



# Request for Proposals

## YUBA-SUTTER TRANSIT COMPREHENSIVE OPERATIONAL ANALYSIS/ SHORT RANGE TRANSIT PLAN

---

January 24, 2022

**Release Date: January 24, 2022**

**Proposal Due Date: By 4:00 p.m. (PST) on Friday, February 25, 2022**

**Presentations (If Necessary): March 7 – 9, 2022**

**Contract Award (Tentative): March 17, 2022**

## Notice of Request for Proposals

This Request for Proposals (RFP) is issued by the Yuba-Sutter Transit Authority (Yuba-Sutter Transit or Authority) to select a qualified firm (Consultant) to perform a Comprehensive Operational Analysis (COA)/Short-Range Transit Plan (SRTP). The work product resulting from this effort will guide the Authority's emergence from depressed pandemic ridership and the possible transition to alternative operating models. The goal of this solicitation is to enter into a Contract with the firm that will be able to best meet the needs of the Authority. The Board of Directors and their constituents have high expectations for the Authority to deliver a plan to greatly improve transit system efficiency, effectiveness, and accessibility.

The Consultant will need to effectively manage the COA/SRTP and provide innovative transit solutions for the Authority to become a true mobility integrator for the region. The COA/SRTP should generate recommendations based on extensive data analysis, public outreach, and industry best practices for deploying various public transportation modes. The COA/SRTP shall consider an entire spectrum of service options ranging from minor modifications to a full "reset" of the system. Finally, the documents produced through this contract will capture the vision that most successfully explores the relationships between effective transit and land-use, population growth and employment patterns as well as social equity and areas of high transit need.

The Authority seeks a Consultant with the ability to bring a collaborative and truly innovative approach to this project. The selected firm is expected to design a framework and timeline that will most efficiently deliver/implement the COA/SRTP. The recommendations adopted from the COA/SRTP will be the foundation for revitalizing the region's transit services. Concurrent with this procurement is another major activity – the search for funding to construct the Next Generation Maintenance, Operations and Administration facility at the recently purchased site at 6035 Avondale Ave in Linda, CA. This facility will be constructed as funding becomes available, but the current timeline is for completion in 2025. The facility is anticipated to modernize transit operations and serve as a mobility hub for the bi-county region.

Proposals shall be received by Yuba-Sutter Transit at 2100 B Street, Marysville, CA at or before 4:00 p.m. PST, Friday, February 25, 2022, for the Yuba-Sutter Transit COA/SRTP as described in this Request for Proposals (RFP) document. Proposals received after the date and time specified above shall be considered unresponsive and shall be returned to the proposer unopened.

Yuba-Sutter Transit reserves the right, in its sole and exclusive discretion, to postpone, to accept or to reject any and all proposals, in whole or in part. The total proposal amount is not to exceed \$225,000.

All proposals shall be subject to all applicable State and Federal laws. The award to be let under this solicitation is subject to the terms of a financial assistance agreement between Yuba-Sutter Transit and the California Department of Transportation (Caltrans) under the Fiscal Year 2020-21 Sustainable Transportation Planning Grant program.

Proposal documents shall be clearly marked "**Yuba-Sutter Transit COA/SRTP PROPOSAL**" and can be sent electronically, mailed or delivered to:

Yuba-Sutter Transit  
ATTN: Keith Martin, Executive Director  
2100 B Street  
Marysville, CA 95901

Electronic submission to: [adam@yubasuttertransit.com](mailto:adam@yubasuttertransit.com)

Questions should be directed to Adam Hansen, Planning Program Manager at (530) 634-6880, or by email at [adam@yubasuttertransit.com](mailto:adam@yubasuttertransit.com). Responses may be shared through the Yuba-Sutter Transit website with other prospective bidders.

Request for Proposals  
Yuba-Sutter Transit COA/SRTP

**Table of Contents**

Notice of Request for Proposals..... 2

Project Overview ..... 4

    Introduction..... 4

Instructions to Proposers ..... 4

    General ..... 4

    Due Date..... 5

    Required Proposal Contents..... 5

    Assignment..... 7

    Protest Procedures..... 7

    Cancellation..... 7

    Questions ..... 8

Terms and Conditions..... 9

    General ..... 9

    Insurance ..... 10

Scope of Work ..... 13

    Introduction..... 13

    Overall Project Objectives ..... 14

    Task 1: Existing Conditions ..... 14

    Task 2: Analysis..... 15

    Task 3: Public Outreach..... 19

    Task 4: Advisory Committee Meetings ..... 19

    Task 5: Draft and Final Plan ..... 20

    Task 6: Board Review/Approval ..... 20

APPENDIX: Required Federal Forms..... 22

## Project Overview

### Introduction

The Yuba-Sutter Transit Authority (Yuba-Sutter Transit or the Authority) is the sole provider of public transit service in Yuba and Sutter Counties under a joint powers agreement between Sutter and Yuba Counties and the Cities of Marysville and Yuba City. Under the current operating contract with Storer Transit Systems, Inc., Yuba-Sutter Transit provides four distinct public transit services within the urbanized and rural areas of the counties as listed below:

- Urban fixed route service in the cities of Yuba City and Marysville and the unincorporated communities of Linda and Olivehurst.
- Urban demand responsive Dial-A-Ride service, which includes service to seniors and persons with disabilities and complementary paratransit service as required by the Americans with Disabilities Act (ADA) along with a general-public weekday evening Dial-A-Ride service within the same urban service area.
- Weekday peak hour commuter and midday service to downtown Sacramento.
- Limited rural route deviation service consisting of three separate routes between Marysville/Yuba City and the Yuba County foothills, Live Oak and Wheatland. The Live Oak and Wheatland services are operated by contract with the Cities of Live Oak and Wheatland.

Yuba-Sutter Transit currently operates a fleet of 51 buses ranging in capacities of 16 to 57 seated passengers. Annual ridership increased significantly over the organization's first 40-year history, reaching a system-wide high of 1,296,622 one-way passenger trips in FY 2014-15, but slowly declined thereafter to 931,951 in FY 2019, the last full fiscal year before the COVID-19 pandemic. Due to the pandemic, ridership dropped to a 25-year low of just 347,891 trips in FY 2020-21 but has since begun to recover and is on pace for approximately 450,000 trips in FY 2022.

The local fixed route system provides service every 30 to 60 minutes on six routes with 14 buses in all day service Monday through Friday in Yuba City, Marysville, Linda and Olivehurst. Local fixed route service is provided each weekday from approximately 6:30 a.m. to 6:30 p.m. and from approximately 8:30 a.m. to 5:30 p.m. on Saturdays. No service is provided on Sunday or major holidays.

Yuba-Sutter Transit has sought to continually improve the convenience and accessibility of its services which include a full conversion to modern low-floor fixed route buses in 2015; conversion to an all-MCI over the road commuter bus fleet in 2018; implementation of the regional electronic fare card system in 2017; installation of free Wi-Fi on fixed route and commuter buses in 2018, implementation of the highly successful discount monthly pass programs for area youth, seniors and persons with disabilities; and, a new discount general public monthly pass program in 2020. Despite these efforts, there is still room for improvement to design a system to serve the current clientele while providing services to growing outlying areas.

## Instructions to Proposers

### General

All proposals will be controlled by the Terms and Conditions contained herein. Contractor terms and conditions that may be included as a part of other documents submitted as a part of the proposal are waived and will have no effect either on the

proposal, or any contract which may be awarded as a result of the proposal when in conflict with those of this document. The attachment of any other terms and conditions may be grounds for rejection of the proposal.

Compliance with Laws: Yuba-Sutter Transit will comply with all applicable Federal, State, and local laws, codes, ordinances, regulations, orders, circulars, and directives, including, without limitation, all Federal and State regulatory requirements associated with the funding provided for this project. These regulations, orders, circulars, and directives include, without limitation, the following: 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; Office of Management and Budget Circular A-87, Revised "Cost Principles for State, Local, and Indian Tribal Governments"; and FTA Circular No. 4220.1E, "Third Party Contracting Requirements." Further, Yuba-Sutter Transit will require the appropriate debarment certification form from all contractors and Yuba-Sutter Transit certifies that it will not knowingly enter into any transaction with a contractor, subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State agency.

Contractor specifically agrees to the conditions set forth in the above paragraph by signature of the required "Transmittal Letter" described herein.

Yuba-Sutter Transit invites and encourages participation in this procurement by disadvantaged business enterprises.

## Due Date

Proposals can be submitted either by mail which must include one unbound original and two (2) bound copies or electronically to [adam@yubasuttertransit.com](mailto:adam@yubasuttertransit.com). A verification of receipt email will be sent in return. All proposals must be received at or before 4:00 p.m. PST on Friday, February 25, 2022:

Yuba-Sutter Transit  
ATTN: Keith Martin, Executive Director  
2100 B Street  
Marysville, CA 95901

## Required Proposal Contents

To be considered responsive, proposals must include the following components, at a minimum:

1. Transmittal Letter  
Proposer specifically agrees to the conditions set forth in this RFP by signature of the Transmittal Letter. The letter must be signed by a representative authorized to bind the proposer's company and contain, at a minimum:
  - a. A representation as to the type of business the proposer/firm is (individual, partnership, sole proprietorship);
  - b. A representation as to the DBE status of the proposer/firm; and
  - c. Display an understanding of the conditions under which the proposal is offered.
2. Technical Approach/Deliverables  
Provide an original, detailed description of the level of work to be performed including, but not limited to, the Scope of Work described herein. Technical factors including methods for demographic, transit demand and performance analysis and development of service alternatives should be explained sufficiently to support meaningful comparison and discrimination between competing proposals.
3. Key Personnel /Previous Performance  
Yuba-Sutter Transit considers the qualifications, experience and past performance of key personnel and

subcontractors that will perform major or critical aspects of the work as a key indicator of a proposer's ability to perform the contract successfully. Provide the names and profiles of the staff to be assigned as well as project descriptions and client contact information for at least three (3) relevant contracts, recently completed by your firm, requiring efforts similar to those of this project. Proposers are encouraged to provide information on problems encountered on the identified contracts and corrective measures taken.

#### 4. Project Schedule

The contractor shall provide a detailed schedule for the work including personnel assigned, the estimated time commitment from each, and anticipated completion dates of each major phase/milestone. The draft Yuba-Sutter Transit COA/SRTP needs to be completed in 2023.

Funding for all work to be completed under this project will expire on March 30, 2024, unless otherwise terminated or extended by written agreement between the parties, subject to approval by Caltrans.

#### 5. Cost Proposal

Provide detailed cost breakdown of all labor necessary for the delivery of this project. The contracting budget for this project is not to exceed \$225,000.

#### 6. Sub-Contractors

Provide names, addresses and descriptions of sub-contractors to be employed in the delivery of the project. Any subcontract in excess of \$25,000 entered into as a result of this solicitation must contain all of the applicable provisions of the primary agreement. Clearly indicate if no sub-contractors are to be used.

### **Proposal Evaluation**

Proposals shall be prepared in accordance with the requirements contained in this RFP. Yuba-Sutter Transit reserves the right, in its sole and exclusive discretion, to reject any or all proposals on the basis of responsiveness and/or cost; to award this contract to a single overall consultant/firm on all items; or, to make an award on the basis of individual tasks/deliverables or groups of tasks/deliverables, whichever shall be considered to be the best value to Yuba-Sutter Transit. Award may be made on the basis of initial proposals submitted without any negotiations or discussions.

Yuba-Sutter Transit shall evaluate all proposals using the factors listed below and shall select the proposal that represents, in the sole opinion of Yuba-Sutter Transit, the "best value" to Yuba-Sutter Transit. Pursuant to applicable purchasing guidelines, Yuba-Sutter Transit will make an award to the responsible consultant(s) whose proposal is most advantageous to Yuba-Sutter Transit with price and other factors considered. Accordingly, Yuba-Sutter Transit may not necessarily make an award to the proposer with the highest technical ranking nor award to the proposer with the lowest price proposal if doing so would not be in the overall best interest of Yuba-Sutter Transit.

### **Consultant Selection**

A. Firm Capability and Experience (20%). -- Consultant shall describe in detail how the proposed service will satisfy the functions and features described in the Scope of Work. Consultant shall provide a comprehensive explanation of the Consultant's ability to perform the Scope of Work outlined in this RFP, including a description of the Consultant's methods and resources that will be utilized to perform the services described in this RFP.

B. Project Team (25%). -- This factor evaluates the relevant experience and knowledge of the Consultant's proposed lead assigned to this project as well as key personnel identified as being assigned to the project. The full resume for the project manager should be included in the proposal. This will include an assessment of the Consultant's understanding of the staffing

needs and requirements for providing the services required under this RFP and for meeting the Authority's performance and quality standards.

C. Project Approach and Schedule (40%). – This factor evaluates both the Consultant's understanding of the Authority's goals and needs and the work products required from this planning process and the specific details of the Consultant's approach to completing the scope of work to meet those goals. The Consultant's approach will provide the Authority with an understanding of how the consultant translates their understanding of the Authority's needs into action. The schedule should include relative durations and activities allocated per task, adherence to the Authority's set timeline and the influence concurrent procurements may have on this process.

F. Cost (15%). – The factor evaluates the value delivered to the Authority by the Consultant by measuring cost proposal elements such as the number of hours, hourly rates, the distribution of Consultant team members' time across tasks, number of trips, differences in reimbursable expenditures, etc. As a Best Value procurement, the cost evaluation will not be based on the lowest price.

### **Presentations/Interviews (If Necessary)**

Award may be made on the basis of initial proposals submitted without any interviews, negotiations or discussions. If deemed necessary, one or more proposers may be asked to provide an in-person or virtual presentation in support of their proposal to Yuba-Sutter Transit's selection committee members. Presentations are tentatively scheduled for March 7 – 9, 2022. Proposers are encouraged to prepare a presentation which demonstrates their understanding of the required scope of work for this project, experience and qualifications of assigned staff and the proposed management plan/schedule. To the extent possible, key personnel should be available during the presentation for relevant questions to determine the depth of their knowledge in critical areas.

Yuba-Sutter Transit will not be contractually bound by oral discussions during the evaluation process.

### **Assignment**

The selected Contractor may not assign or subcontract its rights or obligations under the Contract without the prior written permission of Yuba-Sutter Transit, and no such assignment or subcontract will be effective until approved in writing by Yuba-Sutter Transit. Notwithstanding the foregoing, Contractor may assign its right to receive the payments from Yuba-Sutter Transit without such consent; however, Yuba-Sutter Transit shall not be under any obligation to pay any third party unless Contractor and/or its assignee have given Yuba-Sutter Transit at least thirty (30) days' notice of such assignment.

### **Protest Procedures**

Yuba-Sutter Transit has on file a set of written protest procedures applicable to this solicitation that may be obtained by contacting Yuba-Sutter Transit. Any protest filed by a proposer in connection with this RFP must be submitted in accordance with Yuba-Sutter Transit's written procedures.

### **Cancellation**

Yuba-Sutter Transit reserves the right to cancel this solicitation at any time before the Contract is fully executed and approved on behalf of Yuba-Sutter Transit.

## Questions

Questions regarding the requirements or terms of this RFP should be referred to Adam Hansen, Planning Program Manager, in writing by email, fax or U. S. mail:

Yuba-Sutter Transit  
ATTN: Adam Hansen, Planning Program Manager  
2100 B Street  
Marysville, CA 95901

Telephone: 530-634-6880

Fax: 530-634-6888

[adam@yubasuttertransit.com](mailto:adam@yubasuttertransit.com)

Questions regarding the requirements or terms of this RFP are due to Yuba-Sutter Transit on or before Friday, February 11, 2022. Responses to any substantive questions received by this date will be posted on the Yuba-Sutter Transit Website by Tuesday, February 15, 2022 as an addendum to this RFP.



## Terms and Conditions

### General

1. Acceptance and Rejection: Yuba-Sutter Transit reserves the right to reject any and all proposals, to waive any informality in proposals, and unless otherwise specified by the proposer, to accept any item in the proposal. If a unit price or extended price is obviously in error and the other price is obviously correct, the incorrect price will be disregarded.
2. Time for Consideration: Unless otherwise indicated in the proposal, the offer shall be valid for 90 days from the due date of the solicitation.
3. Payment Terms: Payment terms are Net 30 days after receipt of a correct invoice or acceptance of goods, whichever is later. Yuba-Sutter Transit is responsible for all payments under the contract.
4. Funding Requirements: Any contract or subcontract to be funded in whole or in part using funds provided under this Agreement will require the contractor and its subcontractors, if any, to:
  - (a) Comply with applicable State and Federal requirements that pertain to, among other things, labor standards, non-discrimination, the Americans with Disabilities Act, Equal Employment Opportunity, Drug-Free Workplace, and Office of Management and Budget Circular A-87, Revised "Cost Principles for State, Local and Indian Tribal Governments."
  - (b) Maintain at least the minimum state-required Workers' Compensation Insurance for those employees who will perform the work or any part of it.
  - (c) Maintain unemployment insurance and disability insurance as required by law, along with liability insurance in an amount that is reasonable to compensate any person, firm, or corporation who may be injured or damaged by the contractor or any subcontractor in performing work associated with this Agreement or any part of it.
  - (d) Retain all books, records, accounts, documentation, and all other materials relevant to this Agreement for a period of three (3) years from the date of termination of this Agreement, or three (3) years from the conclusion or resolution of any and all audits or litigation relevant to this Agreement and any amendments, whichever is later.
  - (e) Permit Yuba-Sutter Transit, Caltrans and/or its representatives, upon reasonable notice, unrestricted access to any or all books, records, accounts, documentation, and all other materials relevant to this Agreement for the purpose of monitoring, auditing, or otherwise examining said materials.
  - (f) Comply with all applicable requirements of Title 49, Part 26 of the Code of Federal Regulations, as set forth in Section 28.
5. Specifications: Any deviation from specifications indicated herein must be clearly stated by the proposer in writing; otherwise, all items or work offered by the proposer shall be deemed to be in strict compliance with these specifications, and the successful proposer will be held responsible therefore. Deviations must be explained in detail in the proposal or on an attached sheet(s). This paragraph shall not be construed as inviting or permitting any deviation whatsoever by proposer or implying that any such deviation will be acceptable to Yuba-Sutter Transit.
6. Award of Contract: Qualified proposals will be evaluated and acceptance made of the best value proposal to Yuba-Sutter Transit as determined upon consideration of such factors as: price offered; the quality of the articles offered; the general reputation and performance capabilities of the proposer; the substantial conformity with the specifications and other conditions set forth in the proposal; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by Yuba-Sutter Transit, within its sole and exclusive discretion, to

be pertinent or peculiar to the purchase in question. Unless otherwise specified by Yuba-Sutter Transit or the proposer, Yuba-Sutter Transit reserves the right to accept any items or groups of items on a multi-item proposal.

Yuba-Sutter Transit reserves the right to make partial, progressive, or multiple awards where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; or other factors deemed by Yuba-Sutter Transit to be pertinent or peculiar to the purchase in question.

7. Governmental Restrictions: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful proposer to notify Yuba-Sutter Transit at once, indicating the specific regulation which required such alterations.

Yuba-Sutter Transit reserves the right, within its sole and exclusive discretion, to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

8. Exceptions: All proposals are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions and the submission of other terms and conditions, price catalogs, and other documents as part of a proposer's response will be waived and have no effect on this Request for Proposal or any other contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by a proposer may be grounds for rejection of the proposal. The proposer specifically agrees to the conditions set forth in this paragraph by affixing his name and signature on the proposal Transmittal Letter.

9. Confidentiality of Proposals: Access to government records is governed by the California Public Records Act (Gov. Code 6250 et seq.). Except as otherwise required by the California Public Records Act, Yuba-Sutter Transit will exempt from disclosure proprietary information, trade secrets and confidential commercial and financial information submitted in the proposal. Any such proprietary information, trade secrets or confidential commercial and financial information which a proposer believes should be exempted from disclosure shall be specifically identified and marked as such. Blanket-type identification by designating whole pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not assure confidentiality. The specific proprietary information, trade secrets, or confidential commercial and financial information must be clearly identified as such. The Price Proposal and its contents shall not be considered proprietary information.

10. Clarifications/Interpretations: Any and all questions regarding this document must be addressed to Adam Hansen, Planning Program Manager. Any and all revisions to this document shall be made only by written addendum issued by Yuba-Sutter Transit. The Vendor is cautioned that the requirements of this proposal can be altered only by written addendum and that verbal communications, regardless of their source, shall be of no force or effect.

11. Situs: The place of all contracts, transactions, agreements, their situs and forum, shall be Yuba County, California, wherein all 47ers shall be determined, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement of this Request for Proposal, or any contract which may be awarded as a result of this solicitation.

## Insurance

During the term of this Agreement, Contractor shall at all times maintain, at its expense, the following coverage requirements (the comprehensive general liability insurance shall include broad form property damage insurance):

1. Minimum Coverage (as applicable) - Insurance coverage shall be with limits not less than the following:

- (a) Comprehensive General Liability - \$2,000,000/occurrence and \$2,000,000/aggregate, including ongoing and completed operations coverage
  - (b) Automobile Liability - \$2,000,000/occurrence (general) and \$2,000,000/ occurrence (property) (include coverage for hired and non-owned vehicles)
  - (c) Professional Liability/Malpractice/Errors and Omissions - \$1,000,000/occurrence and \$2,000,000/aggregate (if any engineer, architect, attorney, or other licensed professional performs work under a contract, the contractor must provide this insurance. If not, then this requirement automatically does not apply.)
  - (d) Workers' Compensation - Statutory Limits/Employers' Liability - \$1,000,000/ accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)
2. Yuba-Sutter Transit, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers' compensation and professional liability coverage. (Evidence of additional insured may be needed as a separate endorsement due to wording on the certificate negating any additional writing in the description box.)
  3. Any available insurance proceeds in excess of the specified minimum limits and coverage set forth above shall be available to the Authority as an additional insured. All coverage available shall be as broad as the coverage afforded to the named insured and nothing in any agreement with the Authority shall limit or lessen the coverage afforded to the Authority as an additional insured to the extent coverage would be available to the named insured under the policy in question. All insurance policies required to be carried shall provide for severability of interests; shall provide that an act or omission of any of the named or additional insured's shall not reduce or avoid coverage to the other named or additional insured's and shall afford coverage for all claims based on acts, omissions, injury or damage which claims occurred or arose (or the onset of which occurred or arose) in whole or in part during the policy. All insurance shall be primary and non-contributory.
  4. Said policies shall remain in force through the life of this Agreement and, with the exception of professional liability coverage, shall be payable on a "per occurrence" basis.
  5. The Contractor shall declare all aggregate limits on the coverage before commencing performance of this Agreement, and Yuba-Sutter Transit reserves the right to require higher aggregate limits to ensure that the coverage limits required for this Agreement are available throughout the performance of this Agreement.
  6. Any deductibles or self-insured retentions must be declared to and are subject to the approval of Yuba-Sutter Transit.
  7. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to Yuba-Sutter Transit or after ten (10) days for delinquent insurance premium payments.
  8. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise approved by Yuba-Sutter Transit.
  9. The policies shall cover all activities of Contractor, its officers, employees, agents and volunteers arising out of or in connection with this Agreement.
  10. For any claims relating to this Agreement, the Contractor's insurance coverage shall be primary, including as respects Yuba-Sutter Transit, its officers, agents, employees and volunteers. Any insurance maintained by Yuba-Sutter Transit shall apply in excess of, and not contribute with, insurance provided by Contractor's liability insurance policy.
  11. The insurer shall waive all rights of subrogation against Yuba-Sutter Transit, its officers, employees, agents and volunteers.

12. Prior to commencing services pursuant to this Agreement, Contractor shall furnish Yuba-Sutter Transit with original endorsements reflecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by and are subject to the approval of Yuba-Sutter Transit before work commences. Upon request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.

13. During the term of this Agreement, Contractor shall furnish Yuba-Sutter Transit with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.

## Scope of Work

### Introduction

Yuba-Sutter Transit has a fleet of 51 revenue vehicles (22 fixed route, 16 demand response/rural route and 13 commuter buses), Yuba-Sutter Transit operates six urban fixed routes; three rural routes; an urban Dial-A-Ride service; and an intercity commuter service between Marysville/Yuba City and downtown Sacramento. Yuba-Sutter Transit's six local fixed routes serve the Cities of Yuba City and Marysville and the unincorporated Yuba County communities of Linda and Olivehurst. A total of 931,951 passenger trips were provided by these services in FY 2019, the last full fiscal year before the start of the COVID-19 pandemic.

Yuba-Sutter Transit's service area consists largely of disadvantaged/low-income communities with a high percentage of transit dependent persons and/or single vehicle households. (See attached map). For many of these residents, transit service is often the sole means to access essential services, shopping, recreation, and social life. CalEnviroScreen 3.0 shows that the disadvantaged census tracts within the Yuba-Sutter Transit service area have some alarming trends that can be mitigated by increased access to jobs and health services and by encouraging active transportation. For example, the unemployment rate in the disadvantaged census tracts within the service area is in the 94<sup>th</sup> percentile and in the 93<sup>rd</sup> percentile for poverty and cardiovascular disease. In addition, the area ranks in the 80<sup>th</sup> percentile for education. These figures show that certain communities within our service area are in dire need of safe and effective transit service.

In recent years, Yuba-Sutter Transit has taken steps to assist those from disadvantaged communities. For example, a route was expanded into disadvantaged areas for service to Yuba College's main campus and access to the Yuba College extension campus in Sutter County was enhanced with a direct shuttle connection to the local fixed route system as well as allowing the Live Oak rural route to deviate upon request. In addition, free Wi-Fi service was installed on all local fixed route and intercity commuter buses to provide access for those without cellular data plans. We have also aggressively pursued grants to greatly reduce the cost for low-income riders. This has resulted in rates for an unlimited use monthly local and rural route pass of \$5 for seniors, youth, and those with disabilities and \$10 for the general-public. The additional amenities and service modifications have enhanced the transit service, but more is needed to ensure that all available transit funds are being spent equitably and effectively to provide services that are needed the most.

### Relocation of Maintenance and Operations Facility

The State Route 70 Binney Junction Roadway and Complete Streets Project is anticipated to have a significant impact on the ability of Yuba-Sutter Transit to operate from the current site. The roadway adjacent to the facility is being expanded, but more importantly, two railroad overcrossings are being reconstructed which will require additional right-of-way which may have significant impact on Yuba-Sutter Transit's current operations. As a result, it is anticipated that the current maintenance and operations facility will need to be relocated in 2025. Consequently, Yuba-Sutter Transit has purchased 6035 Avondale Ave and is now seeking funds to construct the Next-Generation Transit Facility that will enable the implementation of ZEBs.

### Project Stakeholders

The COA/SRTP will be spearheaded by the Yuba-Sutter Transit staff along with the selected consultant team who will provide subject matter expertise and be an unbiased third party to provide an accurate and thorough assessment

of the transit system resulting in recommendations for improvements. Other stakeholders include the four member jurisdictions (Yuba and Sutter Counties, and the Cities of Marysville and Yuba City); the FREED Center for Independent Living; the Yuba Community College District; the Marysville and Yuba City school districts; the Regional Housing Authority for Sutter and Yuba Counties; the Sutter-Yuba Homeless Consortium; Enterprise Rancheria and Caltrans District 3.

## Overall Project Objectives

1. Analyze the current service model to determine if resources are being used efficiently and that the transportation needs of low-income/disadvantaged communities are being met.
2. Enhance transit service to better serve low-income, transit dependent and disabled populations within the urban core and outlying rural communities.
3. Provide opportunities to engage the public, transit users and stakeholders in transit planning to identify transit needs both locally and regionally.
4. Develop recommendations for restructuring the transportation network for greater system coverage, frequency, and operational efficiency to enhance regional connectivity.
5. Develop a framework to provide transit services to recently built and planned developments and commercial districts.
6. Fulfill regional, state, and federal goals by enhancing Yuba-Sutter Transit's services to promote increased local and regional travel options to reduce single occupant vehicle use and greenhouse gas emissions.

## Task 1: Existing Conditions

The consultant will set up interviews with staff and stakeholders to ascertain the general role and direction of the agency over the next five to ten years. This effort should evaluate and refine the current mission statement, goals, policies, and objectives from the previous short range transit plan. Also review performance measures used in the 2015 Yuba-Sutter Short Range Transit Plan to determine which measures are applicable to be carried forward to measure future performance of transit services.

The consultant will gather statistical data and empirical data from existing transit riders to analyze the existing transit system.

- Utilizing electronic fare card data to determine where transit riders live.
- Use the Adept dispatch software to analyze the origin and destination of Dial-A-Ride trips.
- Conduct an origin and destination study to determine trip patterns for fixed route and commuter service which will provide the information needed to support alternative service models. This task will include passenger counts, onboard/online surveys and purchased data.

Staff will work with the consultant to utilize data sources to determine the current state and performance of the transit system analyzing current data on operating costs, ridership, trips, passengers per hour, revenue miles, hours, farebox recovery ratios and remaining system capacity for all services. Information from the Connect Card system, the DoubleMap AVL system, the recently completed TDA Triennial Performance Audit and any other data sources will be used to identify both unproductive and peak demand periods by route to determine usage trends for further analysis.

### **Fixed Route**

An in-depth look at the existing routes will be conducted to analyze current schedules regarding travel time, frequency, service span, transfer points and on-time performance. Additionally, the consultant will explore public access to essential services such as medical facilities, social services, employment centers, shopping, low-income housing, and other large trip generators to determine how well they are served by the existing services. To do this,

the consultant will pull bus stop ridership data from our DoubleMap passenger counting system to determine ridership trends.

**Dial-A-Ride**

The Dial-A-Ride system provides trips to seniors (65+), persons with disabilities and ADA passengers weekdays and Saturdays. After 6:30 pm on weekdays, this service is open to the general public enabling evening travel throughout the urban area. The consultant will study the current operating parameters, procedures, and our Dial-A-Ride dispatching and trip assignment process to apply best industry practices to improve efficiency and passengers per hour.

**Regional Commuter Service**

On the regional level, the consultant will gather data on the current and potential market demand for commuter and midday service in the Highway 70 and Highway 99 corridors between Marysville/Yuba City and the downtown Sacramento business district to determine if alternative destinations, schedules, or services would be beneficial. Additionally, the consultant will study the market demand for service from the Yuba-Sutter area to both the Lincoln/Rocklin/Roseville area on the Highway 65 corridor as well as to Butte County for potential service expansion. The focus should be on key trip generators/destinations to determine viability of additional services with the goals of reduced GHG emissions, improved economic opportunity and greatly improve connectivity in Northern California.

**Rural Routes**

The consultant will analyze the existing network of three rural routes to identify any untapped demand or potential within the bi-county area.

**Marketing Materials**

The consultant will provide input on the agency website and printed materials such as the current Ride Guide and individual service brochures to determine how well they achieve their purpose of quickly and clearly providing information needed to navigate the transit system.

Task Deliverables
1. Analysis of the current administration practices, goals and organization of Yuba-Sutter Transit.
2. Analysis of the current system regarding performance measures, operational efficiency, scheduling, service area and service levels especially for low-income/disadvantaged communities.

**Task 2: Analysis**

**Fixed Assets**

The consultant will start with a review of capital assets as they play a large role in the success of a transit system. The consultant will take inventory of bus stop and transfer station amenities to ensure they are sufficient to meet riders needs and provide specific recommendations for repair, upgrades, and improved amenities or technology at bus stops to enhance the passenger experience. The Consultant will identify minimally used bus stops for potential removal or relocation.

## **Vehicle Fleet**

The consultant will provide an analysis of the bus fleet to determine if it meets the current needs of the system and provide recommendations to meet future transit needs (5-10 years) in the region with consideration to Yuba-Sutter Transit's future operations including the necessary transition to zero emission vehicles. This COA/SRTP should contain sufficient data to guide the transition to ZEBs and enable Yuba-Sutter Transit to comply with the California Innovative Clean Transit regulation.

Analyze current fares and the fare collection system to determine if it is reasonable; equitable; and convenient and accessible to seniors, disabled, youth, and disadvantaged community members including the unbanked and, if necessary, provide recommendations for changes to the collection method and/or fare structure.

## **Operations**

**Fixed Route:** The analysis of the fixed route system will be from the ground up looking at changes that can have a large impact on route efficiency, ridership, operating costs, service area, service hours, and route frequency. This analysis should include review of services to determine if/what type of computer aided dispatch and scheduling software could be implemented to improve service delivery. Consultant should use cell phone data or ridership surveys to analyze rider demographics, ride time and frequency of patrons and origin-destination information.

A large part of this analysis will include looking at recent and planned growth areas that are now either not served or underserved by transit especially those with large potential trip generators. Examples include the City of Live Oak; Plumas Lake; the Yuba College Sutter Campus; and northwest Yuba City. In addition, a recently completed expansion of the Fifth Street bridge between Yuba City and Marysville may provide an opportunity to modify routes. The consultant will use the resulting data and research to develop redesigned routes, schedules, and frequencies to improve the fixed route service or consider switching low performing routes to new macro- or micro-transit service delivery methods.

## **Commuter Service**

Ridership on the current commuter service from the Yuba-Sutter area to downtown Sacramento has been hit hard by the pandemic. Once state workers return to work, we anticipate a large portion of the ridership will return. To capture a larger share of the commuter traffic between the Yuba-Sutter and Sacramento regions, the consultant will identify and analyze the ridership potential of key destinations in the Sacramento area that could support commuter service such as existing and planned state office buildings on Richards Boulevard as well as in Natomas and West Sacramento.

Additionally, the consultant will analyze the ridership potential and potential expansion of commuter service on the Highway 65 corridor which is experiencing congestion especially in the city of Wheatland. This corridor contains major trip generator such as the Hard Rock Casino & Hotel, Thunder Valley Casino, key shopping centers such as the Westfield Galleria (which is also a transit hub) along with warehousing, office, medical and commercial centers in the Cities of Lincoln, Rocklin, and Roseville. The consultant will evaluate the ridership potential for new or expanded service in this corridor and others.

The analysis of the commuter service will include coordination with surrounding transit agencies to evaluate the potential for improved service connections. This is especially relevant as there is no current connection to Butte County to the north. This analysis should include coordinating connections with both regional train and light rail services in Sacramento; bus services operated by Sacramento Regional Transit, Yolobus and B-Line. Additionally, the ability to charge BEBs that serve downtown Sacramento has been discussed in various plans such as Sacramento's Grid 3.0 plan which designates a potential bus layover area under the WX Freeway where the farmers market is held on weekends. This plan and other options to lower deadhead miles of the current and future BEB operated commuter service to downtown Sacramento should be explored.



## **Rural Routes**

Yuba-Sutter Transit's rural routes that serve the Cities of Live Oak and Wheatland as well as the foothill communities of Yuba County now provide just one or two round trip schedules each weekday. The consultant will analyze and provide recommendations on how to better serve these and possibly other rural communities within the current funding limitations. Adjustments to frequency, coverage or schedule of existing routes and/or consideration of a new service model such as, on-demand service, flexible routes, community shuttles and volunteer driver programs. The analysis would consider the expansion of rural routes for under- or un-served areas such as Plumas Lake, Browns Valley, Loma Rica, Sutter, the Hard Rock Hotel and Casino or connections to Butte County (Oroville and/or Gridley) or Nevada Counties. Additionally, coordination with Nevada County Connects to determine if extending service to the northeastern portion of Yuba County (i.e. Camptonville) is possible if a cost sharing agreement was in place.

In the Fall of 2021, Yuba-Sutter Transit contracted with Pacific Coast Producers of Oroville to provide a seasonal shift service between Yuba City and their facility. The consultant will analyze the service and determine if there are additional opportunities for seasonal service to agricultural or other employment centers. These potential additional services would provide access to educational and economic opportunities while promoting equity for those living in rural areas.

## **Dial-A-Ride**

The consultant will study the current operating parameters, boundaries, procedures, dispatch software, and our Dial-A-Ride dispatching and trip assignment process to apply best industry practices to improve customer service, efficiency and explore ways to increase passengers per hour. The analysis should include the impact of any contraction or expansion of the existing service area on paratransit service levels as there have been requests to extend the Dial-A-Ride service area to Harmony Village (transitional housing south of Yuba City on SR 99), Plumas Lake and Country Village Mobile Park north of Marysville. The analysis will also include an evaluation of the current evening publicly available Dial-A-Ride service exploring ways to enhance its operation, utilization, and public benefit.

## **Non-Emergency Medical Transportation (NEMT)**

Local social service agencies have brought it to our attention that there may be an NEMT shortage in the Yuba-Sutter Region. It seems that the local providers cannot provide a prompt reliable service to Medi-Cal clients seeking transportation. Yuba-Sutter Transit is considering providing this service, but the parameters of the service need to be defined such as service area, shared trips, operation hours and dispatching. If recommended, the consultant will provide the NEMT framework, and the steps required to become a provider. The analysis will include a financial analysis of the costs and revenue sources for such trips based on location, especially areas outside of the current Dial-A-Ride service area boundary.

## **Volunteer Driver Program**

Due to the rural nature of the Yuba and Sutter County region, not all transit trips can be provided by Yuba-Sutter Transit due to distance, fleet limitations and funding. To provide service in outlying areas or service for essential trips to outside of the service area, a sponsored volunteer driver program has been considered. The consultant will find examples of successful volunteer driver programs and evaluate the potential for such a program to serve the Yuba-Sutter region. The Hilltop Gang is a current volunteer driver program that is independently run for the Sierra Nevada foothill communities east of Marysville. The program requires patrons to pay the cost of gas and only provides service for medical appointments. The expansion of this program or the implementation of similar programs in other areas or regionwide should be examined. The analysis should include the pros of cons of such a program; projected administrative burden, necessary policies/guidelines that need to be in place for such a program; and potential cost and revenue sources.

## **Mobility Hubs**

The Next Generation Transit Facility has ample space to be home base for multiple modes/types of transportation and installing the infrastructure in preparation for these further transportation models is ideal. Preliminary plans show ample space for onsite solar power generation to power the facility, the future BEB bus fleet and potentially other forms of battery electric powered transportation included battery electric vans for vanpools, car share vehicles, bikes, or scooters. The consultant should analyze the potential for the new facility to be a transportation hub including where additional transportation hubs should be located within the bi-county service area. Planning level space needs assessment and potential layouts of the infrastructure on the site should be provided. The active shared transportation industry is quickly expanding, but as has been observed, it must be implemented judiciously. The analysis should include successful program examples in similar communities including steps to implement, demand analysis and a financial model.

## **Service Models**

The consultant will develop three service plans that will include recommendations to improve or modify the existing services as well as for any additional services to improve equity and increased accessibility for Yuba-Sutter residents under specific cost scenarios. For each service plan, the consultant will develop a financial plan to analyze the cost and revenue impacts of each along with a proposed implementation schedule. Each service model would be generally defined as follows:

1. Cost Neutral Service Plan (No change in net operating costs compared to the existing network)
2. Moderate Cost Increase Service Plan (An increase of approximately 5 to 10 percent in the net operating costs beyond the base service level)
3. Unconstrained Service Plan with increase of budget of greater than 10 percent compared to the base service level (This would presumably represent the optimum level of services and service methods to effectively meet the identified current and expected demand and the needs of the population types within the service area through the study period.)

The analysis of each service level should provide details on service hours, revenue hours, service/revenue miles, makeup of fleet percentage utilization/spare ratio for each service level, expected fares/farebox ratio and overall costs. Along with the service model analysis, the consultant will provide recommendation for cost efficiencies that can be achieved through contracting, alternative fuels/vehicles, or operational changes.

The financial analysis for each plan should compare current revenue projections to projected expenses (adjusted for inflation) to measure sustainability at each of the three specified service levels. Secondly, the analysis should identify potential funding to help implement the proposed service alternatives while not ignoring the need to convert the feet to zero-emission vehicles and construct a replacement transit facility. Long term, each proposed service model should contain an analysis of feasibility to operate the proposed service using BEBs.

If applicable, due to Yuba-Sutter Transit's impending move to 6035 Avondale Avenue in Linda, the recommended service changes should be analyzed based on the future facility location.

Task Deliverables
1. Recommendations for improvements to capital assets including bus stop amenities, revenue vehicles and operations facility.
2. Analysis of current operations with recommendations to better serve low-income disadvantaged communities, low-income/rural housing, new developments, and commercial centers.
3. Proposed new service models to expand service area, hours of service, improve convenience, connectivity and reduce travel times on transit.
4. Analyze recently developed and planned development area for appropriate level of transit service and provide potential service models to serve these areas.
5. Conduct origin and destination study to determine if transit routes and services are efficiently servicing key centers in the region.

- |   |
|---|
| 6. Develop a financial plan with sufficient detail to assist Yuba-Sutter Transit staff in funding and implementing the recommended service modifications. |
|---|

**Task 3: Public Outreach**

Due to the on-going pandemic, public outreach will likely need to be conducted in a variety of ways. The main goal will be to facilitate continuous outreach with disadvantaged communities within the service area throughout the planning process. This will be achieved by engaging with agencies that currently have contact with members of the disadvantage communities such as the regional housing authority, senior services, social service agencies, transit riders and minorities populations. Outreach will be conducted through these agencies for the duration of the planning process. Outreach will be conducted through on-board/on-line surveys, meetings, workshops, focus groups, interviews, and outreach directly to key social service agencies, church groups (Sikh), and Punjabi and Spanish-speaking communities. This outreach plan will be adjusted as conditions permit.

The outreach will focus on gathering the data needed to improve transit services for those that need it most. The outreach will help identify public uses, preferences and transportation needs especially as they relate to the current fixed route, Dial-A-Ride, and commuter services. The outreach will be sufficient to gauge the public’s interest and ridership potential for extended evening service hours, Sunday service, increased service frequencies, on-demand micro-transit or expanded service areas. Specific questions at key milestones in the project will allow members of the disadvantaged communities to give insightful and meaningful input into the planning process.

To encourage additional and continued input throughout the development of the COA/SRTP, early public input received will be posted online for the public to see and comment on. This is in addition to maps, graphics, survey results and pictures that will be posted online to solicit input. This allows the conversation on transit needs to progress and mature as opposed to receiving redundant input.

Task Deliverables
1. Interaction and input from the public, key stakeholders, and disadvantage community members through in-person and online meetings, workshops, and group meetings.
2. Post survey results from transit riders, stakeholders, and the public on current views of the system and future expectations to allow for input on the outcomes of surveys.
3. Post data as it is developed on the project website, especially maps, graphics, pictures, and draft documents to solicit meaningful comments.

**Task 4: Advisory Committee Meetings**

The development of an advisory committee will not only be beneficial to the development of the COA/SRTP, but to enhance Yuba-Sutter Transit’s long-term relationship with the many communities it serves. The advisory committee is expected to meet every other month during the project period and bi-annually thereafter to stay engaged with key stakeholders during the implementation phase of the plan.

During the grant period, the committee will help coordinate public outreach with community members that committee members represent. Additionally, the committee will review and discuss public input from surveys, meetings, or online comments to further help the consultant and Yuba-Sutter Transit staff understand the challenges they face.

The advisory committee will also review and provide input on interim work products and the draft COA/SRTP to shape the final product.

Task Deliverables
1. Meeting notes with action items to complete for the consultant and committee members.
2. Refined public outreach plan and schedule to engage those impacted most by changes to the transit system.
3. Input from committee members on the development of the COA/SRTP.

### Task 5: Draft and Final Plan

The final plan will aggregate the data and recommendations from the COA/SRTP development process including any public comments; the operational analysis; suggested service alternatives; cost analysis of service recommendations; and the financing and implementation plan. The draft COA/SRTP will be reviewed by the advisory committee and Yuba-Sutter Transit staff to ensure that the recommendations are realistic, sustainable, and equitable. The committee will also work with the consultant to refine and develop the implementation schedule to help establish the priority for the recommended service enhancements.

The draft plan and project materials will be posted on the Yuba-Sutter Transit project website for public and stakeholder review and comment. This will initiate the final round of outreach to ensure that the public and key groups have input on the COA/SRTP before it is considered for adoption. Staff will then work with the consultant to complete the final draft of the COA/SRTP in a format that will help implement the recommended enhancements to the transit system.

Task Deliverables
1. Draft COA/SRTP for review by Advisory Committee, stakeholders, staff, and the public.
2. Review and comment on the draft COA/SRTP with emphasis on recommendation for improvements. Review will also focus on improvement priority tiers to assist the implementation process.
3. Final round of public outreach on the draft plan.

### Task 6: Board Review/Approval

Staff will work with the consultant on the final draft COA/SRTP to set priorities for short and long-term service and policy recommendations as well as an implementation schedule. This process is important as plan completion is likely to coincide with the construction of Yuba-Sutter Transit’s new maintenance and operations facility to allow for the introduction of zero emission buses to the operation. Staff will advertise and promote the consultant’s

presentation of the final draft COA/SRTP to the Board of Directors and invite the public, stakeholders, and advisory committee members who contributed to the plan to attend the presentation to encourage the Board to adopt the COA/SRTP and support the timely implementation of the COA/SRTP recommendations.

Staff will assist the consultant in the preparation of the Board agenda item and the final presentation to ensure that it accurately represents the COA/SRTP and the next steps toward its implementation.

Task Deliverables
1. Draft COA/SRTP for review by stakeholders the public and staff.
2. Review and comment on the draft COA/SRTP with emphasis on recommendation for improvements. Review will also focus on prioritization of improvements into tiers to help focus efforts of the implementation process.
3. Yuba-Sutter Transit Board of Directors meeting agenda, staff report, final draft COA/SRTP, and consultant PowerPoint presentation for the final draft COA/SRTP.

## **APPENDIX Required Federal Forms**

### **YUBA-SUTTER TRANSIT AUTHORITY FEDERAL PROPOSAL & CONTRACT CERTIFICATIONS**

1. Certification of Lower Tier Participants Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion
2. Certification of Restrictions on Lobbying
3. Drug-Free Workplace Act Certification
4. Non-Collusion Affidavit
5. Eligible Bidder Certification
6. Worker's Compensation Insurance Certification
7. DBE Participation

**YUBA-SUTTER TRANSIT AUTHORITY**

**CERTIFICATION OF LOWER TIER PARTICIPANTS REGARDING DEBARMENT,  
SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

---

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name and Title of Authorized Representative

---

Signature

---

Date

## YUBA-SUTTER TRANSIT AUTHORITY

### INSTRUCTIONS FOR FORM 1

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom the proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal” and “voluntarily excluded”, as used in this clause, have the meanings set out in Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the List of Parties Excluded from Procurement of Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to the other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.



**YUBA-SUTTER TRANSIT AUTHORITY  
CERTIFICATION REGARDING LOBBYING**

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

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

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

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

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

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

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

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

**YUBA-SUTTER TRANSIT AUTHORITY**  
**DRUG-FREE WORKPLACE CERTIFICATION**

---

COMPANY/ORGANIZATION NAME

The contractor named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355 (a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355 9b), to inform employees about all the following:
  - (a) The dangers of drug abuse in the workplace,
  - (b) The person's or organization's policy of maintaining a drug-free workplace,
  - (c) Any available counseling, rehabilitation and employee assistance programs, and
  - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355 (c), that every employee who works on the proposed contract:
  - (a) Will receive a copy of the company's drug-free policy statement, and
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract.

---

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

OFFICIAL'S NAME: \_\_\_\_\_

DATE EXECUTED: \_\_\_\_\_

EXECUTED IN THE COUNTY OF: \_\_\_\_\_

CONTRACTOR SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ FEDERAL I.D. NUMBER: \_\_\_\_\_

**YUBA-SUTTER TRANSIT AUTHORITY**

**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_,

Being first duly sworn, deposes and says:

That he is \_\_\_\_\_ of the firm of \_\_\_\_\_  
\_\_\_\_\_(Firm Name)

the party making the foregoing Bid, that such Bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham Bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the Bid price of affiant or of any other proposer, or to fix any overhead, profit or cost element of said Bid price, or of that of any other proposer, or to secure any advantage against the Yuba-Sutter Transit Authority or any person interested in the proposed contract; and that all statements in said Bid are true.

That neither any officer, director or employee of the Yuba-Sutter Transit Authority is in any manner interested, directly or indirectly, in the Bid to which this Non-Collusion Affidavit is attached, nor in the Contract which may be made pursuant to said Bid, nor in any expected profits which may arise therefrom.

Dated: \_\_\_\_\_

Name of Bidder

Official Address:

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2022.

By \_\_\_\_\_  
Public Notary

My Commission Expires: \_\_\_\_\_

**YUBA-SUTTER TRANSIT AUTHORITY  
ELIGIBLE BIDDER CERTIFICATION**

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer hereby certifies that they are not on the Comptroller General of the United States of America list of ineligible bidders.

The certification in this clause is a material representation of fact relied upon by the Yuba-Sutter Transit Authority. If is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the Yuba-Sutter Transit Authority, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name of Bidder/Proposer

By \_\_\_\_\_

Title \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Official Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**YUBA-SUTTER TRANSIT AUTHORITY**  
**WORKER'S COMPENSATION INSURANCE**  
**CERTIFICATION**

The Contractor shall secure the payment of Workmen's Compensation to its employees in accordance with the provisions of Section 3700 of the California Labor Code and shall furnish Yuba-Sutter Transit with a certificate evidencing such coverage together with verification thereof as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workmen's Compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract."

---

Signed (Contractor)                      Date

---

**YUBA-SUTTER TRANSIT AUTHORITY**

**DBE PARTICIPATION**

The following stated dollar (\$) amount will be the compensation paid to Disadvantaged Business Enterprise (DBE) Firms certifiable or certified under the provisions of the "Yuba-Sutter Transit Authority DBE Program".

\$ \_\_\_\_\_ Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Description of Work \_\_\_\_\_

\$ \_\_\_\_\_ Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Description of Work \_\_\_\_\_

\$ \_\_\_\_\_ Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Description of Work \_\_\_\_\_

Total DBE percentage participation \_\_\_\_\_%

Total dollar value of DBE participation \$ \_\_\_\_\_

The undersigned hereby certifies that the foregoing statements and information are true and correct.

Name of Bidder: \_\_\_\_\_

Company Name: \_\_\_\_\_