intended to begin in Q1 2025, with construction intended to start in Q2 2025 and to take four to six months to complete in order to be completed and commissioned prior to the December 2025 arrival of the five BEBs. It should be noted that the RTA is simultaneously seeking Design-Build services for a *Renewable Energy and Storage System*, which will be constructed at the same time as this PROJECT. As such, the successful proposer for this PROJECT is expected to coordinate construction activities to avoid conflicts, with the proviso that this Phase 2 EVSE project has a higher priority completion date so that the five BEBs mentioned above can be placed into revenue service on a timely basis. Prospective proposers are encouraged to consider bidding on both projects if interested.

#### 2.6. Definitions

"Design-Build Entity" or "Design-Builder" means a corporation, limited liability company, partnership, joint venture, or other legal entity that is able to provide appropriately licensed contracting, architectural, and engineering services as needed pursuant to a design-build contract.

"Respondent" means the individual or firm submitting a Qualifications Statement in response to this solicitation.

"Design-Builder team" means the Design-Build Entity itself and the individuals and other entities identified by the Design-Build Entity as members of its team. Members shall include the general contractor and, if utilized in the design of the PROJECT, all electrical, mechanical, and plumbing contractors.

"Design-build" means a PROJECT delivery process in which both the design and construction of a PROJECT are procured from a single entity.

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#### SECTION 3 – ROLES AND RESPONSIBILITIES

#### 3.1. Design Build Roles and Responsibilities

The Design-Build Entity will cooperate with the AGENCY and will provide in a timely manner the work and services necessary to complete the PROJECT. Design-Build Entity responsibilities may include:

- Use the PROJECT manual provided to complete the final design and construction documents.
- Provide pre-construction services including cost estimating, procurement planning, constructability and value-engineering services.
- Procure all non-AGENCY provided permits, licenses, and approvals required for the construction processes, to include independent design drawing packets for the EVSE system.
- Provide construction services, supervising Design-Builder personnel and subcontractors.
- Establish and implement quality-management procedures, including PROJECT health and safety practices.
- Construct the PROJECT and meet specified construction milestones and the PROJECT in-service due date.
- Conduct performance testing, startup, and commissioning that complies with each product manufacturer's qualified installer requirements.
- Provide AGENCY approved as-built record drawings and specifications.
- Provide initial operations support and process optimization services for a set period as determined by AGENCY.
- Provide warranty coverage.

#### 3.2. AGENCY Roles and Responsibilities

The AGENCY will cooperate with the Design-Builder and will fulfill its responsibilities in a timely manner to facilitate the Design-Build Entity's timely and efficient performance of work and services. AGENCY responsibilities may include:

- Review submissions and provide comments to Design-Builder.
- Provide AGENCY requirements and preferences including, but not limited to, performance requirements, operations and maintenance preferences, equipment requirements, and singlesource equipment preferences.

- Furnish existing studies and provide complete, accurate and reliable data and information regarding the PROJECT, including record drawings, preliminary studies, and environmental studies.
- Provide information and provide (or engage Design-Builder to perform) additional studies that may be necessary to complete the PROJECT.
- Provide access to the PROJECT site.
- Obtain the governmental approvals and permits AGENCY is responsible for and assist Design-Builder in obtaining governmental approvals and permits for which it is responsible.
- Provide necessary operational data and adequate funding.

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#### **SECTION 4 – PROCUREMENT PROCESS**

#### 4.1. Evaluation Process

The Respondent's Statement of Qualifications will be reviewed and evaluated by the AGENCY's Selection Committee to create a short list of most highly qualified Respondents. All Respondent's Statement of Qualifications will first be reviewed for their responsiveness. Any Respondent's Statement of Qualifications that is incomplete in any material respect may be deemed non-responsive and may be rejected in its entirety.

The initial evaluation of Design-Builder Entities will be based on information provided in response to the minimum requirements set forth in the Pre-Qualification Questionnaire (Form B). The rankings of the Design-Build Entities will be based on the scores for the individual sections of the questionnaire. The successfully qualified Design-Builder Entities must separately pass both scored sections in the Prequalification Questionnaire: II Essential Requirements for the Design-Build Entity, and III Scored Questions.

Those Design-Builder Entities that pass the minimum requirements set forth in the Pre-Qualification Questionnaire will be further evaluated and ranked based on the following listed criteria:

Design-Build Entity and Design-Builder Team Experience: 40% of total score for all criteria.

- 1. Experience of the Design-Build Entity and firms comprising the Design-Build Entity and Design-Builder Team.
- 2. Prior work relationships of the firms comprising the Design-Build Entity and Design-Builder Team.
- 3. Experience with construction and construction management of projects similar in size and scope.
- 4. Strength of reference checks
- 5. Experience with the startup and commissioning of similar projects.

Key Personnel Experience: 40% of total score for all criteria.

- 1. Key personnel's design and design management experience and past performance on projects of similar size and scope.
- 2. Key personnel's construction and construction management experience and past performance on projects of similar size and scope.
- 3. Key personnel's experience in planning, managing and performing startup, commissioning and staff training.

Financial Capabilities: 20% of total score for all criteria.

- 1. Profitability and growth.
- 2. Solvency
- 3. Financial efficiency.
- 4. Bond, credit, and other ratings.

#### 4.2. Resulting Solicitation

Responses to any AGENCY issued solicitation for an offer will only be accepted from the qualified short-listed Respondents.

It is anticipated that the solicitation for an offer will not limit the amount of services and work that the Design-Builder Entities can propose to self-perform.

All subcontracts that were not listed by the Design-Build Entity shall be awarded by the Design-Build Entity. The Design-Build Entity shall do both of the following:

- 1. Provide public notice of the availability of work to be subcontracted in accordance with the publication requirements applicable to the competitive bidding process of the public entity.
- 2. Provide a fixed date and time on which the subcontracted work will be awarded. Subcontractors bidding on contracts pursuant to this article shall be afforded the protections contained in Chapter 4 (commencing with Section 4100) of Part 1 of Division 2 of the Public Contract Code.

The AGENCY will require all subcontractors providing construction work in excess of \$250,000 to have a prior working relationship with the prime contractor within the past 10 years.

The RFQ requires the Design-Build Entity to identify and supply information regarding the Design-Build Entity (which is the entity that will execute the Design-Build Contract), the General Contractor, the Engineering Firm, Other Design Firms (if any), and any firms that are California-certified DBEs.

#### 4.3. Communications During RFQ Process

- 1. All questions, requests for information or objections to this RFQ process must be submitted in writing via PlanetBids.
- 2. No contact with any other AGENCY staff concerning the PROJECT during the RFQ process is allowed. A violation of this provision may result in disqualification of Respondent. No oral communication from the AGENCY Contact or any other AGENCY staff is binding.
- 3. All communications regarding this procurement, including addenda, will be issued through PlanetBids.

#### 4.4. Addenda

The AGENCY may issue written addenda as appropriate for clarification or other purposes during the RFQ period via PlanetBids. Respondents are responsible for compliance with any and all addenda regardless of whether or not it is actually received. It shall be the sole responsibility of the Respondent to obtain all addenda.

#### 4.5. Procurement Schedule

Following is the procurement schedule for the RFQ process.

Item No.	Activity	Latest Date
1	Issuance of Request for Qualifications	November 20, 2024
2	Deadline to submit questions and requests for clarification	December 4, 2024 at 3pm PST
3	Deadline to submit completed Qualifications.	December 18, 2024 at 3pm PST

#### 4.6. Reservation of Rights of the AGENCY

In connection with this procurement, the AGENCY reserves to itself all rights (which rights shall be exercisable by the AGENCY in its sole discretion) to:

- 1. Issue addenda, supplements, and modifications to this RFQ;
- 2. Add or delete Design-Build Entity responsibilities from the information stated in this RFQ or the subsequent SOLICITATION FOR AN OFFER;
- 3. Withdraw or cancel this RFQ or the subsequent SOLICITATION FOR AN OFFER in whole or in part at any time prior to the execution by the AGENCY of a Design-Build Contract, without incurring any cost obligations or liabilities to any other party;
- 4. Revise and modify at any time, factors the AGENCY will consider in evaluating responses to this RFQ and the subsequent SOLICITATION FOR AN OFFER and to otherwise revise its evaluation methodology;
- 5. Modify all dates set or projected in this RFQ;
- 6. Waive minor defects or irregularities in the Respondent's Qualifications or non-material deviations from the requirements set forth in this RFQ;
- 7. Request supplemental information, hold meetings, conduct discussions and exchange correspondence with one or more of the Design-Builder Entities responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ;
- 8. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ;
- 9. Examine any of the facilities referenced in each Respondent's Qualifications and to observe and investigate the operations of such facilities;

- 10. Conduct investigations of the Design-Builder Entities and their Respondent's Statement of Qualifications (including, but not limited to, contacting references) to clarify the information provided pursuant to this RFQ, and to request additional evidence to support the information included in any Respondent's Statement of Qualifications;
- 11. Adjust, increase, limit, suspend or rescind the Respondent's Statement of Qualifications rating based on subsequently learned information;
- 12. Add the next highest scoring Design-Build Entity (or Design-Builder Entities) to the short-list at any time during the procurement process if a short-listed Design-Build Entity (or Design-Builder Entities) withdraws from the procurement process;
- 13. Add or modify its reserved rights in the subsequent SOLICITATION FOR AN OFFER; and make all final determinations.

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## SECTION 5 – PREPARATION AND SUBMITTAL OF RESPONDENT'S QUALIFICATIONS

Respondents must provide a complete, responsive Respondent's Qualifications package with all required forms, information, attachments, appendices, and any other supplemental information. Submission of an incomplete and/or unclear Respondent's Qualifications may be considered nonresponsive.

#### **5.1.** Format of Respondent's Qualifications

A completed Questionnaire supplemented by supporting documentation shall be on standard letter size (8.5" x 11") paper. Font size shall be 12-point Calibri or Arial, and line spacing shall be single. Margins shall be no smaller than 0.75 inches. In no case shall the submittal exceed 30 pages.

Any unrequested documentation such as corporate brochures, publications, marketing DVDs, and the like will not be considered in the AGENCY's evaluation and shall not be included in submittal.

#### 5.2. Submission Deadline

A complete submission shall be due by December 18, 2024 at 3PM PST via PlanetBids only. Late submissions or submission via any other method other than PlanetBids shall be rejected.

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#### **SECTION 6 – GENERAL INSTRUCTIONS AND REQUIREMENTS**

#### **6.1.** Ineligible Parties

The following individuals and firms (including parent or subsidiary organizations) are serving in an advisory capacity to the AGENCY for this PROJECT and are therefore prohibited from participating in any capacity as a member of the Design-Build team:

#### None

Additional persons or firms may be added to or deleted from the list during any stage of the competitive selection process by AGENCY's issuance of an addendum.

#### 6.2. Conflict of Interest

Each Design-Build Entity submitting a Respondent's Statement of Qualifications is responsible for determining whether or not its participation or the participation of other Design-Builder Team members in the proposed Design/Build Contract constitutes a conflict of interest or a potential conflict of interest pursuant to California Government Code Sections 1090, 87100 et seq., and other applicable law. Each Design-Build Entity must investigate and manage any potential conflict of interest as part of considering whether to submit a Respondent's Statement of Qualifications and when assembling its Design-Builder Team.

The existence of such a conflict of interest is a basis for the AGENCY to disqualify a Design-Build Entity's participation in this RFQ process. If the AGENCY determines that a Design-Build Entity is disqualified because of the existence of such a conflict of interest, it will provide the Design-Build Entity with a written statement of the facts leading to that conclusion.

#### 6.3. Insurance Requirements

The Design-Builder, at the Design-Builder's sole cost and expense and for the full term of the Design-Build Contract or any extension thereof, will be required to obtain and maintain, at a minimum, all of the insurance requirements outlined in *Exhibit A Insurance Requirements*. Additional details will be provided during the SOLICITATION FOR AN OFFER process.

#### 6.4. Bonds

- The Design-Builder will be required to deliver to the AGENCY performance and payment bonds in forms acceptable to the AGENCY in the full amount of the estimated construction costs to guarantee the faithful performance and payments. For the purposes of providing performance and payment bonds, the estimated construction cost for this PROJECT is 100% of the Project Value indicated in Section 2.4 Project Funding.
- 2. The AGENCY reserves the right to negotiate the bonding level requirements. However, other guarantees (such as bank letters of credit, etc.) will not be allowed by the AGENCY in lieu of or in combination with the performance bond requirements.

#### 6.5. Confidentiality

All information submitted to the AGENCY under this RFQ process becomes the exclusive property of the AGENCY but, if not otherwise a public record under the California Public Records Act (California Government Code section 6250 et seq.), shall not be open to public inspection. All submissions and other correspondence will be subject to the following requirements:

- 1. This RFQ is based on the model document developed by the California Department of Industrial Relations. Accordingly, pursuant to Public Contract Code Section 20101(a), it is the AGENCY's position that all Respondent's Statement of Qualifications and related information submitted in response to this RFQ "shall not be public records and shall not be open to public inspection." Barring a court order to the contrary, the AGENCY will treat all Respondent's Statement of Qualifications and related documents as confidential and will not disclose them.
- 2. The California Public Records Act also recognizes an exception to disclosure of records which contain confidential trade secrets (see Government Code Section 6254(k) and Civil Code Section 3426.1.) The AGENCY is not in a position to determine what information in a submission, if any, may be subject to one of these exceptions. Accordingly, if a Design-Build Entity believes that any specific portion of its submission is exempt from disclosure under the Public Records Act, the Design-Build Entity must mark the portion of the submission as such and state the specific provision in the Act that provides the exemption and the factual basis for claiming the exemption. For example, if a Design-Build Entity believes a submission contains trade secret information, the Design-Build Entity must plainly mark the information as "Trade Secret" and refer to the appropriate section of the Public Records Act which provides the exemption for such information and the factual basis for claiming the exemption.

#### 6.6. Obligation to Keep Project Team Intact

Respondents are advised that all firms and key personnel identified in the Respondent's Statement of Qualifications shall remain on the Project Team for the duration of the procurement process and execution of the PROJECT. If extraordinary circumstances require a change, it must be submitted in writing to the AGENCY Contact. The AGENCY, at its sole discretion, will determine whether to authorize a change, recognizing that certain circumstances (such as termination of employment) may occur that are beyond the Design-Builder's control. Unauthorized changes to the Project Team at any time during the procurement process may result in elimination of the Respondent from further consideration.

#### 6.7. Stipend

No stipend will be paid to Respondents for any costs associated with preparing and submitting Respondent's Statement of Qualifications in response to this RFQ or bids in response to the SOLICITATION FOR AN OFFER to be issued.

#### 6.8. Appeal Process

The RTA Purchasing Policy, found at <a href="https://www.slorta.org/wordpress/wp-content/uploads/Purchasing-Policy-Manual-2022.pdf">https://www.slorta.org/wordpress/wp-content/uploads/Purchasing-Policy-Manual-2022.pdf</a>, specifies the policies and procedures to be used to ensure that all purchases, contracts and services are obtained through fair and open competition. The Executive Director has the authority and the responsibility to ensure that all procurement is in

compliance with this policy, and the Manager of Maintenance and Facilities has been delegated the day-to-day authority for this procurement. The Manager, Maintenance and Facilities shall also ensure that all prospective Proposers are informed of the procedures to file an appeal to the final selection of the qualified firms.

Should any individual, organization or group believe that these policies have been violated they may make an appeal in writing to the Executive Director who is obligated to investigate the appeal and provide an official response to the appeal.

Appeals shall be submitted within ten (10) working days of notification that a final selection of the firms has been conducted. All appeals shall state specifically:

- 1. The procurement title, final selection of qualified firms announcement date, or other identifying data.
- 2. The specific policy that is alleged to have been violated.
- 3. The adverse effect alleged to have resulted from the policy violations; The corrective action being sought as a remedy.
- 4. The Manager of Maintenance and Facilities will respond in writing to the appealer no later than ten (10) working days from receipt of the appeal. The response shall include:
  - a. Review of the policy as applied in the transaction being questioned. Response to each material issue raised in the appeal.
  - b. Statement of whether a violation has indeed occurred. Corrective action to be taken if any is warranted.

A copy of the complaint and the response will be forwarded to the Manager of Maintenance and Facilities for review prior to submittal to the appealer. According to RTA policies, the decision of the Manager of Maintenance and Facilities is appealable to the Executive Director. If no appeal has been received in the office of the Executive Director, the decision of the Manager of Maintenance and Facilities shall be considered final on the fifth working day following the date of notification to the appealer. Should an appeal be received by the Executive Director, a response will be provided to the appealer within five (5) working days and shall be considered final.

Whenever possible, the final selection of qualified firms will not be made final until all appeals have been satisfactorily resolved. Final selection of qualified firms will not be made until five (5) days after notification of the RTA's response to the appeal has been provided to the appealing parties. The RTA does reserve the right to proceed with the final selection of qualified firms pending the resolution of the appeal when it is determined that:

The items to be procured are urgently required;

 Deliver or performance will be unduly delayed by failure to make the final selection of qualified firms promptly; or • Failure to make a final selection of qualified firms will otherwise cause undue harm to the RTA or funding agent.

Because federal and state funding is involved, these procedures will be followed and will be supplemented by the regulations of the funding source. Should there be a conflict in the funding regulations and those set forth herein by the RTA, the more restrictive procedure shall take precedence. Appeals are to be directed in writing to:

San Luis Obispo RTA – Attn: Manager of Maintenance and Facilities Appeal for – RFQ No. 2024-\*\* Design-Build EVSE 253 Elks Lane San Luis Obispo, CA 93401

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#### **REQUIRED FORMS**

Form A Addenda Acknowledgement

Form B Pre-Qualification of Design-Build Entities Seeking to Bid on Transit Projects

## FORM A ADDENDA ACKNOWLEDGMENT

#### **CONTRACTOR NAME:**

CONTRACTOR hereby acknowledges that it has received and read the	e fol	llowir	ıg
Addenda:			

Addendum #	Signature
Addendum #	Signature
Addendum #	Signature
Addendum #	Signature
Addendum #	Signature

-End of FORM A-

#### **FORM B**

# PRE-QUALIFICATION OF DESIGN-BUILD ENTITIES SEEKING TO BID ON TRANSIT PROJECTS

San Luis Obispo Regional Transit Authority

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#### AN OVERVIEW OF THE DOCUMENTS IN THIS PACKAGE

Included in this package are:

AGENCY's pre-qualification questionnaire, to be sent to Design-Builder Entities. The questionnaire is designed to obtain information about the contractors and engineers that make up the Design-Build Entity and returned to the AGENCY prior to the deadline set forth in the request for qualifications.

#### I. APPLICATION OF THE PUBLIC RECORDS ACT

Public Contract Code section 20209.7(e)(2) provides that: "Information that is not a public record pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title I of the Government Code) shall not be open to public inspection." Therefore, AGENCY should not make public those records provided by Design-Builder Entities that are not public records under the Public Records Act. AGENCY should consult its own attorneys when a public records act request is made to determine what must be divulged.

#### II. SUBMISSION REQUIREMENTS

The pre-qualification questionnaire must be signed under penalty of perjury in the manner designated on the certification page, by individuals with the legal authority to bind all members of the Design-Build Entity.

If any information provided by a Design-Build Entity becomes inaccurate, the Design-Build Entity must immediately notify the AGENCY and provide updated accurate information in writing, under penalty of perjury.

#### III. WHAT IS A DESIGN-BUILD ENTITY AND WHO IS BEING PRE-QUALIFIED?

The Design-Build Entity consists of the Design-Builder and any subcontractors the Design-Builder wishes to include. A Design-Build Entity is defined by Education Code Section 17250.15(c) as: "a corporation, limited partnership or other association that is able to provide appropriately licensed contracting, architectural, and engineering services as needed pursuant to a design-build contract."

This definition allows a Design-Builder wide latitude in the composition of its Design-Build Entity. The Design-Builder may have all necessary design and construction capabilities "in house" or the Design-Builder may subcontract for these services. AGENCY's pre-qualification questionnaire seeks information about the contractor and design professionals that comprise the "Design-Build Entity", whether all of these services are provided solely by the Design-Builder "in house", or whether some of these services are subcontracted. All Design-Build Entity members must sign the pre-qualification questionnaire.

#### Design-Builder:

The Design-Builder is the entity that will enter into the design-build contract with the AGENCY. The Design-Builder may be a newly formed corporation, joint venture, or partnership, or it may have already been in existence for some time. The Design-Builder will need to have a California general contractor's license in its name prior to commencing work on the PROJECT.

#### General Contractor Member(s) of the Design-Builder

Recognizing that many Design-Builders are organizations of contractors, engineers and architects that are only recently formed in order to bid on specific transit projects, and have only recently obtained a general contractor's license in the Design-Builder's name for the purpose of working on a specific transit project, the questionnaire asks questions about the General Contractor Member(s) of the Design-Builder in order to obtain information about the Design-Builder's contracting experience. If there is more than one General Contractor Member of the Design-Builder, copies of Sections I(B) and III(B) should be attached.

#### **Engineers:**

The pre-qualification questionnaire asks questions about the "Engineer(s)." The "Engineer" is the engineer of record who will have primary responsibility for design work under the contract. If there is more than one engineer, copies of Sections I(C) and III(C) should be attached.

# PRE-QUALIFICATION QUESTIONNAIRE



#### I. INFORMATION ABOUT DESIGN-BUILD ENTITY MEMBERS

#### **Contact Information**

Design-Builder Name:	
General Contractor Member Name:	
Engineer Member Name:	
Design-Builder Contact Person:	
Address:	
Email Address:	
Phone:	Fax:

			Disadvantaged Business Enterprise (DBE) & their	Small Business Enterprise (SBE) & their
<b>Discipline</b> (i.e.,			license	license
general contractor,		Legal Entity (i.e.,	numbers	numbers
architect, engineer,		corporation,		
paving		partnership, sole	Notate with	Notate with
subcontractor, etc.)	Name	proprietor)	"Yes" or "No"	"Yes" or "No"
				¥
		0		
6				

For all partnerships or other associations listed above that are not legal entities including the Design-Builder, please provide a copy of the agreement creating the partnership or association.

I(A)	INFORM	MATION ABOUT THE Design-Builder					
1.	Name of Desi	gn-Builder:					
2.	Date of comp	any formation or incorporation:					
3.	State of formation or incorporation:						
4.	How many pe	ersons does the Design-Builder currently employ?: _					
5(a) of the c	_	Builder is a <u>corporation</u> , provide the following: Provide downers of 10% or more of the corporate stock.	e information	for each office			
osition		Name	Years with Co.	% Ownership			
EO							
	X						

5(b)	If the Design-Builder is a <u>sole proprietorship</u> , please complete the following:								
	Owner			Ye	ars as Own	er			
5(c)	If the Design-Builder is a <u>joint venture or partnership</u> , provide the following for each member of the joint venture or each partner.  (Attach additional pages if necessary)								
Name o	of Individual Or Entity	Principal Contact	Position	Years wi Vent Partne	-	% Ownership Interest			
6.	Has there been any change in ownership of the Design-Builder during the last three years? (NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)								
	Yes □ No □								
	If "yes," explain on a separate page.								
,	7. Is the Design-Builder a subsidiary, parent, holding company or affiliate of another construction firm? (NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.)								
	Yes □ No □								
	If "yes," explain on a separate page.								
	8.	Is the General Contract affiliate of another contract other firms if one firm owner, partner, or off firm.)	nstruction firm? (NOT n owns 50 percent or i	E: Include info	ormation al er, or if an				
	Yes □ No □								

	If "yes," explain on 9.		der's gross reve	nues for eac	ch of the last three years:				
	YEAR:	YEAR:		YEAR: _					
	\$:	\$:		\$:					
9.	List all California cor the Design-Builder:	List all California contractor license numbers, classifications and expiration dates currently held by the Design-Builder:							
	License Number	Trade Classification	Date Issued		Expiration Date				
			N						
10. Has the Design-Builder changed names or license numbers in the past five years?									
	Yes □ No □								
If "yes," explain on a separate page.									
<ul><li>Has any owner, Contractors State License Board (CSLB) qualifier or corporate officed Design-Builder operated as a contractor under any other name or license number (nabove) in the last five years?</li><li>Yes □ No □</li></ul>									
	If "yes," explain on	a separate page.							

12.	Surety Information for Design-Builder:					
Bondi	ng Co./Surety:					
Surety	Agent:					
Agent	Address:					
Telepl	none No.:					
13.	List all other sureties (name and full address) that have written bonds for the Design-Builder during the last five years, including periods during which each wrote the bonds:					
Surety	1	Address	Periods of Coverage			
		·				

# I(B) INFORMATION ABOUT THE GENERAL CONTRACTOR MEMBER(S) OF THE DESIGN BUILDER

The term "General Contractor" means the member of the Design-Builder that will have the primary responsibility for the construction of the PROJECT. Duplicate and submit for each General Contractor if more than one.

1.	Name of General Contractor:	
2.	Date of company formation or incorporation:	
3.	State of formation or incorporation:	
4.	How many persons does the General Contractor currently employ?:	
5(a)	If the General Contractor is a <u>corporation</u> , provide the following: Provide inf	

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer			
Ψ			

Own	er				Years as Owner
5(c)		-		ovide the following for e	each
Name (	of Individual Or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership	% Ownership Interest
6.	-	whose shares are pul trades.)		tractor during the last th t required to answer this	•
7.	construction firm? (NO	OTE: Include informat	tion about other f	any or affiliate of anothe firms if one firm owns 50 irm holds a similar positi	percent or

8.	State the General Cont	ractor's gross revenues for	each of the last three yea	ars:
	YEAR:	YEAR:	YEAR:	
	\$:	\$:	\$:	
9.	List all California contra by the General Contrac	actor license numbers, clas ctor:	sifications and expiration	dates currently held
	License Number	Trade Classification	Date Issued	Expiration Date
				<u> </u>
10.	Has the General Contra	actor changed names or lic	ense numbers in the past	five years?
	Yes □ No □		·	,
	If "yes," explain on a se	eparate page.		
11.		ctors State License Board ( erated as a contractor und e last five years?		
	Yes □ No □			
	If "yes," explain on a se	eparate page.		

12. Surety Information for General	Contractor:	
Bonding Co./Surety:		
Surety Agent:		
Agent Address:		
Telephone No.:		
	d full address) that have written bonds for years, including periods during which each	
Surety	Address	Periods of Coverage

# I(C) INFORMATION ABOUT THE ENGINEER(S)

The Engineer is the engineer of record who will have primary responsibility for design work under the contract. Attach copies if more than one engineer.

1.		Provide the following information:
Na	me:	
	ense Nur	
Eng	gineering	Discipline:
		ctice:
2.	follo	ne firm of the Engineer is different from that of the Design-Builder, please answer the owing:
	2(a)	Date of company formation or incorporation:
	2(b)	State of formation or incorporation:
	2(c)	How many persons does the Engineer's firm currently employ?

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer		×	
	, ()		
1			
2(e) If the E	ngineer is a <u>sole proprietorship</u> , com	plete the following:	
•			Y
Owner			Years as Owne

2(f)	_	a joint venture or partnernt venture or each partnernt		Years with Joint	%
Na	me of Individual or Entity	Principal Contact	Position	Venture/ Partnership	Ownership Interest
2(g)		inge in ownership of the whose shares are publicly public trades.)			rears?
	Yes □ No □				
	If "yes," explain on a se	parate page.			
2(h)		subsidiary, parent, hold			

another, or if an owner, partner, or officer of your firm holds a similar position in another

firm.)

Yes 🗆

No  $\square$ 

If "yes," explain on a separate page.

2(i)	Has any corporate officer or owner of the Engineer's firm worked for any other engineering firms in the past five years? (NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.)
	Yes □ No □
	If "yes," explain on a separate page.
2(j)	Has the Engineer's firm changed names in the past five years?
	Yes □ No □
	If "yes," explain on a separate page.
At	tach a copy of the Engineer's resume.

3.

# II. ESSENTIAL REQUIREMENTS FOR THE DESIGN-BUILD ENTITY

The term "Associates" shall mean <u>all</u> of the following:

1.

2.

Aggregate policy limit

	The current quali the contractor.	ifiers for all current Contractors State License Board contracting licenses held by
• A	All current office	rs of a contractor which is a corporation.
• A	All current partn	ers of a contractor which is a partnership.
• A	All current joint v	venturers of the joint venture contractor which is seeking prequalification.
licen		der and each proposed Subcontractor possess a current California contractor's ECT for which it intends to submit a proposal or intend to obtain a license before
Y	Yes □	No 🗆
	_	der have a liability insurance policy with a policy limit of at least \$1,000,000 per 00,000 aggregate from a California admitted company?
Y	Yes □ I	No □
If yes	s, provide the fo	llowing information. (Attach a separate page if more than one policy.)
Insur	rance Company	
Polic	cy Number	
Polic	y limit per occur	rence

3.	Does the Design-Builder and each proposed Subcontractor have current California workers' compensation insurance policies as required by the Labor Code or are legally self-insured pursuant to Labor Code sections 3700 et. seq. or do they intend to obtain such insurance prior to commencing work?
	Yes □ No □
	If yes, provide the following information. (Attach a separate page if more than one policy)
	Insured
	Carrier
	Policy Number
1.	Has the latest copy of an <u>audited</u> financial statement (no more than two years old) with accompanying notes been attached for the Design-Builder or each member of the Design-Builder? (An audited financial statement with accompanying notes of a parent company guarantor may be substituted. A financial statement that is not audited is not acceptable. A letter verifying availability of a line of credit is not a substitute for the required financial statement.)
	Yes  No
5.	Has a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California been attached, which states that the Design Builder's current bonding capacity is sufficient to provide payment and performance bonds in the amount required by the RFQ? (Statement must be from the surety company, not an agent or broker.)
	Yes  No
ô.	Has <u>any</u> contractor license held by the Design-Builder or its associates, the General Contractor Member(s) of the Design-Builder or their associates, or any of the proposed Subcontractors or their associates, been revoked or suspended within the last five (5) years?
	Yes □ No □
	If "yes," explain on a separate page.

7.	Has a surety firm completed a contract or paid for completion of a contract on behalf of any member of the Design-Build Entity because they were terminated by the project owner within the last five (5) years?
	Yes □ No □
	If "yes," explain on a separate page.
8.	Within the last five years was the Design-Builder, the General Contractor Member(s) of the Design-Builder or any proposed Subcontractor declared ineligible to bid on a public works contract, to be awarded a public works contract, or to perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?
	Yes □ No □
	If "yes," explain on a separate page.
9.	Has <u>any</u> member of the Design-Build Entity (contractors, architects, engineers, subcontractors or others) or any member's associates, ever been convicted of a crime involving the awarding of a contract for a government project, or the bidding or performance of a government contract within the last five (5) years?
	Yes □ No □
	If "yes," explain on a separate page.
10.	. Do all Architects and Engineers who are expected to work on the PROJECT possess current California professional licenses for the architectural and engineering services which they intend to provide?
	Yes  No  No

11.	Are all Engineers covered by a professional liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate from a California admitted company that provides coverage for work on a design-build contract?		
	Yes 🗆	No 🗆	
		ide the name of the insurance company, policy number, and policy limits. (Attach a age if more than one policy).	
	Insurance (	Company	
	Policy Num	iber	
	Policy limit	per occurrence	
	Aggregate	policy limit	
12.		ofessional license held by any Architect who will provide services been revoked at any last five years?	
	Yes 🗆	No 🗆	
	If "yes," ex	plain on a separate page.	
13.		ofessional license held by any Engineer who will provide services been revoked at any last five years?	
	Yes 🗆	No □	
	If "yes," ex	plain on a separate page.	
14.	Subcontrace employment Regulations the require	esign-Builder, the General Contractor Member(s) of the Design-Builder and each proposed ctor seeking prequalification, know and understand their obligations regarding the nt of apprentices on public works under Labor Code section 1777.5 and California Code of s, Title 8, section 230.1, and do they intend to comply with these requirements, including ment, if applicable, to request the dispatch of apprentices from an apprenticeship oproved by the California Apprenticeship Council?	
	Yes 🗆	No 🗆	

15.	Will the Design-Builder ensure that its subcontractors responsible for specialty construction work
	use only qualified skilled labor personnel (such as heat and frost insulators, asbestos workers,
	boilermakers, iron shop builders, blacksmiths, forgers, bricklayers, electrical workers, elevator
	constructors, iron workers, plumbers, pipe fitters, plasterers, cement masons, painters, roofers,
	water proofers and sheet metal workers) to perform such work?

Yes 

No

## **III. SCORED QUESTIONS**

# III(A) SCORED QUESTIONS FOR THE Design-Builder

The term "Associates" shall mean <u>all</u> of the following:

assessment of liquidated damages.

•	The current qu the Design-Bui		current Contractors	State License Board co	ntracting licenses held by
•	All current offic	cers of a Desi	ign-Builder which is	a corporation.	
•	All current part	tners of a De	sign-Builder which is	s a partnership.	
•	All current join	t venturers o	of the joint venture [	Design-Builder which is	seeking prequalification.
<b>A-1</b>	How many yea	rs has the De	esign-Builder been lie	censed in California?	
<b>4-2</b>	Is the Design-B	uilder or its a	associates currently	the debtor in a bankrup	tcy case?
	Yes □	No 🗆		20	
If "	yes," indicate th	ne case numb	oer, bankruptcy cour	t, and the date on whic	h the petition was filed.
	Case Number		Bankruptcy Court	>	Date Filed
<b>A-3</b>				kruptcy at any time duri n that was not describe	ing the last five years? ed in answer to question
	Yes 🗆	No 🗆			
	If "yes," indicating filed.	te the case n	umber, bankruptcy (	court, and the date on v	vhich the petition was
	Case Number		Bankruptcy Court		Date Filed
<b>A-4</b>		nages of more		-Builder or its associates onstruction contract wi	
	Yes 🗆	No 🗆			
	of entity agains	st whom asse	essment was made,	the date of completion	er, owner's address, name of the project, the essary to fully explain the

A-5	Has the Design-Builder or its associates <u>ever</u> been declared by an owner, or found by an arbitrator or court to be in default on a construction contract?
	Yes □ No □
	If "yes," explain on a separate page.
A-6	In the last five years has the Design-Builder or its associates, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?
	Yes  No
	If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.
A-7	Has the Design-Builder or its associates <u>ever</u> been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?
	Yes  No
	If "yes," on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.
	(NOTE: The following two questions refer only to disputes between Design-Builders and owners of projects. You need not include information about disputes with suppliers, other contractors, or subcontractors. You need not include information about "pass- through" disputes in which the actual dispute is between a subcontractor and a project owner.)
A-8	In the past five years has any claim in excess of \$50,000 been filed in court, arbitration, or other dispute resolution proceeding against the Design-Builder or its associates concerning their work on a construction project?
	Yes □ No □
	If "yes," on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, the name of the entity the claim was filed against, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).
A-9	In the past five years has the Design-Builder or its associates made any claim in excess of \$50,000 against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?
	Yes □ No □

If "yes," on a separate page identify the claim by providing the name of claimant, the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

In the last five years has any insurance carrier, for any form of insurance, refused to renew the

A-10

	insurance policy for the Design-Builder or its associates due to non-payment or contractor losses
	Yes □ No □
	If "yes," on a separate page give name of the insured, name the insurance carrier, the form of insurance, and the year of the refusal.
A-11	Has the Design-Builder or its associates ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public entity?
	Yes □ No □
	If "yes," explain on a separate page, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date and the basis for the finding.
A-12	Has the Design-Builder or its associates <u>ever</u> been convicted of a crime involving any federal, state, or local law related to construction?
	Yes □ No □
	If "yes," explain on a separate page, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.
A-13	Has the Design-Builder or its associates <u>ever</u> been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?
	Yes □ No □
	If "yes," identify on a separate page, the person or persons convicted, the court and case number, the crimes, and the year convicted.
A-14	During the last five years, has there ever been a period of time when the Design-Builder or its associates had no surety bond in place during a public construction project when one was required?
	Yes □ No □
	If yes, indicate the period during which no surety bonds were in place, name of entity without the surety bond, the name of project owner, and if coverage was denied the date coverage was denied and the name of the company that denied coverage.

A-15	"serious," "willful" or "repeat" violations of its safety or health regulations in the past five years
	(NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.)
	Yes □ No □
	If "yes," on separate page describe the citations, the party against whom the citation was made date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any OSHA Board decision.
A-16	Has the Federal Occupational Safety and Health Administration cited and assessed penalties against the Design-Builder or its associates in the past five years?
	(NOTE: If an appeal of the citation has been filed and the Appeals Board has not yet ruled, or if there is a court appeal pending, you need not include information about the citation.)
	Yes □ No □
	If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.
A-17	Has the EPA, any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the Design-Builder or its associates or the owner of a project during the time in which the preceding parties were performing on a contract in the past five years?
	(NOTE: If an appeal of the citation has been filed and there is no ruling yet, or if there is a court appeal pending, you need not include information about the citation.) Yes $\square$ No $\square$
	If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

A-18	How often does the Design-Builder requestruction employees and field super	uire documented safety meetings to be held for rvisors during the course of a project?	
A-19	List the Design-Builder's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:		
	(NOTE: An Experience Modification Rate compensation insurance carrier.)	e is issued to your firm annually by your workers'	
	Year:	EMR:	
	Year:	EMR:	
	Year:	EMR:	
	If your EMR for any of these three years	s is 1.00 or higher you may attach a letter of explanation.	
A-20	· ·	r been a period when the Design-Builder or its associates rs' compensation insurance or state- approved self-	
	Yes □ No □		
	separate page. If "No," please provide a insurance carrier that verifies periods on Design-Builder for the last five years. (If than five years, provide a statement by	e absence of workers' compensation insurance on a a statement by your current workers' compensation of workers' compensation insurance coverage for the fithe General Contractor has been in business for less your workers' compensation insurance carrier verifying urance coverage for the period that your firm has been in	
A-21		n during the last five years in which the Design-Builder or r back wages or penalties for failure to comply with the	
	project, date of its completion, the pub	ling the violator, nature of each violation, name of the lic agency for which it was constructed, the number of d and the amount of back wages and penalties that were	

A-22	During the last five years, has there been more than one occasion in which the Design-Builder o its associates have been penalized or required to pay back wages for failure to comply with the Federal Davis-Bacon prevailing wage requirements?		
		Yes □ No □	
	project	" attach a separate page, describing the violator, nature of each violation, name of the t, date of its completion, the public agency for which it was constructed; the number of yees who were initially underpaid and the amount of back wages and penalties that were ed.	
A-23		Design-Builder operates its own State-approved apprenticeship program, provide the ing information on a separate page:	
	a.	Identify the craft or crafts in which you provided apprenticeship training in the past year.	
	b.	State the year in which each such apprenticeship program was approved and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).	
	C.	State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.	
A-24	have v	time during the last five years, has the Design-Builder or its associates been found to iolated any provision of California apprenticeship laws or regulations, or the laws ning to use of apprentices on public works?	
		Yes □ No □	
	If "yes,	" provide the date of the findings and attach a copy of the final decision:	
A-25	have b the pre Builder apprer the De	eements exist between the Design-Builder and registered apprenticeship programs which een approved by the California Apprenticeship Council and have graduated apprentices in eceding five years, for all apprenticable crafts which may be employed by the Design-r on this PROJECT? (This graduation requirement shall not apply to programs providing nticeship training for any craft that has not been deemed by the Department of Labor and partment of Industrial Relations to be an apprenticeable craft within the period of er 1995 to October 2000.)	

	Yes □ No □	
A-26	In the last 5 years, has the Design-Builder completed <b>one or more co</b> EVSE in the State of California comparable to the project identified in Qualifications?	
	Yes □ No □	
	If "yes" how many? Please indicate how many of these projects were or transportation-related facilities.	for transportation agencies
A-27	In the past 5 years, has the Design-Builder completed <b>one or more c</b> EVSE in the United States comparable to the project identified in the F	
	Yes □ No □	
	If "yes" how many? Please indicate how many of these projects were or transportation-related facilities.	e for transportation agencies
A-28	In the last 5 years, has the Design-Builder completed one or more des <b>construction</b> of EVSE in the United States (including California) compidentified in the Request for Qualifications?	•
	Yes □ No □	
	If "yes" how many? Please indicate how many of these projects were or transportation-related facilities.	e for transportation agencies
A-29	Please fill in the following blanks based on the Design Builder's attace each member of the Design-Builder attached financial statements, a all.	
	Current Assets:	\$
	Current Liabilities:	\$
	Total Net Worth:	\$
	Current Ratio (Assets/Liabilities):	\$
	Working Capital (Current Assets - Current Liabilities):	\$

## III(B) SCORED QUESTIONS FOR THE GENERAL CONTRACTOR MEMBER(S) OF THE DESIGN-BUILDER

The term "General Contractor" means the member of the Design-Builder that will have the primary responsibility for the construction of the PROJECT. Duplicate and submit for each General Contractor if more than one.

The term "Associates" shall mean all of the following:

	<u></u>		
•	The current qualifiers for all the contractor.	current Contractors State License Board co	ntracting licenses held by
•	All current officers of a cont	ractor which is a corporation.	
•	All current partners of a con	tractor which is a partnership.	
•	All current joint venturers of	the joint venture contractor which is seeki	ingprequalification.
B-1	How many years has the Ger	neral Contractor been licensed in California	?
B-2.	Is the General Contractor or	its associates currently the debtor in a ban	kruptcy case?
	Yes □ No □		
	If "yes," indicate the case nu filed.	imber, bankruptcy court, and the date on v	vhich the petition was
	Case Number	Bankruptcy Court	Date Filed
B-3.		or its associates in bankruptcy at any time of a bankruptcy action that was not describe	
	If "yes," indicate the case nu filed.	mber, bankruptcy court, and the date on v	vhich the petition was
	Case Number	Bankruptcy Court	Date Filed
B-4.		ears has the General Contractor or its asso than \$50,000 on a construction contract v	

	Yes □ No □
	If yes, explain on a separate page, identifying all such projects by owner, owner's address, name of entity against whom assessment was made, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.
B-5.	Has the General Contractor or its associates <u>ever</u> been declared by an owner, or found by an arbitrator or court to be in default on a construction contract?
	Yes □ No □
	If "yes," explain on a separate page.
B-6.	In the last five years has the General Contractor or its associates, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?
	Yes □ No □
	If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.
B-7.	Has the General Contractor or its associates <u>ever</u> been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?
	Yes  No
	If "yes," on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.
pr su	IOTE: The following two questions refer only to disputes between contractors and owners of ojects. You need not include information about disputes with suppliers, other contractors, or obcontractors. You need not include information about "pass-through" disputes in which the actual spute is between a subcontractor and a project owner.)
B-8.	In the past five years has any claim in excess of \$50,000 been filed in court, arbitration or other dispute resolution proceeding against the General Contractor or its associates concerning their work on a construction project?
	Yes □ No □
	If "yes," on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, the name of the entity the claim was filed against, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the

claim (pending or, if resolved, a brief description of the resolution).

B-9.	9. In the past five years has the General Contractor or its associates made any claim in excess of \$50,000 against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?	
	Yes □ No □	
	If "yes," on a separate page identify the claim by providing the name of claimant, the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).	
B-10.	In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the General Contractor or its associates due to non- payment or contractor losses?	
	Yes □ No □	
	If "yes," on a separate page give name of the insured, name the insurance carrier, the form of insurance, and the year of the refusal.	
B-11.	Has the General Contractor or its associates ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public entity?	
	Yes □ No □	
	If "yes," explain on a separate page, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date and the basis for the finding.	
B-12.	Has the General Contractor or its associates <u>ever</u> been convicted of a crime involving any federal, state, or local law related to construction?	
	Yes □ No □	
	If "yes," explain on a separate page, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.	
B-13.	Has the General Contractor or its associates <u>ever</u> been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?	
	Yes □ No □	
	If "yes," identify on a separate page, the person or persons convicted, the court and case number, the crimes, and the year convicted.	

	Yes □ No □
	If yes, indicate the period during which no surety bonds were in place, name of entity without the surety bond, the name of project owner, and if coverage was denied the date coverage was denied and the name of the company that denied coverage.
B-15.	Has CAL OSHA cited and assessed penalties against the General Contractor or its associates for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years? (NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.)
	Yes □ No □
	If "yes," on separate page describe the citations, the party against whom the citation was made date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any OSHAB decision.
B-16.	Has the Federal Occupational Safety and Health Administration cited and assessed penalties against the General Contractor or its associates in the past five years? (NOTE: If an appeal of the citation has been filed and the Appeals Board has not yet ruled, or if there is a court appeal pending, you need not include information about the citation.)
	Yes □ No □
	If "yes," on separate page describe the citations, the party against whom the citation was made date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.
B-17.	Has the EPA, any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the General Contractor or its associates or the owner of a project during the time in which the preceding parties were performing on a contract in the past five years? (NOTE: If an appeal of the citation has been filed and there is no ruling yet, or if there is a court appeal pending, you need not include information about the citation.)  Yes  No
	If "yes," on separate page describe the citations, the party against whom the citation was made date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

B-14. During the last five years, has there ever been a period of time when the General Contractor or its associates had no surety bond in place during a public construction project when one was

required?

B-18	How often does the General Contractor require documented safety meetings to be held for construction employees and field supervisors during the course of a project?	
B-19 List the General Contractor's Experien compensation insurance) for each of t		re Modification Rate (EMR) (California workers' ne past three premium years:
	(NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.)	
	Year:	EMR:
	Year:	EMR:
	Year:	EMR:
	If your EMR for any of these three year	rs is 1.00 or higher you may attach a letter of explanation.
B-20.		er been a period when the General Contractor or its nout workers' compensation insurance or state-approved
	Yes □ No □	
	separate page. If "No," please provide insurance carrier that verifies periods of General Contractor for the last five year than five years, provide a statement by	ne absence of workers' compensation insurance on a a statement by your current workers' compensation of workers' compensation insurance coverage for the ars. (If the General Contractor has been in business for less your workers' compensation insurance carrier verifying urance coverage for the period that your firm has been in
B-21.		n during the last five years in which the General ed to pay either back wages or penalties for failure to e laws?
	project, date of its completion, the pub	oing the violator, nature of each violation, name of the olic agency for which it was constructed, the number of d and the amount of back wages and penalties that were

B-22.	Contra	the last five years, has there been more than one occasion in which the General ctor or its associates have been penalized or required to pay back wages for failure to with the Federal Davis-Bacon prevailing wage requirements?
		Yes □ No □
	project	" attach a separate page, describing the violator, nature of each violation, name of the t, date of its completion, the public agency for which it was constructed; the number of yees who were initially underpaid and the amount of back wages and penalties that were ed.
B-23.		General Contractor operates its own State-approved apprenticeship program, provide the ng information on a separate page:
	a.	Identify the craft or crafts in which you provided apprenticeship training in the past year.
	b.	State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
	C.	State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who during the past three years, completed apprenticeships in each craft while employed by your firm.
B-24.	have v	time during the last five years, has the General Contractor or its associates been found to iolated any provision of California apprenticeship laws or regulations, or the laws ning to use of apprentices on public works?
	If "ves	Yes □ No □ " provide the date of the findings and attach a copy of the final decision:
	ii yes,	provide the date of the infamigs and attach a copy of the infamiliation.
B-25.	which apprer the Ge progra Depart	eements exist between the General Contractor and registered apprenticeship programs have been approved by the California Apprenticeship Council and have graduated atices in the preceding five years, for all apprenticable crafts which may be employed by neral Contractor on this PROJECT? (This graduation requirement shall not apply to ms providing apprenticeship training for any craft that has not been deemed by the sment of Labor and the Department of Industrial Relations to be an apprenticeable craft the period of October 1995 to October 2000.)
		Yes □ No □

B-26.	In the last 5 years, has the General Contractor completed <b>one or more contracts for construction</b> of EVSE in the <b>State of California</b> comparable to the project identified in the Request for Qualifications?
	Yes □ No □
	If "yes" how many? Please indicate how many of these projects were for transportation agencies or transportation-related facilities
B-27.	In the past 5 years, has the General Contractor completed <b>one or more contracts for construction</b> of EVSE in the <b>United States</b> comparable to the project identified in the Request for Qualifications?
	Yes □ No □
	If "yes" how many? Please indicate how many of these projects were for transportation agencies or transportation-related facilities
B-28.	In the last 10 years, has the General Contractor completed <b>one or more design-build contracts</b> for construction of EVSE in the <b>United States (including California)</b> comparable to the project identified in the Request for Qualifications?
	Yes □ No □
	If "yes" how many? Please indicate how many of these projects were for transportation agencies or transportation-related facilities

## III(C) SCORED QUESTIONS FOR THE ENGINEER

The Engineer is the engineer of record who will have primary responsibility for design work under the contract.

"Firm" shall mean the firm that employs the Engineer.

The nature of the project will dictate the discipline(s) of the Engineer(s). Attach additional copies if more than one Engineer.

Name	of Engineer:		
	of Firm:		X
C-1.	How many years has the	e Engineer been licensed and pract	icing in California?
C-2.	Years: Is the firm currently the	debtor in a bankruptcy case?	
	Yes □ No □		
	If "yes," indicate the cas filed.	e number, bankruptcy court, and t	the date on which the petition was
	Case Number	Bankruptcy Court	Date Filed
C-3.		otcy at any time during the last five was not described in answer to que	e years? (This question refers only to a estion C-2, above)
	If "yes," indicate the cas filed.	e number, bankruptcy court, and t	the date on which the petition was
	Case Number	Bankruptcy Court	Date Filed

C-4.	In the past five years has any claim in excess of \$50,000 been filed in court, arbitration, or other dispute resolution proceeding against the Engineer or the firm concerning its engineering work on a project?	
	Yes □ No □	
	If "yes," identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).	
C-5.	In the last five years has the Engineer or the firm been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?	
	Yes □ No □	
	If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.	
C-6.	Has the Engineer or the firm <u>ever</u> been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?	
	Yes □ No □	
	If "yes," on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.	
C-7.	In the past five years has the Engineer or the firm made any claim in excess of \$50,000 against a project owner concerning engineering work on a project and filed that claim in court or arbitration? $Yes \ \square \ No \ \square$	
	If "yes," on separate page identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).	
C-8.	In the last five years has any insurance carrier, for any form of insurance, refused to renew an insurance policy for the Engineer or the firm based on non-payment or losses?	
	Yes □ No □	
	If "yes," on separate page give name the insurance carrier, the form of insurance and the year of the refusal.	

C-9.	Has the Engineer or the firm ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?
	Yes □ No □
	If "yes," on a separate page identify who was found liable or convicted, the name of the public agency, the court and case number, the date of the investigation and the grounds for the finding.
C-10.	Has the Engineer or the firm <u>ever</u> been convicted of a crime involving any federal, state, or local law related to construction?
	Yes □ No □
	If "yes," on a separate page identify who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.
C-11.	Has the Engineer or the firm <u>ever</u> been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?
	Yes □ No □
	If "yes," on a separate page identify who was convicted, the court and case number, the crimes and the year convicted.
C-12.	Has the Department of Consumer Affairs taken any disciplinary action against the Engineer?
	Yes □ No □
	If yes, please explain on a separate page.
C-13.	In the last 5 years, has the Engineer completed <b>one or more contracts for construction</b> of EVSE in the <b>State of California</b> comparable to the project identified in the Request for Qualifications?
	Yes □ No □
	If "yes" how many? Please indicate how many of these projects were for transportation agencies or transportation-related facilities
	n the past 5 years, has the Engineer completed <b>one or more contracts for construction</b> of EVSE in <b>ited States</b> comparable to the project identified in the Request for Qualifications?
	Yes □ No □
	If "yes" how many? Please indicate how many of these projects were for transportation agencies or transportation-related facilities

C-15.	In the last 10 years, has the Engineer completed one or more design-build contracts <b>for construction</b> of EVSE the <b>United States (including California)</b> comparable to the project identified in the Request for Qualifications?
	Yes □ No □
	If "yes" how many? Please indicate how many of these projects were for transportation agencies or transportation-related facilities

## IV. RECENT CONSTRUCTION PROJECTS COMPLETED

1.	How many design-build projects have the General Contractor and Engineer involved in this Design-Build Entity ever worked together on?
2.	List the total value of all <u>EVSE</u> design-build contracts and the value of the <u>EVSE</u> design-build project which the General Contractor and Engineer have worked together on.
	Total Value Largest Contract
	<u>List the total of transportation agency or facility specific projects. If same as above, please indicate "See above" if no EVSE</u> design-build contracts have been worked on together, please indicate "NA"
	Total Value Largest Contract
3.	General Contractor member of Design-Builder's three largest <u>EVSE</u> projects within the last ten years. The design-build projects may be public or private and located anywhere in the United States. Names and references must be current and verifiable. (Copy additional sheets)
Genera	Il Contractor Name & Telephone Number:
Project	Name:
Locatio	n:
Owner	Name & Telephone Number:
Engine	er Name & Telephone Number:
Constr.	Mgr. Name & Telephone Number:
Descrip	otion of Project, Scope of Work Performed (include components and size/qty EVSE chargers):
Value c	f Original Contract: \$
Value c	of Contract including change orders: \$
Origina	ll Scheduled Completion Date:
Time Ex	xtensions Granted (number of days):
	Date of Completion:

5.	Engineer's three largest <u>EVSE</u> projects within the last ten years. The design-build projects may be public or private and located anywhere in the United States. Names and references must be current and verifiable. (Copy additional sheets)
Engine	er's Name & Telephone Number:
Projec	t Name:
Locatio	on:
Owner	Name & Telephone Number:
Gener	al Contractor Name & Telephone Number:
Constr	. Mgr. Name & Telephone Number:
Descri	ption of Project, Scope of Work Performed (include components and size/qty for EVSE chargers):
Value	of Original Contract: \$
Value	of Contract including change orders: \$
Origina	al Scheduled Completion Date:
Time E	extensions Granted (number of days):
Actual	Date of Completion:
6.	Engineer's six most recently completed <u>EVSE</u> projects. Names and references must be current and verifiable. (Copy additional sheets)
Engine	er's Name & Telephone Number:
Projec	t Name:
Locatio	on:
Owner	Name & Telephone Number:
Gener	al Contractor Name & Telephone Number:
Constr	. Mgr. Name & Telephone Number:

Description of Project, Scope of Work Performed (include component	ents and size/qty for EVSE chargers):
Value of Original Contract: \$	
Value of Contract including change orders: \$	
Original Scheduled Completion Date:	
Time Extensions Granted (number of days):	
Actual Date of Completion:	

#### V. ORGANIZATION AND MANAGEMENT APPROACH

#### Description of Design-Build Management Approach

Please include a narrative description of the Design-Builders' management and organizational approach for accomplishing the design-build project. The narrative description should describe the methodology for integrating the Design-Build Entity and the different areas of expertise within the team into an efficient and effective organization. The management approach must reflect an understanding of the use of the design-build project delivery methodology for EVSE projects. The narrative description shall also provide a brief description of the significant functional relationships among participants outlined in the organization chart below and how the proposed organization will function as an integrated Design-Build Entity.

This description, along with the organization chart(s), shall be limited to no more than ten pages.

### Organizational Chart(s)

Please include organization chart(s) for the Design-Build Entity showing the flow of the "chain of command" with lines identifying participants who are responsible for performing the major functions to be performed, and their reporting relationships, in managing, designing and constructing the project. The chart(s) must show the functional structure of the organization down to the design discipline or construction superintendent level, and must identify, as a minimum, those Key Personnel identified by the request for qualifications.

The chart(s) should identify all of the members of the Design-Build Entity and identify the project management, project administration, construction management, quality assurance and quality control, safety, environmental compliance and subcontractor administration.

#### Information About Key Personnel

Please include resumes of and reference information for the Key Personnel proposed for the project if required by the request for qualifications.

## **Information About Subcontractors**

Please describe previous contracts or projects worked together with named subcontractors over the last ten (10) years.

#### **CERTIFICATION**

NOTE: <u>All</u> members of the Design-Build Entity must sign. Copy this certification pa	ge for each legal entity.
I, the undersignedthat I have read all the foregoing answers to this Pre-Qualification Questionnaire correct and complete of my own knowledge and belief. I declare under penalty of of the State of California, that the foregoing is true and correct.	•
(Signature)	
(Printed name)	
(Place of Execution)	
(Date)	
(Design-Build Entity Member)	

# **SCORING**



The rating of the Design-Build Entity will be based on the scores for the individual sections of the questionnaire. The successfully qualified Design-Build Entity must separately pass both scored sections in the Pre-qualification Questionnaire: II Essential Requirements for the Design-Build Entity, and Pre-qualification Questionnaire: III Scored Questions.

### Pre-Qualification Questionnaire: Part I Information About Design-Build Entity Members

This part seeks information about the makeup of the Design-Build Entity, and is for identification purposes only. There is no scoring value to this part.

### Pre-Qualification Questionnaire: Part II Essential Requirements for the Design-Build Entity

This part seeks information about various members of the Design-Build Entity, and consists of qualify and don't qualify questions. All questions must be answered correctly or the Design-Build Entity will be disqualified. This is the first step in rating the Design-Build Entity. If the Design-Build Entity is able to correctly answer each of these questions, its ultimate rating will be dependent upon the scored questions. If the Design-Build Entity is unable to correctly answer each of these questions, it will be disqualified regardless of the results of the scored questions.

Question #	Yes	No	Score
1	0	1	
2	0	1	
3	0	1	
4	0	1	
5	0	1	
6	1	0	
7	1	0	
8	1	0	
9	1	0	
10	0	1	
11	0	1	
12	1	0	
13	1	0	
14	0	1	
15	0	1	
Total Score for Essential Req (Disqualified if score is grea			

#### **Pre-qualification Questionnaire: Part III**

### Scored Questions Part III(A) Scored Questions for the Design-Builder

The maximum possible score for Part III(A) is 210. A minimum score of 110 must be attained or the Design-Builder will be rated as not qualified, which in turn disqualifies the Design-Build Entity. A score between the minimum and the maximum will be combined with the scores of the other parts to determine the total score for the Design-Build Entity.

#### III(A) Scored Questions for the Design-Builder

Quantity	Yes	No	Score
5 yrs or less = 0 pts	N/A	N/A	
6 yrs = 1 pts			
7 yrs = 3 pts			
8 yrs + = 5 pts			
N/A	0	10	
N/A	0	10	
0-1 Projects = 10 pts 2 Projects = 3 pts More than 2 Projects = 0 pts	N/A	N/A	
N/A	0	5	
N/A	0	10	
N/A	0	5	
5 pts for 0 or 1 instance 3 pts for 2 instances 0 pts for more than 2 instances.	N/A	N/A	
5 pts for 0 or 1 instance 3 pts for 2 instances 0 pts for more than 2 instances	N/A	N/A	
N/A	0	5	
N/A	-5	5	
	5 yrs or less = 0 pts 6 yrs = 1 pts 7 yrs = 3 pts 8 yrs + = 5 pts  N/A  N/A  0-1 Projects = 10 pts 2 Projects = 3 pts More than 2 Projects = 0 pts  N/A  N/A  N/A  N/A  N/A  N/A  S pts for 0 or 1 instance 3 pts for 2 instances 0 pts for more than 2 instances. 5 pts for 0 or 1 instance 3 pts for 2 instances 0 pts for more than 2 instances 0 pts for more than 2 instances 0 pts for more than 2 instances N/A	5 yrs or less = 0 pts 6 yrs = 1 pts 7 yrs = 3 pts 8 yrs + = 5 pts  N/A  0  0-1 Projects = 10 pts 2 Projects = 3 pts More than 2 Projects = 0 pts  N/A  0  O  O  O  O  O  O  O  O  N/A  O  O  O  O  O  O  O  N/A  O  O  O  O  O  O  O  O  O  N/A  O  O  O  O  O  O  O  O  O  O  O  O  O	5 yrs or less = 0 pts 6 yrs = 1 pts 7 yrs = 3 pts 8 yrs + = 5 pts  N/A  0 10  N/A  0 10  N/A  0 10  N/A  0 10  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/

Question #	Quantity	Yes	No	Score
A-12	N/A	-10	5	
A-13	N/A	-10	5	
A-14	N/A	0	10	
A-15	5 pts for 0 or 1 instance 3 pts for 2 instances 0 pts for more than 2 instances	N/A	N/A	
A-16	5 pts for 0 or 1 instance 3 pts for 2 instances 0 pts for more than 2 instances	N/A	N/A	>
A-17	5 pts for 0 to 1 instance 3 pts for 2 instances 0 pts for more than 2 instances	N/A	N/A	
A-18	10 pts for at least once a week 5 pts for every two weeks 0 pts for less than every two weeks	N/A	N/A	
A-19	10 pts for .85 or less 5 pts if between .86 and 1.00 0 pts for greater than 1.00	N/A	N/A	
A-20	5 pts for 0 instance 0 pts for greater than 0	N/A	N/A	
A-21	5 pts for 0 to 2 instances 3 pts for 3 instances 0 pts for more than 3 instances	N/A	N/A	
A-22	5 pts for 0 to 2 instances 3 pts for 3 instances 0 pts for more than 3 instances	N/A	N/A	
A-23	N/A	N/A	N/A	

A-24	5 pts for 0 to 2 3 pts for 3 insto 0 pts for more	ances	N/A	N/A	
					•
	0 pts for more				
		than 3 instances			
A-25	N/A		5	0	
A-26	0 Contracts = 0	pts	N/A	N/A	
	1-2 Contracts =		,		
	3 or more Cont	•			
A-27	1 Contracts = 0	pts	N/A	N/A	
	1-2 Contracts =	2 pts			
	3 or more Cont	racts = 4 pts			
A-28	0 Contracts = 0	pts	N/A	N/A	
	1-2 Contracts =	•			
	3 or more Cont	racts = 7 pts			
A-29	Net Worth	Less than \$4 mil = 0 pts \$4 mil to \$12 mil = 5 pts \$12 mil to \$20 mil = 10 pts Over \$20 mil = 15 pts	N/A	N/A	
A-29	Current Ratio	Less than 1.0 = 0 pts 1 to 1.15 = 5 pts Over 1.15 = 10 pts	N/A	N/A	
A-29	Working	Less than \$3 mil = 0 pts	N/A	N/A	
	Capital	\$3 mil –\$10 mil = 5 pts			
		\$10 mil to \$15 mil = 10 pts Over \$15 mil = 15 pts			
	/Diagon	Total Score alified if less than 110)	1		

#### **Pre-qualification Questionnaire: Part III**

#### **Scored Questions**

#### Part III(B) Scored Questions for the General Contractor Member(s) of the Design-Builder

The maximum possible score for Part III(B)is 170. A minimum score of 85 must be attained or the Design-Builder will be rated as not qualified, which in turn disqualifies the General Contractor Member(s) of the Design-Build Entity. A score between the minimum and the maximum will be combined with the scores of the other parts to determine the total score for the General Contractor Member(s) of the Design-Build Entity.

#### III(B) Scored Questions for the General Contractor Member(s) of the Design-Builder

Question #	Quantity	Yes	No	Score
B-1	5 yrs or less = 0 pts 6 yrs = 1 pts 7 yrs = 3 pts 8 yrs + = 5 pts	N/A	N/A	
B-2	N/A	0	10	
B-3	N/A	0	10	
B-4	0-1 Projects = 10 pts 2 Projects = 3 pts More than 2 Projects = 0 pts	N/A	N/A	
B-5	N/A	0	5	
B-6	N/A	0	10	
B-7	N/A	0	5	
B-8	5 pts for 0 or 1 instance 3 pts for 2 instances 0 pts for more than 2 instances.	N/A	N/A	
B-9	5 pts for 0 or 1 instance 3 pts for 2 instances 0 pts for more than 2 instances	N/A	N/A	
B-10	N/A	0	5	
B-11	N/A	-5	5	
B-12	N/A	-10	5	
B-13	N/A	-10	5	
B-14	N/A	0	10	

Question #	Quantity	Yes	No	Score
B-15	5 pts for 0 or 1 instance	N/A	N/A	
	3 pts for 2 instances			
	0 pts for more than 2 instances			
B-16	5 pts for 0 or 1 instance	N/A	N/A	
	3 pts for 2 instances			
	0 pts for more than 2 instances			
B-17	5 pts for 0 to 1 instance	N/A	N/A	
	3 pts for 2 instances			
	0 pts for more than 2 instances		,	
B-18	10 pts for at least once a week 5 pts for	N/A	N/A	
	every two weeks			
	0 pts for less than every two weeks			
B-19	10 pts for .85 or less	N/A	N/A	
	5 pts if between .86 and 1.00			
	0 pts for greater than 1.00			
B-20	5 pts for 0 instance	N/A	N/A	
	0 pts for greater than 0			
B-21	5 pts for 0 to 2 instances	N/A	N/A	
	3 pts for 3 instances			
	0 pts for more than 3 instances			
B-22	5 pts for 0 to 2 instances	N/A	N/A	
	3 pts for 3 instances			
	0 pts for more than 3 instances			
B-23	N/A	N/A	N/A	
B-24	5 pts for 0 to 2 instances	N/A	N/A	
	3 pts for 3 instances			
	0 pts for more than 3 instances			
B-25	N/A	5	0	
B-26	0 Contracts = 0 pts	N/A	N/A	
	1-3 Contracts = 2 pts			
	3 or more Contracts = 4 pts			
B-27	0 Contracts = 0 pts	N/A	N/A	
	1-2 Contracts = 2 pts			
	3 or more Contracts = 4 pts			
B-28	1 Contracts = 0 pts	N/A	N/A	
<b>*</b>	1-2 Contracts = 4 pts			
	3 or more Contracts = 7 pts			
Total Score	,_,			
	(Disqualified if less than 85)			

#### Part III (C) Scored Questions for the Engineer(s)

The maximum possible score for Part III(C) is 95. A minimum score of 55 must be attained or the engineer will be rated as not qualified which in turn disqualifies the Design-Build Entity. A score between the minimum and the maximum will be combined with the scores of the other parts to determine the total score for the Design-Build Entity.

Question #	Requirement / Question	Yes	No	Score
C-1	5 yrs or less = 0 pts	N/A	N/A	
	6 yrs = 3 pts		\	
	7 yrs = 5 pts			
	8 yrs + = 10 pts			
C-2	N/A	0	10	<b>V</b>
C-3	N/A	0	10	
C-4	5 pts for 0 to 2 instances	N/A	N/A	
	3 pts for 3 instances			
	0 pts for more than 3 instances			
C-5	N/A	0	10	
C-6	5 pts for 0 instances	N/A	N/A	
	3 pts for 1- 2 instances			
	0 pts for more than 2 instances			
C-7	5 pts for 0 instances	N/A	N/A	
	3 pts for 1-3 instances			
	0 pts for more than 3 instances			
C-8	N/A	-5	5	
C-9	N/A	-5	5	
C-10	N/A	-5	5	
C-11	N/A	-5	5	
C-12	N/A	-10	5	
C-13	0 Contracts = 0 pts	N/A	N/A	
	1-2 Contracts = 2 pts			
	3 or more Contracts = 4 pts			
C-14	0 Contracts = 0 pts	N/A	N/A	
	1-2 Contracts = 2 pts			
	3 or more Contracts = 4 pts			
C-15	0 Contracts = 0 pts	N/A	N/A	
	1-2 Contracts = 4 pts		•	
	3 or more Contracts = 7 pts			
Total Score	•	<u>'</u>		
	(Disqualified if less than 55)			

#### **Pre-qualification Questionnaire: Part IV**

#### **Recent Construction Projects Completed**

There is no scoring value for this section as part of the pre-qualification.

Pre-qualification Questionnaire: Part V

#### **Organization and Management Approach**

There is no scoring value for this part. However, information provided in this section will be part of the secondary evaluation and ranking.

- END FORM B -

#### **EXHIBIT A: INSURANCE REQUIREMENTS**

(Design-Build)

#### **INSURANCE**

1. **General Requirements**. Contractor must procure and maintain in full force and effect during the performance of the Work the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

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Type of Insurance	<u>Limits (combined single)</u>
Commercial General Liability	\$5,000,000
Business Automobile Liability	\$5,000,000
Workers' Compensation	\$1,000,000
Builder's Risk	Completed value of the PROJECT
Surety Bonds	As described below
Professional Liability	\$1,000,000 Contractors' Pollution Legal
Liability	\$1,000,000

If the Contractor maintains higher limits than the minimums shown above, the AGENCY requires and shall be entitled to coverage for the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specific minimum limits of insurance and coverage shall be available to the AGENCY.

- 2. **Commercial General Liability Insurance.** Insurance Services Office Form CG 00 01 covering on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence and \$5,000,000 in the aggregate. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this PROJECT/location or the general aggregate limit shall be twice the required occurrence limit.
- 3. **Business Auto Coverage.** Insurance Services Office Form Number CA 0001 covering Code 1 (any auto), with limits no less than \$5,000,000 per accident for bodily injury and property damage. If Contractor or Contractor's employees will use personal autos in any way on this Project, Contractor must provide evidence of personal auto liability coverage for each such person.
- 4. **Workers Compensation.** Insurance as required by the State of California, with Statutory Limits, and Employers' Liability insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease
- 5. **Builder's Risk (Course of Construction)**. Insurance utilizing an "All Risk" (Special Perils) coverage form, with limits equal to the completed value of the PROJECT and no coinsurance penalty provisions. Contractor may submit evidence of Builder's Risk

- insurance in the form of Course of Construction coverage. Such coverage shall name the City as a loss payee as their interest may appear.
- 6. **Surety Bonds.** Contractor shall provide the following Surety Bonds: (1) Bid bond, (2) performance bond, (3) payment bond, and (4) maintenance bond. The Payment Bond and the Performance Bond shall be in a sum equal to the contract price. If the Performance Bond provides for a one-year warranty a separate Maintenance Bond is not necessary. If the warranty period specified in the Contract Documents is for longer than one year a Maintenance Bond equal to 10% of the contract price is required. Bonds shall be duly executed by a responsible corporate surety, authorized to issue such bonds in the State of California and secured through an authorized agent with an office in California.
- 7. **Professional Liability.** If design/build, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- 8. Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if PROJECT involves environmental hazards) with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- 9. **Other Insurance.** Contractor may be required to obtain such other insurance coverage as may be required by applicable law or by the AGENCY.
- 10. **Excess or Umbrella Liability Insurance (Over Primary).** If an excess or umbrella liability policy is used to meet limit requirements, the insurance must provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an excess or umbrella liability policy must include a "drop down provision" providing primary coverage above a maximum \$25,000 self-insured retention for liability not covered by primary but covered by the umbrella. Coverage must be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. There must be no cross-liability exclusion precluding coverage for claims or suits by one insured against another. Coverage must be applicable to AGENCY for injury to employees of Contractor, its subcontractors or others performing work to satisfy Contractor's obligations under this Agreement. The scope of coverage provided is subject to approval of AGENCY following receipt of proof of insurance as required herein. Limits are subject to review, but in no event may be less than \$2,000,000 per occurrence and aggregate.
- 11. **Certificates of Insurance and Endorsements**. Prior to commencing any Work under this Agreement, Contractor must file with the AGENCY Certificates of Insurance and Endorsements evidencing the existence of all insurance required by this Agreement, along with such other evidence of insurance or copies of policies as may reasonably be required by City. Contractor must maintain current certificates and endorsements on file with AGENCY during the performance of the Work reflecting the existence of all required insurance. Each of the certificates must expressly provide that no material change in the policy, or termination thereof, will be effective except upon 30 days prior

- written notice to City. The AGENCY reserves the right to require complete, certified copies of the insurance certificates and endorsements.
- 12. **Accessibility of Insurers**. Insurance is to be placed with insurances with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the AGENCY.
- 13. **Waiver of Subrogation.** Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the AGENCY for all work performed by the Contractor, its employees, agents and subcontractors.
- 14. **Failure to Maintain Required Insurance**. If Contractor, for any reason, fails to have in place at all times during the term of this Agreement all of the required insurance coverage, the Director may obtain such coverage at Contractor's expense and deduct the cost from the sums due Contractor.
- 15. **Subcontractors.** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that AGENCY is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a format least as broad as CG 20 38 04 13.
- 16. **Effect of Coverage**. The existence of the required insurance coverage under this Agreement will not be deemed to satisfy or limit Contractor's indemnity obligations under this Agreement. Contractor acknowledges that the insurance coverage and policy limits set forth in this Agreement constitute the minimum coverage and policy limits required. Any insurance proceeds available to AGENCY in excess of the limits and coverage required by this Agreement, and which is applicable to a given loss, must be made available to AGENCY to compensate it for such losses.
- 17. **Special Risks or Circumstances.** AGENCY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.

## Scope of Work Bus Charging & Electrification Study

To comply with California Air Resources Board *Innovative Clean Transit* fleet rule requirements, the San Luis Obispo Regional Transit Authority (RTA) is transitioning its fleet from diesel-powered heavy-duty buses and gasoline-powered light-duty/medium-duty vehicles to zero-emission vehicles. Under this *Bus Charging & Electrification Study* request for proposals, the RTA is seeking consultant assistance to complete master planning, preliminary engineering/design, and Design/Build procurement assistance for the next phase of bus charging capabilities at the RTA's three bus parking locations and the four bus layover locations in our service area.

The RTA currently has two GILLIG battery-electric buses (BEBs) that have been operating in revenue service since July 2024, with five more BEBs due for delivery in December 2025. The RTA's Bus Maintenance Facility (BMF) project, which was completed in January 2022, included commissioning of the Phase 1 Electric Vehicle Supply Equipment (EVSE) depot charging system, as well as installation of underground conduits and related improvements in preparation for the planned Phase 2 and Phase 3 EVSE expansion projects. The Phase 1 EVSE is comprised of switchgear, two ChargePoint Express Plus CPE250 direct current fast-chargers using two Power Blocks and four Power Link dispensers. This Phase 2 system is monitored using the VeriCiti software platform, which integrates various on-site and mobile information sources to optimize electric fleet operations, including battery management, charging station monitoring, and real-time on-vehicle telematics (vehicle maintenance and vehicle operations data). The Phase 2 EVSE system – which consists of additional DC fast-chargers mounted on the underside of the canopy in the BMF bus parking area – is currently being procured under a separate Design/Build effort.

The expansion of EVSE locations included in this *Bus Charging & Electrification Study* are as follows:

- Depot charging at:
  - Arroyo Grande new EVSE at the bus parking facility (800 Rodeo Drive),
  - o Paso Robles new EVSE at the bus parking facility (1734 Paso Robles Street), and
  - San Luis Obispo the Phase 3 EVSE system at the BMF.

Note that the Phase 3 EVSE at the BMF will include design/engineering of the second utility yard, undergrounding necessary for installation of DC fast-chargers along the western edge of the bus parking yard.

- On-route/opportunity charging at passenger/bus layover facilities in:
  - o Morro Bay the transit center on Harbor Street near Piney Way,

- o Paso Robles the North County Transportation Center at Pine/8<sup>th</sup> Streets,
- o San Luis Obispo the Government Center facility at Osos/Palm Streets, and
- Santa Maria the transit center at Boone/Miller Streets.

It should be noted that two of these passenger/bus layover locations are also used by other transit agencies that are currently operating BEBs. More specifically, the RTA has been granted use of one bus bay by the City of Santa Maria at its transit center, and the RTA permits Monterey-Salinas Transit use of one bus bay at our Transportation Center in Paso Robles.

To help the RTA determine the feasibility of establishing EVSE systems at these locations and to develop Design-Build procurement technical documents, the successful proposer will complete Tasks A through F below. To help monitor progress and ensure an iterative process with RTA officials and our partner agencies, the successful proposer will prepare Working Papers at the end of Tasks A through D, in addition to an interim White Paper in Task C. All documents developed by the successful proposer will be provided to the RTA in unlocked PDF format.

<u>Task A – Power Demand Analysis</u>: Verify power demand requirements for direct-current fast charging at each depot charging location and each opportunity charging location.

- 1. Review any previous EVSE power studies and related documents included as Attachments A-1 through A-3 on PlanetBids, as follows:
  - a. The *Electrification-Readiness Plan* completed in February 2019 (see Attachment A-1), which included preliminary depot charging power needs at each location.
  - b. The RTA's *Innovative Clean Transit Rollout Plan*, which was accepted by the California Air Resources Board on April 25, 2023 (see Attachment A-2). It includes a zero-emission vehicle purchasing plan to ensure compliance with the ICT Fleet Rule.
  - c. Pertinent BMF drawings, specifications and as-built documents to determine how existing underground conduits and related improvements will be utilized to complete the Phase 2 EVSE system (see Attachment A-3).
- 2. Evaluate compatibility of existing Phase 1a EVSE hardware at the BMF and planned enhanced/expanded VeriCiti software with possible new technologies at all of the depot charging and opportunity charging locations.
- 3. Acquire operations data and discuss needs/goals for the on-route opportunity charging with RTA, Santa Maria and Monterey-Salinas Transit officials. Discussions on interoperability will be necessary to ensure shared use is possible, to the extent possible.

4. Conduct bus modeling to verify/update previous assumptions and power needs for each location.

<u>Task B – Utility Coordination</u>: Coordinate with Pacific Gas & Electric (PG&E) and Central Coast Community Energy (3CE) regarding availability of electrical power at each location.

- 1. From the power demand calculations, determine power requirements by location.
- 2. Coordinate with PG&E and 3CE to determine available power and required upgrades at each location.
- 3. Summarize required infrastructure improvements at each location.

<u>Task C – Conceptual Site Plans</u>: Develop conceptual site plans for each location.

- 1. Summarize experiences of peer transit agencies using the opportunity charging systems currently available in the market (inductive/in-ground, catenary/overhead, and manual plug-in), and the applicability across all four RTA bus layover locations. A White Paper will be provided at the end of this sub-task.
- 2. Following discussions with RTA officials on findings and recommendations in the White Paper, prepare conceptual site plans indicating configuration for bus parking / bus layover, charging equipment and infrastructure spatial requirements.

<u>Task D – Cost Estimates</u>: Develop conceptual cost estimates for the bus charging infrastructure improvements for each location under a Design/Build scenario.

<u>Task E – Study Documents</u>: Based on the Working Papers submitted in Tasks A through D above, prepare findings and recommendations in an Administrative Draft *Bus Charging & Electrification Study* report for distribution by RTA officials to the public works staff members at each affected jurisdiction (City of Morro Bay, City of Paso Robles, City of San Luis Obispo, County of San Luis Obispo, and City of Santa Maria) for review and comment. Incorporate input from public works staff into a Public Draft *Bus Charging & Electrification Study* report, and present it to the RTA Board of Directors. Incorporate input from the RTA Board of Directors meeting into a *Bus Charging & Electrification Study* Final Report.

<u>Task F – Design/Build Procurement Assistance</u>: Develop drawings, performance specifications, and basis for design documentation in a format(s) acceptable to the RTA; these will be incorporated by RTA staff into a Design/Build request for qualifications bidding package to ensure compliance with established RTA purchasing policies and procedures. Provide RTA officials with technical assistance during the Design/Build procurement process, including attendance at an on-site bidder conference and tours of each location, assistance answering questions submitted by prospective Design/Build teams as part of the addenda process, and provide input (non-voting) during the selection process.

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