



SOUTH CENTRAL REGIONAL TRANSIT DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING AGENDA

Wednesday, April 27, 2016 1:30 PM

The following is the agenda for a meeting of the Executive Board of Directors of the South

Central Regional Transit District to be held Wednesday, April 27, 2016 1:30 PM, at Dona Ana County Government Center, 845 North Motel Boulevard Las Cruces, NM, 88007 or

Call in to 575-525-5810. Digital recordings and/or minutes will be made and will be available on request.

The SCRTD does not discriminate on the basis of race, religion, sex, sexual orientation, gender

identity, color, ancestry, serious medical condition, national origin, age, or disability in the

provision of services.

Dial In-Access 1-712-832-8300 Enter Code 1868230



As the newly elected  
Chair of the South  
Central Regional  
Transportation District,  
Welcome.  
Your participation is  
extremely important for  
the success of the  
transportation district.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Changes to Agenda
5. Approve Minutes from Last meeting
6. Treasurers Report- Refer Action Item 9c
7. Public Input
8. Discussion Items
  - a. Transportation Management Services Request for Proposals (RFP) – David Armijo
  - b. Status Report FTA Section 5311 Rural Public Transportation funding for Federal Fiscal Year 2016-2017 - David Armijo
  - c. Status Report FTA Section 5310 Urbanized Area grant for Federal Fiscal Year 2016 - 2017 – David Armijo
  - d. Status Report Tiger Grant – David Armijo
  - e. Draft FY2017 SCRTD Budget – Katherine Gervasio
  - f. Human Resources Policies – David Armijo
  - g. Key Performance Indicators – David Armijo
9. Action Items
  - a. Approval of Request to seek Professional Services Contract/Agreement for Development of Human Resources Policy, DBE & EEO policy to meet US Department of Transportation requirements.
  - b. Approve Release of Request for Proposals (RFP) Transportation Management Services – David Armijo
  - c. Approve Resolution for the Budget and Adjustment- Katherine Gervasio
10. Board Comments
11. Adjournment



**South Central Regional Transit District  
Board of Directors Special Meeting  
Wednesday, March 16, 2016  
1:30 PM**

**Dona Ana County Government Center  
Commission Chambers  
845 North Motel Boulevard Las Cruces, NM 88007  
MINUTES**

**Present at the meeting:**

**Board Members:**

Wayne Hancock, RTD Chair, Doña Ana County  
Majorie Powey, Village of Williamsburg  
Greg Smith, City of Las Cruces  
Nora Barraza, Town of Mesilla  
Javier Perea, City of Sunland Park  
Steve Green, City of Truth or Consequences

**Members Absent:**

Gerald LaFont, City of Elephant Butte  
Sharon Thomas, Citizen Advisory

**SCCOG Staff:**

David Armijo, SCRTD Executive Director  
Jay Armijo, SCCOG Executive Director  
Angela Rael, SCRTPO Planner  
Katherine Gervasio, SCCOG Fiscal  
Administrator  
Jeannie Jacka, SCRTD Fiscal Clerk  
Rachel Ornelas, SCRTD Administrative  
Assistant

**Guest:**

Charles Clements, Las Cruces Resident  
Davis Harris, NM DOT

- I. Call to Order** – Chairman Wayne Hancock called the meeting to order at 1:39 pm.
- II. Pledge of Allegiance:** Pledge of Allegiance was led by Chairman Wayne Hancock.
- III. Roll Call (Sign In)-** Rachel Ornelas, Admin Assistant, SCRTD, did a roll call of SCRTD board members. With 6 members Member Powey and Member Green by phone, Member, Hancock, Member Smith, Member Perea, Member Barraza present a quorum was established.
- IV. Changes to the Agenda:** No changes to Agenda
- V. Approve Minutes:**
  - a. **Minutes October 28, 2015, Member Smith motion to approve, Member Perea seconded.**  
*Motion Carried Unanimously.*
  - b. **Minutes November 18, 2015 Member Perea motion to approve, Member Smith seconded.** *Motion Carried Unanimously.*
  - c. **Minutes November 25, 2015 Member Smith motion to approve, Member Green seconded.** *Motion Carried Unanimously.*

**Minutes February 17, 2016 Member Perea motion to approve, Member Smith seconded.** *Motion Carried Unanimously.*

**VI. Treasurers Report:** Defer to Item D

**VII. Public Input:** None.

**VIII. Discussion Items:** Katherine stated that they are All in the Action Items

**IX. Action- Items:**

- a. **Approve Resolutions for Memorandum of Understanding between Dona Ana County and SCRTD to accept funding up to \$750,000-** Wayne advised that it is up to 750,00 per county fiscal year. *Member Perea motion to approve, Member Powey seconded. Motion Carried Unanimously.*
- b. **Approve Resolution for Open Meetings Act-** Jay advised passing this would mean that we would have to give the public notice within 10 days of meeting date. The agenda would be available in Elephant Butte office, and on the website. Special Meeting would be 3day notice. Emergency Meeting would be 24hr notice with reason. Member Powey wanted to make sure that the regular meetings would be on the 4<sup>th</sup> Wednesday of the month. Member Barraza also agreed to the 4<sup>th</sup> Wednesday of the month. Chairman Hancock stated that yes they have had a lot of special meetings, we are on schedule so the meetings should resume on the 4<sup>th</sup> Wednesday. Member Barraza *motion to approve, Member Smith seconded. Motion Carried Unanimously.*
- c. **Approval to waive the membership dues for the city of Truth or Consequences, and Elephant Butte.** Member Powey stated that Williamsburg should be on the list. Member Barraza, Member Green and Jay said to add them. Angela adv. That she recalled them stating this at a prior meeting. It was verified that this is only for 1 year. Member Barraza *motion to approve, Member Smith seconded. Motion carried Unanimously.*
- d. **Approve Resolution for Budget and Adjustments-** Budget showing the next 8 months. Member Barraza wanted to know what was included in the Travel Reimbursements. Katherine adv. that in the Executive Directors contract there was 2000.00 for his moving expensive and he has a 250.00-dollar travel allowance. It was explained that the insurance is running a higher than expected. And the DNO wasn't carried during the pilot. There are no expenses for the Audit, due to there not being one this year. There is some extra for Legal fees. David stated that they will be revising it due to fuel cost and salary. Member Barraza *motion to approve, Member Perea seconded. Motion Carried Unanimously.*
- e. **Approval of Resolution for establishing SCRTD employee pay period-** Jay explained that we needed to adopt the states pay schedule due to the SCRTD drivers being hourly. And the CCOG employees are salary. The SCRTD drivers would be paid bi-weekly. Member Barraza *motion to approve. Member Smith seconded. Motion Carried Unanimously.*
- f. **Approve submittal of application for FTA Section 5311 Public Rural Transportation Funding for Federal Fiscal Year 2016-2017-** David read the public notice for (see attached documents) Member Powey asked about it expanding to TorC, Williamsburg, Elephant Butte. David explained that they could look into things and apply in 2018, but this grant is based off local matching, Member Green stated that the Space Port Tours could possible help out with the bus and driver for the Sierra County. Member Hancock adv. that the Federal Grant has very strict guidelines, EEO and purchasing. Member Perea *motion to approve. Member Barraza seconded. Motion Carried Unanimously.*

- g. **Approve EEO Policy Statement (attached documents)-** *David, operations manual to reflect EEO, would like to have the EEO on the website. Putting together the employer rules and regulations within 2months. Wayne adv. rules and regulations that follow state and federal guidelines. Member Smith **motion to approve.** Member Barraza **seconded.** Motion Carried Unanimously.*

**X. Board Comments-** *Member Barraza congratulated Member Green on him becoming Mayor of Truth or Consequences.*

**XI. Adjournment-** *Member Hancock called the meeting to close.*

**Approved by:**

\_\_\_\_\_  
Wayne D. Hancock, SCRTD Chairman

\_\_\_\_\_  
Date

## NOTICE OF REQUEST FOR PROPOSALS

Qualifications-based competitive sealed proposals for professional services will be received by the Contracting Agency, South Central Regional Transit District for RFP No. 2016-01

The Contracting Agency is requesting proposals to select an offeror who will operate, manage, and maintain a commuter/shuttle/purchased transportation bus service within the South Central Regional Transit District (SCRTD) service area in Doña Ana and Sierra Counties.

Proposals will be received at the offices of the South Central Council of Governments, 600 Highway 195 Suite B, Elephant Butte, NM OR South Central Council of Governments P.O. Box 267, Elephant Butte, NM 87935 until Monday, May 9, 2016, 2:00 p.m.

Copies of the Request for Proposals can be obtained in person at the office of the South Central Council of Governments, 600 Highway 195 Suite B, Elephant Butte, NM written, telephone, or email requests to Katherine Gervasio at (575) 744-4857 or kgervasio@sccog-nm.com.

A Mandatory Pre-Proposal Conference will be held on Monday, April 25, 2016, 2:00 p.m., at 300 W. Lohman Avenue, Las Cruces, NM 88001.

RFP Manager:

Katherine Gervasio

Date: April 15, 2016



# REQUEST FOR PROPOSALS

## **Contracted Bus Service (Purchased Transit Services)**

Procurement No. 2016-01  
Issued: April 15, 2016

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EXHIBIT A DRAFT CONTRACT

## REQUEST FOR PROPOSALS

# CONTRACTED BUS SERVICES (Purchased Transit Services)

Procurement No. 2016-01

Issue Date: April 15, 2016

Pre-Proposal Conference: April 25, 2016, 2:00 p.m. (MST)

Proposal Due Time/Date: **May 9, 2016, 2:00 p.m. (MST)**

South Central Regional Transit District  
300 W. Lohman Ave., Las Cruces, New Mexico 88012  
Phone: (575) 323-1620

<http://www.scrtd.org>

## **1.0 INTRODUCTION**

### **1.1 Purpose of this Request for Proposals**

The purpose of this Request For Proposals (RFP) is to select an Offeror who will operate, manage, and maintain commuter / shuttle / purchased transportation bus service within the South Central Regional Transit District (SCRTD) service area as described in this RFP. The contract resulting from this solicitation will be effective when executed by all parties and will remain effective through June 30, 2020. The contract may be extended for up to three additional years. The contract, including any extension or renewals, may not exceed seven (7) years total.

The SCRTD invites individuals and firms (Offerors) to submit proposals for a Contract for the work indicated on the title page of this solicitation in accordance with the specifications contained in this Request for Proposals (RFP).

### **1.2 Scope of Work**

The SCRTD is seeking an Offeror to provide general public transportation bus service for six (6) commuter transit / shuttle routes in Dona Ana and Sierra Counties. The SCRTD will provide all buses, fuel and drivers to support bus service operation. Offeror will provide support vehicles, equipment, personnel, training, customer service, maintenance, parts, fluids, fare collection services, monitoring devices, record keeping / reporting systems required to operate bus services on behalf of the SCRTD. The Offeror must maintain, and upon request by SCRTD, provide proof of compliance with all State and Federal transportation and motor carrier requirements.

Price quotes proposed by Offerors shall be valid for the term of the Contract. The SCRTD will establish the levels of service to be provided in consultation with the successful Offeror after the Contract is awarded. After service start up, the SCRTD has the right to direct the successful Offeror to make adjustments in the level of service, including, but not limited to, amendments of existing levels of service, the addition of new routes, and the revision or elimination of routes. The successful Offeror will be compensated for additional service at the rates agreed upon in the proposal.

Offerors' proposals shall address how service will be provided on routes with a wide range of Average Daily Ridership, using SCRTD provided ADA compliant buses.

The scope of this procurement encompasses all requirements for operations of general public transportation services for six (6) existing commuter transit / shuttle routes beginning on July 1, 2016.

### **1.3 Procurement Officer/Fiscal Administrator**

The SCRTD has designated South Central Council of Governments Fiscal Administrator as a Procurement Officer who is responsible for the conduct of this procurement. The Fiscal Administrator is:

Katherine Gervasio  
Fiscal Administrator  
P.O. Box 267  
600 Hwy 195 Suite B  
Elephant Butte, NM 87935  
Phone: 575-744-4857, Fax: 575-744-5021  
E-mail: kgervasio@sccog-nm.com

Any inquiries or requests regarding this procurement shall be submitted to the Fiscal Administrator in writing. Offerors may contact ONLY the Fiscal Administrator regarding the procurement. Other SCRTD or SCCOG employees do not have the authority to respond on behalf of this RFP.

#### 1.4 Definitions

This section contains definitions and abbreviations that are used throughout this RFP.

"Close of Business" means 5:00 p.m. MST.

"Contract" means a written agreement for the procurement of items of tangible personal property or services.

"Contractor" means a successful Offeror who enters into a binding contract.

"Determination" means the written documentation of a decision by the Procurement Manager or Procurement Officer including findings of fact supporting a decision. A determination becomes part of the procurement file.

"Desirable" The terms "may", "can", "should", "preferably", or "prefers" identifies a desirable or discretionary item or factor (as opposed to "mandatory").

"Evaluation Committee" means a body appointed by the Director to evaluate offertory proposals.

"Evaluation Committee Report" means a document prepared by the Procurement Officer and the Evaluation Committee for submission to the Executive Director for contract award. It contains all written determinations resulting from the procurement.

"Finalist Offeror" is defined as an Offeror whose offer complies with all the mandatory specifications of this RFP and whose score on evaluation factors is sufficiently high enough to merit further consideration by the Evaluation Committee.

"Mandatory" The terms "must", "shall", "will", "is required", or "are required", identify a mandatory item or factor (as opposed to "desirable"). Failure to comply with a mandatory item or factor will result in the rejection of the Offerors proposal.

"Offeror" is any person, corporation, or partnership who submits a proposal.

"Procurement Officer" means the person designated by the Executive Director to oversee all SCRTD procurement.

"Request for Proposals" or "RFP" means all documents, including those attached or incorporated by reference, used for soliciting proposals.

"Responsible Offeror" means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that the Offeror's financial resources, production or service facilities, personnel, service reputation, and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.

"Responsive Offer" or "Responsive Proposal" means an offer or proposal that conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements. Upon the recommendation of staff, the Director will make the final determination as to whether an offer is considered to be responsive.

"SCRTD" means the South Central Regional Transit District.

"SCCOG" means the South Central Council of Governments.

#### 1.5 Background Information

The South Central Regional Transit District (SCRTD) is a New Mexico political subdivision created pursuant to the Regional Transit District Act, Section 73-25-1 through 73-25-18 NMSA 1978. The SCRTD member governmental entities formed the Regional Transit District to develop and implement an integrated and coordinated regional system of transit services. The SCRTD service area is comprised of the counties of Dona Ana and Sierra, which are located in the South Central area of the State of New Mexico. A map of the SCRTD service area is provided in Appendix 3, Scope of Work.

The SCRTD offers bus transit service throughout Dona Ana County and plans to add service to Sierra County in 2018. This solicitation is for bus purchased transportation to provide transit connectivity for rural and small urban portions of the SCRTD service area.

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## 2.0 CONDITIONS GOVERNING PROCUREMENT

This section of the RFP contains the schedule for the procurement, describes the major procurement events, and the conditions governing the procurement.

### 2.1 Sequence of Events

The Procurement Officer will make every effort to adhere to the Procurement Schedule shown in this RFP. The time frames shown may be subject to change at the discretion of the SCRTD.

Issue RFP	April 15, 2016
Pre-proposal Conference	April 25, 2016, 2:00 p.m. (MST)
Written Questions Due	May 2, 2016, 2:00 p.m. (MST)
<b>Proposals Due</b>	<b>May 9, 2016, 2:00 p.m. (MST)</b>

### 2.2 Explanation of Events

#### 2.2.1 Pre-Proposal Conference

The Pre-Proposal Conference will be held at the SCRTD offices located at 300 W. Lohman Avenue, Las Cruces, NM 88001 on Monday April 25, 2016 at 2:00 p.m. The conference is not mandatory and will consist of a brief explanation of the project and a question/answer period.

#### 2.2.2 Deadline to Submit Additional Questions

Potential Offerors may submit additional written questions, as to the intent or clarity of this solicitation, to the Procurement Officer. All written questions must be **emailed** to the Procurement Officer at the address specified in this solicitation. The Procurement Officer will provide a written response only to written requests that are received at least seven (7) days prior to the submittal due date. Written questions must be received by May 2, 2016, 2:00 p.m. (MST).

#### 2.2.3 Notification of Written Responses and Amendments

In order to receive notification of written responses to written questions and solicitation amendments, if any, potential Offerors must complete and submit an Acknowledgement of RFP Receipt Appendix2 as contained herein. The Acknowledgement of RFP Receipt may be hand-delivered, electronically mailed, returned by facsimile, or sent registered or certified mail to the Procurement Officer. Offerors **must include an email address** on the Acknowledgement of RFP Receipt. The Acknowledgement of RFP Receipt must be received at least seven (7) days prior to the proposal submittal due date in order for a potential Offeror to be placed on the procurement distribution list.

#### 2.2.4 Procurement Distribution List for Written Responses and Amendments

Only Offerors who submit the Acknowledgement of RFP Receipt as provided in Appendix 2 will be included on the procurement distribution list. Written responses to written questions and any

solicitation amendments will be **emailed** to all potential Offerors whose organization appears on the procurement distribution list.

#### 2.2.5 Submission of Proposal

All proposals must be received by the Procurement Officer or designee **no later than 2:00 p.m. (MST) on May 9, 2016**. Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal as it is received. Proposals must be addressed and delivered to the Procurement Officer at the address listed herein. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the name of the procurement on the cover sheet. Proposals submitted by facsimile or electronic mail will not be accepted.

Proposals: A public log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing Offerors prior to Contract award.

Responsive Offers: Offers will be considered to be responsive if they conform to all material respects of the requirements set forth herein. All offers must include certifications that are made a part of this solicitation.

#### 2.2.6 Proposal Evaluation

An Evaluation Committee will evaluate proposals. During this time, the Procurement Officer may initiate discussions with Offerors who submit responsive, or potentially responsive, proposals for the purpose of clarifying aspects of the proposals. Proposals may be accepted and evaluated without such discussion. The Offerors **SHALL NOT** initiate discussions. Potentially responsive proposals are proposals that could reasonably be anticipated as capable of being made responsive.

#### 2.2.7 Selection of Finalists

The Procurement Officer will provide the list of finalists to the Executive Director. The Procurement Officer will notify the finalist Offerors of their selections. Only finalists will be invited to participate in the subsequent steps of the procurement. The final schedule for the oral presentations (if necessary) will be determined at this time.

#### 2.2.8 Oral Presentation by Finalists (Optional)

Finalist Offerors may be required to present their proposals to the Evaluation Committee. The Procurement Officer will schedule the time for each Offeror's presentation. All Offeror presentations will be held at the SCRTD address noted herein. Each presentation will be limited to one hour with an additional fifteen minutes for questions and answers.

#### 2.2.9 Best and Final Offers from Finalists

Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers.



#### 2.2.10 Contract Negotiations

A draft Contract is made a part of this solicitation as evidenced in Exhibit A and is available for viewing on the SCRTD website specified herein. The Contract is subject to change and shall be negotiated with the Finalist Offerors selected for award by the Executive Director. In the event that mutually agreeable terms cannot be reached within a reasonable time, defined herein as within fifteen (15) calendar days from the date that the Finalist Offeror is notified of the award, the SCRTD reserves the right to negotiate a contract with another Finalist Offeror without undertaking a new procurement process. SCRTD also reserves the right to make multiple Contract awards per element.

#### 2.2.11 Contract Award

The Contract shall be awarded to the Finalist Offeror or Offerors whose scores on the evaluation factors specified herein are sufficiently high and who negotiates a Contract of mutually agreeable terms with the SCRTD within a reasonable time, as defined in this solicitation.

Contracts are not valid until signed by all parties to the Contract issued in response to this RFP.

#### 2.2.12 Protest of Award

An Offeror who has submitted a responsive offer on this RFP may protest the award of a Contract resulting from the RFP. The protest must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations. The protest period will begin on the day following the Contract award and will end at close of business on the following fifteenth calendar day. Protests must be written and must include the name and address of the protestor and the Request for Proposal number. It must also contain a statement of grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the Procurement Officer. The protest must be delivered to the Procurement Officer.

Katherine Gervasio  
Fiscal Administrator  
P.O. Box 267  
600 Hwy 195 Suite B  
Elephant Butte, NM 87935  
Phone: 575-744-4857, Fax: 575-744-5021  
Email: kgervasio@sccog-nm.com

Protests received after the deadline will not be accepted.

### 2.3 General Requirements

This procurement will be conducted in accordance with the SCCOG procurement policy and the New Mexico Procurement Code and applicable Federal regulations.

SCRTD requires that all Offerors agree to be bound by the "General Requirements" contained in this RFP. Any Offeror concerns must be promptly brought to the attention of the Procurement Officer.

### 2.3.1 Acceptance of Conditions Governing the Procurement

Offerors should indicate their acceptance of the "Conditions Governing the Procurement" section in the letter of transmittal. However, submission of a proposal constitutes acceptance of the evaluation factors specified in this RFP.

### 2.3.2 Incurring Cost

Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal, or material submitted in response to this RFP shall be borne solely by the Offeror.

### 2.3.3 Prime Contractor Responsibility

Any Offeror awarded a Contract as a result of this RFP will be solely responsible for fulfillment of the Contract with SCRTD. The SCRTD will make contract payments only to the prime Contractor.

### 2.3.4 Subcontractors

Intended use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. The prime Contractor shall be solely responsible for the entire performance of the Contract whether or not subcontractors are identified in the proposal or used in the performance of the Contract.

### 2.3.5 Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The SCRTD personnel will not merge, collate, or assemble proposal materials.

### 2.3.6 Offeror's Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative addressed to the Procurement Officer.

### 2.3.7 Proposal Offer Firm

Responses to this RFP will be considered firm in that revisions, alterations, or changes will not be considered, other than Best and Final Offers solicited by the Evaluation Committee, for a period of ninety (90) calendar days after the due date for receipt of proposals.

### 2.3.8 Disclosure of Proposal Contents

The proposals will be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for the material that is proprietary or confidential. The Procurement Officer will not disclose, or make public, any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. See Section 3.2 of this RFP for specific instructions.

Confidential data is normally restricted to confidential financial information concerning the Offerors organization and data that qualifies as a trade secret, in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered, or the cost of services proposed shall not be designated as proprietary or confidential information. Offeror shall include an explanation as to why the proprietary or confidential information is a trade secret.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Procurement Officer shall examine the Offerors request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential or proprietary data.

#### 2.3.9 No Obligation

This procurement in no manner obligates the SCRTD to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.

#### 2.3.10 Termination of RFP

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the SCRTD determines such action to be in the best interest of the SCRTD.

#### 2.3.11 Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Sending written notice to the Contractor will affect such termination. The Contractor will accept SCRTD's decision as to whether sufficient appropriations and authorizations are available as final.

#### 2.3.12 Governing Law

The laws of the state of New Mexico and applicable Federal regulations shall govern this procurement and any agreement with Offerors that may result. In the case where there is disparity among applicable regulations, the most stringent regulations, those that supersede all other regulations pertaining to this RFP, shall control in the first order under this solicitation.

#### 2.3.13 Basis for Proposal

Only information supplied by SCRTD, in writing through the Procurement Officer or in this RFP, should be used as the basis for the preparation of Offeror proposals.

#### 2.3.14 Contract Terms and Conditions

The contract to be executed between the SCRTD and Contractor will include language similar to that put forth in Exhibit A of this RFP. The Contract between SCRTD and a Contractor will follow the format specified by the SCRTD. An Offeror may review the form of the Contract at the office of the Procurement Officer. However, SCRTD reserves the right to negotiate (with a successful Offeror) Contract provisions in addition to those contained in this RFP.

If an Offeror objects to any of the terms and conditions as contained in this section, the Offeror should propose specific alternative language; SCRTD may or may not accept the alternative language. General references to the Offeror's terms and conditions, or attempts at substantive or complete substitutions, are not acceptable to the SCRTD and will result in disqualification of the Offeror's proposal.

Offeror's must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

#### 2.3.15 Approval of Contractor Personnel

Personnel proposed in the Contractor's written proposal are considered material to any work performed under this RFP and subsequent contract.

During the course of this procurement, and after the Contract has been signed, no changes of personnel will be made by the Contractor without prior written consent of the Project Manager. Replacement of any Contractor personnel, if approved, shall be with personnel of equal ability, experience, and qualifications. The Contractor will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive immediately upon receiving assignments. Approval of the replacement personnel shall not be unreasonably withheld.

SCRTD shall retain the right to request the removal of any of the Contractor's personnel at any time.

#### 2.3.16 Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between SCRTD and the selected Offeror, and shall not be deemed an opportunity to amend the Offeror's proposal.

#### 2.3.17 Contract Use

SCRTD reserves the right to extend all of the terms, conditions, specifications, and unit or other prices of any contract resulting from this RFP to any and all public bodies, subdivisions, school districts, community colleges, and universities. This is conditioned upon mutual agreement of all parties pursuant to special requirements which may be appended thereto. The Contractor agrees to notify the issuing body of those entities, the desire to use any contract resulting from this RFP.

SCRTD assumes no authority, liability, or obligation on behalf of any other public entity that may use any contract resulting from this RFP. All purchases and payment transactions will be made

directly between the contractor and the requesting entity. Any exceptions to this requirement must be specifically noted in the RFP response.

#### 2.3.18 Offeror Qualifications

The Procurement Officer may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Procurement Officer will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.

#### 2.3.19 Right to Waive Technical Irregularities

The Procurement Officer reserves the right to waive technical irregularities. The Procurement Officer also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of SCRTD.

#### 2.3.20 Project Team Prohibited Activities

SCRTD employees, members, or volunteers and its affiliates' employees, members, or volunteers are prohibited from participating directly or indirectly in the preparation of this procurement when the employee knows that the individual, or any member of the individual's family, has a financial interest in the business seeking or obtaining a Contract.

#### 2.3.21 Notice – Civil and Criminal Penalties

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

#### 2.3.22 SCRTD Rights

The SCRTD reserves the right to accept all or a portion of the proposal of an Offeror selected for award.

#### 2.3.23 Right to Publish

Throughout the duration of this procurement process and contract term, potential Offerors, and Contractors must secure from the SCRTD written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent Contract. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or termination of the Contract.

#### 2.3.24 Ownership of Proposals

All documents submitted in response to this RFP shall become the property of the SCRTD. However, any technical or user documentation submitted with the proposals of non-selected Offerors shall be returned upon written request to the Procurement Officer after the expiration of the protest period. Offerors not selected for award of a Contract may pick up the documentation at the SCRTD office within a fifteen (15) day period following the close of the protest period.

#### 2.3.25 Electronic Mail Address Required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence.

#### 2.3.26 Electronic and Web Site Versions of this RFP

This RFP is available by electronic means at the following website:

<http://www.scrtd.org>

If accepted by such means, the Offeror acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by the SCRTD, the version maintained by the SCRTD shall govern.

### 2.4 Regulatory Requirements

This procurement may be supported in part or in whole from time to time with federal and state funds. Therefore the following certifications are required for this solicitation:

#### 2.4.1 Prohibition Against Use of Federal Funds for Lobbying

Neither the Contractor nor any subcontractor may use Federal assistance funds for publicity or propaganda purposes designed to support or defeat legislation pending before Congress. Certification of Restrictions on Lobbying is required for this solicitation as provided in Appendix 4 of this solicitation.

#### 2.4.2 Campaign Contribution Disclosure

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective Contractor seeking to enter into a Contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. Certification is required as provided in Appendix 5 of this solicitation.

#### 2.4.3 Affirmative Action/Civil Rights Compliance

All proposals must include a certification for Affirmative Action/Civil Rights Compliance as provided in Appendix 6 of this solicitation.

#### 2.4.4 Debarment and Suspension

The Contractor agrees to comply and assures the compliance of each third-party contractor and subrecipient at any tier with Executive Orders Nos. 12549 and 12689, "Debarment and Suspension," 31 U.S.C. § 6101 note, and "Government wide Debarment and Suspension Nonprocurement)," 49 C.F.R. Part 29. The Contractor agrees to and assures that its third party contractors and subrecipients will review the Excluded Parties Listing System (EPLS) at

<https://www.sam.gov/> before entering into any subcontracts funded hereunder.

#### 2.4.5 No Government Obligations to Third Parties

The Contractor acknowledges and agrees that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Owner, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract. The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance from the U.S. Department of Transportation (USDOT). It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

#### 2.4.6 Program Fraud and False or Fraudulent Statements and Related Acts

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

#### 2.4.7 Access to Records and Reports

The Contractor shall comply with all requirements of 49 U.S.C. 5325 18 CFR 18.36 (i) 49 CFR 633.17. The Contractor agrees to provide the SCRTD, the USDOT, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this Contract for the purposes of making audits, examinations, excerpts and transcriptions.

#### 2.4.8 Federal Changes

The Contractor shall at all times comply with all applicable USDOT regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the [Master Agreement](#) with the Federal Transit Administration (FTA), as they may be amended or

promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of the Contract.

#### 2.4.9 Incorporation of Federal Transit Administration (FTA) Terms

All contractual provisions required by the USDOT, as set forth in FTA Circular 4220.1F and subsequent amendments, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this solicitation. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any requests that would cause a violation of the FTA terms and conditions.

#### 2.4.10 Energy Conservation Requirement

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

#### 2.4.11 Breaches and Dispute Resolutions

A. Disputes. Disputes arising in the performance of the resulting Contract which are not resolved by agreement of the parties shall be decided in writing by an authorized representative designated by the SCRTD. This decision shall be final and conclusive unless within ten (10) days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the SCRTD authorized representative. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the SCRTD authorized representative shall be binding upon the Contractor and the Contractor shall abide by the decision.

B. Performance During Dispute. Unless otherwise directed by SCRTD, the Contractor shall continue performance under this Contract while matters in dispute are being resolved.

C. Remedies. If any controversy or claim arising out of this Contract cannot be settled by the Parties directly, the Parties will submit the controversy or claim to mediation using a mediator mutually acceptable to the Parties or, if the Parties cannot agree on a mediator, a mediator chosen by mediators chosen by each Party. If the Parties are unable, after a reasonable period of time, to produce through such mediation a mutually satisfactory resolution on the matter, the dispute will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which the SCRTD is located.

D. Right and Remedies. The duties and obligations imposed by this Contract and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the SCRTD or the Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

#### 2.4.12 Clean Air

The Contractor agrees to comply with all applicable standards, orders or regulations issued



pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to USDOT and the appropriate EPA Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by USDOT.

#### 2.4.13 Clean Water

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to USDOT and the appropriate EPA Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by USDOT.

#### 2.4.14 Fly America

The Contractor shall comply with 49 U.S.C. 40118 (The "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and sub-recipients of federal funds and their Contractors are required to use US Flag air carriers for U.S. Government financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless traveled by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier is used, an appropriate certification or memorandum adequately explaining why service by a U.S. Flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements in this section in all subcontracts that may involve international air transportation.

#### 2.4.15 Disadvantaged Business Enterprise

A. This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. A list of certified Disadvantage Business Enterprises can be obtained from the New Mexico Department of Transportation (NMDOT), Office of Equal Employment Opportunity Programs' website: <https://nmdot.dbesystem.com>. A separate contract goal has not been established for this procurement.

B. The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of the Contract, which may result in the termination of the Contract or such other remedy as deemed appropriate. Each subcontract that the Contractor signs with must include the assurance in this paragraph (see 49 CFR 26.13(b)).

C. The Contractor agrees to pay each subcontractor under the Contract for satisfactory performance no later than thirty (30) days from the receipt of each payment the Contractor receives from the SCRTD. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the SCRTD. This clause

applies to both DBE and non-DBE subcontracts.

D. If applicable, the Contractor is required to pay all retainage owed to each subcontractor for satisfactory completion of accepted work within thirty (30) days from the receipt of each payment the contractor receives from the SCRTD. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the SCRTD. This clause applies to both DBE and non-DBE subcontracts.

E. Upon written request from SCRTD, the Contractor will provide a report of DBE participation obtained through race-neutral means throughout the period of the Contract.

#### 2.4.16 Civil Rights Compliance

**Nondiscrimination** - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

**Equal Employment Opportunity** - The following equal employment opportunity requirements apply to the underlying contract: Race, Color, Creed, National Origin.

**Sex** - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

**Age** - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

**Disabilities** - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal

Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue. The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

#### 2.4.17 Contract Work Hours and Safety Standards Act

A. Overtime requirements - No contractor or subcontractor contracting for any part of the contract work greater than \$100,000 which may require or involve the employment of laborers or mechanics who are not exempt by the Fair Labor Standards Act (FLSA) shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty (40) hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty (40) hours in such workweek.

B. Violation, liability for unpaid wages, liquidated damages - In the event of any violation of the clause set forth in paragraph (1) of this section the Contractor and any subcontractor responsible shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph one of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages.

C. Withholding for unpaid wages and liquidated damages - The SCRTD shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such Contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided.

D. Subcontracts - The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this Section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth herein.

#### 2.4.18 Transit Employee Protection Guidelines

The January 3, 2011 Unified Protective Arrangement (UPA) provides to transportation related employees in the service area of the project protections satisfying the requirements of the Federal transit law, 49 U.S.C., Section 5333(b). The employees in the service area of the SCRTD, which includes ABQ Ride operators represented by the American Federation of State, County & Municipal Employees (AFSME) Council 18 and AFSME Local 624, shall be considered third party beneficiaries. By executing the SCRTD contract of assistance, the Contractor accepts the terms and conditions of the UPA. The Contractor also agrees to include any applicable requirements in each subcontract involving transit operations financed in whole or in part with

Federal assistance provided by the FTA Unified Protective Arrangement.

#### 2.4.19 Access Requirements for Individuals with Disabilities

The Contractor shall, at all times, be in compliance with all statutory requirements imposed by or pursuant to Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 at 49 CFR Parts 27, 37 and 38, as well as any additional requirements which may be placed into effect during this Contract.

#### 2.4.20 Drug and Alcohol Testing

The Contractor shall establish and maintain a drug and alcohol testing program that meets the Federal requirements for 49 U.S.C. Section 5311 and 5307 subcontractors.

#### 2.4.21 Training

The Contractor shall establish and maintain a training program that meets New Mexico Department of Transportation (NMDOT) requirements for 49 U.S.C. Section 5311 Subgrantees.

#### 2.4.22 Recycled Products

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

#### 2.4.23 Privacy Act

The Contractor agrees to comply with all applicable terms of the Privacy Act of 1974; will notify the government when the Contractor anticipates operating a system of records on behalf of the government if such a system contains information about individuals retrievable by the individual's name or other identifier; and will include in all subcontracts this Privacy Act notification.

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### **3.0 RESPONSE FORMAT AND ORGANIZATION**

#### **3.1 Number of Responses**

Offerors shall submit only **one** (1) proposal for this RFP.

#### **3.2 Number of Copies**

Offerors shall deliver **one (1) original, four (4) identical copies and two (2) digital copies**. Digital copies shall include one complete copy and one copy without "Proprietary" information in PDF format to the physical location specified herein on or before the closing date and time for receipt of proposals.

#### **3.3 Proposal Format**

All proposals shall be prepared on standard 8 1/2 x 11 paper with 1" top, bottom, left and right margins (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section. Typing shall be single spaced and with a minimum font size of ten. Elaborate format is not necessary and is discouraged. Do not provide promotional or advertising information.

Proposals shall not be longer than 30 pages (single sided) not including front and back covers, tabs or section dividers and resumes. The 30 page limitation applies only to VOLUME I, as defined below.

##### **3.3.1 Proposal Content**

The proposal shall have the following components, must be organized and indexed and submitted in the following format.

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

#### **VOLUME I – Technical Proposal**

1. Proposal Form - Each proposal must contain, as the first item in the organized and indexed sequence, the fully executed Proposal Form as presented in Appendix 1 of this solicitation.
2. Table of Contents
3. Executive Summary
4. Response to Specifications (except cost information which shall be included in Cost Proposal / Volume II Only)
5. Signed Certification Regarding Restrictions on Lobbying (Appendix 4)
6. Signed Campaign Contribution Disclosure (Appendix 5)
7. Signed Certification regarding Affirmative Action / Equal Employment Opportunity (Appendix 6)

**VOLUME II Price Proposal**

TO BE SUBMITTED IN A SEPARATE ENVELOPE  
(Indicate RFP# and firm's name on envelope)

As provided in Appendix 7, the Price Proposal shall identify the Fixed Unit Rate offered for the performance of the Scope of Work tasks identified herein and shall be in accordance with the format prescribed by the SCRTD and as attached hereto.

The Offeror's Price Proposal must include a completed and signed Price Proposal Form covering the entire Scope of Work for itself and any joint venture partners and Subcontractors. The form shall include all applicable direct labor costs, all applicable labor surcharges such as taxes; insurance and fringe benefits, as well as indirect costs, overhead, general and administrative expense, other direct costs and profit.

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## 4.1 SPECIFICATIONS

This section contains specifications and relevant information that Offerors will use to prepare their proposals. Offerors **must** respond as described to each specification. Each specification is mandatory. The responses along with the required supporting material will be evaluated and awarded points accordingly.

### 4.2 Licenses, Certifications, Inspections, Insurance and Regulations

- 4.2.1 Compliance With All State and Federal Laws, Rules, Regulations and Guidelines The Offeror **must** comply with all State and Federal laws, rules, regulations, and guidelines that apply to public passenger transportation providers who operate bus service. If there are conflicts between United States Department of Transportation Federal Motor Carrier Safety Regulations (Title 49, Code of Federal Regulations) and Federal Transit Administration rules, such as those for rural and urban public transportation, the most stringent rules/regulations apply. Federal Transit Administration rules are available at: [http://www.fta.dot.gov/13728\\_regulations.html](http://www.fta.dot.gov/13728_regulations.html).

**A statement of concurrence to this specification is required.**

- 4.2.2 Copies of Credentials Required Before Award is Made As part of the proposal, Offerors shall include photocopies of the following credentials:

- A. a current, valid Certificate of Public Convenience and Necessity from the New Mexico Public Regulation Commission;
- B. a current minimum insurance policy as required by the Motor Carrier Act provision; and
- C. Offeror's Drug and Alcohol Program as per 49 C.F.R. Part 655, Controlled Substance and Alcohol Use and Testing and Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Program.

- 4.2.3 Copies of Credentials Required After Award is Made, Prior to Start of Service After an award is made, but prior to start of service, the Offeror **must** provide additional credentials. **A statement of concurrence to this specification is required.** Offeror **must** provide photocopies of the following:

- A. Complete files for each Commercial Motor Vehicle to be operated, as per 49 C.F.R. Part 396 Inspection, Repair, and Maintenance;
- B. For each Commercial Motor Vehicle to be operated, vehicle inspection reports by the Motor Transportation Division of the State's Department of Public Safety (Vehicles will not operate with any violations);
- C. Written statement of Contract that all vehicles used in the service will undergo an Annual Level 5 and Intra-state inspection by the Motor Transportation Division of the State's Department of Public Safety;
- D. Complete files on each driver, as per 49 C.F.R. Part 39 Qualifications of Drivers;
- E. Documentation that each driver's experience complies with the Motor Carrier Act, plus six (6) months commercial driving experience and that each driver passes a background check by the Motor Transportation Division; and
- F. An insurance certificate naming the SCRTD as additional insured.

## 4.2 Required Vehicles

For the Baseline Level of Service in the Primary Purchased Transportation Service Area (see Section 3.4 of Appendix 3) five (5) 32 foot passenger buses will be provided and (1) one 25 foot 14 passenger mid-size bus will be provided. A spare ratio of approximately 20% or at least one equivalent bus, whichever is greater, is required for each service facility operated as part of the SCRTD Purchased Transportation Service.

## 4.3 Projected Revenue Hours of Service

The projected revenue hours of service for the Primary Purchased Transportation Service Area are approximately 47 per day. Daily revenue service miles are estimated at 1,041. In order to compare cost proposals, Offerors shall use these vehicle numbers, revenue hours of service, and vehicle revenue miles in calculating costs.

## 4.4 Operations Plan

The Offeror shall provide an Operations Plan which **must** follow the structure below and which **must** be submitted with the proposal in Binder #1.

4.4.1. Staff Section This Section shall describe the responsibilities, duties, and procedures for all safety-sensitive staff, as defined by the Federal Transit Administration. It also describes the employee positions that are required by this RFP and describes the responsibilities of those positions, establishing, at a minimum, that those responsibilities, duties and procedures shall include:

### A. Drivers

1. All drivers will be SCRTD employees. All employees and who operate and maintain a SCRTD bus shall hold a Commercial Driver License with certification for the vehicle classes described above.
2. Before they begin operating a SCRTD vehicle, drivers will be trained on the route they are to drive.
3. Drivers will wear a standard uniform and name tag while on duty.
4. Before they begin operating SCRTD vehicles, all drivers shall have completed certification in CPR, First Aid, and ADA compliance, and shall have successfully completed training in emergency operations, customer service, and pre- and post-trip inspections.
5. Contractor as SCRTD's agent, will maintain complete driver qualification files on each driver pursuant to 49 C.F.R. Part 391 Qualification of Drivers.
6. The Offeror shall give preference to hiring drivers with at least three years previous driving experience in public transit. All drivers shall have a "P" endorsement Commercial Driver License (CDL). All drivers shall undergo and pass a background check by Motor Transportation Division prior to driving.

### B. Dispatcher

1. The Offeror will maintain a dispatcher on-duty during all SCRTD purchased transportation service hours.



2. The dispatcher will be the primary contact for all drivers who are operating vehicles.
  3. The dispatcher will be familiar with all routes, stops, transfer points, detours, and connecting public transit services.
  4. The dispatcher will monitor traffic and weather conditions in areas served.
  5. The dispatcher may authorize temporary minor route deviations if safety conditions require that action. Temporary changes shall not affect pick-up times or locations without the Offeror receiving the SCRTD's prior approval.
  6. The positions of Dispatcher and Customer Service Representative, below, may be staffed by a single individual.
- C. Customer Service Representatives
1. The Offeror's customer service representatives will respond to all calls, faxes, and emails from the public within 24-hours of the Offeror's receipt of a comment.
  2. Customer service representatives will be trained to interact positively with a diverse group of callers including angry and abusive callers.
  3. Customer service representatives shall understand SCRTD service's routes, schedules, transfer policies, fare structures, trip planning, and shall be trained in and able to respond to questions from the public regarding the Offeror's compliance with ADA standards and procedures.
- D. Certified Maintenance and Safety Staff The Offeror shall employ certified support staff, including mechanics and a safety officer. Offeror's mechanics shall be trained and certified in accordance with Offeror's policies, State and Federal law and regulations. Mechanics shall receive on-going training on new equipment installed and new vehicles put into service.
- E. Operations Manager The Offeror shall employ a Operations Manager who shall be responsible for all aspects of the Offeror's day-to-day operation of the SCRTD purchased transportation service. The Operations Manager shall be based in SCRTD service area. The SCRTD reserves the right to require a change in Operations Manager if the assigned Operations Manager is not, in the opinion of SCRTD, serving the needs of the SCRTD adequately.
- F. Other Staff The Offeror shall employ all other staff required to perform the functions of this Contract.

4.4.2 Operations Section The Operations Section will contain the following information:

- A. Standard Operating Procedures for Dispatchers and Drivers Addressing; how drivers will inform all passengers of destinations and stops; the standards that will be followed for 15 minute pre-trip and 15 minute post-trip vehicle inspections; the processes that will be followed for operation of personal assistance device lift equipment and tie-downs; how incidents will be reported; how maintenance issues will be reported; how customer service will be provided; how inclement weather and emergency policies will be communicated; how ADA requirements will be followed; when and how drivers will change signage on illuminators;
- B. Maintenance Detailing the location and a description of the Offeror's existing and proposed service/maintenance facilities; describing the Offeror's schedule of periodic maintenance procedures including a breakdown of each regularly scheduled

- maintenance category; providing the maintenance records that will be used by the Offeror; describing the Offeror's maintenance record retention program; providing a plan to ensure all vehicles used in the service are correctly marked with SCRTD approved logos, the customer service telephone number, and the SCRTD's website;
- C. Safety and Security Detailing the procedures that will be used by the Offeror to coordinate with law enforcement and emergency agencies in emergency situations; providing the Offeror's written procedures to be used by drivers and other staff in response to disruptive passengers and in response to emergencies such as accidents, inclement weather and fire;
  - D. Passenger Counting and Fare Detailing the following: methods that will be used to count passengers; the system used to produce, distribute and account for sequentially numbered monthly passes, including processes for on-line and retail sales outlets; the system that will be used to account for fare-box, pass revenue monies, transit debit cards or other pass/fare systems issued by the Federal government; the processes that will be used to deduct liquidated damages from billing statements; and, the locations of pass sales outlets;
  - E. Performance Measurement Detailing the method used to report ridership by route, date, and time on a weekly basis; the procedures that will be used to prevent service interruptions due to driver no-shows, mechanical breakdowns, and/or missed pick-ups or drop-offs; the process for managing, measuring and maintaining on-time performance including the use of Geographic Positioning System technology; the procedures that will be used to transport passengers with disabilities in a timely manner in the event of a vehicle breakdown or an inoperable wheelchair lift; the methods used to monitor driver's adherence to standard operating procedures;
  - F. Customer Service Detailing the methods used to assist customers who need help boarding or disembarking; communicating information to all passengers regarding destinations and delays in service due to unforeseen incidents such as accidents, breakdowns or inclement weather; the processes that will be used to alert passengers to schedule changes and temporary or permanent changes in service or route; how the Offeror will track, log and respond to customer complaints from passengers or other members of the public;
  - G. Training Detailing on-going staff training program to develop and maintain staff competencies and enhance a safe-performance of service; detailing the Offeror's annual training schedule and courses; including the processes that will ensure every driver will be re-certified annually by the Offeror's Training Manager as competent to board passengers using a lift and to secure passengers who use a mobility aid; a plan for ensuring that all drivers complete certification in CPR, First Aid, ADA compliance procedures, emergency operations, understanding the capabilities and needs of special needs passengers, customer service, and pre- and post-trip inspections before they begin operating vehicles in the program and that they maintain those certifications while employed in the service; documentation for all course content, each employee's number of training hours and the names of courses successfully completed by each employee;
  - H. Training Materials Providing copies of all training course materials and the schedule of training provided to all staff on a quarterly basis or as requested by SCRTD.
  - I. Inspections by the State or SCRTD Establishing that the State or SCRTD may inspect, at any reasonable time, with 24 hours advance notice, the part of the Offeror's, or any sub-contractor's vehicles, service center(s), or place of business, which is related to the performance of this RFP, and that the SCRTD may audit training courses and inspect employee training records.

- J. Certifications and Licenses Establishing how and where the Offeror will hold all certifications and licenses required under Federal and State law for public transportation carriers.
- K. Compliance with New Mexico Motor Carrier Act Establishing that the Offeror will comply with the New Mexico Motor Carrier Act from the start of service and throughout the term of the Contract.
- L. Background Checks Establishing that the Offeror shall provide and follow a written policy regarding background checks on staff hired for the service and providing that policy to the SCRTD.
- M. Compliance with Standards, Procedures, and Guidelines Establishing that the Offeror will follow all existing and future standards, procedures, and guidelines implemented by the SCRTD for the operation of the SCRTD purchased transportation service, specifically including but not limited to the SCRTD's Advertising Standard, Passenger Guidelines, Driver Handbook, SOP and Standard Procedures.

4.4.3. Vehicles Section This section establishes the number and types of buses required to be used in the service, and describes the specific amenities required on each bus. It also describes the mandatory spare ratio and the locations where spare buses will be maintained. It describes the permissible age of buses, the cleanliness standards required for the buses, and the installation of decals on the buses. The following standards **must** be used in the description.

- A. General Description SCRTD will provide vehicles that meet the Americans with Disabilities Act (ADA) requirements for public transportation. Buses will have a capacity of 14 and 28 passengers and be equipped with climate control, illuminator, public address system, locked fare-boxes, and the capacity to carry at least two wheelchairs and the capability of carrying two bicycles.
- B. Spare Ratio Establishing that the Offeror shall maintain a spare ratio of approximately 20% or at least one equivalent bus, whichever is greater, at the service facility.
- C. Age of Vehicles Establishing that SCRTD service shall operate a life cycle of a minimum of 7 – 10 years and 4 years for vehicles less than 26 feet.
- D. Cleanliness of Vehicles Establishing that all vehicles will be clean, inside and outside, at the start of each service day.
- E. Decals on Vehicles Establishing that prior to a bus being used in SCRTD service, the Offeror will purchase and install on each vehicle decals with the SCRTD name, the customer service telephone number, the SCRTD website address, and a vehicle number. The Offeror will also install official SCRTD logo decals that the SCRTD will supply.

4.4.4. Fares, Passes and Other Forms of Payments Section This Section contains the standards that will be applied to fare systems.

- A. Establishing that the SCRTD shall determine fares for the system.
- B. Establishing that the Offeror shall collect fares via cash being inserted into a secure fare box, via monthly passes, and via transit debit cards or other pass/fare systems issued by the Federal government or other SCRTD approved method.
- C. Establishing that the Offeror shall accurately count passengers and fares at each pickup/stop location;
- D. Establishing that the Offeror shall secure the fare boxes and other fare media in a manner where neither the driver nor any unauthorized person has access to them.
- E. Establishing that the Contractor shall collect fares via cash being inserted into a secure fare box, a monthly pass, or other SCRTD approved method. Contractor shall balance cash, passes and other fares to the drivers' reports within 24 hours of the end of each driver's shift occurring Monday through Thursday, and no later than the end of the workday on a Monday following each drivers' shift that occurs on a Friday. The Contractor shall secure the fare boxes and other fare media in a manner where neither the driver nor any unauthorized person has access to them.
- F. Establishing that the Offeror shall be responsible for securing and tracking all sold and unsold fare media provided by SCRTD for sale onboard the buses.
- G. Establishing that the Offeror shall develop and use a process for accepting transit debit cards or other pass/fare systems utilized by the Federal government.
- H. Establishing that the Offeror shall accurately account for all revenues generated by fares, passes, other pass/fare systems approved by the Federal government.
- I. Establishing that the Offeror shall provide fare box training for drivers.

4.4.5. Communications Section This Section identifies the communications equipment and the protocols for their use that the Offeror **must** provide and use.

- A. Providing a list of all contact phone numbers for management personnel to the SCRTD and to State and local authorities identified by the SCRTD.
- B. Establishing that during the term of the Contract based on this RFP, the Offeror shall equip each vehicle used in SCRTD service with radio/cellular equipment and shall maintain and utilize that equipment to provide quick and accurate communication between drivers and the Dispatcher. Radio/cellular equipment shall provide unbroken coverage for the entire SCRTD service area.
- C. Describing the standard protocol drivers will to follow when communicating with the Offeror's Dispatcher in cases of incidents.
- D. Establishing that the Offeror shall maintain a customer service telephone number during the term of this Contract and that customer service telephone shall be staffed during all hours of operation of the SCRTD Service.
- E. Establishing that the Offeror will assign a Manager or Managers to be on call with a cellular phone/radio during all SCRTD service hours in case of an emergency situation, and establishing that the Manager(s) on duty will keep an "on call book" containing pertinent information regarding the current and next day dispatch, emergency contact phone numbers for authorities and all employees contact numbers, and establishing that the Manager(s) on duty will be knowledgeable of the entire operation and will assist with suggestions, ideas and solutions to resolve issues as they develop including assisting with providing available resources for bus bridge operations outlined in Appendix 3.

- F. Establishing that within ten minutes of being notified of any of the following events, the Offeror shall inform the SCRTD by telephone call or e-mail, as required by the SCRTD:
  - 1. any delay of more than ten minutes in a bus departing a regularly scheduled stop;
  - 2. any missed stops;
  - 3. any incidents or accidents affecting the operating ability of a bus in service or affecting the health, safety or welfare of a bus driver or passengers on a bus in service, or affecting the health, safety or welfare of any other person affected by such an incident or accident.
- G. Establishing that the Offeror shall, within 15 minutes of being informed of any delays over 10 minutes, inform SCRTD customer service of any delays over 10 minutes.
- H. Establishing that the Offeror shall ensure that a qualified replacement driver and appropriate vehicle is dispatched in the case of an incident which will result in a delay of more than ten minutes on a route.
- I. Establishing that the Offeror shall respond to all passenger or public comments it receives within 24-hours of receiving the comment, and that the Offeror will inform the person making the comment and the SCRTD of the outcome or action that occurred as a result of the comment.
- J. Establishing that the Offeror shall install, use and maintain a GPS vehicle tracking system approved by SCRTD in each vehicle used for SCRTD service; that the Offeror's use of GPS shall be continuous.
- K. Establishing that the Offeror's customer service telephone number shall be staffed during all hours of operation of the SCRTD service; that the Offeror shall keep a spreadsheet detailing the date, time, and content of all comments about the SCRTD service, including phone calls, email, and mailed in evaluation forms, which are received by the Offeror; that the Offeror shall provide that spreadsheet, along with any related records or documents, to SCRTD along with the Offeror's bi-weekly invoices.

4.4.6. Advertising Section This Section contains the standards that will be applied to advertising.

- A. Establishing that the Offeror shall comply with the SCRTD Advertising Standard, which is attached as APPENDIX D to the Contract.
- B. Establishing that one-hundred percent (100%) of the net income (after expenses) from advertising on or in buses will be credited to SCRTD service

4.4.7 Reports Section This Section establishes that the Offeror shall submit the following reports in the format established by the SCRTD.

- A. Full documentation on any incident described in 4.5.5, F.1-3, above, upon request by the SCRTD.
- B. All police records and incident reports for any occasion in which a SCRTD vehicle, a passenger, driver, pedestrian, another person, vehicle, or property is damaged or injured. The Offeror will submit a follow up report with details as required by the SCRTD.

- C. weekly GPS reports on daily arrival time of each driver and vehicle on the first stop of the morning and afternoon; weekly, monthly, and annual ridership and financial reports by route and date;
- D. monthly financial reports and invoices;
- E. monthly pass sales reports;
- F. weekly reports describing ridership by route and date,
- G. reports on customer complaints within 24 hours of the Offeror receiving those reports.
- H. monthly invoices that detail ridership, percent capacity used, fare box collections, pass sales, advertising, liquidated damages, gross and net costs, and gross receipts tax.
- I. Monthly and annual ridership and financial cost reports by route.
- J. Federal Management Information Systems reports, as needed, on Drug and Alcohol Testing Program and other required information to comply with Federal funding regulations.
- K. National Transit Database reporting including Ridership Activity, Safety and Security (no major and major incidents), Transit Agency Services, Facilities, Revenue Vehicle Inventory, Operating Expenses, Fuel Consumption, Mechanical Break downs, etc.

4.4.8 Cooperation Section This Section establishes various responsibilities for cooperation between the Offeror and the SCRTD as well as the Offeror's responsibilities for cooperating with other agencies and for following certain guidelines.

- A. Establishing that the Offeror shall assist the SCRTD in determining the routes, schedules, and timetables for SCRTD purchased transportation services. The Offeror shall not make changes to the schedules or routes without prior written approval of the SCRTD and shall make changes to schedules or routes as required by the SCRTD.
- B. Establishing the methods that will be used to ensure that copies of schedules and rider alerts prepared or approved by the SCRTD are available to passengers on all buses used for SCRTD service; establishing how rider alerts will be posted on each bus affected by a delay or service change; and how rider alerts will be distributed to passengers on each affected bus.
- C. Establishing that the Offeror will coordinate with SCRTD customer service center to update the center's information regarding routes, schedules, detours, and delays.
- D. Establishing that the Offeror will cooperate with the SCRTD to post schedules at each stop where a kiosk or shelter is available.
- E. Establishing that the Offeror will distribute and collect periodic customer surveys developed by the SCRTD.
- F. Establishing that the Offeror will follow Federal Transit Administration guidelines for Drug and Alcohol testing of staff in the case of any incidents or accidents affecting the health, safety or welfare of a bus driver or passengers on a bus in service, or affecting the health, safety or welfare of any other person affected by such an incident or accident.
- G. Establishing the Offeror's written policy regarding background checks on staff hired for the service.

4.4.9 Maintenance Section This Section establishes the types of maintenance that is the responsibility of the Offeror.

- A. Establishing that the Offeror shall secure and use fenced illuminated and secure vehicle storage and maintenance facilities in the service areas where SCRTD routes are operated, and establishing that vehicles used in the service shall be housed and serviced to the maximum extent possible in those facilities nightly.
- B. Establishing that the Offeror shall use a detailed computer enhanced maintenance program, which will detail ongoing or preventive maintenance and repairs and regularly scheduled required maintenance;
- C. Establishing how the Offeror will maintain a sufficient parts inventory to allow for proper repairs to be made in an efficient manner with the shortest possible reduction in the required spare ratio.
- D. Establishing that the Offeror will provide a comfortable vehicle environment for passengers and maintain an attractive overall image, including daily cleaning, trash removal, and the daily cleaning of the interior and exterior vehicles.
- E. Establishing that a vehicle will not be used in service when it has any defect that would place it in the category of "out of service" according to US DOT Federal Motor Carrier Rules and Regulations.
- F. Establishing that vehicles can be declared out of service by the Offeror's maintenance staff, supervisors, or State or Federal Agencies.
- G. Establishing that the Offeror will not operate any Out of Service vehicles until all the necessary repairs have been completed.
- H. Establishing that the Offeror will have maintenance personnel work around operation schedules and shall provide and use spare vehicles to ensure uninterrupted service.
- I. Establishing that vehicles with a nonfunctional wheelchair lift will not be put into revenue service.
- J. Establishing that the Offeror will implement and use a preventive maintenance program for all vehicles used in the service, which includes a complete inspection of the vehicle, repair and general servicing. Offeror will keep all maintenance records on file for the duration of the Contract plus three years.
- K. Establishing that the Offeror will require drivers to perform a detailed, industry-standard daily pre-trip and post-trip inspection of their vehicles and will be required to fill out a Bus Driver's Inspection Report which shall be kept on file for the term of the Contract plus three years.
- L. Establishing that the Offeror shall have all vehicles used for this service inspected by the New Mexico Motor Transportation Division prior to the start- up of service, and provide to the SCRTD, upon request, a copy of the inspection reports.
- M. Establishing that the Offeror shall make all equipment available for inspection by the Motor Transportation Division for an Annual Level 5 inspection and the appropriate decal will be applied to each vehicle at that time.
- N. Establishing that prior to placing a vehicle in operation, the Offeror shall, upon request, provide the SCRTD with complete files kept pursuant to 49 CFR Part 396 Inspection, Repair and Maintenance on each commercial motor vehicle that will be utilized for the service.
- O. Establishing that any replacement vehicle used in the SCRTD service shall meet the same standards as buses regularly used in the service.
- P. Establishing that the Offeror shall comply with all applicable State and the Federal Motor Carrier laws and regulations during the term of this Contract.
- Q. Establishing that the Offeror will maintain, repair, or replace any equipment required for the efficient operation of the program at no cost to the SCRTD.

- R. Establishing that the Offeror shall maintain a secure lost and found storage cabinet or drawer in their facility and respond promptly to customer's inquiries about lost or found items.

4.4.10. Safety and Security Section Describing the protocols that will be followed for coordinating with law enforcement and emergency response agencies in emergency situations, and providing the written procedures that will be provided to drivers for use in response to disruptive passengers, emergencies such as accidents, inclement weather and other events that affect the ability of the Offeror to comply with the schedules approved by the SCRTD.

4.4.11. Drug and Alcohol Testing Section. Establishing that the Offeror shall comply with the Drug and Alcohol Program and all records required in CFR 49 Part 655, Controlled Substance and Alcohol Use and Testing and Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Program.

## **4.5 Business Specifications**

Offerors **must** respond in the form of a thorough narrative, unless otherwise specified, to each mandatory specification. The narratives along with required supporting materials will be evaluated and awarded points accordingly.

4.5.1 Business Financial and Organizational Information Offerors **must** provide current financial and organization information on the organization making the offer. This information shall include, but is not limited to, the company size, organization structure, date of incorporation, ownership, number of years in business, home office location, audited financial statements for past three years, annual report or CPA audits, and other appropriate information. The SCRTD's Procurement Manager may require the submission of additional evidence of financial stability.

4.5.2 Corporate Experience Offerors **must** submit a statement of relevant corporate experience. If the Offeror has provided similar services in other locations in the past or currently, a brief description of those services, including number of vehicles used, number of annual passengers, and number of annual miles **must** be included.

4.5.3 Corporate References Offerors **must** include at least three (3) external client references from clients who received similar services. The minimum information that **must** be provided about each reference is:

- a) Name of individual or company services were provided for
- b) Address of individual or company
- c) Name of contact person
- d) Telephone number of contact person
- e) Type of services provided and dates services were provided.

4.5.4 Offeror Staff Experience Offerors **must** submit resumes of all proposed key professional staff members who will be performing services under the Contract. At a minimum this includes the Offeror's Operations Manager, Maintenance Supervisor, and Safety Officer. Experience narratives shall be attached that describe the specific relevant



experience of the staff members in relation to the role that member will perform for this Contract. The narrative(s) **must** include the name of the individual(s) proposed and shall include a thorough description of their education, knowledge, and relevant experience as well as certifications or other professional credentials.

#### **4.6 Price Proposal**

4.6.1 Primary Purchased Transportation Service Area The cost shall be presented as **Total Cost Per Revenue Hours of Service** which shall be inclusive of all costs except New Mexico gross receipts tax (GRT). Bus service will be provided Monday thru Friday, except on SCRTD designated holidays. Offerors **must** use 254 service days per year in cost calculations.

4.6.2 GRT shall be shown as a separate line item on invoices. The current State GRT for transportation services is 5.125%, but the rate may change or may be different depending on municipal GRT rates. For appropriate GRT rates, Offerors shall consult New Mexico Taxation and Revenue Department publication FYI-290 and contact the Audit and Compliance Division at the address below:

**Audit and Compliance Division  
Manuel Lujan Building  
1200 South St. Francis Drive  
Santa Fe NM 87505-4034**

or <http://www.tax.newmexico.gov>

Cost will be submitted on the Pricing Form (Appendix 7). Only cost data will be included in Binder 2. This form **must** be completed and submitted **only in Volume II** Additional instructions for reporting cost are given in Appendix 7.

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## 5.0 EVALUATION

### 5.1 Evaluation Point Summary

The following is a summary of evaluation factors with point values assigned to each. These factors, along with the solicitation's General Requirements and Special Provisions, will be used in the evaluation of Offeror proposals.

<u>Evaluation Factor</u>	<u>Points</u>
<u>Licenses, Certifications, Inspections, Insurance and Regulations</u>	Pass/Fail
<u>Operations Plan</u>	
1. Staff Section*	25
2. Operations Sections	25
3. Vehicles and Maintenance Sections	25
4. All Other Sections Combined	25
(*includes resumes and information provided under specification section 4.6.4)	
<u>Business Specifications</u>	
5. Business Financial and Organization Information	25
6. Corporate Experience and References	25
<u>Price for Services</u>	
7. Price for Primary Purchased Transportation Service Area (Base)	50
<b>SUBTOTAL</b>	<b>200</b>
5. Oral Interview (If Necessary)	30
6. Best & Final Offers (If Necessary)	<u>20</u>
<b>TOTAL AVAILABLE POINTS</b>	<b>250</b>

### 5.2 Evaluation Process

The evaluation process will follow the steps listed below:

#### 5.2.1 Proposal Compliance

All Offeror proposals will be reviewed for compliance with the mandatory requirements stated within the solicitation. Proposals deemed non-responsive will be eliminated from further consideration.

#### 5.2.2 Contacting Offerors

The Procurement Officer may contact the Offeror for clarification of the response as specified in Section 2.2.6 of this solicitation.

### 5.2.3 Finalist Selection

Responsive proposals will be evaluated on the factors specified herein that have been assigned a point value. The responsible Offerors with the highest scores will be selected as Finalist Offerors based upon the proposals submitted. Finalist Offerors may then be asked to participate in Oral Interviews. At the conclusion of the Oral Interviews additional points may be awarded in accordance with this section. The Evaluation Committee may then make a recommendation to the Executive Director for award or solicit Best and Final Offers from any or all of the finalists. If Best and Final Offers are solicited, the Evaluation Committee will award additional points in accordance with this section and then make a final recommendation for award to the Executive Director. Finalist Offerors providing the most advantageous proposal taking into consideration the evaluation factors specified herein will be recommended for Contract award. Please note, however, that a serious deficiency in the response of any one factor may be grounds for rejection regardless of overall score.

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## APPENDIX 1

### REQUEST FOR PROPOSALS

RFP#: 2016-01

### PROPOSAL FORM

Proposing Organization

Mailing Address

City/State/Zip Code

Head of Organization

Title

Telephone Number

Fax Number

Proposal Contact Person

Title

Telephone Number

E-Mail Address

Contract Signatory Authority

Title

Telephone Number

Tax/Legal Status

☐ Corporation ☐ For Profit ☐ Not-for-Profit ☐ Government  
☐ Individual

Federal ID Number

State ID Number

1. I (We) am submitting on the procurement titled: \_\_\_\_\_
2. I (We) accept the Conditions Governing the Procurement stated in Section 2.3.1.
3. I (We) acknowledge receipt of any and all amendments to this RFP, Nos. \_\_\_\_\_ to \_\_\_\_\_.

Signature of Officer \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX 2

### REQUEST FOR PROPOSALS

RFP#: 2016-01

## ACKNOWLEDGEMENT OF RFP RECEIPT

In acknowledging the receipt of this Request for Proposal, the undersigned agrees that a complete solicitation has been received, beginning with the title page and table of contents, and ending with Appendix 7 and Exhibit A.

The acknowledgement of receipt should be signed and returned to the Procurement Officer. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal for the procurement checked below at least seven (7) days prior to the proposal due date, will receive copies of all potential Offeror written questions and the SCRTD's written responses to those questions as well as solicitation amendments, if any, that are issued.

Firm / Individual		
Represented by		Title
Phone No.		Fax No.
E-mail Address		
Address		
City/State/Zip Code		
Signature *		Date

\* Formal signature required - e-mail transmittal with scanned signature is acceptable.

This name and address will be used for all correspondence related to the Request for Proposals.

Firm ☐ does ☐ does not (**check one**) intend to respond to this Request for Proposals.

Return to:

Katherine Gervasio  
Fiscal Administrator  
P.O. Box 267  
600 Hwy 195 Suite B  
Elephant Butte, NM 87935  
Phone: 575-744-4857, Fax: 575-744-5021  
E-mail: kgervasio@sccog-nm.com

## **APPENDIX 3**

**RFP# 2016-01**

### **DETAILED SCOPE OF WORK**

#### **(SCOPE OF PROCUREMENT / EXISTING AND PROPOSED SERVICES)**

##### **3.1 Primary Purchased Transportation Service Area**

The SCRTD Primary Purchased Transportation Service Area provides commuter transit / shuttle service on four (4) existing routes located in Dona Ana County. The successful Offeror will be required to continue providing the existing service from the first service day under the Contract that will result in this RFP.

### 3.2 Days of Operation

#### *Operating Days for Contract Bus Service*

Route	Weekday Schedule	Saturday	Sunday	New Year's Day	President's Day	Memorial Day	Independence Day	Labor Day	Thanksgiving Day	Christmas Day
Red	WS	NS	NS	NS	WS	NS	NS	NS	NS	NS
Blue	WS	NS	NS	NS	WS	NS	NS	NS	NS	NS
Orang	WS	NS	NS	NS	WS	WS	NS	WS	NS	NS
Purple	WS	NS	NS	NS	WS	WS	NS	WS	NS	NS

WS	Weekday Schedule
SA	Saturday Schedule
SU	Sunday Schedule
NS	No service operated

### 3.3 Funding

Funding for SCRTD services included in this RFP comes from State of New Mexico, US Department of Transportation (Federal Transit Administration), advertising revenue, SCRTD Gross Receipt Taxes and passenger fares.

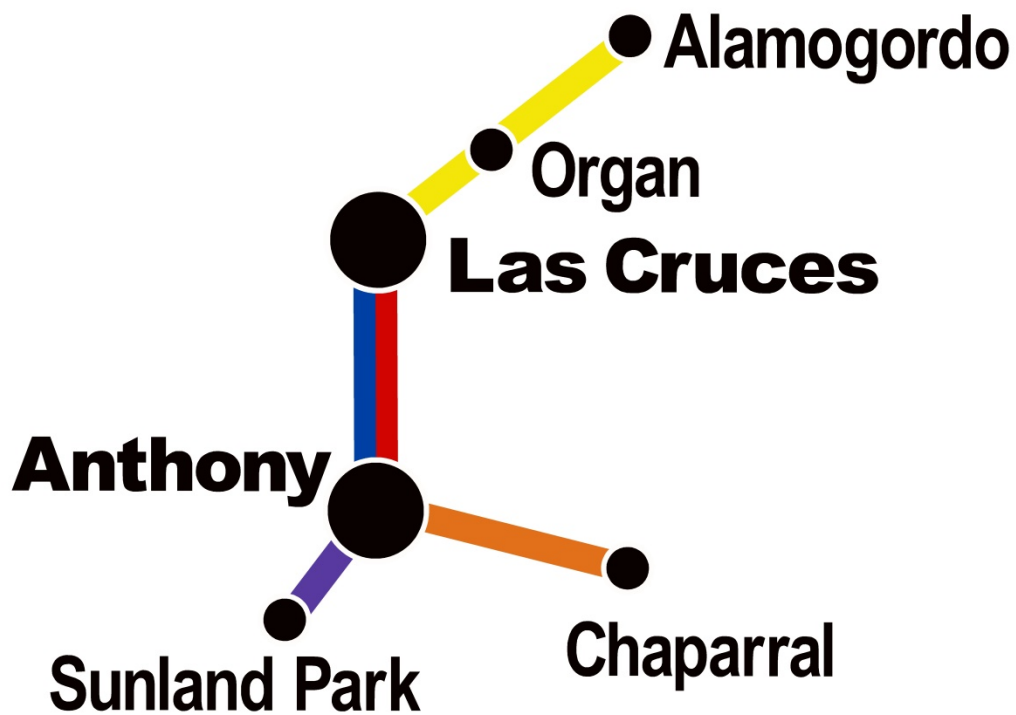
### 3.4 Routes and Average Daily Ridership

The SCRTD Primary Purchased Transportation Service Area includes four (4) Commuter/ Shuttle routes (See existing route maps and schedules following this paragraph or online at [www.scrtd.org](http://www.scrtd.org)). The table below includes details on the routes including route #, existing vehicle type, peak vehicle utilization, and annual statistics.

#### *SCRTD Service Area Route Information (as of 3/14/16)*

Route	Vehicle*	Peak Vehicles	Annual Revenue Service Hours (RSH)	Annual Revenue Miles	Annual Passengers
Red	GCA M1235 32'	1			TBD
Blue	GCA M1235 32'	1			TBD
Orange	GCA M1235 32'	1			TBD
Purple	GCA M1235 32'	1			TBD
Total		4			

# REGIONAL TRANSIT









### 3.5. Secondary Purchased Transportation Service Areas

These are potential Secondary Purchased Transportation Service Areas where bus service may be established after the start of this contract. The levels of service and start up dates for these areas are to be determined by the SCRTD. This RFP and the Contract that will result do not grant the awarded contractor exclusive rights to bid for or to provide SCRTD bus service in the Secondary Service Areas. Costs for secondary service areas may be negotiated by SCRTD and the Contractor based on costs for Primary Service Area which are in place at the time of the implementation of the Secondary Service Area, and shall be agreed to in a contract amendment. The SCRTD will determine which Secondary Purchased Transportation Service Areas will be served, when the service will be implemented, and what levels of service will be provided.

### 3.6 Additional Services

SCRTD, at its option, may require Contractor to provide the following services and/or materials:

#### *Materials/Equipment*

Acquisition of additional materials or equipment related to the delivery of SCRTD contracted bus services including but not limited to vehicle painting, vehicle wrapping, advertisement appurtenances, Dispatching automation equipment, etc. at a negotiated agreed upon cost.

#### *Dispatching/Route Planning/Scheduling*

Dispatching, route planning and scheduling for SCRTD bus service. Currently, SCRTD performs these functions for its directly-operated routes. In the event that the SCRTD desires to outsource these responsibilities, the SCRTD may require the Contractor to assume such responsibilities at a negotiated agreed upon cost.

#### *Vehicle Systems*

Acquisition and maintenance of electronic devices supporting the SCRTD directly-operated and contracted bus service, including but not limited to, Wi-Fi equipment, on-board video and automatic vehicle locator (AVL) tracking equipment, GPS systems as well as surveillance cameras, at a negotiated agreed upon cost.

### *Security Services*

Transit security services, which may include but are not limited to, on-board surveillance, as well as security service for transit stations, parking lots or other facilities, at a negotiated agreed upon cost.

#### 4.47 Term of Resulting Contract

The Contract resulting from this RFP shall be for a four year period, ending on June 30, 2020. The contract may be extended for up to three additional years. Cost proposals shall be based on a four year contract term.

## APPENDIX 4

### REQUEST FOR PROPOSALS

RFP#: 2016-01

### CERTIFICATION REGARDING RESTRICTIONS ON LOBBYING

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

I, \_\_\_\_\_, hereby certify on  
(name and title of official)

behalf of \_\_\_\_\_ that;  
(name of Contractor)

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee or a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontract, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

For purposes of this Certification, this Agreement shall be considered a federal contract. This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

By

\_\_\_\_\_  
(Signature of authorized official)

\_\_\_\_\_  
(Title of authorized official)

## APPENDIX 5

### REQUEST FOR PROPOSALS RFP#: 2016-01

## CAMPAIGN CONTRIBUTION DISCLOSURE

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

**“Applicable public official”** means any person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**“Family member”** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**“Pendency of the procurement process”** means the time period commencing with the public notice of the

request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**“Prospective contractor”** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

**“Representative of a prospective contractor”** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Official(s) if any: \_\_\_\_\_  
(Completed by State Agency or Local Public Body)

Larry Abraham	Wayne Ake	John Alsobrook	Mary Andersen	Shawna Ballay
Isaac Benton	Richard Berry	Lonnie Clayton	Rey Garduño	Diane Gibson
Tamara Gutierrez	Don Harris	Rudy Jaramillo	Darryl Madalena	Roxanna Meyers
Anthony Mortillaro	Debbie O'Malley	Klarissa Peña	Maggie Hart-Stebbins	Lonnie Talbert
Jack S. Torrez	Robert Vialpando			

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made By: \_\_\_\_\_  
Relation to Prospective Contractor: \_\_\_\_\_  
Date Contribution(s) Made: \_\_\_\_\_  
Amount(s) of Contribution(s) \_\_\_\_\_  
Nature of Contribution(s) \_\_\_\_\_  
Purpose of Contribution(s) \_\_\_\_\_

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Title (position)

\_\_\_\_\_  
Date

-OR-

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE TO AN APPLICABLE PUBLIC OFFICIAL BY ME, A FAMILY MEMBER OR REPRESENTATIVE:**

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Title (Position)

\_\_\_\_\_  
Date

## APPENDIX 6

### REQUEST FOR PROPOSALS RFP#: 2016-01

### CERTIFICATION REGARDING AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION AHRO Form CC 2

The Bidder hereby acknowledges and agrees to abide by the Special Provisions for Affirmative Action/Equal Employment Opportunity and Nondiscrimination and all other provisions, regulations and/or requirements of the Owner for Affirmative Action/Equal Employment Opportunity and Nondiscrimination.

The Bidder has participated with any agency in a previous contract or subcontract subject to any Equal Employment Opportunity and Nondiscrimination in Employment requirements.

Yes ☐ No ☐

Compliance reports were required to be filed in connection with such contract or subcontract.

Yes ☐ No ☐

The Bidder has filed all compliance reports due under applicable instructions. If answer to this statement is "No", explain in detail on reverse side of this certification.

Yes ☐ No ☐

Company Name of Bidder \_\_\_\_\_ Telephone Number \_\_\_\_\_

Signature \_\_\_\_\_ FAX Number \_\_\_\_\_

Printed Name \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Addendum #1  
REVISED APPENDIX 7**

**REQUEST FOR PROPOSALS  
RFP#: 2016-01**

**PRICE PROPOSAL**

**Directions:**

Primary Purchased Transportation Service Area

The Vendor **must** insert a cost for each of five service years. In calculating the Total Cost for Revenue Hours of Service, Routes in Primary Purchased Transportation Service Areas at Baseline Service Level, refer to Appendix 3 Section 3.4 of the RFP.

In order for the Evaluation Committee to compare cost proposals effectively, Offerors **must** use the totals in Appendix 3 Section 3.4 of the RFP, in their cost calculations even if later the number of buses, miles, or hours are modified under the Contract.

---

**The Vendor listed below submits the following firm, total costs of revenue hours of service to complete the requirements for Primary Purchased Transportation Service Areas as outlined in this RFP for the SCRTD**

State Fiscal Year	Service Year	Total Costs Per Revenue Hours of Service: Routes in Primary Service Areas at Baseline Service Level	
		Hourly Rate	Total Annual
SFY 2016	Transition		
SFY 2017	1		
SFY 2018	2		
SFY 2019	3		
SFY 2020	4		
			Total \$

Vendor

Name/Signature: \_\_\_\_\_

# FY17 BUDGET AWARD MEETING



**WHEN:** Friday, April 29, 2016  
10:00 am

**WHERE:** NMDOT Transit & Rail Division  
Conference Room  
1350 Alta Vista Street  
SB-4 – Second Floor  
Santa Fe, NM

**RSVP:** Bianca Quintana 505-995-7880  
Bianca.Quintana@state.nm.us  
By April 27, 2016

Please contact Bianca if special arrangements  
are needed



New Mexico Department of Transportation  
Transit and Rail Division

**FY 2017 Statewide Transit  
Application/RPO Prioritization and  
Budget Award Recommendation Meeting**

APRIL 29, 2016 – 10:00 AM

# NMDOT, Transit and Rail Division, 1350 Alta Vista (SB4), 2nd floor

## AGENDA

FY 2017 Statewide Transit

Application/RPO Prioritization and Preliminary Budget Award Recommendation Meeting

April 29, 2016 - 10:00 AM

NMDOT, Transit and Rail Division, 1350 Alta Vista (SB4), 2nd floor

- I. Welcome and Introductions
- II. Overview
- III. Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities Transportation Services
- IV.
  - a. Review of §5310 Budget Requests and Regional Prioritization
  - b. Budget Recommendation
  - Questions and/or discussion
- V. Section 5311 – Rural Public Transit
  - a. Review of §5311 Budget Requests and Regional Prioritization
  - b. Funding Distribution Index and Ranking
  - c. Budget Recommendation
  - Questions and/or discussion
- VI. Next Steps To Finalize FY 17 Budgets
- VII. Other Issues
  - a. FY 2018 Transit application process
    - i. Admin/Operating Ratio – Proposed Changes to FY18 Section 5311 Distribution Index
  - b. Electronic Grants Management System (eGMPS)
    - i. Transit Asset Management Requirements
  - c. Safety Management Systems (SMS) Requirements
  - d. Vehicle Disposition Changes
  - f. Transit and Rail Division - Website
  - h. Questions

## ESTIMATED FEDERAL TRANSIT GRANT BALANCES FY 2017

Grant Type	Requests for Federal Funds	Availability of Federal Funds	Federal Funds Recommended	Balance of Federal Funds
Section 5310 - Total Federal	\$2,333,359.70	\$3,150,572.00	\$1,708,385.40	\$1,442,186.60
-Section 5310 - Rural	\$576,854.00	\$1,205,922.00	\$510,454.40	\$695,467.60
-Section 5310 - Albuquerque	\$1,446,105.70	\$1,053,430.00	\$887,531.00	\$165,899.00
-Section 5310 - Small Urban	\$310,400.00	\$891,220.00	\$310,400.00	\$580,820.00
Section 5311- Total Federal	\$15,511,109.00	\$15,065,005.00	\$14,127,869.57	\$937,135.43
-Section 5311 Administration/Operating	\$10,949,505.00	\$11,032,747.00	\$10,284,340.77	\$748,406.23
-Capital (Sections 5339 and 5311)	\$4,561,604.00	\$4,032,258.00	\$3,843,528.80	\$188,729.20
<b>TOTAL</b>	<b>\$17,844,468.70</b>	<b>\$18,215,577.00</b>	<b>\$15,836,254.97</b>	<b>\$2,379,322.03</b>

# SECTION 5310

## FY17 SECTION 5310 FUNDS REQUESTED

### RURAL - FY 17 SECTION 5310 CAPITAL BUDGET REQUESTED

Subgrantee	City	Total Capital	Federal Capital 80%	Local Capital 20%	Total Federal & Local	Federal 50%	Local 50%	Capital Equipment Description
Coyote Canyon	Brimhall	\$135,725.00	\$108,580.00	\$27,145.00				2 - El Dorado Amerivans w/ramp @ \$41,500 ea. & 1 - Mobility Works Paratransit Van @ \$52,725.
DreamTree Project, Inc.	Taos	\$62,500.00	\$50,000.00	\$12,500.00				1 - Full Size SUV or Van w/o lift @ \$62,500.
Hatch Area Medical Center	Hatch	\$100,000.00	\$80,000.00	\$20,000.00				2 - Mobility Works Paratransit Vans @ \$50,000 ea.
Las Cumbres	Española	\$120,290.00	\$96,232.00	\$24,058.00				2 - Ford Mobility Works Paratransit Vans w/lifts @ \$61,145 ea.
NCRTD	Española	\$242,553.00	\$194,042.40	\$48,510.60				3 - 10 Passenger Ford Transit ADA Accessible Vans @ \$80,851.00 ea.
Zia Therapy	Alamogordo	\$60,000.00	\$48,000.00	\$12,000.00				1 - 13 Passenger Cutaway Bus w/lift @ 60,000.
<b>TOTAL</b>		<b>\$721,068.00</b>	<b>\$576,854.40</b>	<b>\$144,213.60</b>				

### ALBUQUERQUE - FY 17 SECTION 5310 CAPITAL/OPERATING BUDGET REQUESTED

Subgrantee	City	Total Capital	Federal Capital 80%	Local Capital 20%	Total Federal & Local	Federal 50%	Local 50%	Capital Equipment Description
Adelante	Albuquerque	\$301,948.00	\$241,558.40	\$60,389.60				4 - Mobility Works Paratransit Vans w/lift @ \$55,000 ea. & 2 - 6 Passenger Minivans w/ramp @ \$40,974 ea.
ARCA	Albuquerque	\$223,451.25	\$178,761.00	\$44,690.25				2 - Starcraft Allstar Vans w/lift @ \$57,055 ea, 1 - Mobility Works Paratransit Van @ \$48,300, 1 - El Dorado Amerivan w/ramp @ \$40,762, 10 - Android Phones, 1 - Android Tablet and software for Smart Travel Program @ \$20,279.25 and Operating funds in the amount of \$151,703.80.
Cornucopia Adult & Family Services, Inc.	Albuquerque	\$241,193.00	\$192,954.40	\$48,238.60				4 - MV1's Passenger Vans wheelchair lift equipped @ \$60,298.25 ea.
LifeROOTS, Inc	Albuquerque	\$139,414.00	\$111,531.20	\$27,882.80				2 - Mobility Works Paratransit Vans w/lift @ \$43,752 ea. & 1 - Mobility Works Paratransit Van w/lift and smart floor @ \$51,910.
Mandy's Special Farm	Albuquerque	\$96,557.00	\$77,245.60	\$19,311.40				1 - ADA accessible Starcraft Allstar 14 +2 passenger bus @ \$57,057 & 1 - Eldorado American w/lift @ \$39,500.
Pueblo of Isleta - Community Health	Isleta	\$92,730.00	\$74,184.00	\$18,546.00				1 - MV1 w/lift @ \$52,603 & 1 - El Dorado Amerivan w/lift @ \$40,127.
Rio Metro RTD	Albuquerque	\$540,000.00	\$432,000.00	\$108,000.00				6 - ADA Accessible Buses @ \$90,000 ea.
Share Your Care	Albuquerque	\$77,524.00	\$62,019.20	\$15,504.80				2 - Low Floor Paratransit buses @ \$38,762 ea.
<b>TOTAL</b>		<b>\$1,712,817.25</b>	<b>\$1,370,253.80</b>	<b>\$342,563.45</b>	<b>\$151,703.80</b>	<b>\$75,851.90</b>	<b>\$75,851.90</b>	

### SMALL URBAN - FY 17 SECTION 5310 CAPITAL BUDGET REQUESTED

Subgrantee	City	Total Capital	Federal Capital 80%	Local Capital 20%	Total Federal & Local	Federal 50%	Local 50%	Capital Equipment Description
Progressive Residential Services	Las Cruces	\$88,000.00	\$70,400.00	\$17,600.00				2 - 8+2 Passenger bus w/ramp @ \$44,000 ea.
Tresco, Inc.	Las Cruces	\$300,000.00	\$240,000.00	\$60,000.00				6 - ADA Accessible Vehicles @ \$50,000 ea.
<b>TOTAL</b>		<b>\$388,000.00</b>	<b>\$310,400.00</b>	<b>\$77,600.00</b>				

### ALBUQUERQUE, RURAL, AND SMALL URBAN - FY 16 SECTION 5310 CAPITAL/OPERATING BUDGET REQUESTED

	Total Federal & Local Capital	Federal Capital 80%	Local Capital 20%	Total Federal & Local Operating	Federal Operating 50%	Local Operating 50%	Total Capital & Operating - Federal and Local
	<b>\$2,821,885.25</b>	<b>\$2,257,508.20</b>	<b>\$564,377.05</b>	<b>\$151,703.80</b>	<b>\$75,851.90</b>	<b>\$75,851.90</b>	<b>\$2,973,589.05</b>



REGIONAL PRIORITIZATION EVALUATION MEASURES/CRITERIA TO BE USED BY REGIONAL PLANNING  
ORGANIZATIONS AND APPLICANTS

FOR 49 U.S.C. §5310 APPLICATIONS ONLY

FY 2017

**§5310: Enhanced Mobility of Seniors and Individuals with Disabilities**

1. Planning and Coordination:

- Does Applicant coordinate services with other disabled and elderly providers?
- Do they have a plan for anticipated disabled and elderly growth in the community?
- Is the project included in the RPO/MPO Coordinated Public Transit Human Services Transportation Plan?

2. Regional Need and Justification:

- Does applicant serve regional market demands?
- Is there a clear and defined need for this service?

3. Maintenance, Safety, and ADA:

- Does the applicant have comprehensive maintenance plan?
- Do they have someone trained to recognize maintenance concerns?
- Are applicants drivers trained in passenger safety and sensitivity?  
Wheelchair lift operations?

REGIONAL PRIORITIZATION EVALUATION MEASURES/CRITERIA TO BE USED BY REGIONAL  
PLANNING ORGANIZATIONS AND APPLICANTS

FOR 49 U.S.C. §5310 APPLICATIONS ONLY

FY 2017

Name of Applicant: \_\_\_\_\_

§5310: Enhanced Mobility of Seniors and Individuals with Disabilities

Please circle score as applicable: \_\_\_\_\_

1. Planning and Coordination:                      HIGH  
   Medium high  
   MEDIUM  
   Medium Low  
   LOW

---

2. Regional Need and Justification:                      HIGH  
   Medium high  
   MEDIUM  
   Medium Low  
   LOW

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3. Maintenance, Safety, and ADA:                      HIGH  
   Medium high  
   MEDIUM  
   Medium Low  
   LOW

## SECTION 5310 RTPO PRIORITIZATION

**FY 17**

<b>Program</b>	<b>Applicant</b>	<b>RTPO</b>	<b>Prioritization</b>
5310	Adelante Development Center, Inc.	MRRTPO	<b>MEDIUM</b>
5310	ARCA	MRRTPO	<b>MEDIUM - HIGH</b>
5310	Cornucopia Adult Services	MRRTPO	<b>MEDIUM - HIGH</b>
5310	Coyote Canyon	NWRTPO	<b>MEDIUM - HIGH</b>
5310	DreamTree, Inc.	NPRTPO	<b>HIGH</b>
5310	Pueblo of Isleta	MRRTPO	<b>MEDIUM - HIGH</b>
5310	Hatch Area Medical Foundation	SCRTPO	<b>MEDIUM - HIGH</b>
5310	Mandy's Special Farm	MRRTPO	<b>MEDIUM - HIGH</b>
5310	Las Cumbres	NPRTPO	<b>HIGH</b>
5310	LifeROOTS	MRRTPO	<b>MEDIUM - HIGH</b>
5310	NCRTD	NPRTPO	<b>HIGH</b>
5310	Progressive Residential Services	SCRTPO	<b>MEDIUM - HIGH</b>
5310	Rio Metro RTD	MRRTPO	<b>MEDIUM - HIGH</b>
5310	Share Your Care	MRRTPO	<b>MEDIUM - HIGH</b>
5310	Tresco	SCRTPO	<b>HIGH</b>
5310	Zia Therapy	SERTPO	<b>HIGH</b>

## FY17 SECTION 5310 FUNDS RECOMMENDED

### RURAL - FY17 SECTION 5310 CAPITAL BUDGET RECOMMENDED

Subgrantee	City	Total Capital	Federal Capital 80%	Local Capital 20%	Total Federal & Local	Federal 50%	Local 50%	Capital Equipment Description
Coyote Canyon	Brimhall	\$52,725.00	\$42,180.00	\$10,545.00				1 - Mobility Works Paratransit Van @ \$52,725.
DreamTree Project, Inc.	Taos	\$62,500.00	\$50,000.00	\$12,500.00				1 -Full Size SUV or Van w/lift @ \$62,500.
Hatch Area Medical Center	Hatch	\$100,000.00	\$80,000.00	\$20,000.00				2 - Mobility Works Paratransit Vans @ \$50,000 ea.
Las Cumbres	Española	\$120,290.00	\$96,232.00	\$24,058.00				2 - Ford Mobility Works Paratransit Vans w/lifts @ \$61,145 ea.
NCRTD	Española	\$242,553.00	\$194,042.40	\$48,510.60				3 - 10 Passenger Ford Transit ADA Accessible Vans @ \$80,851.00 ea.
Zia Therapy	Alamogordo	\$60,000.00	\$48,000.00	\$12,000.00				1 - 13 Passenger Cutaway Bus w/lift @ \$60,000.
<b>TOTAL</b>		<b>\$638,068.00</b>	<b>\$510,454.40</b>	<b>\$127,613.60</b>				

### ALBUQUERQUE - FY17 SECTION 5310 CAPITAL/OPERATING BUDGET RECOMMENDED

Subgrantee	City	Total Capital	Federal Capital 80%	Local Capital 20%	Total Federal & Local	Federal 50%	Local 50%	Capital Equipment Description
Adelante	Albuquerque	\$191,948.00	\$153,558.40	\$38,389.60				2 - Mobility Works Paratransit Vans w/lift @ \$55,000 ea. & 2 - 6 Passenger Minivans w/ramp @ \$40,974 ea.
ARCA	Albuquerque	\$166,396.25	\$133,117.00	\$33,279.25				1 - Starcraft Allstar Vans w/lift @ \$57,055 ea., 1 - Mobility Works Paratransit Van @ \$48,300, 1 - El Dorado Amerivan w/ramp @ \$40,762, 10 - Android Phones, 1 - Android Tablet and software for Smart Travel Program @ \$20,279.25 and \$60,000 in operating assistance.
Cornucopia Adult & Family Services, Inc	Albuquerque	\$120,596.50	\$96,477.20	\$24,119.30				2 - MV1's Passenger Vans wheelchair lift equipped @ \$60,298.25 ea.
LifeROOTS, Inc	Albuquerque	\$95,662.00	\$76,529.60	\$19,132.40				1 - Mobility Works Paratransit Vans w/lift @ \$43,752 ea. & 1 - Mobility Works Paratransit Van w/lift and smart floor @ \$51,910.
Mandy's Special Farm	Albuquerque	\$57,057.00	\$45,645.60	\$11,411.40				1 - ADA accessible Starcraft Allstar 14 +2 passenger bus @ \$57,057.
Pueblo of Isleta - Community Health	Isleta	\$92,730.00	\$74,184.00	\$18,546.00				1 - MV1 w/lift @ \$52,603 & 1 - El Dorado Amerivan w/lift @ \$40,127.
Rio Metro RTD	Albuquerque	\$270,000.00	\$216,000.00	\$54,000.00				3 - ADA Accessible Buses @ \$90,000 ea.
Share Your Care	Albuquerque	\$77,524.00	\$62,019.20	\$15,504.80				2 - Low Floor Paratransit buses @ \$38,762 ea.
<b>TOTAL</b>		<b>\$1,071,913.75</b>	<b>\$857,531.00</b>	<b>\$214,382.75</b>	<b>\$60,000.00</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>	

### SMALL URBAN - FY17 SECTION 5310 CAPITAL BUDGET RECOMMENDED

Subgrantee	City	Total Capital	Federal Capital 80%	Local Capital 20%	Total Federal & Local	Federal 50%	Local 50%	Capital Equipment Description
Progressive Residential Services	Las Cruces	\$88,000.00	\$70,400.00	\$17,600.00				2 - 8+2 Passenger bus w/ramp @ \$44,000 ea.
Tresco, Inc	Las Cruces	\$300,000.00	\$240,000.00	\$60,000.00				6 - ADA Accessible Vehicles @ \$50,000 ea.
<b>TOTAL</b>		<b>\$388,000.00</b>	<b>\$310,400.00</b>	<b>\$77,600.00</b>				

### ALBUQUERQUE, RURAL, AND SMALL URBAN - FY17 SECTION 5310 CAPITAL/OPERATING BUDGET RECOMMENDED

	Total Federal & Local Capital	Federal Capital 80%	Local Capital 20%	Total Federal & Local Operating	Federal Operating 50%	Local Operating 50%	Total Capital & Operating - Federal and Local
	<b>\$2,097,981.75</b>	<b>\$1,678,385.40</b>	<b>\$419,596.35</b>	<b>\$60,000.00</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>\$2,157,981.75</b>

## SECTION 5310 RECOMMENDATION HISTORY FY 2017

Program Applicants	City	Vehicles	Lift/ ramp	Other Request	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	Total Current and Previous Awards
Adelante	Albuquerque	2 - 10 Passenger Vans 2 - 6 Passenger Minivans	Yes		2	8	2	4	6	6	3	6	8	6	4	4	61
ARCA	Albuquerque	1 - Minivan 1 - Mobility Van 1- 22 Passenge Bus	Yes	Smartphone & Training			2	3	2	2	3	3	4	4	2	3	28
Hatch Area Medical Center	Hatch	2 - Mobility Works Vans	Yes		0	0	0	0	0	0	0	0	2	0	0	2	4
Cornucopia Adult & Family Services	Albuquerque	2 - Mobility Works Vans	Yes												2	2	4
Coyote Canyon	Gallup	1 - Mobility Works Van	Yes		0	0	0	0	0	1	1	2	2	0	2	1	9
Los Cumbres	Espanola	2 - Mobility Works Vans	Yes		0	0	0	0	0	1	0	2	0	0	0	2	5
Dream Tree Project, Inc.	Taos	1 - 12 Passenger Van	Yes												1	1	2
LifeRoots, Inc.	Albuquerque	2 - Mobility Works Van	Yes												2	2	4
Mandy's Special Farm	Albuquerque	1 - Passenger Bus	Yes		0	0	0	0	0	0	0	0	2	0	2	1	5
NCRID	Espanola	3 - 10 Passenger Vans	Yes												4	3	7
Progressive Residential Services	Las Cruces	2 - Passenger Vans	Yes											2	2	2	6
Pueblo of Isleta	Isleta	1 - MV1 1 - Passenger Van	Yes									3	2	2	0	2	9
Rio Metro RTD	Albuquerque	3 - 15 Passenger Vans	Yes										3	4	4	3	14
Share Your Care	Albuquerque	2 - Passenger Vans	Yes					3	3	2	2	0	0	0	0	2	12
Tresco Inc.	Las Cruces	3 - Lowfloor Minivans & 3 - Hightop Paratransit Vans	Yes		0	2	2	2	2	6	3	4	6	6	6	6	46
Zia Therapy	Alamogordo	1 - 13 Passenger Bus	Yes					1	1	1	1	2	0	1	1	1	9
<b>TOTAL</b>					<b>2</b>	<b>10</b>	<b>6</b>	<b>10</b>	<b>11</b>	<b>16</b>	<b>11</b>	<b>17</b>	<b>28</b>	<b>29</b>	<b>42</b>	<b>37</b>	<b>225</b>

# SECTION 5311

REQUESTED - FY 17 SECTION 5311 ADMINISTRATIVE AND OPERATING BUDGET										RATIO
Subgrantees	Total Administration (w/ D+A)	Federal Share Administration	Local Share Administration	Total Net Operating	Federal Share Operating	Local Share Operating	Total Requests	Total Federal	Total Local	RATIO - ADMIN to OP
Carlsbad, City of	\$252,383.00	\$201,906.40	\$50,476.60	\$604,631.00	\$302,315.50	\$302,315.50	\$857,014.00	\$504,221.90	\$352,792.10	0.42
Clovis, City of	\$336,539.00	\$269,231.20	\$67,307.80	\$542,746.00	\$271,373.00	\$271,373.00	\$879,285.00	\$540,604.20	\$338,680.80	0.62
Gallup Express-TCP	\$125,000.00	\$100,000.00	\$25,000.00	\$244,264.00	\$122,132.00	\$122,132.00	\$369,264.00	\$222,132.00	\$147,132.00	0.51
Golden Spread	\$98,320.00	\$78,656.00	\$19,664.00	\$138,804.00	\$69,402.00	\$69,402.00	\$237,124.00	\$148,058.00	\$89,066.00	0.71
Grant County - SWRTD	\$319,880.00	\$255,904.00	\$63,976.00	\$679,550.00	\$339,775.00	\$339,775.00	\$999,430.00	\$595,679.00	\$403,751.00	0.47
Hobbs, City of	\$185,775.00	\$148,620.00	\$37,155.00	\$764,798.00	\$382,399.00	\$382,399.00	\$950,573.00	\$531,019.00	\$419,554.00	0.24
Pueblo of Laguna	\$34,468.00	\$27,574.40	\$6,893.60	\$172,140.00	\$86,070.00	\$86,070.00	\$206,608.00	\$113,644.40	\$92,963.60	0.20
Las Vegas, City of	\$95,445.00	\$76,356.00	\$19,089.00	\$167,112.00	\$83,556.00	\$83,556.00	\$262,557.00	\$159,912.00	\$102,645.00	0.57
Los Alamos County	\$195,565.00	\$156,452.00	\$39,113.00	\$2,938,500.00	\$1,469,250.00	\$1,469,250.00	\$3,134,065.00	\$1,625,702.00	\$1,508,363.00	0.07
Milan, Village of	\$109,052.00	\$87,241.60	\$21,810.40	\$315,924.00	\$157,962.00	\$157,962.00	\$424,976.00	\$245,203.60	\$179,772.40	0.35
Navajo Nation	\$155,547.00	\$124,437.60	\$31,109.40	\$730,069.00	\$365,034.50	\$365,034.50	\$885,616.00	\$489,472.10	\$396,143.90	0.21
NCRTD	\$933,955.00	\$747,164.00	\$186,791.00	\$3,103,450.00	\$1,551,725.00	\$1,551,725.00	\$4,037,405.00	\$2,298,889.00	\$1,738,516.00	0.30
Ohkay Owingeh	\$59,329.00	\$47,463.20	\$11,865.80	\$116,002.00	\$58,001.00	\$58,001.00	\$175,331.00	\$105,464.20	\$69,866.80	0.51
Portales, City of	\$68,441.25	\$54,753.00	\$13,688.25	\$182,622.75	\$91,311.38	\$91,311.38	\$251,064.00	\$146,064.38	\$104,999.63	0.37
Red River, Town of	\$59,170.85	\$47,336.68	\$11,834.17	\$100,745.22	\$50,372.61	\$50,372.61	\$159,916.07	\$97,709.29	\$62,206.78	0.59
Rio Metro RTD	\$0.00	\$0.00	\$0.00	\$1,440,000.00	\$720,000.00	\$720,000.00	\$1,440,000.00	\$720,000.00	\$720,000.00	0.00
Roswell, City of	\$264,595.00	\$211,676.00	\$52,919.00	\$1,361,875.00	\$680,937.50	\$680,937.50	\$1,626,470.00	\$892,613.50	\$733,856.50	0.19
Ruidoso Downs	\$57,453.00	\$45,962.40	\$11,490.60	\$157,615.00	\$78,807.50	\$78,807.50	\$215,068.00	\$124,769.90	\$90,298.10	0.36
SCRTD	\$185,078.00	\$148,062.40	\$37,015.60	\$542,047.00	\$271,023.50	\$271,023.50	\$727,125.00	\$419,085.90	\$308,039.10	0.34
Socorro, City of	\$71,100.00	\$56,880.00	\$14,220.00	\$229,520.00	\$114,760.00	\$114,760.00	\$300,620.00	\$171,640.00	\$128,980.00	0.31
Zia Therapy	\$249,315.00	\$199,452.00	\$49,863.00	\$834,336.00	\$417,168.00	\$417,168.00	\$1,083,651.00	\$616,620.00	\$467,031.00	0.30
Zuni Pueblo	\$94,688.00	\$75,750.40	\$18,937.60	\$210,500.00	\$105,250.00	\$105,250.00	\$305,188.00	\$181,000.40	\$124,187.60	0.45
<b>TOTAL</b>	<b>\$3,951,099.10</b>	<b>\$3,160,879.28</b>	<b>\$790,219.82</b>	<b>\$15,577,250.97</b>	<b>\$7,788,625.49</b>	<b>\$7,788,625.49</b>	<b>\$19,528,350.07</b>	<b>\$10,949,504.77</b>	<b>\$8,578,845.31</b>	<b>0.25</b>

# FY 17 SECTION 5311 CAPITAL REQUEST

Subgrantees	TOTAL CAPITAL	Federal Share 80%	Local Share at 20%	Capital Equipment Description
Carlsbad, City of	\$393,000.00	\$314,400.00	\$78,600.00	Renovations to Transit Facility to accommodate vehicle maintenance @ \$233,000, Tools and Equipment for vehicle maintenance @ \$105,000 and 1 - 12 Passenger bus w/lift @ \$55,000.
Clovis, City of	\$55,000.00	\$44,000.00	\$11,000.00	1 - Bus w/2 wheelchair positions @ \$55,000.
Gallup Express-TCP	\$205,000.00	\$164,000.00	\$41,000.00	3 - Three Buses @ \$68,333.34 ea.
Golden Spread	\$72,165.00	\$57,732.00	\$14,433.00	1 - Ford Transit Van w/lift @ \$68,000 and Computers @ \$4,165.
Grant County - SWRTD	\$137,500.00	\$110,000.00	\$27,500.00	1 - 28 Passenger Bus @ \$135,000 and 1 - Mobile Radio @ \$2,500.
Hobbs, City of	\$368,000.00	\$294,400.00	\$73,600.00	2 - Low Floor ADA Accessible 18 Passenger buses @ \$130,000 ea, 10 - Video Surveillance Systems @ \$5,000 ea, Radios @ \$8,000, Bus Shelters, Benches and Signage @ \$40,000.
Pueblo of Laguna				No Capital Requested
Las Vegas, City of	\$67,400.00	\$53,920.00	\$13,480.00	5 - Mobile Radios @ \$442.96 ea, 1 - Base Station @ \$561.62, 5 - Handheld Radios @ \$276.11 ea, 3 - Desktop Computers @ \$1,500 ea, 1 - Laptop Computer @ \$1,500, & 1 - 10 Passenger van w/lift @ \$57,243.18.
Los Alamos County	\$1,092,000.00	\$873,600.00	\$218,400.00	Automated Voice Announcement System @ \$376,000 & 2 - New Flyer Bus @ \$358,000 ea.
Milan, Village of				No Capital Requested
Navajo Nation	\$1,000,000.00	\$800,000.00	\$200,000.00	5 - Computers @ \$2,000 ea., Conference Room Furniture @ \$8,000, Classroom Furniture at \$7,000, Shop Equipment @ \$143,000, 1 - Coach Bus @ \$800,000, and 8 - Video Surveillance Systems @ \$4,000 ea.
NCRTD	\$1,218,082.00	\$974,465.60	\$243,616.40	11 - 14 Passenger ADA Accessible Buses @ 94,351 ea., 1 - 29 Passenger ADA Accessible 4x4 Bus @ \$149,228 and \$30,993 Vehicle Interactive Voice Response System.
Okay Owingeh				No Capital Requested
Portales, City of				No Capital Requested
Red River, Town of				No Capital Requested
Rio Metro RTD	\$270,000.00	\$216,000.00	\$54,000.00	3 - ADA Accessible Buses @ \$90,000 ea.
Roswell, City of	\$255,000.00	\$204,000.00	\$51,000.00	1 - Passenger bus @ \$165,000 and 1 - Passenger van w/lift @ \$90,000.
Ruidoso Downs	\$160,000.00	\$128,000.00	\$32,000.00	2 - Replacement ADA Accessible vehicles @ \$80,000 ea.
Socorro, City of	\$71,813.00	\$57,450.40	\$14,362.60	CNG Fueling Station for Transit Vehicles @ \$69,313 and Bus Stop Signage for Fixed Route stops \$2,500.
Zia Therapy	\$140,000.00	\$112,000.00	\$28,000.00	1 - 24+2 Passenger Bus w/lift bus @ \$138,000 & 1 - Computer
Zuni Pueblo	\$197,045.00	\$157,636.00	\$39,409.00	3 - 12+2 w/c buses @ \$64,015 ea., Mobile Radios @ \$2,000, Radios & Base Stations @ \$500 & Computers @ \$2,500.
<b>TOTAL</b>	<b>\$5,702,005.00</b>	<b>\$4,561,604.00</b>	<b>\$1,140,401.00</b>	



REGIONAL PRIORITIZATION EVALUATION MEASURES/CRITERIA TO BE USED BY REGIONAL PLANNING  
TRANSPORTATION ORGANIZATIONS AND APPLICANTS

FOR 49 U.S.C. §5311 APPLICATIONS ONLY

FY 2017

**§5311: Rural Public Transit**

1. Rural Public Transportation Planning and Regional Coordination:

- Does the applicant have a short/long term transit plan?
- Is this plan adopted by the applicants governing body?
- Is there coordination with other transit systems and other modes of transportation, including tribal entities?
- Is ongoing funding part of the plan?
- Has a formal process been established for public input?

2. Regional Need and Justification for the System:

- Does a regional transit/transportation plan exist that includes this service? If not, what is the basis for the need for this service?
- Does a regional need exist to serve the demand in this area?
- How strong is the need to continue/begin this system?

3. Level of marketing of the Transit System - Public Served (ridership):

- Does the transit system have a marketing plan?
- Has it been implemented?
- Is there a clear direction to increase ridership?  
Including paratransit?

REGIONAL PRIORITIZATION EVALUATION MEASURES/CRITERIA TO BE USED BY REGIONAL PLANNING  
TRANSPORTATION ORGANIZATIONS AND APPLICANTS  
FOR 49 U.S.C. §5311 APPLICATIONS ONLY FY 2017

Name of Applicant: \_\_\_\_\_

1. Rural Public Transportation Planning and Regional Coordination:

HIGH

Medium high

MEDIUM

Medium Low

LOW

2. Regional Need and Justification for the System:

HIGH

Medium high

MEDIUM

Medium Low

LOW

3. Level of marketing of the Transit System - Public Served (ridership):

HIGH

Medium high

MEDIUM

Medium Low

LOW

## FY 17 SECTION 5311 APPLICATION RTPO PRIORITIZATION

<b>Program</b>	<b>Applicant</b>	<b>RTPO</b>	<b>Prioritization</b>
5311	City of Carlsbad (Carlsbad Municipal Transit)	SERTPO	HIGH
5311	City of Clovis (Clovis Area Transit System)	SERTPO	HIGH
5311	Gallup Express (TPC)	NWRTPO	HIGH
5311	Golden Spread Rural Frontier Coalition	NERTPO	HIGH
5311	Grant County - SWRTD (Corre Caminos)	SWRTPO	HIGH
5311	City of Hobbs	SERTPO	HIGH
5311	Pueblo of Laguna	NWRTPO	HIGH
5311	City of Las Vegas (Meadow City Express)	NERTPO	HIGH
5311	Los Alamos County (Atomic City Transit)	NPRTPO	HIGH
5311	Village of Milan (Cibola Area Transit System)	NWRTPO	MEDIUM HIGH
5311	Navajo Nation	NWRTPO	HIGH
5311	NCRTD (North Central Regional Transit District)	NPRTPO	HIGH
5311	Ohkay Owingeh	NPRTPO	HIGH
5311	City of Portales	SERTPO	HIGH
5311	Town of Red River (Miner's Express)	NPRTPO	HIGH
5311	RMRTD (Rio Metro Regional Transit District)	MRRTPO	MEDIUM
5311	City of Roswell (Pecos Trails Transit)	SERTPO	HIGH
5311	City of Ruidoso Downs (Lincoln County Transit)	SERTPO	MEDIUM HIGH
5311	City of Socorro	SCRTPO	HIGH
5311	Zia Therapy Center, Inc. (Z-Trans)	SERTPO	HIGH
5311	Zuni Pueblo	NWRTPO	HIGH

## **SECTION 5311 FUNDING DISTRIBUTION INDEX**

### **Individual Performance Indicators:**

1. FFY 2015 §5311 Ridership
  2. Total Administration/Operations (A/O) Ratio Based on FFY 16 Award
  3. Cost Per Passenger Trip Based on FFY 2015 Ridership and FFY 2015 Expended Total A/O Budget
  4. FFY 2015 Total A/O Cost Per Vehicle Mile
  5. FFY 2017 Regional Transportation Planning Organization Prioritization
  6. Percent FFY 2015 A/O Federal Award Expended
  7. Percent of Total State §5311 Ridership FFY 2015: Percent of State Total FFY 2015 Federal §5311 A/O Award Ratio
- In early March 2016, Rural Transit Providers were sent their individual data to review and provide comments.
  - After validating the data, transit providers were ranked in each performance indicator and the ranks were added up to create a composite §5311 Transit Funding Index Rank.
  - The §5311 Transit Funding Index Rank will then place the transit providers into groups that reflect their performance.

- Funding decisions were based on available funding, and an applicant's Transit Funding Index Rank.
- Apart from the final §5311 Transit Funding Index Rank, all providers were targeted at a maximum Administration/Operations ratio (A:O ratio) based on the size of their respective FY 2016 vehicle fleets **regardless of funding source for the vehicles.**
  - ❖ Five transit vehicles or less: Maximum A:O ratio of 0.80
  - ❖ Six to 10 transit vehicles: Maximum A:O ratio of 0.75
  - ❖ 11 to 20 transit vehicles: Maximum A:O ratio of 0.70
  - ❖ 21 to 30 transit vehicles: Maximum A:O ratio of 0.65
  - ❖ 31 transit vehicles or more: Maximum A:O ratio of 0.60
- All providers receiving a total federal administration and operating award over \$500,000, but less than \$1,000,000 will be limited to a maximum A:O ratio of 0.6. Providers receiving a total federal administration and operating award of \$1,000,000 or more will be limited to a maximum A:O ratio of 0.5.
- In order to conserve federal transit grant funding, rural transit agencies will no longer be able to utilize Capital Cost of Contracting as a funding mechanism through NMDOT's Transit and Rail Division.
- Subgrantees with incomplete data for the Transit Funding Index Rank will be held at a flat budget and a vehicle fleet size appropriate A:O ratio (i.e., the program started in FFY 2016).

1) FY15 RIDERSHIP			
Subgrantee	Ridership	Subgrantee	Rank (1 = Highest)
Carlsbad, City of	52,053	Los Alamos County	1
Clovis, City of	67,616	NCRTD	2
Gallup Express (TCP)	107,265	Roswell, City of	3
Golden Spread	9,618	Grant County - SWRTD	4
Grant County - SWRTD	114,636	Zia Therapy	5
Hobbs, City of	56,505	Gallup Express (TCP)	6
Pueblo of Laguna	9,154	Rio Metro RTD	7
Las Vegas, City of	16,546	Clovis, City of	8
Los Alamos County	538,613	Navajo Nation	9
Milan, Village of	32,081	Hobbs, City of	10
Navajo Nation	66,238	Carlsbad, City of	11
NCRTD	197,213	Red River, Town of	12
Ohkay Owingeh***	N/A	Milan, Village of	13
Portales, City of	18,281	Portales, City of	14
Red River, Town of	44,993	Las Vegas, City of	15
Rio Metro RTD	71,306	Socorro, City of	16
Roswell, City of	189,216	Golden Spread	17
Ruidoso Downs	8,092	Pueblo of Laguna	18
Socorro, City of	13,076	Ruidoso Downs	19
SCRTD***	N/A	Ohkay Owingeh	N/A
Zuni Pueblo***	N/A	SCRTD	N/A
Zia Therapy	112,146	Zuni Pueblo	N/A
Hatch Area Medical*	16,565	Hatch Area Medical*	N/A
Taos, Town of**	46,971	Taos, Town of**	N/A
<b>FY15 TOTAL</b>	<b>1,788,184</b>	<b>% CHANGE FROM FY14</b>	
<b>FY14 TOTAL</b>	<b>1,835,269</b>	<b>-2.6%</b>	

\* Hatch Area Medical discontinued 5311 - Public Transportation Operations on September 30, 2015.

\*\* Town of Taos consolidated public transportation services with the NCRTD on July 1, 2015. Figures are reported from October 1, 2014-June 30, 2015.

\*\*\* New applicant for FY17

## 2) ADMINISTRATIVE/OPERATING (A/O) RATIO BASED ON FY16 AWARD

Subgrantee	Administrative (Federal & Local)	Operating (Federal & Local)	Ratio – A to O	Subgrantee	Rank
Carlsbad, City of	\$179,731.65	\$454,868.96	0.40	Rio Metro RTD	1
Clovis, City of	\$311,490.31	\$535,508.16	0.58	Los Alamos County	2
Gallup Express (TCP)	\$169,550.00	\$460,700.00	0.37	Hobbs, City of	3
Golden Spread	\$81,061.00	\$129,946.00	0.62	Pueblo of Laguna	4
Grant County - SWRTD	\$312,370.00	\$874,600.00	0.36	Roswell, City of	5
Hobbs, City of	\$79,715.55	\$625,986.40	0.13	Navajo Nation	6
Pueblo of Laguna	\$29,795.00	\$153,193.80	0.19	NCRTD	7
Las Vegas, City of	\$90,411.41	\$166,880.16	0.54	Zia Therapy	8
Los Alamos County	\$189,253.49	\$2,800,181.44	0.07	Socorro, City of	9
Milan, Village of	\$96,798.00	\$182,688.48	0.53	Grant County - SWRTD	10
Navajo Nation	\$134,051.25	\$597,706.00	0.22	Gallup Express (TCP)	11
NCRTD	\$778,296.03	\$2,586,207.84	0.30	Portales, City of	12
Ohkay Owingeh***	N/A	N/A	N/A	Carlsbad, City of	13
Portales, City of	\$68,441.25	\$174,954.00	0.39	Milan, Village of	14
Red River, Town of	\$60,221.00	\$97,216.00	0.62	Las Vegas, City of	15
Rio Metro RTD	\$0.00	\$1,361,000.00	0.00	Clovis, City of	16
Roswell, City of	\$247,492.26	\$1,228,327.90	0.20	Ruidoso Downs	17
Ruidoso Downs	\$52,015.00	\$86,496.00	0.60	Red River, Town of	18
SCRTD***	N/A	N/A	N/A	Golden Spread	19
Socorro, City of	\$45,924.23	\$148,428.80	0.31	Ohkay Owingeh	N/A
Zia Therapy	\$237,986.00	\$809,292.00	0.29	SCRTD	N/A
Zuni Pueblo***	N/A	N/A	N/A	Zuni Pueblo	N/A
Hatch Area Medical*	N/A	N/A	N/A	Hatch Area Medical*	N/A
Taos, Town of**	N/A	N/A	N/A	Taos, Town of**	N/A
<b>TOTAL</b>	<b>\$3,164,603.43</b>	<b>\$13,474,181.94</b>	<b>0.23</b>		
			<b>STATE AVERAGE FY 16</b>	<b>0.23</b>	<b>% CHANGE FROM FY 15</b>
			<b>STATE AVERAGE FY 15</b>	<b>0.26</b>	<b>-10.7%</b>

\* Hatch Area Medical discontinued 5311 - Public Transportation Operations on September 30, 2015.

\*\* Town of Taos consolidated public transportation services with the NCRTD on July 1, 2015. Figures are reported from October 1, 2014-June 30, 2015.

\*\*\* New applicant for FY17

### 3) COST PER PASSENGER TRIP BASED ON FY15 RIDERSHIP AND FY15 EXPENDED TOTAL ADMINISTRATIVE AND OPERATING BUDGET

Subgrantee	Ridership	A + O Expended (Federal & Local)^	Cost Per Trip	Subgrantee	Rank (lowest cost = best = 1)
Carlsbad, City of	52,053	\$598,355.32	\$11.50	Red River, Town of	1
Clovis, City of	67,616	\$782,010.38	\$11.57	Gallup Express (TCP)	2
Gallup Express (TCP)	107,265	\$400,539.61	\$3.73	Los Alamos County	3
Golden Spread	9,618	\$210,757.25	\$21.91	Roswell, City of	4
Grant County - SWRTD	114,636	\$933,186.31	\$8.14	Grant County - SWRTD	5
Hobbs, City of	56,505	\$679,437.50	\$12.02	Milan, Village of	6
Pueblo of Laguna	9,154	\$149,881.41	\$16.37	Zia Therapy	7
Las Vegas, City of	16,546	\$252,663.50	\$15.27	Portales, City of	8
Los Alamos County	538,613	\$2,798,616.21	\$5.20	Navajo Nation	9
Milan, Village of	32,081	\$263,109.17	\$8.20	Carlsbad, City of	10
Navajo Nation	66,238	\$722,931.79	\$10.91	Clovis, City of	11
NCRTD	197,213	\$2,776,817.12	\$14.08	Socorro, City of	12
Ohkay Owingeh***	N/A	N/A	N/A	Hobbs, City of	13
Portales, City of	18,281	\$185,572.36	\$10.15	NCRTD	14
Red River, Town of	44,993	\$141,312.53	\$3.14	Las Vegas, City of	15
Rio Metro RTD	71,306	\$1,312,126.64	\$18.40	Ruidoso Downs	16
Roswell, City of	189,216	\$1,262,124.99	\$6.67	Pueblo of Laguna	17
Ruidoso Downs	8,092	\$124,721.66	\$15.41	Rio Metro RTD	18
Socorro, City of	16,099	\$187,460.75	\$11.64	Golden Spread	19
SCRTD***	N/A	N/A	N/A	Ohkay Owingeh	N/A
Zia Therapy	112,146	\$994,203.78	\$8.87	SCRTD	N/A
Zuni Pueblo***	N/A	N/A	N/A	Zuni Pueblo	N/A
Hatch Area Medical*	16,565	\$333,794.95	\$20.15	Hatch Area Medical*	N/A
Taos, Town of**	46,971	\$417,650.43	\$8.89	Taos, Town of**	N/A
<b>TOTAL</b>	<b>1,791,207</b>	<b>\$15,527,273.66</b>	<b>\$8.67</b>		
			<b>FY 15 STATE AVERAGE</b>	<b>\$8.67</b>	<b>% CHANGE FROM FY 14</b>
			<b>FY 14 STATE AVERAGE</b>	<b>\$7.84</b>	<b>9.6%</b>

\* Hatch Area Medical discontinued 5311 - Public Transportation Operations on September 30, 2015.

\*\* Town of Taos consolidated public transportation services with the NCRTD on July 1, 2015. Figures are reported from October 1, 2014-June 30, 2015.

\*\*\* New applicant for FY17

^ Does not include Drug & Alcohol budget or expenditures



#### 4) FY15 SECTION 5311 TOTAL A/O COST PER VEHICLE MILE

Subgrantee	A + O Expended (Federal +Local)^	Vehicle Miles	Cost Per Vehicle Mile	Subgrantee	Rank (lowest cost = best = 1)
Carlsbad, City of	\$598,355.32	252,442	\$2.37	Pueblo of Laguna	1
Clovis, City of	\$782,010.38	204,205	\$3.83	Milan, Village of	2
Gallup Express (TCP)	\$400,539.61	183,875	\$2.18	Socorro, City of	3
Golden Spread	\$210,757.25	55,765	\$3.78	Grant County - SWRTD	4
Grant County - SWRTD	\$933,186.31	466,549	\$2.00	Zia Therapy	5
Hobbs, City of	\$679,437.50	149,181	\$4.55	Gallup Express (TCP)	6
Pueblo of Laguna	\$149,881.41	106,871	\$1.40	Carlsbad, City of	7
Las Vegas, City of	\$252,663.50	65,027	\$3.89	Ruidoso Downs	8
Los Alamos County	\$2,798,616.21	737,107	\$3.80	Navajo Nation	9
Milan, Village of	\$263,109.17	141,782	\$1.86	NCRTD	10
Navajo Nation	\$722,931.79	295,282	\$2.45	Roswell, City of	11
NCRTD	\$2,776,817.12	1,106,597	\$2.51	Portales, City of	12
Ohkay Owingeh***	N/A	N/A	N/A	Golden Spread	13
Portales, City of	\$185,572.36	51,596	\$3.60	Los Alamos County	14
Red River, Town of	\$141,312.53	28,073	\$5.03	Rio Metro RTD	14
Rio Metro RTD	\$1,312,126.64	345,262	\$3.80	Clovis, City of	16
Roswell, City of	\$1,262,124.99	375,332	\$3.36	Las Vegas, City of	17
Ruidoso Downs	\$124,721.66	51,303	\$2.43	Hobbs, City of	18
Socorro, City of	\$187,460.75	100,248	\$1.87	Red River, Town of	19
SCRTD***	N/A	N/A	N/A	Ohkay Owingeh	N/A
Zia Therapy	\$994,203.78	486,360	\$2.04	SCRTD	N/A
Zuni Pueblo***	N/A	N/A	N/A	Zuni Pueblo	N/A
Hatch Area Medical*	\$333,794.95	341,480	\$0.98	Hatch Area Medical*	N/A
Taos, Town of**	\$417,650.43	128,688	\$3.25	Taos, Town of**	N/A
<b>TOTAL</b>	<b>\$15,527,274</b>	<b>5,673,025</b>	<b>\$2.74</b>		
			<b>FY 15 STATE AVERAGE</b>	<b>\$2.74</b>	<b>% CHANGE FROM FY 15</b>
			<b>FY 14 STATE AVERAGE</b>	<b>\$2.55</b>	<b>6.9%</b>

\* Hatch Area Medical discontinued 5311 - Public Transportation Operations on September 30, 2015.

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\*\*\* New applicant for FY17

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## 5) RTPO PRIORITIZATION OF FY 17 APPLICATIONS

APPLICANT	PRIORITIZATION	SCORE		
Carlsbad, City of	High	1	Pts.	Rank
Clovis, City of	High	1		
Gallup Express (TCP)	High	1		
Golden Spread	High	1		
Grant County - SWRTD	High	1		
Hobbs, City of	High	1		
Pueblo of Laguna	High	1		
Las Vegas, City of	High	1	1	H=High
Los Alamos County	High	1	2	MH=Medium High
Milan, Village of	Medium High	2	3	M=Medium
Navajo Nation	High	1	4	ML= Medium Low
NCRTD	High	1	5	L=Low
Ohkay Owingeh***	High	1	6	Not Present
Portales, City of	High	1		
Red River, Town of	High	1		
Rio Metro RTD	Medium	3		
Roswell, City of	High	1		
Ruidoso Downs	Medium High	2		
SCRTD***	Medium High	2		
Socorro, City of	High	1		
Zia Therapy	High	1		
Zuni Pueblo***	High	1		
Hatch Area Medical*	N/A	N/A		
Taos, Town of**	N/A	N/A		

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\*\*\* New applicant for FY17

## 6) PERCENT FY15 ADMINISTRATIVE/OPERATING BUDGET EXPENDED

Subgrantee	Total A + O Budget (Federal + Local)^	A + O Expended (Federal + Local)^	Percentage Spent	Subgrantee	Rank (Highest Percentage = best = 1)
Carlsbad, City of	\$612,134.50	\$598,355.16	97.75%	Golden Spread	1
Clovis, City of	\$832,414.25	\$782,010.38	93.94%	Hobbs, City of	1
Gallup Express (TCP)	\$657,185.00	\$400,539.61	60.95%	Los Alamos County	1
Golden Spread	\$210,757.25	\$210,757.25	100.00%	NCRTD	1
Grant County - SWRTD	\$1,150,191.00	\$933,186.31	81.13%	Socorro, City of	5
Hobbs, City of	\$679,437.50	\$679,437.50	100.00%	Las Vegas, City of	6
Pueblo of Laguna	\$179,315.00	\$149,881.41	83.59%	Navajo Nation	7
Las Vegas, City of	\$252,749.25	\$252,663.50	99.97%	Carlsbad, City of	8
Los Alamos County	\$2,798,616.21	\$2,798,616.21	100.00%	Milan, Village of	9
Milan, Village of	\$270,154.00	\$263,109.17	97.39%	Zia Therapy	10
Navajo Nation	\$730,507.25	\$722,931.79	98.96%	Clovis, City of	11
NCRTD	\$2,776,817.18	\$2,776,817.12	100.00%	Ruidoso Downs	12
Ohkay Owingeh***	N/A	N/A	N/A	Roswell, City of	13
Portales, City of	\$242,895.25	\$185,572.36	76.40%	Red River, Town of	14
Red River, Town of	\$157,265.75	\$141,312.53	89.86%	Rio Metro RTD	15
Rio Metro RTD	\$1,490,375.00	\$1,312,126.64	88.04%	Pueblo of Laguna	16
Roswell, City of	\$1,387,503.75	\$1,262,124.99	90.96%	Grant County - SWRTD	17
Ruidoso Downs	\$136,050.00	\$124,721.66	91.67%	Portales, City of	18
SCRTD***	N/A	N/A	N/A	Gallup Express (TCP)	19
Socorro, City of	\$187,493.75	\$187,460.75	99.98%	Ohkay Owingeh	N/A
Zia Therapy	\$1,027,435.75	\$994,203.78	96.77%	SCRTD	N/A
Zuni Pueblo***	N/A	N/A	N/A	Zuni Pueblo	N/A
Hatch Area Medical*	\$347,582.50	\$333,794.95	96.03%	Hatch Area Medical*	N/A
Taos, Town of**	\$607,633.00	\$417,650.43	68.73%	Taos, Town of**	N/A
<b>TOTAL</b>	<b>\$16,734,513.14</b>	<b>\$15,527,273.50</b>	<b>92.8%</b>		
			<b>FY 15 STATE AVERAGE</b>	<b>92.8%</b>	<b>% CHANGE FROM FY 14</b>
			<b>FY 14 STATE AVERAGE</b>	<b>92.4%</b>	<b>0.4%</b>

\* Hatch Area Medical discontinued 5311 - Public Transportation Operations on September 30, 2015.

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\*\*\* New applicant for FY17

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## 7) PERCENT OF TOTAL STATE SECTION 5311 RIDERSHIP FY15, PERCENT OF TOTAL STATE SECTION 5311 ADMINISTRATIVE/OPERATING FY15 AWARD RATIO

Subgrantee	Ridership	Percentage of State Total Ridership	Subgrantee	Total A+O Budget^	A /O Percentage of State Total	Percentage Ridership: Percentage Total Federal Award Ratio	Subgrantee	RANK
Carlsbad, City of	52,053	2.9%	Carlsbad, City of	\$612,134.50	3.7%	0.80	Red River, Town of	1
Clovis, City of	67,616	3.8%	Clovis, City of	\$832,414.25	5.0%	0.76	Los Alamos County	2
Gallup Express (TCP)	107,265	6.0%	Gallup Express (TCP)	\$657,185.00	3.9%	1.53	Gallup Express (TCP)	3
Golden Spread	9,618	0.5%	Golden Spread	\$210,757.25	1.3%	0.43	Roswell, City of	4
Grant County - SWRTD	114,636	6.4%	Grant County - SWRTD	\$1,150,191.00	6.9%	0.93	Milan, Village of	5
Hobbs, City of	56,505	3.2%	Hobbs, City of	\$679,437.50	4.1%	0.78	Zia Therapy	6
Pueblo of Laguna	9,154	0.5%	Pueblo of Laguna	\$179,315.00	1.1%	0.48	Grant County - SWRTD	7
Las Vegas, City of	16,546	0.9%	Las Vegas, City of	\$252,749.25	1.5%	0.61	Navajo Nation	8
Los Alamos County	538,613	30.1%	Los Alamos County	\$2,798,616.21	16.7%	1.80	Carlsbad, City of	9
Milan, Village of	32,081	1.8%	Milan, Village of	\$270,154.00	1.6%	1.11	Hobbs, City of	10
Navajo Nation	66,238	3.7%	Navajo Nation	\$730,507.25	4.4%	0.85	Clovis, City of	11
NCRTD	197,213	11.0%	NCRTD	\$2,776,817.18	16.6%	0.66	Portales, City of	12
Ohkay Owingeh***	N/A	N/A	Ohkay Owingeh	N/A	N/A	N/A	NCRTD	13
Portales, City of	18,281	1.0%	Portales, City of	\$242,895.25	1.5%	0.70	Socorro, City of	14
Red River, Town of	44,993	2.5%	Red River, Town of	\$157,265.75	0.9%	2.68	Las Vegas, City of	15
Rio Metro RTD	71,306	4.0%	Rio Metro RTD	\$1,490,375.00	8.9%	0.45	Ruidoso Downs	16
Roswell, City of	189,216	10.6%	Roswell, City of	\$1,387,503.75	8.3%	1.28	Pueblo of Laguna	17
Ruidoso Downs	8,092	0.5%	Ruidoso Downs	\$136,050.00	0.8%	0.56	Rio Metro RTD	18
SCRTD***	N/A	N/A	SCRTD	N/A	N/A	N/A	Golden Spread	19
Socorro, City of	13,076	0.7%	Socorro, City of	\$187,493.75	1.1%	0.65	Ohkay Owingeh	N/A
Zia Therapy	112,146	6.3%	Zia Therapy	\$1,027,435.75	6.1%	1.02	SCRTD	N/A
Zuni Pueblo***	N/A	N/A	Zuni Pueblo	N/A	N/A	N/A	Zuni Pueblo	N/A
Hatch Area Medical*	16,565	0.9%	Hatch Area Medical*	\$347,582.50	2.1%	0.45	Hatch Area Medical*	N/A
Taos, Town of**	46,971	2.6%	Taos, Town of**	\$607,633.00	3.6%	0.72	Taos, Town of**	N/A
<b>TOTAL</b>	<b>1,788,184</b>	<b>100.0%</b>	<b>TOTAL</b>	<b>\$16,734,513.14</b>	<b>100.0%</b>			

\* Hatch Area Medical discontinued 5311 - Public Transportation Operations on September 30, 2015.

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## SECTION 5311 FUNDING DISTRIBUTION INDEX - FY 17

AGENCY	FY 15 Ridership	Admin - Op. (A/O) Ratio Based on FY 16 Award	Cost Per Passenger Trip Based on FY15 Ridership and FY15 Expended Total A/O Budget	FY 15 Total A/O Cost per Vehicle Mile	FY 17 RTPD Prioritization	Percent FY 15 A/O Federal Award Expended	% of Total State Section 5311 Ridership FY15: % of State Total FY15 Federal Section 5311 A/O Award Ratio	Total Points	Average Rank	NAMES Based on Alphabetical Order	RANK (lowest # = best =1) (some have same rank)	SUBGRANTEES Based on Rank – Highest Listed First	Average Rank	RANK
Carlsbad, City of	11	13	10	7	1	8	9	59	8.4	Carlsbad, City of	10	Los Alamos County	3.4	1
Clovis, City of	8	16	11	16	1	10	11	73	10.4	Clovis, City of	13	Roswell, City of	5.9	2
Gallup Express (TCP)	6	11	2	6	1	19	3	48	6.9	Gallup Express (TCP)	4	Zia Therapy	6.0	3
Golden Spread	17	19	19	13	1	1	19	89	12.7	Golden Spread	18	Gallup Express (TCP)	6.9	4
Grant County - SWRTD	4	10	5	4	1	17	7	48	6.9	Grant County - SWRTD	5	Grant County - SWRTD	6.9	4
Hobbs, City of	10	3	13	18	1	1	10	56	8.0	Hobbs, City of	9	NCRTD	6.9	4
Pueblo of Laguna	18	4	17	1	1	16	17	74	10.6	Pueblo of Laguna	14	Navajo Nation	7.0	7
Las Vegas, City of	15	15	15	17	1	6	15	84	12.0	Las Vegas, City of	17	Milan, Village of	7.3	8
Los Alamos County	1	2	3	14	1	1	2	24	3.4	Los Alamos County	1	Hobbs, City of	8.0	9
Milan, Village of	13	14	6	2	2	9	5	51	7.3	Milan, Village of	8	Carlsbad, City of	8.4	10
Navajo Nation	9	6	9	9	1	7	8	49	7.0	Navajo Nation	7	Socorro, City of	8.6	11
NCRTD	2	7	14	10	1	1	13	48	6.9	NCRTD	5	Red River, Town of	9.4	12
Ohkay Owingeh***	N/A	N/A	N/A	N/A	1	N/A	N/A	1	N/A	Ohkay Owingeh	N/A	Clovis, City of	10.4	13
Portales, City of	14	12	8	12	1	18	12	77	11.0	Portales, City of	16	Pueblo of Laguna	10.6	14
Red River, Town of	12	18	1	19	1	14	1	66	9.4	Red River, Town of	12	Rio Metro RTD	10.9	15
Rio Metro RTD	7	1	18	14	3	15	18	76	10.9	Rio Metro RTD	15	Portales, City of	11.0	16
Roswell, City of	3	5	4	11	1	13	4	41	5.9	Roswell, City of	2	Las Vegas, City of	12.0	17
Ruidoso Downs	19	17	16	8	2	12	16	90	12.9	Ruidoso Downs	19	Golden Spread	12.7	18
SCRTD***	N/A	N/A	N/A	N/A	3	N/A	N/A	3	N/A	SCRTD	N/A	Ruidoso Downs	12.9	19
Socorro, City of	16	9	12	3	1	5	14	60	8.6	Socorro, City of	11	Ohkay Owingeh	0.1	N/A
Zia Therapy	5	8	7	5	1	10	6	42	6.0	Zia Therapy	3	SCRTD	0.3	N/A
Zuni Pueblo***	N/A	N/A	N/A	N/A	1	N/A	N/A	1	N/A	Zuni Pueblo	N/A	Zuni Pueblo	0.1	N/A
Hatch Area Medical*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0.0	Hatch Area Medical*	N/A	Hatch Area Medical*	0.0	N/A
Taos, Town of**	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0.0	Taos, Town of**	N/A	Taos, Town of**	0.0	N/A

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RECOMMENDED - FY 17 SECTION 5311 ADMINISTRATIVE AND OPERATING BUDGET										RATIO
Subgrantees	Total Administration (w/ D+A)	Federal Share Administration	Local Share Administration	Total Net Operating	Federal Share Operating	Local Share Operating	Total Reccommended	Total Federal	Total Local	RATIO - ADMIN to OP
Carlsbad, City of	\$188,718.23	\$150,974.58	\$37,743.65	\$500,355.86	\$250,177.93	\$250,177.93	\$689,074.09	\$401,152.51	\$287,921.58	0.38
Clovis, City of	\$323,949.92	\$259,159.94	\$64,789.98	\$542,746.00	\$271,373.00	\$271,373.00	\$866,695.92	\$530,532.94	\$336,162.98	0.60
Gallup Express-TCP	\$125,000.00	\$100,000.00	\$25,000.00	\$244,264.00	\$122,132.00	\$122,132.00	\$369,264.00	\$222,132.00	\$147,132.00	0.51
Golden Spread	\$84,303.44	\$67,442.75	\$16,860.69	\$138,804.00	\$69,402.00	\$69,402.00	\$223,107.44	\$136,844.75	\$86,262.69	0.61
Grant County - SWRTD	\$286,000.00	\$228,800.00	\$57,200.00	\$679,550.00	\$339,775.00	\$339,775.00	\$965,550.00	\$568,575.00	\$396,975.00	0.42
Hobbs, City of	\$83,701.33	\$66,961.06	\$16,740.27	\$688,585.04	\$344,292.52	\$344,292.52	\$772,286.37	\$411,253.58	\$361,032.79	0.12
Pueblo of Laguna	\$30,986.80	\$24,789.44	\$6,197.36	\$165,449.30	\$82,724.65	\$82,724.65	\$196,436.10	\$107,514.09	\$88,922.01	0.19
Las Vegas, City of	\$94,027.87	\$75,222.30	\$18,805.57	\$167,112.00	\$83,556.00	\$83,556.00	\$261,139.87	\$158,778.30	\$102,361.57	0.56
Los Alamos County	\$195,565.00	\$156,452.00	\$39,113.00	\$2,938,500.00	\$1,469,250.00	\$1,469,250.00	\$3,134,065.00	\$1,625,702.00	\$1,508,363.00	0.07
Milan, Village of	\$101,637.90	\$81,310.32	\$20,327.58	\$200,957.33	\$100,478.67	\$100,478.67	\$302,595.23	\$181,788.99	\$120,806.25	0.51
Navajo Nation	\$140,753.81	\$112,603.05	\$28,150.76	\$657,476.60	\$328,738.30	\$328,738.30	\$798,230.41	\$441,341.35	\$356,889.06	0.21
NCRTD	\$824,993.79	\$659,995.03	\$164,998.76	\$2,896,552.78	\$1,448,276.39	\$1,448,276.39	\$3,721,546.57	\$2,108,271.42	\$1,613,275.15	0.28
Ohkay Owingeh	\$59,329.00	\$47,463.20	\$11,865.80	\$116,002.00	\$58,001.00	\$58,001.00	\$175,331.00	\$105,464.20	\$69,866.80	0.51
Portales, City of	\$71,178.90	\$56,943.12	\$14,235.78	\$188,950.32	\$94,475.16	\$94,475.16	\$260,129.22	\$151,418.28	\$108,710.94	0.38
Red River, Town of	\$59,170.85	\$47,336.68	\$11,834.17	\$100,745.22	\$50,372.61	\$50,372.61	\$159,916.07	\$97,709.29	\$62,206.78	0.59
Rio Metro RTD	\$0.00	\$0.00	\$0.00	\$1,440,000.00	\$720,000.00	\$720,000.00	\$1,440,000.00	\$720,000.00	\$720,000.00	0.00
Roswell, City of	\$262,341.80	\$209,873.44	\$52,468.36	\$1,361,875.00	\$680,937.50	\$680,937.50	\$1,624,216.80	\$890,810.94	\$733,405.86	0.19
Ruidoso Downs	\$54,095.60	\$43,276.48	\$10,819.12	\$93,415.68	\$46,707.84	\$46,707.84	\$147,511.28	\$89,984.32	\$57,526.96	0.58
SCRTD	\$185,078.00	\$148,062.40	\$37,015.60	\$542,047.00	\$271,023.50	\$271,023.50	\$727,125.00	\$419,085.90	\$308,039.10	0.34
Socorro, City of	\$47,761.20	\$38,208.96	\$9,552.24	\$160,303.10	\$80,151.55	\$80,151.55	\$208,064.30	\$118,360.51	\$89,703.79	0.30
Zia Therapy	\$249,315.00	\$199,452.00	\$49,863.00	\$834,336.00	\$417,168.00	\$417,168.00	\$1,083,651.00	\$616,620.00	\$467,031.00	0.30
Zuni Pueblo	\$94,688.00	\$75,750.40	\$18,937.60	\$210,500.00	\$105,250.00	\$105,250.00	\$305,188.00	\$181,000.40	\$124,187.60	0.45
<b>TOTAL</b>	<b>\$3,562,596.44</b>	<b>\$2,850,077.15</b>	<b>\$712,519.29</b>	<b>\$14,868,527.23</b>	<b>\$7,434,263.62</b>	<b>\$7,434,263.62</b>	<b>\$18,431,123.67</b>	<b>\$10,284,340.77</b>	<b>\$8,146,782.90</b>	<b>0.24</b>

# FY 17 SECTION 5311 CAPITAL RECOMMENDED

Subgrantees	TOTAL CAPITAL	Federal Share 80%	Local Share at 20%	Capital Equipment Description
Carlsbad, City of	\$338,000.00	\$270,400.00	\$67,600.00	Renovations to Transit Facility to accommodate vehicle maintenance @ \$233,000, Tools and Equipment for vehicle maintenance @ \$105,000.
Clovis, City of	\$55,000.00	\$44,000.00	\$11,000.00	1 - Bus w/2 wheelchair positions @ \$55,000.
Gallup Express-TCP	\$205,000.00	\$164,000.00	\$41,000.00	3 - Three Buses @ \$68,333.34 ea.
Golden Spread	\$72,165.00	\$57,732.00	\$14,433.00	1 - Ford Transit Van w/lift @ \$68,000 and Computers @ \$4,165.
Grant County - SWRTD	\$137,500.00	\$110,000.00	\$27,500.00	1 - 28 Passenger Bus @ \$135,000 and 1 - Mobile Radio @ \$2,500.
Hobbs, City of	\$358,000.00	\$286,400.00	\$71,600.00	2 - Low Floor ADA Accessible 18 Passenger buses @ \$130,000 ea, 10 - Video Surveillance Systems @ \$5,000 ea., Radios @ \$8,000, Bus Shelters, Benches and Signage @ \$40,000.
Pueblo of Laguna				No Capital Requested
Las Vegas, City of	\$67,400.00	\$53,920.00	\$13,480.00	5 - Mobile Radios @ \$442.96 ea., 1 - Base Station @ \$561.62, 5 - Handheld Radios @ \$276.11 ea., 3 - Desktop Computers @ \$1,500 ea., 1 - Laptop Computer @ \$1,500, & 1 - 10 Passenger van w/lift @ \$57,243.18.
Los Alamos County	\$1,092,000.00	\$873,600.00	\$218,400.00	Automated Voice Announcement System @ \$376,000 & 2 - New Flyer Bus @ \$358,000 ea.
Milan, Village of				No Capital Requested
Navajo Nation	\$475,000.00	\$380,000.00	\$95,000.00	Shop Equipment @ \$143,000, 1 - Bus @ \$300,000, and 8 - Video Surveillance Systems @ \$4,000 ea.
NCRTD	\$974,503.00	\$779,602.40	\$194,900.60	10 - 14 Passenger ADA Accessible Buses @ \$94,351 ea., and \$30,993 Vehicle Interactive Voice Response System.
Okay Owingeh				No Capital Requested
Portales, City of				No Capital Requested
Red River, Town of				No Capital Requested
Rio Metro RTD	\$270,000.00	\$216,000.00	\$54,000.00	3 - ADA Accessible Buses @ \$90,000 ea.
Roswell, City of	\$255,000.00	\$204,000.00	\$51,000.00	1 - Passenger bus @ \$165,000 and 1 - Passenger van w/lift @ \$90,000.
Ruidoso Downs	\$160,000.00	\$128,000.00	\$32,000.00	2 - Replacement ADA Accessible vehicles @ \$80,000 ea.
Socorro, City of	\$71,813.00	\$57,450.40	\$14,362.60	CNG Fueling Station for Transit Vehicles @ \$69,313 and Bus Stop Signage for Fixed Route stops \$2,500.
Zia Therapy	\$140,000.00	\$112,000.00	\$28,000.00	1 - 24+2 Passenger Bus w/lift bus @ \$138,000 & 1 - Computer @ \$2,000.
Zuni Pueblo	\$133,030.00	\$106,424.00	\$26,606.00	2 - 12+2 w/c buses @ \$64,015 ea., Mobile Radios @ \$2,000, Radios & Base Stations @ \$500 & Computers @ \$2,500.
<b>TOTAL</b>	<b>\$4,804,411.00</b>	<b>\$3,843,528.80</b>	<b>\$960,882.20</b>	

## SECTION 5311 FY 2017 RECOMMENDATION HISTORY

Subgrantee	Recommended Vehicle(s) for FY 17	Lift/Ramp	2009 ARRA	2010	2011	2012	State of Good Repair (1st Round)	State of Good Repair (2nd Round)	2013	2014	2015	2016	2017	Total Previous and Current Awards
Carlsbad, City of	No Vehicles Awarded	Yes	5	0	1	0	1	0	0	0	1	1	0	9
Clovis, City of	1- Passenger Bus	Yes	2	0	1	0	4	0	0	0	0	1	1	9
Gallup Express	3 - Buses	Yes	4	0	2	0	4	2	0	0	0	1	3	16
Golden Spread	1- Passenger Van	Yes	1	0	2	0	0	0	0	0	1	1	1	6
Grant County - SWRTD	1- Passenger Bus	Yes	2	1	1	1	3	1	0	1	1	1	1	13
Hobbs, City of	2 - Low Floor Passenger Buses	Yes	2	0	1	0	3	1	0	0	1	1	2	11
Pueblo of Laguna	No Capital Requested	Yes	1	0	0	0	2	0	0	0	0	1	0	4
Las Vegas, City of	1- Passenger Van	Yes	2	0	0	0	0	0	0	1	1	1	1	6
Los Alamos County	2- Passenger Buses	Yes	3	0	4	0	5	3	0	1	1	1	2	20
Milan, Village of	No Capital Requested	Yes	0	0	0	0	2	0	0	0	1	1	0	4
Navajo Nation	1- Passenger Bus	Yes	2	0	1	1	2	1	0	2	1	1	1	12
NCRTD	10- Passenger Buses	Yes	0	0	1	1	13	7	0	1	1	1	10	35
Okay Owingeh	No Capital Request		0	0	0	0	0	0	0	0	0	0	0	0
Portales, City of	No Capital Request		2	0	0	0	1	0	0	1	1	0	0	5
Red River, Town of	No Capital Request		3	0	0	0	0	0	0	0	1	0	0	4
Rio Metro RTD	3 - Passenger Buses	Yes	0	0	3	0	8	0	0	2	1	1	3	18
Roswell, City of	1- Passenger Bus & 1 - Passenger Van	Yes	4	1	0	2	1	2	0	2	1	1	2	16
Ruidoso Downs	2- Passenger Buses		3	0	1	0	0	1	0	1	1	0	2	9
Socorro, City of	No Vehicles Awarded	Yes	1	0	1	0	1	1	0	1	1	1	0	7
Zia Therapy	1- Passenger Bus	Yes	2	0	1	1	0	0	1	1	1	1	1	9
Zuni Pueblo	2- Passenger Buses	Yes	2	0	1	1	0	0	1	1	1	1	2	10
<b>TOTAL</b>			<b>41</b>	<b>2</b>	<b>21</b>	<b>7</b>	<b>50</b>	<b>19</b>	<b>3</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>32</b>	<b>226</b>



VI. Finalizing FY 17 Budgets

- a. Memorandum of Agreements will be send out in early summer for signatures
- b. Start date: October 1, 2016
- c. End date: September 30, 2017
- d. Final line item budgets will be due back to NMDOT by September 30, 2016

## VII. Other Issues

- a. FY 2018 Transit application process - Solicitation for Letters of Intent (§5310 and §5311) will go out in late May/early June 2016
  - i. Admin/Operating Ratio – Proposed Changes to FY18 Section 5311 Distribution Index
    - Apart from the final §5311 Transit Funding Index Rank, all providers were targeted at a maximum Administration/Operations ratio (A:O ratio) based on the size of their respective FY 2017 vehicle fleets **regardless of funding source for the vehicles.**
      - ❖ Five transit vehicles or less: Maximum A:O ratio of 0.55
      - ❖ Six to 10 transit vehicles: Maximum A:O ratio of 0.50
      - ❖ 11 to 20 transit vehicles: Maximum A:O ratio of 0.45
      - ❖ 21 to 30 transit vehicles: Maximum A:O ratio of 0.40
      - ❖ 31 transit vehicles or more: Maximum A:O ratio of 0.35
    - All providers receiving a total federal administration and operating award over \$500,000, but less than \$1,000,000 will be limited to a maximum A:O ratio of 0.35. Providers receiving a total federal administration and operating award of \$1,000,000 or more will be limited to a maximum A:O ratio of 0.25.
- b. Electronic Grants Management System (eGMPS)
  - i. Transit Asset Management Requirements
- c. Safety Management Systems (SMS) Requirements
- d. Vehicle Disposition Changes
- e. Transit and Rail Division - Website: [http://dot.state.nm.us/content/nmdot/en/Transit\\_Rail.html](http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html)
- f. Questions

## GENERAL APPLICATION AND PROGRAM YEAR TIMELINE

### SECTION 5310 and SECTION 5311

FFY16	FFY16	FFY16	FFY16	FFY16	FFY16	FFY16	FFY17	FFY17	FFY17	FFY17	FFY17	FFY17	FFY17	FFY17	FFY17	FFY17	FFY17	FFY17
Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sept 2017
							CLOSE OUT FY 16 GRANT											
NMDOT will Review & Recomm Budgets		Statewide Budget Meeting followed by Award Letters for FY18	NMDOT will develop and send out MOAs															
							FY 2017 PROGRAM YEAR											
		FY18 - Open Application Process	Application Workshop at NMDOT			FY18 Applications Due to NMDOT	RPO Meetings at RPO location	RPO Meetings at RPO location				NMDOT will Review & Recomm Budgets	NMDOT will conduct Statewide Budget Meeting	Subgrantee will receive Award Letters for FY18	NMDOT will develop and send out MOAs			
		1. NMDOT will send out notice for Letters of Intent																
		2. Subgrantees will advertise intent in local newspaper																
		3. Subgrantee will prepare application																

Doña Ana County 2017 Tiger Application Fund Use					
		TIGER Request	Federal	Non-Federal	Project Cost
<b>1</b>	<b>Transit Facilities &amp; Shelters</b>				
1.1	Intermodal Facility - Hatch	500,000			
1.2	Intermodal Facility - Anthony	500,000			
1.3	Intermodal Facility - DACC	1,000,000			
1.4	Building Leases (Satellite Facilities)	375,000			
1.5	Property Insurance	82,500			
1.6	*Bus Stop Shelters (20)	400,000			
1.7	Benches (30)	75,000			
1.8	Display - Kiosk Panel (30)	30,000			
1.9	Trash Receptacles (50)	30,000			
1.1	Surveillance System	75,000			
1.11	Poles & Signage	45,000			
1.12	Bus Stop Schedule Rack	9,000			
1.13	Maintenance & Storage Facility	3,300,000			
1.14	Fueling Facility (?)	75,000			
1.15	Solar Lighting Vehicle Port System	500,000			
	<b>Sub-total</b>	<b>\$6,996,500.00</b>			
<b>2</b>	<b>Transportation-Vehicle/Vehicle Equipment</b>				
2.1	28 Passenger Buses-Reserve (4)	750,000			
2.2	28 Passenger Buses (6)			\$ 462,500.00	
2.3	Staff Van (2)	45,000			
2.4	Vehicle Fuel				
2.5	Vehicle Insurance	15,623			
2.6	Vehicle Maintenance and Repair	305,000			
2.7	Parts Inventory	100,000			
2.8	Fare Boxes Electronic Registering (16)	85,000			
2.9	Radios & Base Stations	50,000			
2.1.0	Shop Supplies & Replacement Parts	175,500			
2.11	Maintenance Machinery and Equipment	250,000			
	<b>Sub-total</b>	<b>\$1,776,123.00</b>		<b>\$ 462,500.00</b>	
<b>4</b>	<b>Contractual Services</b>				
4.1	Las Cruces Transit			99,667	
4.2	SCRTD Membership Fees			98,000	
4.3	Z-Trans			30,300	
4.4	Route Matching Software	25,000			
4.5	Design & Fabrication	180,000			
4.6	Dona Ana County			150,000	
	<b>Sub-total</b>	<b>\$205,000.00</b>		<b>\$377,967.00</b>	
<b>5</b>	<b>Construction Costs</b>				
5.1	Architectural and Engineering Fees	44,160			\$44,160.00
5.2	Bus Turnout Construction	441,600			\$441,600.00
	<b>Sub-total</b>	<b>\$485,760.00</b>			



## Tiger 2015 Detailed Budget Worksheet

Doña Ana County  
845 N Motel Boulevard  
Las Cruces, NM 88007

### Grant Application Detailed Budget Worksheet

Category	TIGER Request	Applicant Match 2016	Applicant Match 2017	Total Cost	% of Match
<b>3. Dona Ana County Personnel (Direct Labor)</b>					
Grants Manager					
Grant Writer					
Grant Researcher					
Compliance Specialist					
Finance Support Staff (1)					
<b>Total Direct Labor Cost</b>		\$ -			
<b>3.1. Dona Ana County Fringe Benefits</b>					
Grants Manager					
Grant Writer					
Grant Researcher					
Compliance Specialist					
Finance Support Staff (1)					
<b>Total Fringe Benefits Cost</b>		\$ -			37.50%
<b>11. Sub-Grantees South Central Regional Transit District</b>					
Executive Director		\$ 117,000.00	\$ 117,000.00		
<b>Total Subcontracts Cost</b>					20

DAC will act as fiscal agent for the grant.

Urbanized areas if most of

Salaries were not accounted for in the Tiger request.

### Grant Application Detailed Budget Worksheet

#### Category

Personnel (Direct Labor)  
Fringe Benefits  
Total:

TIGER Share: \$ -  
Applicant Match: \$ -  
Other Funds: \$ -  
Total % of Match

South Central Regional Transit District Board Members 2015

Government-Municipality:	Elected Official:	Financial Contribution
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Doña Ana County	Commissioner Wayne Hancock
City of Las Cruces	Mayor Pro Tem Greg Smith
Town of Mesilla	Mayor Nora Barraza
City of Sunland Park	Major Javier Perea
Village of Williamsburg	Majorie Powey
City of Elephant Butte	Councilor Gerald Lafont
City of Truth or Consequences	Commissioner Steve Green
Citizen Advisory	Sharon Thomas

Service Area	2010 Census Population Status	Member Dues
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Doña Ana County	209233	\$48,000.00
Chaparral	14631	\$7,315.50
Dona Ana	1211	\$605.50
Hatch	1648	\$824.00
City of Las Cruces	96618	\$48,309.00
Mesilla	2196	\$1,098.00
Radium Springs	1699	\$849.50
Santa Teresa	4258	\$2,129.00
Sunland Park	14106	\$7,053.00
University Park	4192	\$2,096.00
Vado	3194	\$1,597.00
Sierra County	11,988	\$5,994.00
<b>Total</b>	<b>155741</b>	<b>\$77,870.50</b>

DAC Annual Contribution	2 Year	\$1,500,000.00
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Federal Funding	TBD
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Doña Ana County 2017 Tiger Grant	TIGER Request	State/Local Match	Project Cost
Buildings and Structures			
Real Estate Fleet Facility/Storage		\$ 1,050,000.00	\$ 1,050,000.00
Intermodal Facility - Hatch	\$ 250,000.00	\$ -	\$ 250,000.00
Intermodal Facility - Anthony	\$ 400,000.00	\$ -	\$ 400,000.00
Intermodal Facility - Dona Ana Community College	\$ 550,000.00	\$ -	\$ 550,000.00
Building Leases (Satellite Facilities)	\$ 275,000.00	\$ -	\$ 275,000.00
Property Insurance	\$ 25,000.00	\$ -	\$ 25,000.00
Bus Stop Shelters	\$ 400,000.00	\$ -	\$ 400,000.00
Sub-total	\$ 1,900,000.00	\$ 1,050,000.00	\$ 2,950,000.00
Equipment			
Benches (50+)	\$ 75,000.00	\$ -	\$ 75,000.00
Bus Stop Schedule Rack (60)	\$ 9,000.00		\$ 9,000.00
Display - Kiosk Panel (30)	\$ 30,000.00	\$ -	\$ 30,000.00
Lights & Turnouts	\$ 149,100.00	\$ -	\$ 149,100.00
Surveillance System	\$ 75,000.00	\$ -	\$ 75,000.00
Poles & Signage	\$ 45,000.00	\$ -	\$ 45,000.00
Solar Lighting Vehicle Port System	\$ 350,000.00	\$ -	\$ 350,000.00
Sub-total	\$ 733,100.00	\$ -	\$ 733,100.00
Vehicles and Vehicle Equipment			
32' Foot Passenger Buses-Reserve (6)	\$ 600,000.00	\$ -	\$ 600,000.00
25' Foot Passenger Buses (2)	\$ 150,000.00		\$ 150,000.00
28 Passenger Buses (5)	\$ -	\$ 462,500.00	\$ 462,500.00
Staff Van (2)	\$ 45,000.00	\$ -	\$ 45,000.00
Extended Warranties	\$ 15,623.00	\$ -	\$ 15,623.00
Geographic Info Systems (GIS)	\$ 180,000.00	\$ -	\$ 180,000.00
Fare Boxes Registering (16)	\$ 85,000.00	\$ -	\$ 85,000.00
Radios & Base Stations	\$ 50,000.00	\$ -	\$ 50,000.00
Shop Supplies & Replace Parts	\$ 35,800.00	\$ -	\$ 35,800.00
Machinery & Equipment	\$ 75,000.00	\$ -	\$ 75,000.00
Hazardous Waste Disposal	\$ 45,000.00	\$ -	\$ 45,000.00
Sub-total	\$ 1,281,423.00	\$ 462,500.00	\$ 1,743,923.00
Contractual Services			
Las Cruces RoadRunner Transit	\$ -	\$ 99,667.00	\$ 99,667.00
Rio-Grande Transit	\$ -		
Z-Trans	\$ -	\$ 30,300.00	\$ 30,300.00
Other-Doña Ana County	\$ -	\$ 1,500,000.00	\$ 1,500,000.00
Sub-total	\$ -	\$ 1,629,967.00	\$ 1,629,967.00
Construction			
Architectural and Engineering Fees	\$ 44,160.00	\$ -	\$ 44,160.00
Bus Turnout Construction	\$ 429,600.00	\$ -	\$ 429,600.00
Design & Fabrication	\$ 180,000.00	\$ -	\$ 180,000.00
ADA Improvements	\$ 75,000.00		\$ 75,000.00
Pedestrian Safety Improvements	\$ 145,000.00		\$ 145,000.00
Paved Parking Lots	\$ 625,000.00		\$ 625,000.00
Sub-total	\$ 1,498,760.00	\$ -	\$ 1,498,760.00
Supplies and Materials			
Uniforms	\$ 10,000.00	\$ -	\$ 10,000.00
Office Supplies (under \$5k)	\$ 5,000.00	\$ -	\$ 5,000.00
Computers and Storage	\$ 42,500.00	\$ -	\$ 42,500.00
Equipment Rentals	\$ 45,000.00	\$ -	\$ 45,000.00
Sub-total	\$ 102,500.00	\$ -	\$ 102,500.00

Current Spending Plan: \$ 5,515,783.00

State and Local Match: \$ 3,142,467.00

Total Project Cost: \$ 8,658,250.00

Table 3.1-3.7 Contracted Service Providers (5) Year Plan

Transportation Services	2016	2017	2018	2019	2020	Project Cost
Rio Grande Public Transportation	96,000	96,000	96,000	96,000	96,000	\$ 480,000.00
Z-Trans Public Transportation	10,000	10,000	10,000	10,000	10,000	\$ 50,000.00
Las Cruces Roadrunner Transportation	52,000	52,000	52,000	52,000	52,000	\$ 260,000.00
	158,000	158,000	158,000	158,000	158,000	<u>\$ 790,000.00</u>

Table (oo) Projected Revenues-Member Dues

Municipality Partner	2016	2017	2018	2019	2020	Revenue Totals
Dona Ana County	\$ 750,000.00	\$ 750,000.00	\$ 750,000.00	\$ 750,000.00	\$ 750,000.00	\$ 3,750,000.00
City of Las Cruces	\$ 48,309.00	\$ 48,309.00	\$ 48,309.00	\$ 48,309.00	\$ 48,309.00	\$ 48,309.00
Town of Mesilla	\$ 1,098.00	\$ 1,098.00	\$ 1,098.00	\$ 1,098.00	\$ 1,098.00	\$ 1,098.00
City of Sunland Park	\$ 7,053.00	\$ 7,053.00	\$ 7,053.00	\$ 7,053.00	\$ 7,053.00	\$ 7,053.00
Village of Hatch	\$ 824.00	\$ 824.00	\$ 824.00	\$ 824.00	\$ 824.00	\$ 824.00
Sierra County	\$ 5,994.00	\$ 5,994.00	\$ 5,994.00	\$ 5,994.00	\$ 5,994.00	\$ 5,994.00
	\$ 813,278.00	\$ 813,278.00	\$ 813,278.00	\$ 813,278.00	\$ 813,278.00	<u>\$ 3,813,278.00</u>

Based on .50 cents per total population





Doña Ana County 2017 Tiger Grant	TIGER Request	State/Local Match	Project Cost
<b>Land Purchase and Structures</b>			
Land		<b>\$1,050,000.00</b>	\$1,050,000.00
Intermodal Facilities	\$1,200,000.00		\$1,200,000.00
Building Leases	\$275,000.00		\$275,000.00
Property Insurance	\$25,000.00		\$25,000.00
Shelters	\$400,000.00		\$400,000.00
<b>Sub-total</b>	<b>\$1,900,000.00</b>	<b>\$ 1,050,000.00</b>	<b>\$2,950,000.00</b>
<b>Structural Equipment</b>			
Benches (at bus stops)	\$75,000.00		\$75,000.00
Bus Stop Schedule Rack	\$9,000.00		\$9,000.00
Display - Kiosk Panel For Transfer Stops	\$30,000.00		\$30,000.00
Surveillance System	\$75,000.00		\$75,000.00
Signs and Poles	\$ 45,000.00	\$ -	\$ 45,000.00
Lights at Turnouts	\$ 149,100.00		\$ 149,100.00
Solar Lighting Vehicle Port System	\$ 350,000.00		\$ 350,000.00
<b>Sub-total</b>	<b>\$733,100.00</b>	<b>\$ -</b>	<b>\$733,100.00</b>
<b>Vehicles</b>			
32 Foot Passenger Buses - (6)	\$ 600,000.00	\$ -	\$ 600,000.00
25 Foot Passenger Buses - (2)	\$ 150,000.00		\$ 150,000.00
28 Passenger Buses - (5)		\$ 462,500.00	\$ 462,500.00
Administrative Vehicle (2)	\$ 45,000.00	\$ -	\$ 45,000.00
<b>Sub-total</b>	<b>\$ 795,000.00</b>	<b>\$ 462,500.00</b>	<b>\$ 1,257,500.00</b>
<b>Vehicle Equipment</b>			
Geographic Positioning System (GPS)	\$ 180,000.00	\$ -	\$ 180,000.00
Fare Boxes Electronic Registering(16)	\$ 85,000.00	\$ -	\$ 85,000.00
Shop Supples & Replace Parts	\$ 35,800.00		\$ 35,800.00
Extended Warranties	\$ 15,623.00		\$ 15,623.00
Maintenance Machinery & Equipment	\$ 75,000.00		\$ 75,000.00
Hazardous Waste Disposal	\$ 45,000.00		\$ 45,000.00
Radios & Base Stations	\$ 50,000.00	\$ -	\$ 50,000.00
<b>Sub-total</b>	<b>\$ 486,423.00</b>	<b>\$ -</b>	<b>\$ 486,423.00</b>
<b>Contractual Services</b>			
Las Cruces RoadRunner Transit		\$ 99,667.00	\$ 99,667.00
Z-Trans		\$ 30,300.00	\$ 30,300.00
Other- Dona Ana County		\$ 1,500,000.00	\$ 1,500,000.00
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ 1,629,967.00</b>	<b>\$ 1,629,967.00</b>
<b>Construction Cost</b>			
Architectural and Engineering Fees	\$ 44,160.00	\$ -	\$ 44,160.00
Bus Turnout Construction	\$ 429,600.00	\$ -	\$ 429,600.00
Design and Fabrication	\$ 180,000.00		\$ 180,000.00
ADA Improvements	\$ 75,000.00		\$ 75,000.00
Pedestrian Safety Improvements	\$ 145,000.00		\$ 145,000.00
Paved Parking Lot (s)	\$ 625,000.00		\$ 625,000.00
<b>Sub-total</b>	<b>\$ 1,498,760.00</b>	<b>\$ -</b>	<b>\$ 1,498,760.00</b>
<b>Supplies &amp; Materials</b>			

Uniforms	\$ 10,000.00	\$ 10,000.00
Office Supplies (under \$5K)	\$ 5,000.00	\$ 5,000.00
Computers and Storage	\$ 42,500.00	\$ 42,500.00
Equipment Rentals	\$ 45,000.00	\$ 45,000.00
<b>Sub-total</b>	<b>\$ 102,500.00</b>	<b>\$ 102,500.00</b>

**Current Spending Plan: \$5,515,783.00**

**State and Local Match: \$ 3,142,467.00**

**Total Project Cost: \$8,658,250.00**

South Central Regional Transit District Capital Budget				
SCRTD's Plan			2019	Project Cost
Land Purchase for Vehicle Storage	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Building Leases (Satellite Facilities)	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 750,000.00
Rental Fleet Storage Areas	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 120,000.00
Fueling Facility	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00
Property Insurance	\$ 25,000.00	\$ 27,500.00	\$ 30,000.00	\$ 82,500.00
Bus Stop Shelters	\$ 250,000.00	\$ 125,000.00	\$ 125,000.00	\$ 500,000.00
<b>Sub-total</b>	<b>\$ 640,000.00</b>	<b>\$ 442,500.00</b>	<b>\$ 445,000.00</b>	<b>\$ 1,527,500.00</b>
Capital Outlay Equipment				
Benches (50)	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 75,000.00
Display - Kiosk Panel (30)	\$ -	\$ -	\$ -	\$ -
Trash Receptacles (50)	\$ -	\$ -	\$ -	\$ -
Surveillance System	\$ 10,000.00	\$ 5,000.00	\$ -	\$ 15,000.00
Poles & Signage	\$ 25,000.00	\$ 20,000.00	\$ 15,000.00	\$ 60,000.00
Solar Lighting Vehicle Port System	\$ -	\$ -	\$ -	\$ -
<b>Sub-total</b>	<b>\$ 60,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 150,000.00</b>
Vehicles and Vehicle Equipment				
Other Capital Expenses	\$ -	\$ 15,000.00	\$ 20,000.00	\$ 35,000.00
32' Passenger Buses (6)	\$ 600,000.00	\$ -	\$ -	\$ 600,000.00
26' Passenger Buses (2)	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00
Staff Van (2)	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 40,000.00
Vehicle Fuel	\$ 75,000.00	\$ 100,000.00	\$ 120,000.00	\$ 295,000.00
Shop Supplies	\$ 20,000.00	\$ 22,500.00	\$ 25,000.00	\$ 67,500.00
Maintenance	\$ 36,000.00	\$ 40,000.00	\$ 46,000.00	\$ 122,000.00
Replacement Parts	\$ 20,000.00	\$ 22,500.00	\$ 25,000.00	\$ 67,500.00
Fare Boxes Electronic Registering (16)	\$ -	\$ -	\$ -	\$ -
Radios & Base Stations	\$ 15,000.00	\$ 2,000.00	\$ 3,000.00	\$ 20,000.00
Maint Machinery and Equipment	\$ 25,000.00	\$ 27,500.00	\$ 30,000.00	\$ 82,500.00
Equipment Rental	\$ 10,000.00	\$ 15,000.00	\$ 20,000.00	\$ 45,000.00
Hazardous Waste Disposal	\$ 10,000.00	\$ 15,000.00	\$ 20,000.00	\$ 45,000.00
<b>Sub-total</b>	<b>\$ 981,000.00</b>	<b>\$ 279,500.00</b>	<b>\$ 309,000.00</b>	<b>\$ 1,569,500.00</b>
Contractual Services				
Las Cruces RoadRunner Transit	\$ 3,000,000.00	\$ 3,000,000.00	\$ 4,000,000.00	\$ 10,000,000.00
Rio-Grande Transit	\$ 400,000.00	\$ 400,000.00	\$ 500,000.00	\$ 1,300,000.00
Z-Trans	\$ 100,000.00	\$ 100,000.00	\$ 125,000.00	\$ 325,000.00
Contractual Services Other	\$ 50,000.00	\$ 60,000.00	\$ 70,000.00	\$ 180,000.00
<b>Sub-total</b>	<b>\$ 3,550,000.00</b>	<b>\$ 3,560,000.00</b>	<b>\$ 4,695,000.00</b>	<b>\$ 11,805,000.00</b>
Construction				
Architectural and Engineering Fees		\$ -	\$ -	\$ -
Bus Turnout Construction	\$ -	\$ -	\$ -	\$ -
Design & Fabrication	\$ -	\$ -	\$ -	\$ -
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Supplies and Materials				
Uniforms	\$ 15,000.00	\$ 17,500.00	\$ 20,000.00	\$ 52,500.00
Office Supplies	\$ -	\$ -	\$ -	\$ -
Furniture and Fixtures	\$ 75,000.00	\$ 10,000.00	\$ 15,000.00	\$ 100,000.00
Computers and Storage	\$ 30,000.00	\$ 5,000.00	\$ 7,500.00	\$ 42,500.00
Equipment Rentals	\$ 10,000.00	\$ 15,000.00	\$ 20,000.00	\$ 45,000.00
<b>Sub-total</b>	<b>\$ 130,000.00</b>	<b>\$ 47,500.00</b>	<b>\$ 62,500.00</b>	<b>\$ 240,000.00</b>
Other Capital Expenses				
Travel	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 65,000.00
Training	\$ 50,000.00	\$ 60,000.00	\$ 25,000.00	\$ 135,000.00
Contingencies	\$ -	\$ -	\$ -	\$ -
<b>Sub-total</b>	<b>\$ 70,000.00</b>	<b>\$ 80,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 200,000.00</b>

2016 Expenditures: \$ 5,431,000.00

2017 Expenditures: \$ 4,459,500.00

2018 Expenditures: \$ 5,601,500.00

Program Cost for 2016-2018: \$ 15,492,000.00

Cost Savings: \$ 3,724,193.00

## Working Budget -

### FY-16 COSTS

<b>Administration</b>	<b>Monthly</b>	<b>Annual</b>
Manager Salary	\$ 7,083.33	\$ 85,000.00
Manager Benefits	\$ 2,500.00	\$ 34,000.00
<b>Subtotal</b>	<b>\$ 9,583.33</b>	<b>\$ 119,000.00</b>

<b>Operations</b>	<b>Monthly</b>	<b>Annual</b>
Contract with service management	\$ 4,000.00	\$ 52,000.00
Drivers Payroll	\$ 23,776.00	\$ 285,312.00
Driver's Benefits	\$ 15,851.00	\$ 190,212.00
Maintenance	\$ 1,000.00	\$ 12,000.00
Insurance	\$ 600.00	\$ 7,200.00
Contingency	\$ 4,000.00	\$ 48,000.00
<b>Subtotal 12 months</b>	<b>\$ 65,894.00</b>	<b>\$ 794,728.00</b>
<b>Subtotal 10 months</b>	<b>\$ 60,402.86</b>	<b>\$ 728,500.93</b>

### Contract with Rio Grande Transit

Elephant Butte - Hatch	\$ -	\$ -
Hatch - Las Cruces	\$ -	\$ -
<b>Subtotal 12 months</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Subtotal 10 months</b>	<b>\$ -</b>	<b>\$ -</b>

### Contract with Ztrans

East Mesa	\$ 834.00	\$ 10,000.00
<b>Subtotal 12 months</b>	<b>\$ 834.00</b>	<b>\$ 10,000.00</b>
<b>Subtotal 10 months</b>	<b>\$ 692.22</b>	<b>\$ 8,300.00</b>

<b>DFA Reserve</b>	<b>\$ 2,944.93</b>	<b>\$ 35,657.80</b>
<b>TOTAL COSTS</b>	<b>\$ 73,623.34</b>	<b>\$ 891,458.73</b>

**REVENUES****Monthly****Annual**

Dues	\$ 8,827.00	\$ 105,924.00
DAC Contribution	\$ 63,740.00	\$ 750,000.00
Fares	\$ 833.00	\$ 9,996.00

**TOTAL REVENUES 2016**

\$ 73,400.00

\$ 865,920.00

**TWO MONTHS REVENUES SAVINGS**

July and August, 2015

\$14,513.38

\$145,133.83

**BALANCE 2016**

\$ 14,290.04

\$ 119,595.10

7500

0.916666667

Member	Population
DAC	79,969
LC	101,324
Hatch	1,597
Mesilla	1,896
Anthony	9,378
Sunland Park	15,069
Sierra County	3,926
Williamsburg	434
Tor C	6,246
EB	1,382
	221,221

#### Two Months Cost Savings Calculatio

Total savings	
	Distributed over 10 months
\$145,133.83	\$14,513.38





Monthly Dues	Annual Dues	Monthly DAC Contribution	Annual DAC Contribution	Fares	Subsequent Years
\$3,332.08	\$39,985.00	\$63,740.00	\$764,884.00	\$9,993.00	(FY16 Fares
\$4,221.83	\$50,662.00				\$14,989.50
\$66.58	\$799.00				\$18,736.88
\$79.00	\$948.00				\$23,421.09
\$0.00					\$23,421.09
\$627.92	\$7,535.00				
\$163.58	\$1,963.00				
\$18.08	\$217.00				
\$260.25	\$3,123.00				
\$57.58	\$691.00				
\$8,826.92	\$105,923.00	\$63,740.00	\$764,884.00	\$9,993.00	<b>\$880,800.00</b>
					\$4,404,000.00
			3,824,420		
			\$63,740.33	\$832.75	

ins



**5 year contribution**

\$3,824,420.00

(FY17

(FY-18)

(FY-19)

(FY-20)

<b>FTA @23%</b>	<b>Total with FTA funding</b>
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\$202,584.00	\$1,083,384.00
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\$810,336.00	\$5,214,336.00
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## Operating Costs

Drivers' Salaries and Benefits	\$223,944	
Contractual Services-Las Cruces Shuttle	\$78,000	
Contractual Services-Rio Grande Transit		\$41,500
Contractual Services-Z Trans	\$10,000	
Travel	\$18,333	
Vehicle Fuel	\$98,353	
Vehicle Maintenance and Repair (Jeff Woods)	\$11,000	
Insurance- Vehicle (5)	\$5,515	
Uniforms	\$7,500	
Training	\$20,000	
DFA Reserve		\$60,904.38
Bus Wraps	\$7,500	
Rent and Utilities	\$11,000	
Fiscal Agent (Finance, Treasury, IT, HR)	\$160,000	
Advertising	\$36,000	
Contingency	\$44,000	
Total Operating Costs	<b>\$731,145</b>	
	Reserve	\$60,904.38
Total Operating Costs		\$792,049.38

## REVENUE

Dona Ana County                      **750,000.00**  
Dues

                    DAC    **39,985.00**  
                    LC    **50,662.00**  
                    Mesilla    **948.00**  
                    Sunlan Park    **7,535.00**

Fares                                      **9,996.00**

ADVERTISING                              **75,000.00**

Member	Population
--------	------------

DAC	79,969
LC	101,324
Hatch	1,597
Mesilla	1,896
Anthony	9,378
Sunland	
Park	15,069
Sierra Cour	3,926
Williamsbu	434
Tor C	6,246
EB	1,382
	221,221

**934,126.00**

**Monthly Dues   Annual Dues**

\$3,332.08	\$39,985.00
\$4,221.83	\$50,662.00
\$0.00	\$0.00
\$79.00	\$948.00
\$0.00	

\$627.92	\$7,535.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$8,260.83	\$99,130.00

## FY 2017 Budget

### July 16 - June 17

<b>ADMINISTRATION</b>	<b>Monthly</b>	<b>Annual</b>
Manager Salary	\$ 7,687.50	\$ 92,250.00
Manager Benefits	\$ 2,126.52	\$ 25,518.24
Organization & Mgmt. Liability	\$ 198.00	\$ 2,376.00
COG Contract	\$ 13,333.33	\$ 160,000.00
<b>Administration Subtotal</b>	<b>\$ 23,345.35</b>	<b>\$ 280,144.24</b>
 <b>OPERATIONS</b>		
Transportation Management	\$ 8,500.00	\$ 102,000.00
Drivers Payroll	\$ 10,768.00	\$ 129,220.00
Mechanic	\$ 3,000.00	\$ 36,000.00
Customer Service Rep		
FICA	\$ 1,196.00	\$ 14,357.00
PERA Retirement	\$ 1,032.00	\$ 12,391.00
Health Insurance	\$ 12,000.00	\$ 144,000.00
Unemployment Comp	\$ 1,107.35	\$ 13,288.20
Uniforms	\$ 1,200.00	\$ 1,200.00
Physicals	\$ 45.00	\$ 540.00
Fuel	\$ 4,680.00	\$ 56,160.00
Operator Phones	\$ 500.00	\$ 6,000.00
Asset Management	\$ 100.00	\$ 1,200.00
Fleet Maintenance	\$ 2,000.00	\$ 24,000.00
Workers Comp Insurance	\$ 1,222.00	\$ 14,664.00
Vehicle Insurance	\$ 3,270.00	\$ 39,230.00
Internet Subscription	\$ 40.00	\$ 480.00
Shop Supplies	\$ 125.00	\$ 1,500.00
Office Supplies	\$ 30.00	\$ 360.00
Office Equipment	\$ 65.00	\$ 780.00
Vehicle Repair	\$ 2,000.00	\$ 24,000.00
Financial Audit Costs	\$ 833.34	\$ 10,000.00
<b>Operations Subtotal Annual</b>	<b>\$ 53,713.69</b>	<b>\$ 631,370.20</b>
<b>FY 2016 Cost</b>		<b>\$ 911,514.44</b>

#### Notes:

Contract Ops 12 month contract  
 Zia Trans Contract 12 month  
 COG contract 12 months  
 Fuel Based on 6 MPG @1.60 no taxes  
 Driver Benefits at 70% of Payroll  
 Fuel Based on 6 MPG @1.60 no taxes  
 Drivers Benefits deferred 1st 90 days  
 QA = Verizon Fleet Management

## Labor Hours - Worksheet

	Trip/Day	Hours/Trip	Rev Hours	Non Rev	Total Operating Hours
Blue	3	2	6	1.5	7.5
Red	3	2	6	1.5	7.5
Purple	2	2.5	5	1.5	6.5
	1	2	2		2
Orange	2	2.5	5	1.5	6.5
	1	2	2		2
Daily Hours	12	13	26	6	32
Weekly Hours (5 days a week)			130	30	160
Annual Hours (52 Weeks)			6,760	1,560	8,320
<b>Projected Fiscal Budget</b>		<b>#REF!</b>			
<b>Total Annual Hours</b>		<b>8,320</b>			
<b>Hourly Rate</b>		<b>#REF!</b>			



9. a. Board Action Item:

Professional Services Request: Contract/Agreement for Development of Human Resources Policy, Disadvantages Business Enterprise (DBE) and Equal Employment Opportunity Act (EEO)

The United State Department of Transportation and the State Department of Transit and Rail require all grant recipients to have policies and procedures in place for the operations and maintenance of local transit systems. This includes ensuring that the proper contract language is in place for all procurements and daily operation of service.

The NM Department of Transportation Transit and Rail Division have scheduled an initial review of the SCRTD for this coming fiscal year. A Technical Assistance and Review Questionnaire for our Section 5311 grant is subject to review. The review will address the following items:

1. Governance, Leadership, and Administration
2. Federal Requirements
3. Human Resource Management
4. Employee Training and Development
5. Service Design and Delivery
6. Passenger Relations and Standards
7. ADA Complementary Paratransit Service
8. Marketing
9. Transit Vehicles and Facilities
10. Bus Inspection and Maintenance
11. Scheduling, Dispatching, and Communications
12. Transit Safety, and Security
13. Emergency Preparedness

Many of these issues have been addressed in the Operators Manual that was produced and distributed to the Bus Operators last February. However, more work is needed in the specific areas of Human Resource management, procurement and employee training.

This request for services is to address these specific areas and will include reviewing the Draft SCRTD Human Resources Policy and Procedures Manual that is underdevelopment.

The project contract cost is in a not to exceed amount of \$5,000.

**South Central Regional Transit District**

**Resolution Number: 2016-05**

**A Resolution Authorizing Budgetary Adjustments and Revisions**

**WHEREAS**, the South Central Regional Transit District Board of Directors met in a meeting Wednesday, April 27, 2016 in the Dona Ana County Commission Chambers, 845 N. Motel Blvd., Las Cruces, N.M.; and,

**WHEREAS**, the South Central Regional Transit District determines it necessary to authorize budgetary adjustments and revisions as summarized in the attached sheet; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the South Central Regional Transit District does hereby approve the budget adjustments and revisions and authorizes the fiscal agent to make the revisions.

**ADOPTED AND APPROVED THE 27<sup>th</sup> DAY OF APRIL, 2016.**

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Wayne Hancock, Chair

ATTEST:

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David Armijo, Executive Director

**South Central Regional Transit District**  
**FY 15-16 EXPENDITURES as of 03.31.16**

Descriptions	Budget	Revision Request Increase/ (Decrease)	Y-T-D	%	Remaining
<b><i>Personnel Services</i></b>					
Salaries	102,488.38		45,399.06	44%	57,089.32
<b><i>Employee Benefits</i></b>					
FICA/Medicare Tax	7,840.36		3,457.47	44%	4,382.89
WC/SUTA	6,149.30		2,753.19	45%	3,396.11
Workers' Comp Insurance	14,664.00		2.30	0%	14,661.70
Health Insurance	35,773.92		5,283.08	15%	30,490.84
Retirement - PERA	7,584.14		3,050.39	40%	4,533.75
<b><i>Travel</i></b>					
Travel - Reimbursement	4,500.00		2,390.60	53%	2,109.40
FUEL	23,400.00	-	5,365.40	23%	18,034.60
Maintance on Vehicles	24,000.00	-	-	0%	24,000.00
<b><i>Supplies</i></b>					
Supplies	6,000.00	-	4,984.05	83%	1,015.95
<b><i>Insurances</i></b>					
General Liability	3,000.00		-	0%	3,000.00
Automobile Insurance	39,230.00		9,933.19	25%	29,296.81
D&O Insurance	2,376.00		2,376.00	100%	0.00
<b><i>Contractual Services</i></b>					
Professional Fees/Audit	-		-	0%	0.00
Legal Fees	1,500.00		-	0%	1,500.00
Contract Services					
SCCOG	120,000.00		11,147.75	9%	108,852.25
Las Cruces Transport	54,155.00		42,102.02	78%	12,052.98
Zia Therapy	10,000.00		3,333.32	33%	6,666.68
<b><i>Operating Cost</i></b>					
Advertisements	1,000.00		184.00	18%	816.00
Conf/Seminars/Training	1,300.00		1,299.72	100%	0.28
Postage	90.00		-	0%	90.00
Office Equipment	780.00		-	0%	780.00
Asset Management	700.00		-	0%	700.00
Telephone	6,000.00		1,040.73	17%	4,959.27
Reserve	24,000.00		-	0%	24,000.00
<b><i>Capital Outlay</i></b>					
14-2110 Capital Outlay	463,975.00	-	463,975.00	100%	0.00
<b>Total Expenses</b>	<b>\$ 960,506.10</b>	<b>\$ -</b>	<b>608,077.27</b>	<b>63%</b>	<b>352,428.83</b>

# SCCOG FY 15-16 REVENUE

## South Central Regional Transit District

Support & Revenue	Revenue	Revision Request Increase/ (Decrease)	Y-T-D Received PMT	% Y_T_D	Remaining Balance
Membership Dues			\$ -	0%	\$ -
CITY OF LAS CRUCES	\$ 48,809.00		\$ 48,809.00	100%	\$ -
DONA ANA COUNTY	\$ 42,158.00		\$ 42,158.00	100%	\$ -
SUNLAND PARK	\$ 7,053.00		\$ 7,053.00	100%	\$ -
TOWN OF MESILLA	\$ 1,098.00		\$ 1,098.00	100%	\$ -
VILLAGE OF HATCH	\$ 824.00		\$ -	0%	\$ 824.00
CITY OF ELEPHANT BUTTE	\$ 715.00		\$ 715.00	100%	\$ -
CITY OF TRUTH OR CONSEQ (WVD)	\$ 3,237.00	(3,237.00)	\$ -	0%	\$ -
TOWN OF WILLIAMSBURG (WVD)	\$ 500.00	(500.00)	\$ -	0%	\$ -
					\$ -
14-2110 Capital Outlay	\$ 440,000.00		\$ 440,000.00	100%	\$ -
Dona Ana County GRT	750,000.00	(330,150.90)	-	0%	\$ 419,849.10
Bus Fares	-		388.00		
Advertisement Revenue	-		1,790.00		
<b>TOTAL REVENUES</b>	<b>\$ 1,294,394.00</b>	<b>\$ (333,887.90)</b>	<b>\$ 542,011.00</b>	<b>42%</b>	<b>\$ 420,673.10</b>