Meeting Notice

The next meeting of the Gunnison Valley Transportation Authority (RTA) will take place:

March 26, 2021 at 8:00 a.m.
By Zoom or Telephone.

Use this link (or cut and paste this URL) to join the Zoom Meeting:
https://us02web.zoom.us/j/6830894427
Password: 9476

Dialing Instructions for Phone Access:
Dial-in Numbers: 1-669-900-9128 or 1-346-248-7799
Meeting ID: 683 089 4427
Passcode: 9476

For copies of the agenda and minutes of previous meetings, please go to
www.gunnisonvalleyrta.org/meetings
or call Scott Truex at 970-275-0111.

Two or more County Commissioners may be in attendance at this meeting.

Also, three or more RTA Board Members may attend the monthly Mayor/Manager meetings which are held at noon on the first Thursday of each month – call Scott Truex at 970-275-0111 for the next meeting location.
AGENDA – MARCH 26, 2021
GUNNISON VALLEY TRANSPORTATION AUTHORITY
ZOOM MEETING – 8:00 A.M. MDT

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8:00 A. INTRODUCTION

CONSENT AGENDA – motion & decision requested to approve the consent agenda

B. ADOPTION OF THE AGENDA
C. APPROVAL OF THE FEBRUARY 12, 2021 REGULAR MEETING MINUTES
D. EXECUTIVE DIRECTOR'S FINANCIAL REPORT
E. CORRESPONDENCE
   • Letter of Support for TAPP
F. OLD BUSINESS
   1) Air program reports
   2) Bus program reports
G. NEW BUSINESS

REGULAR AGENDA

8:05 F. OLD BUSINESS - continued
   3) Airport update – Rick Lamport
   4) Tourism Association report – John Norton
   5) Bus service update – Scott Truex & Pam Cook
   6) Air Command report – Scott Truex & David Clayton
   7) 2020-21 winter air service – update and discussion – Kent Myers & Bill Tomcich
   8) 2021 summer air service discussion – Kent Myers
   9) Small Community Air Service Development (DOT) Grant Application for summer service beginning in 2022 between Gunnison and Dallas – Kent Myers and Bill Tomcich – update
8:40  G. PUBLIC COMMENT PERIOD

8:45  H. COMMENTS FROM BOARD MEMBERS & STAFF

8:50  I. NEW BUSINESS
     1) Painting the exterior of the maintenance facility at 905 W. Evans – Scott Truex and Leia Morrison – update
     2) Draft of RFQ for Architectural and Engineering service for designing a new bus storage facility at the Whetstone Industrial Park on Hwy 135 – Scott Truex and Leia Morrison – discussion and motion and decision requested

9:20  J. ADJOURNMENT OF REGULAR MEETING

**Next Meeting** – May 7, 2021 at 8:00 a.m. (electronically).

All times are approximate – the meeting may move more quickly or more slowly than indicated.
8:00  A. INTRODUCTION

The meeting was called to order at 8:01 am.

A roll call vote was held for board members in attendance.

Jim Miles - Yes
Liz Smith - Yes
Roland Mason – No (Roland Mason joined the meeting after the initial roll call vote.)
Laura Mitchell – No (Laura Mitchell joined the meeting after the initial roll call vote.)
Chris Haver – Yes
Steve Morris – No (Steve Morris joined the meeting after the initial roll call vote.)
Boe Freeburn - Yes
Janet Farmer - Yes

Also present: Scott Truex, Leia Morrison, Kent Myers, Bill Tomcich, Rick Lamport, representatives of Alpine Express and members of the public.

CONSENT AGENDA

B. ADOPTION OF THE AGENDA
C. APPROVAL OF THE JANUARY 8, 2021 REGULAR MEETING MINUTES
D. EXECUTIVE DIRECTOR’S FINANCIAL REPORT
E. CORRESPONDENCE
   · Letter to Governor Polis re Public Transit Restrictions
   · Letters to Representatives re Transportation Funding Package
F. OLD BUSINESS
   1) Air program reports
   2) Bus program reports
G. NEW BUSINESS
   1) Contract with RAE Consultants for preparing A&E RFQ

Jim Miles moved to approve the consent agenda as presented. Boe Freeburn seconded the motion. The motion passed unanimously via roll call vote.

Jim Miles - Yes
Liz Smith - Yes
Roland Mason – Not Present
Laura Mitchell – Not Present
Chris Haver – Yes
3) Airport update – Rick Lamport

Reliability this winter – storms have come and gone so we have been very lucky. December had some cancellations and a delay this past week and overall it has been good.

The Airbus to/from Houston is back and will stay on for the remainder of the winter.

Rick has submitted the SCAD Grant to the BOCC to be on the agenda for next week.

Fuel sales were up 9% on the GA side which is significant.

This last Tuesday the airport remodel plans were presented to BOCC.

4) Tourism Association report – Scott Truex (John Norton not in attendance)

John sent update to Scott who reported that the TAPP has submitted a letter of support to SCASD grant to Leia Morrison. Winter looks relatively solid. Marketing for winter tapers off at the beginning of March.

5) Bus service update – Scott Truex & Pam Cook

Scott provided an update of winter bus service with our winter schedule now in operation. Our current ridership is off about 40% compared to the first week of last year which is due to COVID 19 restrictions. There were some missed runs in December due to driver shortage.

Pam Cook of Alpine Express indicated that three new CDL drivers are coming online. Pam reported compliance to mask mandate is being strictly enforced locally and is now being monitored by the TSA. She expects a TSA audit coming soon. Thirty RTA drivers have been vaccinated thus far. Signage in vehicles now needs to say “Masks Required Per Federal Mandate”. Rick Lamport reported that enforcement at the airport is their biggest challenge right now.

Scott provided an update to senior program and that 7 day a week service will begin again in March from 9am – 4pm. since Gunnison Valley Health has hired a new part time driver. Scott hopes to see hours of operation to this service extended more this summer. The RTA is working
with Mountain Express to acquire an AWD minivan for their senior service trips that do not require wheelchair service.

6) Air Command report – Scott Truex

All items on this report will be discussed later in the meeting

7) 2020-21 winter air service – update and discussion – Kent Myers & Bill Tomcich

Kent Myers reported that GUC managed wonderfully with capacity and load factors performing well. Airlines have reacted very well. There was an increase in reservations week over week. This time last year we began to soften a little bit. It was a solid week as far as reservations are concerned. Financials from December (AA loss was more than expected and LF were soft but they have done their best to recover by using the smaller CRJ 700 since December) are in.

Bill – Reported that LF are soft in relative to last year but that is the case with all markets. AA was able to move to the smaller aircrafts and this saved the RTA & AA $9,432 per operation. The flexibility of AA saved us significant money.

Houston and Dallas both had load factors over 53% in December. GUC LF’s are higher than Aspen, Jackson Hole, Boseman and Sun Valley. No other ski market is performing better than GUC right now.

Kent reported that load factors for February are currently at - Houston 70% DFW 75% DEN 71.7%. He thought that we should be very happy with this program. Gratitude to everyone involved.

8) SCASD Grant Application – Kent

A draft copy has been sent to Rick Lamport and he is going to have it placed on the consent agenda for the BOCC meeting on February 15, 2021. Rick found edits needed in regards to leakage. Rick has an additional study with data that will be integrated into the grant application. Other than that, there will be some proof reading and small edits completed. It is due March 1st but Kent would like to send it a week in advance.

Additionally, Kent reported that summer Houston flight is loaded. We do not have pricing yet but should be available next week.

9) Whetstone Industrial Park update

The Title VI Equity Analysis has been accepted by CDOT and a Draft scope of work for the grant contract with CDOT is complete. We hope to have it entered into CDOT’s web portal in the next month or two. We have hired RAE Consultants to help us write the RFQ. We are working on
NEPA process because Mountain Express is planning to use Federal funds on their project (we are not using federal funds, but are using state funds). CDOT has offered up their assistance with the NEPA process but we may include that within the scope of work for RFQ.

8:30  G. PUBLIC COMMENT PERIOD

No public comments were submitted.

8:31  H. COMMENTS FROM BOARD MEMBERS & STAFF

We are receiving an operating grant for $242,000 from CDOT and are waiting on the contract from them. All work has been completed to sign the contract on our side.

Stimulus package funds have been received by CDOT and they are working on getting contracts out to grantees. It looks like we are in line to receive $850,000 – 900,000 for operations. We should have this contract in hand within the next few months.

Leia is working on Title VI and Limited English Proficiency Plans which will be presented at the May board meeting. After these projects are completed, she will be looking at the possibility of updating website to make it more modern.

We have two quotes to do exterior painting of bus facility which we hope to get this summer. We need to get one more quote before picking a contractor.

The GVRTA year-end fund balance is about $500,000 higher than expected.

Bus number 506 engine’s rebuild cost about $28,000 which should be covered by MCI under warranty.

The audit for last year’s financials will begin in May.

8:38  I. NEW BUSINESS

1). Driver Barriers – Scott Truex & Danny Bartelli

We are looking for solution to driver barriers. Night glare in vinyl makes it difficult for drivers to see so we are looking for a better solution. One quote for driver barrier door that swings open ($9,000 - $10,000 per bus uninstalled). Four buses would need the after-market doors installed now. We would like permission to spend up to $40,000 on the doors.

Danny is in favor of these after-market doors for safety, ease of cleaning, protection of drivers from bags/skis/poles/etc. He sees a huge benefit beyond pandemic. Although cost is more than expected, this is a permanent fixture thus a solid investment for our drivers for the long term.
Janet expressed concern over the glass doors being problematic with potential breakage. Danny explained that this glass is safety glass (tempered) so it would not shatter.

Laura Mitchell moved to approve the spend of up to $40,000 on this after-market barriers for four buses. Jim Miles seconded the motion. The motion passed unanimously via roll call vote.

Roland Mason – Yes
Laura Mitchell – Yes
Chris Haver – Yes
Steve Morris - Yes
Boe Freeburn - Yes
Jim Miles - Yes
Liz Smith - Yes
Janet Farmer - Yes

2) Adoption of joint Mountain Express – Gunnison Valley RTA Title VI Equity Analysis for site selection of bus storage/maintenance facilities – Scott Truex

Liz Smith moved to adopt the joint Mountain Express – Gunnison Valley RTA Title VI Equity Analysis for site selection of bus storage/maintenance facilities. Jim Miles seconded the motion. The motion passed unanimously via roll call vote.

Jim Miles - Yes
Liz Smith - Yes
Roland Mason - Yes
Laura Mitchell – Yes
Chris Haver – Yes
Steve Morris - Yes
Boe Freeburn - Yes
Janet Farmer – Yes

3) Appoint evaluation committee for Architectural and Engineering RFQ for bus storage facility at Whetstone Industrial Park – Scott Truex and Leia Morrison

The consultant recommended either a three or five-person committee to help set up the criteria for selection and each member will independently complete the review to choose the firm. Roland Mason volunteered. Liz Smith and Laura Mitchell also said they would help if requested.

Laura Mitchell moved to approve the three-person committee to consist of Roland Mason, Leia Morrison and Scott Truex for the evaluation committee for Architectural and Engineering
**RFQ for bus storage facility at Whetstone Industrial Park.** Jim Miles seconded the motion. The motion passed unanimously via roll call vote.

Jim Miles – Yes  
Liz Smith - Yes  
Roland Mason - Yes  
Laura Mitchell – Yes  
Chris Haver – Yes  
Steve Morris - Yes  
Boe Freeburn - Yes  
Janet Farmer – Yes

4) Options for bus schedules for spring, summer, and fall of 2021 – discussion – Scott Truex.

Based upon strong fund balance and more funds coming from stimulus funding, staff recommended expanding the bus service to 198 trips for spring, summer, and fall. Alpine Express agreed they have the ability to run the 18-trip bus service. This service would provide better service to the public, restore ridership as pandemic wanes and could help us keep drivers on for year-round employment.

Pam from Alpine Express agreed that increase in round trip and year-round service would be of benefit because we struggle with drivers leaving the area because of lack of work in the shoulder seasons.

Boe Freeman questioned what ridership would be like in the spring and fall potentially. Scott hopes that with a consistent schedule we will get people accustomed to counting on the service and increased trips will hopefully make riders feel more comfortable with socially distanced public transport options. Boe also wondered if our bike racks accommodate fat bike tires. Danny said we would have to get some measurements to see if current bus bike racks accommodate these larger tires. Danny will look into options for larger tires. Liza Smith also supports consistent, increased bus schedule.

5) Set 2021 spring/summer/fall bus schedules – Scott Truex

Jim Miles *moved to approve increase of bus schedule service to 18 round trips through spring/summer/fall of 2021.* Liz smith seconded. The motion passed unanimously via roll call vote.

Jim Miles - Yes  
Liz Smith – No response (frozen computer)  
Roland Mason - Yes  
Laura Mitchell – Yes  
Chris Haver – Yes  
Steve Morris - Yes
6) 2021 summer air service discussion – Kent Myers

Kent reported that we are waiting on United for pricing, but flights are loaded. There could be adjustments to the schedule. Scott asked if we could negotiate flexibility in frequencies of schedule. Kent said he will definitely address flexibility, but he cannot guarantee it. Bill reported that we are going to continue to watch United’s scheduling behavior. There may be schedule as well as airplane changes. Rick Lamport asked if we have any data on fares compared to other similar markets. Data is currently only available through 3rd quarters of last year. Bill said when available he will dive into fare data and report back.

7) Authorization of Board Chair to sign a contract with United Airlines for summer 2021 air service between Houston and Gunnison for an amount not to exceed $300,000 – Scott Truex

Laura Mitchell moved to authorize the Board Chair to sign a contract with United Airlines for summer 2021 air service between Houston and Gunnison for an amount not to exceed $300,000 and Jim Miles seconded. The motion passed unanimously via roll call vote.

Steve Morris - Yes
Boe Freeburn - Yes
Jim Miles - Yes
Liz Smith – Yes
Roland Mason - Yes
Laura Mitchell – Yes
Chris Haver – Yes
Janet Farmer – Yes

9:03 J. ADJOURNMENT OF REGULAR MEETING

Roland Mason moved to adjourn and the meeting was adjourned at 9:03 a.m.

Next Meeting – The next meeting will be held March 26th at 8:00 a.m. (electronically).
January, 2021 - Financial Report:

This report was prepared for the GVRTA Board of Directors on March 12, 2021 with information provided by the County Finance Department and shows posted revenues through January, 2021 and expenditures through January, 2021.

Sales Tax Revenues:

<table>
<thead>
<tr>
<th>Month</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>Budget 2021</th>
<th>Actual 2021</th>
<th>% vs Budget</th>
<th>% Change 20-21</th>
<th>Projected 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>$249,593</td>
<td>$268,551</td>
<td>$313,013</td>
<td>$228,268</td>
<td>$365,491.06</td>
<td>60.1%</td>
<td>16.8%</td>
<td>$365,491</td>
</tr>
<tr>
<td>Feb</td>
<td>$232,924</td>
<td>$260,830</td>
<td>$315,712</td>
<td>$221,706</td>
<td>$300,437</td>
<td>52.2%</td>
<td>15.8%</td>
<td>$293,166</td>
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<tr>
<td>Mar</td>
<td>$275,787</td>
<td>$288,249</td>
<td>$245,671</td>
<td>$245,011</td>
<td>$233,045</td>
<td>64.5%</td>
<td>12.5%</td>
<td>$203,045</td>
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<tr>
<td>April</td>
<td>$192,282</td>
<td>$209,259</td>
<td>$205,492</td>
<td>$177,870</td>
<td>$223,045</td>
<td>50.7%</td>
<td>14.5%</td>
<td>$206,045</td>
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<td>May</td>
<td>$222,436</td>
<td>$226,656</td>
<td>$233,927</td>
<td>$192,658</td>
<td>$245,600</td>
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<td>11.5%</td>
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<td>June</td>
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<td>$356,093</td>
<td>$373,164</td>
<td>$302,679</td>
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<td>62.5%</td>
<td>19.7%</td>
<td>$388,390</td>
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<td>July</td>
<td>$449,769</td>
<td>$496,362</td>
<td>$509,375</td>
<td>$421,908</td>
<td>$537,323</td>
<td>59.9%</td>
<td>15.2%</td>
<td>$537,323</td>
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<td>Aug</td>
<td>$379,328</td>
<td>$433,103</td>
<td>$464,055</td>
<td>$368,138</td>
<td>$476,220</td>
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<td>25.1%</td>
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<td>Sept</td>
<td>$468,970</td>
<td>$385,137</td>
<td>$472,333</td>
<td>$327,366</td>
<td>$393,245</td>
<td>62.5%</td>
<td>15.2%</td>
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<td>Oct</td>
<td>$241,205</td>
<td>$295,453</td>
<td>$364,890</td>
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<td>60.1%</td>
<td>16.8%</td>
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<td>Nov</td>
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<td>$249,916</td>
<td>$296,457</td>
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<td>61.8%</td>
<td>16.8%</td>
<td>$285,590</td>
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<td>Dec</td>
<td>$308,627</td>
<td>$386,581</td>
<td>$426,888</td>
<td>$328,594</td>
<td>$429,831</td>
<td>61.8%</td>
<td>16.8%</td>
<td>$429,831</td>
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<td>Year-to-date</td>
<td>$249,593</td>
<td>$268,551</td>
<td>$313,013</td>
<td>$228,268</td>
<td>$365,491.06</td>
<td>60.1%</td>
<td>16.8%</td>
<td>$365,491</td>
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<tr>
<td>Full Year</td>
<td>$3,557,343</td>
<td>$3,856,189</td>
<td>$4,220,957</td>
<td>$3,277,761</td>
<td>$4,281,651</td>
<td>30.6%</td>
<td>1.4%</td>
<td>$4,281,651</td>
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</table>
GVRTA Valley Transportation Authority - General Fund

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>2021 Adopted Budget</th>
<th>Revisions</th>
<th>2021 Projected</th>
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</thead>
<tbody>
<tr>
<td><strong>Beginning General Fund Balance</strong></td>
<td>$2,131,500</td>
<td>$1,856,805</td>
<td>$544,695</td>
<td>$2,131,500</td>
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<tr>
<td><strong>Revenues:</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Tax</td>
<td>$3,375,491.06</td>
<td>$3,277,761</td>
<td>$1,003,891</td>
<td>$4,281,651</td>
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<tr>
<td>Sales Tax - Clerk</td>
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<td>$16,500</td>
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<td>$16,500</td>
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<td>Interest Charges</td>
<td>$1,600</td>
<td>$200</td>
<td></td>
<td>$1,800</td>
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<tr>
<td>Other Fines</td>
<td>$7,000</td>
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<td></td>
<td>$7,000</td>
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<tr>
<td>Rental Income</td>
<td>$2,200.00</td>
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<td>Earnings on Investments</td>
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<td>$38,500</td>
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<td>FTA CRRSA Stimulus Operating Grant</td>
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<td>$897,944</td>
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<td>FTA 5311 Admin. &amp; Operating Grant</td>
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<td>-</td>
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<td>$242,618</td>
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<td></td>
<td>$3,412,427</td>
<td>$3,811,879</td>
<td>$1,900,535</td>
<td>$5,512,413</td>
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<td><strong>Transfers:</strong></td>
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<tr>
<td>To Capital Fund</td>
<td>-</td>
<td>$150,000</td>
<td>-</td>
<td>$150,000</td>
</tr>
<tr>
<td>To Air Command Fund</td>
<td>-</td>
<td>$950,000</td>
<td>-</td>
<td>$950,000</td>
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<tr>
<td>To Senior Transportation Fund</td>
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<td>$306,000</td>
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<td>$306,000</td>
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<tr>
<td><strong>Total Transfers</strong></td>
<td>$-</td>
<td>$1,406,000</td>
<td>-</td>
<td>$1,406,000</td>
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<td><strong>Expenditures:</strong></td>
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<td>Postage</td>
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<td>$100</td>
<td>-</td>
<td>$100</td>
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<tr>
<td>Photocopies</td>
<td>$-</td>
<td>$100</td>
<td>-</td>
<td>$100</td>
</tr>
<tr>
<td>Supplies &amp; Equipment Under $4,000</td>
<td>$-</td>
<td>$2,000</td>
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<td>$2,000</td>
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<td>Building Repair and Maintenance</td>
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<td>$20,000</td>
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<tr>
<td>Travel - Transportation</td>
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<td>$8,000</td>
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<td>$8,000</td>
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<tr>
<td>Travel - Meals</td>
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<td>$6,000</td>
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<td>$6,000</td>
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<tr>
<td>Travel - Lodging</td>
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<td>$6,000</td>
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<tr>
<td>Legal Services</td>
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<td>$8,000</td>
<td>-</td>
<td>$8,000</td>
</tr>
<tr>
<td>Contracted Temporary Help - Marcy &amp; RAE</td>
<td>$-</td>
<td>$5,000</td>
<td>$2,500</td>
<td>$7,500</td>
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<tr>
<td>Contract Svs - Social Firekeeper, GPS, Bus Stops</td>
<td>$7,679.67</td>
<td>$58,000</td>
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<tr>
<td>Management Services - TMS</td>
<td>$12,748.76</td>
<td>$76,491</td>
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<td>$76,491</td>
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<tr>
<td>Meetings - Registrations</td>
<td>$-</td>
<td>$1,000</td>
<td>-</td>
<td>$1,000</td>
</tr>
<tr>
<td>State Fees</td>
<td>$-</td>
<td>$28,500</td>
<td>-</td>
<td>$28,500</td>
</tr>
<tr>
<td>Treasurer's Fees</td>
<td>$2,970.02</td>
<td>$39,000</td>
<td>-</td>
<td>$39,000</td>
</tr>
<tr>
<td>Advertising, Notices, Public Outreach &amp; Website</td>
<td>$107.80</td>
<td>$20,000</td>
<td>-</td>
<td>$20,000</td>
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<tr>
<td>Dues &amp; Memberships</td>
<td>$2,461.50</td>
<td>$14,000</td>
<td>-</td>
<td>$14,000</td>
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<tr>
<td>Auditing</td>
<td>$-</td>
<td>$7,500</td>
<td>-</td>
<td>$7,500</td>
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<tr>
<td>Insurance &amp; Bonds</td>
<td>$9,315.33</td>
<td>$12,500</td>
<td>($3,165)</td>
<td>$9,315</td>
</tr>
<tr>
<td>Investment Commissions/Fees</td>
<td>$-</td>
<td>$50</td>
<td>-</td>
<td>$50</td>
</tr>
<tr>
<td>Transfer to County General Fund</td>
<td>$945.83</td>
<td>$11,350</td>
<td>-</td>
<td>$11,350</td>
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<tr>
<td>Management Services - TMS</td>
<td>$12,748.78</td>
<td>$76,491</td>
<td>-</td>
<td>$76,491</td>
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<tr>
<td>Diesel Fuel</td>
<td>$7,215.07</td>
<td>$42,000</td>
<td>$5,000</td>
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<tr>
<td>CNC Fuel</td>
<td>$12,400.94</td>
<td>$129,000</td>
<td>$16,000</td>
<td>$145,000</td>
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<tr>
<td>Repair &amp; Maintenance - Vehicles</td>
<td>$8,650.69</td>
<td>$185,000</td>
<td>$60,000</td>
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<tr>
<td>Purchased Transportation Services</td>
<td>$162,504.12</td>
<td>$1,372,000</td>
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<td><strong>Total Expenditures</strong></td>
<td>$240,396.53</td>
<td>$2,126,082</td>
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<td><strong>Ending General Fund Balance</strong></td>
<td>$2,262,554</td>
<td>$1,864,602</td>
<td>$2,068,914</td>
<td>$3,733,516</td>
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</table>

Report shows posted revenues through January and expenditures through January
Report prepared by Scott Trux with information from the County Finance department on March 12, 2021.
## RTA Capital Reserve Fund
### Financial Report - January, 2021

<table>
<thead>
<tr>
<th>Description</th>
<th>YTD Actual</th>
<th>2021 Adopted Budget</th>
<th>Revisions</th>
<th>2021 Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$169,725</td>
<td>$168,872</td>
<td>$853</td>
<td>$169,725</td>
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<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
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<tr>
<td>Funds from RTA General Fund</td>
<td>$ -</td>
<td>$150,000</td>
<td>$ -</td>
<td>$150,000</td>
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<tr>
<td>State SB267 Capitl Grant (facility)</td>
<td>$ -</td>
<td>$170,000</td>
<td>(800)</td>
<td>$604,000</td>
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<tr>
<td>S339/FASTER - C State FASTER Capitl Grant (bus)</td>
<td>$ -</td>
<td>$754,800</td>
<td>$169,200</td>
<td>$924,000</td>
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<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
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<td></td>
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<tr>
<td>S339/FASTER - C Bus Purchase</td>
<td>$ -</td>
<td>$757,000</td>
<td>(2,000)</td>
<td>$755,000</td>
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<tr>
<td>SB 267 Facility Design and Construction</td>
<td>$ -</td>
<td>$170,000</td>
<td>(2,000)</td>
<td>$170,000</td>
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<tr>
<td>Capital Improvements</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td><strong>Capital Fund Expenditures</strong></td>
<td>$ -</td>
<td>$757,000</td>
<td>$168,000</td>
<td>$925,000</td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>$169,725</td>
<td>$166,872</td>
<td>$2,053</td>
<td>$168,872</td>
</tr>
</tbody>
</table>

Report shows posted revenues through January and expenditures through January.
Report prepared by Scott Truex with information from the County Finance department on March 12, 2021.

## RTA Air Command Fund
### Financial Report - January, 2021

<table>
<thead>
<tr>
<th>Description</th>
<th>YTD Actual</th>
<th>2021 Adopted Budget</th>
<th>Revisions</th>
<th>2021 Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$1,952,713</td>
<td>$1,951,608</td>
<td>$1,105</td>
<td>$1,952,713</td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funds from RTA General Fund</td>
<td>$ -</td>
<td>$950,000</td>
<td>$ -</td>
<td>$950,000</td>
</tr>
<tr>
<td>RTA Air Command Fund Revenues</td>
<td>$ -</td>
<td>$950,000</td>
<td>$ -</td>
<td>$950,000</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airline Guarantees - Winter 20-21</td>
<td>$ -</td>
<td>$604,303</td>
<td>(304,303)</td>
<td>$300,000</td>
</tr>
<tr>
<td>Professional Services - Airplanners</td>
<td>$12,000.00</td>
<td>$78,000</td>
<td>$7,000</td>
<td>$85,000</td>
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<tr>
<td>Contract with Airport for Airline Mechanic</td>
<td>$ -</td>
<td>$24,000</td>
<td>$ -</td>
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<tr>
<td>Airline Guarantees - Summer</td>
<td>$ -</td>
<td>$250,000</td>
<td>$ -</td>
<td>$250,000</td>
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<tr>
<td>RTA Air Command Fund Expenditures</td>
<td>$12,000.00</td>
<td>$956,303</td>
<td>(297,303)</td>
<td>$659,000</td>
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<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>$1,940,713</td>
<td>$1,945,305</td>
<td>$298,408</td>
<td>$2,243,713</td>
</tr>
</tbody>
</table>

Report shows posted revenues through January and expenditures through January.
Report prepared by Scott Truex with information from the County Finance department on March 12, 2021.

## RTA Senior Transportation Fund
### Financial Report - January, 2021

<table>
<thead>
<tr>
<th>Description</th>
<th>YTD Actual</th>
<th>2021 Adopted Budget</th>
<th>Revisions</th>
<th>2021 Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$330,886</td>
<td>$320,255</td>
<td>$10,631</td>
<td>$330,886</td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funds from RTA General Fund</td>
<td>$ -</td>
<td>$306,000</td>
<td>$ -</td>
<td>$306,000</td>
</tr>
<tr>
<td>Senior Transportation Fund Revenues</td>
<td>$ -</td>
<td>$306,000</td>
<td>$ -</td>
<td>$306,000</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenses</td>
<td>$ -</td>
<td>$65,000</td>
<td>$ -</td>
<td>$65,000</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>$16,993.76</td>
<td>$294,000</td>
<td>(10,000)</td>
<td>$284,000</td>
</tr>
<tr>
<td>Senior Transportation Fund Expenditures</td>
<td>$16,993.76</td>
<td>$359,000</td>
<td>(10,000)</td>
<td>$349,000</td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>$313,892</td>
<td>$267,255</td>
<td>$20,631</td>
<td>$287,886</td>
</tr>
</tbody>
</table>

Report shows posted revenues through January and expenditures through January.
Report prepared by Scott Truex with information from the County Finance department on March 12, 2021.
## Summary of all Funds

### RTA Total Revenues and Expenditures
**Financial Report - January, 2021**

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>2021 Adopted Budget</th>
<th>Revisions</th>
<th>2021 Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$4,584,824</td>
<td>$4,027,540</td>
<td>$557,284</td>
<td>$4,584,824</td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td>$31,435</td>
<td>$4,216,679</td>
<td>$2,069,735</td>
<td>$6,266,413</td>
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<tr>
<td><strong>Expenditures:</strong></td>
<td>$269,392</td>
<td>$4,200,385</td>
<td>$237,012</td>
<td>$4,437,397</td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>$4,686,884</td>
<td>$4,043,834</td>
<td>$2,390,006</td>
<td>$6,433,840</td>
</tr>
</tbody>
</table>

Report prepared by Scott Truex with information from the County Finance department on March 12, 2021.

### RTA Summary of all Funds
**Financial Report - January, 2021**

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unrestricted General Fund Balance</strong></td>
<td>$2,131,500</td>
<td>$2,262,554</td>
<td>$1,664,602</td>
<td>$2,068,914</td>
<td>$3,733,516</td>
</tr>
<tr>
<td><strong>Capital Reserve Fund Balance</strong></td>
<td>$169,725</td>
<td>$169,725</td>
<td>$166,672</td>
<td>$2,053</td>
<td>$168,725</td>
</tr>
<tr>
<td><strong>Air Command Fund Balance</strong></td>
<td>$1,952,713</td>
<td>$1,940,713</td>
<td>$1,945,305</td>
<td>$298,408</td>
<td>$2,243,713</td>
</tr>
<tr>
<td><strong>Senior Transportation Fund Balance</strong></td>
<td>$330,886</td>
<td>$313,892</td>
<td>$267,255</td>
<td>$20,631</td>
<td>$287,886</td>
</tr>
<tr>
<td><strong>Total Fund Balance</strong></td>
<td>$4,584,824</td>
<td>$4,686,884</td>
<td>$4,043,834</td>
<td>$2,390,006</td>
<td>$6,433,840</td>
</tr>
</tbody>
</table>

Report shows posted revenues through January and expenditures through January.
Report prepared by Scott Truex with information from the County Finance department on March 12, 2021.
March 17, 2021

Dear Rental Property Manager,

The Tourism and Prosperity Project (TAPP) is currently attempting to enlist more properties to participate in gathering occupancy information in order to provide more accurate visitor forecasts in the valley.

Along with many other entities, the Gunnison Valley RTA will benefit if more properties are included in these forecasts. We rely on data like this to manage and budget for both our air and ground transportation programs.

Please consider helping the TAPP to provide more reliable forecasts which will help us all to better serve our visitors and residents.

Thank you for your consideration.

Sincerely,

Scott Truex,
Executive Director
Gunnison Valley RTA
Air Program Reports – Winter, 2020 – 2021 as of 3/15/2021:

All Flights – Total Seats Sold vs last five years:

DEN/DFW/IAH-GUC: TOTAL WEEKLY WINTER BOOKINGS YOY

All Flights – Total Load Factor vs last four years:

GRAND TOTAL WEEKLY WINTER LOAD FACTOR YOY

Year 15/16 and 16/17 MKTS: DEN/DFW/IAH/ORD/LAX
Bus program reports – February, 2021

Bus Ridership Report – February, 2021:

Ridership on the RTA Gunnison - Crested Butte Route 2021

<table>
<thead>
<tr>
<th>Month</th>
<th>Riders</th>
<th>Bus Trips</th>
<th>Service Hours</th>
<th>Service Miles</th>
<th>Days</th>
<th>Riders Per Trip</th>
<th>Riders Per Day</th>
<th>2021 Overcrowding</th>
<th>Riders Refused</th>
<th>Riders Boarding Refused</th>
<th>2020</th>
<th>Riders Per Trip</th>
<th>Riders Per Day</th>
<th>YOY</th>
<th>Total Riders Change</th>
<th>Percent Riders Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>19,104</td>
<td>1,729</td>
<td>1,632</td>
<td>56,759</td>
<td>31</td>
<td>11.0</td>
<td>616.3</td>
<td>193</td>
<td>33</td>
<td>31,860</td>
<td>18.4</td>
<td>1,027.7</td>
<td>1,039.0</td>
<td></td>
<td>(12,756)</td>
<td>-40.0%</td>
</tr>
<tr>
<td>February</td>
<td>18,032</td>
<td>1,572</td>
<td>1,739</td>
<td>51,701</td>
<td>28</td>
<td>11.5</td>
<td>644.7</td>
<td>141</td>
<td>19</td>
<td>30,132</td>
<td>18.6</td>
<td>1,039.0</td>
<td>(12,089)</td>
<td></td>
<td>-40.1%</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
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<tr>
<td>June</td>
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<td>October</td>
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<td>November</td>
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<tr>
<td>December</td>
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<td></td>
</tr>
<tr>
<td>Total</td>
<td>37,156</td>
<td>3,301</td>
<td>3,571</td>
<td>108,460</td>
<td>59</td>
<td>11.3</td>
<td>629.8</td>
<td>334</td>
<td>52</td>
<td>61,992</td>
<td>4.8</td>
<td>1,050.7</td>
<td>(24,836)</td>
<td>-40.1%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Passengers by Stop – Winter, 2020-2021:

<table>
<thead>
<tr>
<th>2020-2021 Winter RTA Bus Boardings by Bus Stop</th>
<th>Northbound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td>Gunnison Community Schools</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------</td>
</tr>
<tr>
<td></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>January</td>
</tr>
<tr>
<td></td>
<td>February</td>
</tr>
<tr>
<td></td>
<td>March</td>
</tr>
<tr>
<td></td>
<td>April</td>
</tr>
<tr>
<td></td>
<td>Total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2020-2021 Winter RTA Bus Boardings by Bus Stop</th>
<th>Southbound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td>MT Transit Center</td>
</tr>
<tr>
<td>-------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>January</td>
</tr>
<tr>
<td></td>
<td>February</td>
</tr>
<tr>
<td></td>
<td>March</td>
</tr>
<tr>
<td></td>
<td>April</td>
</tr>
<tr>
<td></td>
<td>Total</td>
</tr>
</tbody>
</table>

CB South Ridership Winter 2020-21

<table>
<thead>
<tr>
<th>Month</th>
<th># of days</th>
<th>RTA Riders</th>
<th>MT Exp. Riders</th>
<th>Total Riders</th>
<th>Last Year RTA Riders</th>
<th>Last Year MT Exp. Riders</th>
<th>Change</th>
<th>20-21 CB South Passengers Per Day</th>
<th>20-21 CB South Bus Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>November</td>
<td>6</td>
<td>201</td>
<td>99</td>
<td>300</td>
<td>465</td>
<td>130</td>
<td>595</td>
<td>(295)</td>
</tr>
<tr>
<td></td>
<td>December</td>
<td>31</td>
<td>1,724</td>
<td>1,200</td>
<td>2,924</td>
<td>4,042</td>
<td>1,786</td>
<td>5,828</td>
<td>(2,904)</td>
</tr>
<tr>
<td></td>
<td>January</td>
<td>31</td>
<td>1,729</td>
<td>1,166</td>
<td>2,895</td>
<td>3,709</td>
<td>1,544</td>
<td>5,253</td>
<td>(2,356)</td>
</tr>
<tr>
<td></td>
<td>February</td>
<td>28</td>
<td>1,793</td>
<td>1,793</td>
<td>3,661</td>
<td>1,733</td>
<td>5,394</td>
<td>(3,601)</td>
<td>64</td>
</tr>
<tr>
<td></td>
<td>March</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>April</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>96</td>
<td>5,447</td>
<td>2,465</td>
<td>7,912</td>
<td>11,877</td>
<td>5,193</td>
<td>17,070</td>
<td>(9,158)</td>
</tr>
</tbody>
</table>
## Passenger Boardings by Time – Winter, 2020-2021:

<table>
<thead>
<tr>
<th>Time</th>
<th>Northbound</th>
<th>Total</th>
<th>Southbound</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30 AM</td>
<td>14</td>
<td>199</td>
<td>133</td>
<td>242</td>
</tr>
<tr>
<td>6:00 AM</td>
<td>28</td>
<td>135</td>
<td>233</td>
<td>328</td>
</tr>
<tr>
<td>6:30 AM</td>
<td>52</td>
<td>620</td>
<td>540</td>
<td>1,794</td>
</tr>
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<td>15</td>
<td>66</td>
<td>166</td>
<td>352</td>
</tr>
<tr>
<td>7:30 AM</td>
<td>83</td>
<td>622</td>
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</tr>
<tr>
<td>8:00 AM</td>
<td>78</td>
<td>745</td>
<td>612</td>
<td>2,076</td>
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<tr>
<td>8:30 AM</td>
<td>47</td>
<td>620</td>
<td>753</td>
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</tr>
<tr>
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<td>15</td>
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</tr>
<tr>
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<td>41</td>
<td>508</td>
<td>530</td>
<td>1,552</td>
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<tr>
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<td>43</td>
<td>508</td>
<td>542</td>
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<td>34</td>
<td>484</td>
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<td>471</td>
<td>506</td>
<td>1,472</td>
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<td>57</td>
<td>463</td>
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<td>33</td>
<td>374</td>
<td>379</td>
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<tr>
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<td>296</td>
<td>330</td>
<td>943</td>
</tr>
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<td>22</td>
<td>316</td>
<td>308</td>
<td>936</td>
</tr>
<tr>
<td>1:30 PM</td>
<td>39</td>
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<td>298</td>
<td>876</td>
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<td>50</td>
<td>289</td>
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<td>26</td>
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</tr>
<tr>
<td>3:00 PM</td>
<td>19</td>
<td>232</td>
<td>250</td>
<td>576</td>
</tr>
<tr>
<td>4:00 PM</td>
<td>21</td>
<td>320</td>
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<td>1,042</td>
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<tr>
<td>4:30 PM</td>
<td>21</td>
<td>144</td>
<td>160</td>
<td>506</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>12</td>
<td>161</td>
<td>238</td>
<td>637</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>45</td>
<td>210</td>
<td>303</td>
<td>858</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>31</td>
<td>228</td>
<td>256</td>
<td>831</td>
</tr>
<tr>
<td>8:00 PM</td>
<td>38</td>
<td>127</td>
<td>116</td>
<td>469</td>
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<tr>
<td>9:10 PM</td>
<td>25</td>
<td>83</td>
<td>85</td>
<td>317</td>
</tr>
<tr>
<td>10:10 PM</td>
<td>16</td>
<td>132</td>
<td>143</td>
<td>421</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,043</strong></td>
<td><strong>9,336</strong></td>
<td><strong>10,110</strong></td>
<td><strong>9,651</strong></td>
</tr>
</tbody>
</table>

## Average Riders per Bus – Winter 2020-2021:

<table>
<thead>
<tr>
<th>Time</th>
<th>Northbound</th>
<th>Total</th>
<th>Southbound</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30 AM</td>
<td>2.3</td>
<td>4.8</td>
<td>4.2</td>
<td>4.4</td>
</tr>
<tr>
<td>6:00 AM</td>
<td>4.7</td>
<td>4.4</td>
<td>7.5</td>
<td>11.7</td>
</tr>
<tr>
<td>6:30 AM</td>
<td>12.0</td>
<td>18.1</td>
<td>20.0</td>
<td>19.3</td>
</tr>
<tr>
<td>7:00 AM</td>
<td>2.5</td>
<td>2.1</td>
<td>3.4</td>
<td>5.9</td>
</tr>
<tr>
<td>7:30 AM</td>
<td>13.8</td>
<td>20.1</td>
<td>22.4</td>
<td>18.5</td>
</tr>
<tr>
<td>8:00 AM</td>
<td>7.2</td>
<td>16.4</td>
<td>17.5</td>
<td>10.9</td>
</tr>
<tr>
<td>8:30 AM</td>
<td>7.2</td>
<td>16.4</td>
<td>17.5</td>
<td>10.9</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>5.7</td>
<td>15.6</td>
<td>15.2</td>
<td>14.4</td>
</tr>
<tr>
<td>9:30 AM</td>
<td>5.7</td>
<td>15.2</td>
<td>16.3</td>
<td>16.5</td>
</tr>
<tr>
<td>10:00 AM</td>
<td>9.5</td>
<td>14.7</td>
<td>14.5</td>
<td>15.5</td>
</tr>
<tr>
<td>10:30 AM</td>
<td>9.5</td>
<td>12.1</td>
<td>12.2</td>
<td>10.8</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>5.2</td>
<td>9.5</td>
<td>10.6</td>
<td>10.2</td>
</tr>
<tr>
<td>12:00 PM</td>
<td>3.7</td>
<td>10.2</td>
<td>9.9</td>
<td>10.4</td>
</tr>
<tr>
<td>12:30 PM</td>
<td>6.5</td>
<td>8.1</td>
<td>9.6</td>
<td>10.3</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>8.3</td>
<td>8.3</td>
<td>10.5</td>
<td>10.3</td>
</tr>
<tr>
<td>1:30 PM</td>
<td>8.8</td>
<td>8.8</td>
<td>11.2</td>
<td>11.2</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>3.2</td>
<td>7.5</td>
<td>8.1</td>
<td>9.1</td>
</tr>
<tr>
<td>2:30 PM</td>
<td>3.5</td>
<td>10.3</td>
<td>11.7</td>
<td>12.1</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>3.5</td>
<td>4.6</td>
<td>5.2</td>
<td>6.4</td>
</tr>
<tr>
<td>3:30 PM</td>
<td>2.0</td>
<td>5.5</td>
<td>7.7</td>
<td>8.6</td>
</tr>
<tr>
<td>4:00 PM</td>
<td>7.5</td>
<td>8.8</td>
<td>9.8</td>
<td>10.7</td>
</tr>
<tr>
<td>4:30 PM</td>
<td>7.5</td>
<td>7.4</td>
<td>8.3</td>
<td>11.3</td>
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<tr>
<td>5:00 PM</td>
<td>6.3</td>
<td>4.1</td>
<td>3.7</td>
<td>6.4</td>
</tr>
<tr>
<td>5:30 PM</td>
<td>4.3</td>
<td>2.7</td>
<td>2.7</td>
<td>4.4</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>2.7</td>
<td>4.3</td>
<td>4.6</td>
<td>4.6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6.2</strong></td>
<td><strong>10.8</strong></td>
<td><strong>11.6</strong></td>
<td><strong>12.3</strong></td>
</tr>
</tbody>
</table>

**Overall Total** | 1,998 | 17,798 | 19,104 | 18,052 | - | 56,952 |

**Overall Total** | 5.9 | 10.8 | 11.0 | 11.5 | 10.6 |
# Winter 2020-2021 GVRTA On-Time Performance

## Southbound - Crested Butte 4-Way

<table>
<thead>
<tr>
<th></th>
<th># of Days</th>
<th>Planned # of Trips</th>
<th>Actual # of Trips</th>
<th>Percentage of Actual Trips</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Zero to 5 minutes late</td>
</tr>
<tr>
<td>November</td>
<td>6</td>
<td>168</td>
<td>162</td>
<td>93.2%</td>
</tr>
<tr>
<td>December</td>
<td>31</td>
<td>868</td>
<td>845</td>
<td>91.2%</td>
</tr>
<tr>
<td>January</td>
<td>31</td>
<td>868</td>
<td>864</td>
<td>91.9%</td>
</tr>
<tr>
<td>February</td>
<td>28</td>
<td>784</td>
<td>778</td>
<td>90.7%</td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>96</strong></td>
<td><strong>2,688</strong></td>
<td><strong>2,649</strong></td>
<td><strong>91.4%</strong></td>
</tr>
</tbody>
</table>

## Northbound - Spencer and Hwy 135

<table>
<thead>
<tr>
<th></th>
<th># of Days</th>
<th>Planned # of Trips</th>
<th>Actual # of Trips</th>
<th>Percentage of Actual Trips</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Zero to 5 minutes late</td>
</tr>
<tr>
<td>November</td>
<td>6</td>
<td>168</td>
<td>162</td>
<td>95.7%</td>
</tr>
<tr>
<td>December</td>
<td>31</td>
<td>868</td>
<td>841</td>
<td>92.5%</td>
</tr>
<tr>
<td>January</td>
<td>31</td>
<td>868</td>
<td>865</td>
<td>92.9%</td>
</tr>
<tr>
<td>February</td>
<td>28</td>
<td>784</td>
<td>781</td>
<td>89.5%</td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>96</strong></td>
<td><strong>2,688</strong></td>
<td><strong>2,649</strong></td>
<td><strong>92.0%</strong></td>
</tr>
</tbody>
</table>

**Average:** 91.7% 95.4% 96.1% 0.3% 3.6%
## Complaints, Late/Missed Runs & Incidents – February

### 2/1-2/28/2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Late run</th>
<th>Missed Runs</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-Feb</td>
<td>9:00 AM NB</td>
<td>N/A</td>
<td>14 MINUTES LATE/SNOW &amp; TRAFFIC</td>
</tr>
<tr>
<td>4-Feb</td>
<td>10:00 AM NB</td>
<td>N/A</td>
<td>22 MINUTES LATE/SNOW &amp; TRAFFIC</td>
</tr>
<tr>
<td>4-Feb</td>
<td>11:15 AM SB</td>
<td>N/A</td>
<td>14 MINUTES LATE/SNOW &amp; TRAFFIC</td>
</tr>
<tr>
<td>5-Feb</td>
<td>MOST=3:30 PM</td>
<td>N/A</td>
<td>MOST RUNS 3:30 PM AND LATER RUN @10-15 MINUTES LATE-SNOW, TRAFFIC</td>
</tr>
<tr>
<td>5-Feb</td>
<td>N/A</td>
<td>4:15 PM SB &amp; 6:15 PM SB</td>
<td>DRVR STUCK ON GOTHIC 4:15 PM SB, GOTHIC RD CLOSED 4:15 PM-@6:15 PM</td>
</tr>
<tr>
<td>10-Feb</td>
<td>8:30 AM NB &amp; 9:40 AM SB</td>
<td>N/A</td>
<td>STUCK BHD PLOW, 15 MINS LATE NB, 5 MINS LATE SB</td>
</tr>
<tr>
<td>10-Feb</td>
<td>N/A</td>
<td>1:00 PM 3:05 PM &amp; 5:00 PM NB</td>
<td>MISCOMMUNICATION, DRVR MISSED ENTIRE SHIFT</td>
</tr>
<tr>
<td>10-Feb</td>
<td>N/A</td>
<td>2:15 PM, 4:15 PM &amp; 6:15 PM SB</td>
<td>MISCOMMUNICATION, DRVR MISSED ENTIRE SHIFT</td>
</tr>
<tr>
<td>12-Feb</td>
<td>10:30 AM NB</td>
<td>N/A</td>
<td>BUS BROKE DOWN 1:25 PM SB AT MT CB/3-45 PM RUN 45 MINS LATE, 5:45 PM RUN 15 MINS LATE</td>
</tr>
</tbody>
</table>

### 2021 Miles per Bus:

<table>
<thead>
<tr>
<th>Miles per Bus - 2021</th>
<th>5311 2017-D #504</th>
<th>Local 2017-D #505</th>
<th>DOLA 2017-C #506</th>
<th>5339 2018-C #503</th>
<th>SB-228 2019-C #502</th>
<th>5339 2019-C #501</th>
<th>5339/VW 2020-C #500</th>
<th>FASTER 2021-C #507</th>
<th>AEX Buses</th>
<th>Miles (odom.)</th>
<th>Total Revenue Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>9,533</td>
<td>9,206</td>
<td>3,710</td>
<td>9,108</td>
<td>8,265</td>
<td>9,040</td>
<td>7,339</td>
<td>1,902</td>
<td>58,103</td>
<td>56,759</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>9,396</td>
<td>7,821</td>
<td>8,891</td>
<td>9,075</td>
<td>2,595</td>
<td>9,101</td>
<td>9,387</td>
<td>1,782</td>
<td>58,048</td>
<td>51,701</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>18,929</td>
<td>17,027</td>
<td>12,601</td>
<td>18,183</td>
<td>10,860</td>
<td>18,141</td>
<td>16,726</td>
<td>3,684</td>
<td>116,151</td>
<td>108,460</td>
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</tr>
</tbody>
</table>

### 2021 Repairs per Bus:

<table>
<thead>
<tr>
<th>Repairs per Bus - 2021</th>
<th>5311 2017-D #504</th>
<th>Local 2017-D #505</th>
<th>DOLA 2017-C #506</th>
<th>5339 2018-C #503</th>
<th>SB-228 2019-C #502</th>
<th>5339 2019-C #501</th>
<th>5339/VW 2020-C #500</th>
<th>FASTER 2021-C #507</th>
<th>AEX Buses</th>
<th>Miles (odom.)</th>
<th>Total Revenue Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>$1,010</td>
<td>$1,250</td>
<td>$1,020</td>
<td>$646</td>
<td>$309</td>
<td>$-</td>
<td>$-</td>
<td>$4,416</td>
<td>$8,651</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>$-</td>
<td>$2,854</td>
<td>$820</td>
<td>$-</td>
<td>$174</td>
<td>$931</td>
<td>$558</td>
<td>$-</td>
<td>$10,806</td>
<td>$16,143</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$1,010</td>
<td>$4,104</td>
<td>$1,840</td>
<td>$-</td>
<td>$820</td>
<td>$1,240</td>
<td>$558</td>
<td>$-</td>
<td>$15,222</td>
<td>$24,794</td>
<td></td>
</tr>
</tbody>
</table>

### Senior Reports – 2021:

<table>
<thead>
<tr>
<th>Ridership on the RTA Funded Senior Services - 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>January</td>
</tr>
<tr>
<td>February</td>
</tr>
<tr>
<td>March</td>
</tr>
<tr>
<td>April</td>
</tr>
<tr>
<td>May</td>
</tr>
<tr>
<td>June</td>
</tr>
<tr>
<td>July</td>
</tr>
<tr>
<td>August</td>
</tr>
<tr>
<td>September</td>
</tr>
<tr>
<td>October</td>
</tr>
<tr>
<td>November</td>
</tr>
<tr>
<td>December</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
RFQ# 2021-04
REQUEST FOR QUALIFICATIONS

ARCHITECTURAL & ENGINEERING SERVICES
BUS STORAGE FACILITY

GUNNISON VALLEY RURAL TRANSPORTATION AUTHORITY
(GVRTA)
PO Box 1911
507 Maroon Avenue
Crested Butte, CO 81224

April 12, 2021
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LEGAL NOTICE  
April 12, 2021

REQUEST FOR QUALIFICATIONS  
Architectural & Engineering (A&E) Services – GVRTA Bus Storage Facility  
RFQ # 2021-04

Description:  
A&E Services - Bus Storage Facility Design

RFQ Documents:  
Available online: http://www.gunnisonvalleyrta.com/planning-documents/ or request by email: struex@gunnisonvalleyrta.org.

Clarifications:  
Inquiries are to be submitted to Scott Truex via email at struex@gunnisonvalleyrta.org by 5:00 PM MDT, Monday, April 19, 2021. GVRTA will post all addenda in response on its website: http://www.gunnisonvalleyrta.com/planning-documents/ by 5:00 pm MDT, Monday, April 26, 2021.

Proposal Submission Deadline:  
5:00 pm MDT, Friday, May 14, 2021. Proposals are to be submitted electronically in native PDF format via email only to Scott Truex at struex@gunnisonvalleyrta.org. No hard copy proposals will be accepted.

Notice to all providers is hereby provided, that in accordance with State and Federal laws, GVRTA will ensure that Disadvantaged Business Enterprises (DBEs) are afforded full opportunity to submit offers and responses to this solicitation, and to participate in any contract consummated pursuant to this notice.

Compliance with Federal and State laws on Equal Opportunity will also be asserted in consideration for the award of this contract. As an equal opportunity employer, GVRTA prohibits discrimination on the basis of race, creed, color, religion, age, sex, disability, marital status, sexual orientation, political affiliation, national origin, or ancestry.

GVRTA reserves the right to accept any proposal, or any part or parts thereof, or to reject any and all proposals. Accepted proposal(s) are subject to financial assistance availability from, and concurrence by, the Colorado Department of Transportation (CDOT), who is the primary funder of this project.
SECTION 1 - INSTRUCTIONS TO PROPOSERS

1-1 Purpose

The GVRTA Request for Qualifications (RFQ) is to engage the services of a qualified, responsive, and responsible architectural and engineering firm that will provide architectural & engineering services (A&E) for a proposed new bus storage facility. The selection of a contractor will be qualification-based in accordance with the Brooks Act.

1-2 GVRTA Services and Needs

GVRTA was formed in 2002 via a sales tax initiative to fund transportation and is supported by the City of Gunnison, Gunnison County and the Towns of Crested Butte and Mt. Crested Butte in the State of Colorado. The goal of GVRTA is to provide a viable air service program to the Gunnison airport and to fund ground transportation in the Gunnison Valley.

Ground transportation in the Gunnison Valley is provided via free commuter bus service between cities/towns of Gunnison and Crested Butte through a contract with a private transportation provider (Alpine Express). The route is 32 miles in each direction and circles the City of Gunnison before continuing north on Highway 135 to the Towns of Crested Butte and Mt. Crested Butte. The route connects to the local Crested Butte bus service (Mountain Express - MX) in both towns.

Service is provided seven days a week, 365 days per year, between 6:30AM and midnight. Service levels vary seasonally, with 56 one-way trips in the winter and 26 one-way trips in the spring, summer, and fall. Local residents, visitors, and students use the service to get back and forth between the two ends of the valley for work, recreation, shopping, and for medical reasons, as the route also services Western State Colorado University in Gunnison.

GVRTA owns the fleet of buses used by the contractor for ground transportation service provision. The fleet consists of seven (7) over the road commuter coaches, manufactured by Motor Coach Industries (MC1), and are 100% wheelchair and mobility aid accessible. GVRTA uses a mix of Compressed Natural Gas (CNG) and Diesel fuels, with the predominant fuel use being CNG (5 of 7 buses).

Currently the service provider, Alpine Express, stores a predominant portion of the GVRTA fleet at their bus maintenance facility located in Gunnison. Fleet is also stored inside overnight at the Riverland facility. The Gunnison maintenance facility is a six-bay shop with 8,750 square feet and was retrofitted to store and maintain CNG fueled buses.

GVRTA has been working in conjunction with the Colorado Department of Transportation (CDOT) to locate and build a storage facility for the GVRTA closer to Crested Butte, to allow for bus storage at both ends of the valley and a reduction of deadhead runs. CDOT has awarded GVRTA $1,700,000 to design and construct not only a GVRTA specific bus storage facility, but also a facility that will allow CDOT to park buses for their regional intercity bus commuter service.
service (known as Bustang Outrider) overnight. Dedicated overnight storage facilities near Crested Butte will allow CDOT to expand regional bus service.

GVRTA has already secured a location for the proposed storage facility. The location will be in the Whetstone Industrial Park in Crested Butte. This same site will also be home to a new operations and maintenance facility for the MX, which has also yet to be constructed. The MX and GVRTA individually bought parcels at the industrial park but have combined to parcels to better share land management responsibilities and costs. The scope of this RFQ though is only for a GVRTA facility. The MX is undergoing a separate process to determine their own facility design and build parameters.

The initial concept for the GVRTA facility includes the following:

- Metal Building
- Approximately 6,800 Square Feet
- 6 Bays (16 Feet by 60 Feet Each)
- 14 Foot Doors
- Cement Floor Sloped Towards Doors
- Roof Slopes to the Back (With Ability to Add Solar Later)
- Sprinklers to Fire Code
- CNG Compatible
  - Spark-Proof Electrical Throughout Building
  - No Electrical Fixtures Within 3 Feet of Ceiling
  - Methane Censors
  - Automatic Ventilation and Door Opening
  - Alarm to Fire Department
- Unisex Bathroom and Storage Space in Southwest End of Building (14 Feet by 60 Feet)
- Two Bathrooms – (for MX future use)
  - Two Showers
  - Two Shop Sinks
  - Two Toilets
- In-Floor Heat (to 50 degrees)
- RV Dump for Outrider Bus Bathrooms
- Leach Field to Handle:
  - Bathrooms/Showers
  - RV Dump
- Run Utilities from Road to Building
- Paved Apron and Parking (Approximately 20,000 Square Feet) on Eastern Third of Property
- Landscaping on Eastern Third of Property

GVRTA would also like to entertain, based on cost, the addition of a wash bay with recycled water and the ability to take waste water off-site for treatment.

Perimeter fencing with a gate must also be planned for, with the cost to be split with the MX.
Below is a proposed site development plan.
1-3 Procurement Schedule

RFQ Available: April 12, 2021
Question/Clarification Deadline: April 19, 2021 (5pm MDT)
GVRTA Question/Clarification Addendum Posted: April 26, 2021 (5pm MDT)
Proposals Due: May 14, 2021 (5pm MDT)
Potential Interview(s) Conducted: June 1-4, 2021
Award Recommendation to GVRTA Board: June 18, 2021
Award Notification: June 25, 2021
Contract Execution/Notice to Proceed: July 12, 2021

1-4 Inquiries, Questions, and Clarifications

All correspondence should be titled **GVRTA Bus Storage Facility RFQ # 2021-04**, be in written format, and directed to Scott Truex, GVRTA Executive Director, at struex@gunnisonvalleyrta.org. Correspondence will not be accepted by any other means or by any other GVRTA related staff member.

1-5 Interpretation of and Addendum to RFQ Documents

No oral interpretations as to the meaning of the RFQ will be made to any proposer. Any explanation desired by a proposer regarding the meaning or interpretation of information provided in the RFQ must be requested in writing and with sufficient time allowed, as defined in 1-3 Procurement Schedule, for a reply to reach all proposers before the submission of proposals.

GVRTA reserves the right to revise or amend any portion of this RFQ prior to the date and time for the proposal delivery. Such revisions and amendments, if any, shall be issued through addenda to this RFQ. Copies of such addenda and/or amendments shall be placed on the GVRTA website: [http://www.gunnisonvalleyrta.com/planning-documents/](http://www.gunnisonvalleyrta.com/planning-documents/). All addenda will be furnished as promptly as is practicable and at least seven (7) calendar days prior to the proposal due date. All addenda will become part of the RFQ and any subsequently awarded contract.

Proposers must acknowledge receipt of any addenda issued via **Attachment C – Acknowledgement of Addenda** as part of proposal submission.

If the revisions or addenda require changes in requested information or the format for proposal submission, the established date for submission of proposals contained in this RFQ may be postponed by such number of days as, in the GVRTA’s opinion, shall enable proposers adequate time to revise their proposals.

GVRTA reserves the right to cancel this RFQ at any time or change the date and time for submitting proposals by announcing same prior to the date and time established for proposal submission.
1-6 Proposal Submission

The proposer will submit proposals electronically in native PDF format via email only to Scott Truex, GVRTA Executive Director, at struex@gunnisonvalleyrta.org. No hard copy proposals will be accepted.

One original copy of the proposal in native PDF can include all signed affidavits and certifications, or the affidavits and certifications can be submitted in a separate PDF. To satisfy Federal and State requirements, documents are to be native PDF and unlocked so that the file can be separated and signed affidavits and certifications can be shared with CDOT as appropriate.

All proposals must be clearly marked as GVRTA Bus Storage Facility RFQ # 2021-04 Proposal with the time and date proposals are due.

1-7 Proposal Format and Required Content

Proposals shall be prepared in a clear and concise manner. Proposal sections shall be marked/tabbed to coincide with the sections of the RFQ and pages should be numbered in each section.

There is no page limitation or minimum document size, but any information the proposer submits is expected to be concise and relevant to the RFQ. Illustrations may be included in the proposal. Proposals that do not adhere to the required format, are difficult to read, or are deemed illegible by the GVRTA may be rejected.

Proposals shall adhere to the following format and contain the following items in the order outlined below:

A. **Cover Letter** that includes the following information:
   1. Identification of the proposer(s), including company/firm name, and name, telephone number, and email address of the appropriate company/firm contact person.
   2. Proposed working relationship among proposing companies/firms, i.e. prime-subcontractors, as applicable.

B. **Company/Firm Qualifications and Capabilities**
   1. Name(s) and title(s) of all key personnel proposed for the duration of the project. In the event that interviews are conducted, also provide the designated personnel required to attend. This information should include any subcontractor the proposer has chosen to include, as well as the designation of tasks to the subcontractor’s personnel.
   2. Brief profile of the proposer, including its principal line of business, year founded, form of organization, and a general description of the proposer’s
financial condition. Identify any conditions (bankruptcy, pending merger, pending litigation, planned office closures) that may affect the proposer’s ability to complete the project.

3. All qualifications and organizational capabilities that will establish the proposer as a satisfactory provider of the required service by reason of its strength and stability.

4. Current information on professional errors and omissions coverage carried by proposer, including name of insurer and coverage limits.

C. Related Experiences and References

1. Examples of similar contracts the proposer has undertaken (indicating current status of the contract) within the last two years. For each reference cited as related experience, furnish the name, title, email address, and telephone number of the person(s) at the reference organization who is the most knowledgeable about the work performed.

D. Technical Proposal

1. Narrative demonstrating understanding of the project.

2. Narrative plan explaining proposer’s project approach to include a detailed description of the proposer’s capability to handle the environmental and structural requirements involved in this project.

E. Personnel Availability

1. Narrative description of proposer’s current workload and capacity to start work in July 2021 and complete the work for GVRTA in a timely manner.

F. Required Attachments

1. ATTACHMENT A – Proposer Checklist
2. ATTACHMENT B – Proposal Affidavit
3. ATTACHMENT C – Acknowledgement of Addenda
4. ATTACHMENT D – Affidavit of Non-Collusion

1-8 Proposal Signature

Proposals shall include ATTACHMENT B – Proposal Affidavit as evidence of the proposer’s commitment to bind the company/firm to the terms of the RFQ and potential contract. Proposals signed by an agent are to be accompanied by evidence of that person’s authority.
1-9 Interviews & Presentations

GVRTA reserves the right to schedule interviews and presentations with proposers after initial review of proposals to allow selected proposers to present approaches to this project in greater detail.

If selected, interviews and presentations would be conducted online via GoToMeeting. The interview and presentation will last approximately one hour, with the presentation portion of the session limited to 20 minutes. The remainder of the time will be used for follow-up discussion and questions.

1-10 Proposal Acceptance or Rejection

GVRTA reserves the right to accept any proposal, or any part or parts thereof, or to reject any and all proposals. Accepted proposal(s) are subject to financial assistance availability from, and concurrence by, CDOT, who is the primary funder of this project.

1-11 Disadvantaged Business Enterprise (DBE) Participation

Although there is no specific DBE goal for this project, GVRTA requests that proposers make every effort to contract with DBEs as appropriate. For proposers to receive credit for the use of a DBE, the Colorado Unified Certification Program (CO-UCP) must certify the proposed DBE company/firm prior to submission of the proposal. Please identify in the Cover Letter any use of certified DBEs.

1-12 Examination of RFQ and Contract Documents

Proposers are expected to examine Section 2 - Scope of Work, schedules, compliance requirements, and all instructions. Failure to do so will be at the proposer's risk. It is the intent of these specifications to provide service(s) of first quality. The service(s) proposed must be high quality in all respects. No advantage will be taken by the proposer in the omission of any part or detail which goes to make the service(s) complete. All manner of services not herein contained or specified shall be of the industry standard and shall conform to the best practices known in the industry.

The submission of a proposal shall constitute an acknowledgment upon which GVRTA may rely on that the proposer has thoroughly examined and is familiar with the solicitation, instructions and Scope of Work, including any work site identified in the RFQ, and has reviewed and inspected all applicable statutes, regulations, ordinances, and resolutions addressing or relating to the services to be provided hereunder. The failure or neglect of a proposer to receive or examine such documents, work sites, statutes, regulations, ordinances, or resolutions shall in no way relieve the proposer from any obligations with respect to its proposal or to any contract awarded pursuant to this RFQ. No claim for additional compensation will be allowed which is based on lack of knowledge or misunderstanding of the RFQ, work sites, statutes, regulations, ordinances, or resolutions.
SECTION 2 – SCOPE OF WORK

2-1 Project Management

The A&E company/firm will manage projects through a process of open and frequent communication. The A&E company/firm will be expected to facilitate regular meetings organized around key deliverables. The A&E company/firm will be able to commit to making staff readily available through the duration of the project.

The A&E company/firm will employ a thorough quality assurance and project management process, which includes multiple levels of review of all draft and final products, as well as meticulous tracking of budget costs. As a result, the A&E company/firm will manage both the budget and the deliverables to maintain project flow and timeliness.

2-2 Project Initiation

To initiate the work, key members of the A&E company/firm team will meet with GVRTA for a project kick-off meeting to review the scope of work, schedule, and to refine project details. GVRTA values the importance of ongoing value-added communication and expects well-established and maintained lines of communication throughout the project. At the kick-off meeting, the A&E firm will:

A. Clarify project objectives, priorities, and deliverables.
B. Identify and discuss critical local or regional issues.
C. Develop a schedule for meetings.
D. Identify project contacts and establish interface protocols between the consulting team, GVRTA, and any other parties that will be involved in the design process.
E. Discuss data/mapping needs and other resources.
F. Review the work plan with associated milestones.
G. Develop a stakeholder and community outreach plan, including objectives, format, and participants.

2-3 Design Development Documents

The A&E company/firm will prepare design development documents for the approved concept, to include the following.

A. Geotechnical and Site Survey. The A&E company/firm will be required to provide site survey and geotechnical services that include:
   1. Geotechnical Investigation and Report. The contractor will obtain test borings in the area of proposed construction. Test borings should be taken in the location of the building and additional borings should be taken at other structural elements and/or retaining wall locations.
   2. A survey including boundary and topographic elements will be provided for GVRTA’s site.
3. Additional survey will include the adjacent street, Right of Way, and sidewalk adjacent to the site and shall include survey for anticipated roadway/intersection improvements. All mapping will include contours, site features, roads, structures, existing overhead traffic signals, existing signal equipment, and above and underground utilities.

4. A hazardous material review of the site will be performed.

B. **Design Development Plans.** The A&E company/firm will provide documents to a 30 percent, a 60 percent and a 90 percent design completion level. This includes the following tasks:

1. **Traffic, pedestrian, and bicycle safety review and bus turning radius analysis.** Traffic counts will be performed at the adjacent intersection and a traffic operations analysis will be completed. This will include a simulation of operations both before improvements and after improvements. A brief letter traffic report will be developed.

2. **Traffic Signal Plans.** The A&E company/firm may provide the signal modification plan that will accommodate bus pull-offs. A&E firm will provide signal pole design as well as detection, signal heads, initial signal timing, specialty markings, and cabinet/controller layout with all associated appurtenances for a fully functional signal within the signal system. The traffic signal will be designed in accordance with CDOT and local jurisdiction requirements.

3. **GVRTA’s review of operations and support of permit requests.**

4. **Signage and Pavement Marking Layout.** Signage and pavement marking plans will be produced for the site and adjacent street network including the proposed site layout, intersection/signal modifications, bus pull-offs, and driveway modifications to the site.

5. **Site specific wayfinding signage should be included both inside and outside of structure.**

6. **Erosion and Sediment Control.** Provide disturbance limits and identify locations of silt fence, catch basin inserts, and other best management practices (BMP).

7. **Civil Site Plans.** Provide Layout Sheet, Grading and Drainage Sheet, General Notes Sheet, and Details Sheet to a 30% design level in full compliance with the Gunnison County’s land development standards in preparation for a Building Permit. These plans will include construction on-site and the interface with adjacent street and pedestrian elements to the site.

8. **Drainage, Hydrology, and Hydraulics Calculations.** Provide initial calculations and documentation for required water quality devices, detention, site drainage structures, and interface to the existing drainage network at site outfall points. Required water quality

9. **BMP’s, detention, site drainage, and outfall points will be shown on the Grading & Drainage Sheet.**

10. **Utility Coordination and Relocation Plans.** Provide waterline and sanitary sewer service line locations and ties to existing adjacent utilities. Provide relocation
plans for utilities discovered on-site that conflict with anticipated grading and/or structures.

12. Facility/Architectural Plans. Provide architectural plans and elevations with overall dimensions and material callouts for the desired facility to a 30% completion level.

13. Communications Layout. The design of site communications will be implementing current Agency standard components with connections using the Agency’s communications protocol.

14. A&E company/firm will implement GVR’s standards and designs for any branding or advertising required for the site.

15. Lighting Layouts. Areas of low lighting will be identified and appropriate lighting fixtures designed to fit the community context.

16. Landscaping Layouts. The appropriate level of landscaping for the size of facility, budget, and community context will be provided.

17. Opinion of probable costs.


2-4 Develop Bid and Final Construction Documents

The A&E company/firm will develop the bid documents incorporating GVRA’s comments to a set of bid ready drawings, specifications, and cost estimates.

A. Architectural. Final floor plans, building sections, wall sections, details, and schedules for canopy shelters and restroom structure will be provided.

B. Structural. Final foundation and framing plans, sections, and details. Site wall design will be performed in conjunction with information on the completed Grading and Drainage Plan.

C. Mechanical\HVAC. Final plumbing plans for restrooms, roof and floor drains. HVAC for the restroom structure will be provided.

D. Communications Layout. The final design of site communications will be completed using GVRA’s communications protocol.

E. Lighting and Electrical. Electrical single line power diagram, building power and lighting plans, site lighting plans, equipment schedules and details will be provided.

F. Traffic control plans will be produced in anticipation of sidewalk and curb relocation/refurbishing. These plans will include lane closures, traffic shifts, and temporary modifications to the signalized intersection as required.

G. Signage and Pavement Marking Layout. Signage and pavement marking plans will be finalized including construction notes and specifications. Final site-specific wayfinding signage should be included both inside and outside of structures.

H. Erosion and Sediment Control. Disturbance limits and locations of silt fence, catch basin inserts, and other Best Management Practices (BMP) will be finalized. The Storm Water

I. Pollution Prevention Plan (SWPPP) for the proposed site will be finalized and a Notice of Intent (NOI) will be submitted.

J. Civil Site Plans. Provide Layout Sheet, Grading & Drainage Sheet, General Notes Sheet, and Details Sheet to a complete design level in full compliance with Gunnison County’s land development standards and submitted for a Building Permit. Construction level details notes, and specifications will be added.
K. Landscape. Final plans and details will be provided.
L. Drainage, Hydrology, Hydraulics Calculations. Detention and water quality calculations will be finalized for review and approval.
M. Utility Coordination and Relocation Plans. Construction level details will be added to the utility plans. Permits will be acquired from appropriate utility providers and reviewing agencies.
N. Architectural renderings will be finalized.
O. Traffic Signal Plan. The A&E company/firm will provide the signal modification plan that will accommodate bus pull-offs with potential queue jumping. The A&E company/firm will provide signal pole design as well as detection, signal heads, initial signal timing, specialty markings, and cabinet/controller layout with all associated appurtenances for a fully functional signal within the signal system. The traffic signal will be designed in accordance with CDOT standards and submitted for permit and approval.
P. Technical specifications for each discipline and system will be finalized.
Q. The A&E company/firm will coordinate with GVRTA on final front end specifications and requirements.
R. The A&E company/firm will update probable construction costs/engineers estimate.

2-5 Bidding Services

The Full Construction Bid Documents will be prepared to allow GVRTA to advertise the construction project for competitive bidding. The A&E company/firm will provide copies of the bid documents, distribute the documents to interested firms and collect the plan deposit. A record of firms that obtained the bid documents (plan holders of record) will be maintained by the A&E company/firm. The A&E company/firm will assist GVRTA staff in the review of all bids and make a recommendation concerning contract award. The A&E company/firm will attend pre-bid meeting(s), prepare and distribute bid addenda to all plan holders of record, and attend the bid opening.

2-6 Construction Engineering Assistance / Management Services / Inspection

The A&E company/firm will provide construction management and assistance based on the needs of GVRTA and the complexity of the designed facility. The A&E firm will be required to maintain accurate records and documentation to be in full compliance with the requirements of the designed facility’s funding source requirements, which fall under the State of Colorado. The A&E company/firm will have the capabilities to facilitate, manage, and provide oversight for the following tasks:

A. Preconstruction Meeting
B. Accurate Records and Documentation of Construction and Materials Required under State of Colorado
C. Contractor Pay Application Approvals
D. Weekly/ Biweekly Construction Progress Meetings
E. Materials Testing / Validation
F. Limited or Full Time Construction Inspection
G. Managing Request for Information (RFI)
H. Manage Change Order Requests
I. Facilitate and Coordinate Substantial Completion and Final Walkthrough
J. Preparation of Punch List based on Substantial Completion Walkthrough
K. Provide and /or Manage the Production of Accurate As-Builts/Record Drawings
L. Oversee the Collection of Close Out Documentation
M. Issue Certifications of Substantial Completion and Certifications of Final Completion

2-7 POTENTIAL OPTIONAL SERVICES: National Environmental Policy Act (NEPA) Assessment

Because of the shared nature of the land and building site with the local transportation provider, the MX, and because the MX may involve federal Department of Transportation – Federal Transit Administration (FTA) funding in construction of their facility, the GVRTA may require the A&E company/firm to perform a NEPA based environmental assessment intended to allow the project to obtain a Categorical Exclusion as set forth in 23 CFR 771.118(c)(9).

If elected, at the time of contract negotiation, this optional service shall include an assessment of the proposed project’s impacts in the following areas:

A. Detailed Project Description. Describe the project including the type (such as bus storage, maintenance, and/or administration facilities). Indicate the size of the proposed facility, number of vehicles and staff it will house. Describe any construction, demolition, and soil excavation activities. Include a brief discussion summarizing the purpose and need for the project (e.g., congestion, state of good repair). Explain in common language how implementation of the project will address the project need, and its proposed use. Include a complete description of the project components such as length of the project in feet or miles, property size, history, ownership information (land management authority), acreage, and document previously conducted studies if applicable. Provide graphics that describe the proposed project.

B. Location, including address. Attach a project location map or diagram, such as a USGS topographic map that identifies the project location. Clearly delineate the project and include streets and features specifically called out in the “detailed project description.” If the project work occurs at more than one location, include those locations and adjoining parcels on the map. This information is partly used to determine the probability of impact on the human and natural environment.

C. Air Quality Conformity. Is the proposed project, or appropriate phases of the project, included in the state’s Transportation Improvement Plan (TIP)? What is the conformity status of the TIP? Is the project located in an air quality non-attainment area? Is the project exempt from a conformity review per Table 2 of 40 CFR 93.126? Refer to the non-attainment/maintenance area maps at the U.S. EPA website to determine if the project is located in an area that meets all National Ambient Air Quality Standards.
D. Land Use and Zoning. Describe property zoning and consistency with proposed use. Attach a zoning map of the project area and surrounding area. Attach a land use map that identifies land and water uses in the project area. This information is partly used to determine the probability of impact on the human and natural environment. Land use plans, and zoning maps can be obtained from the tax assessor, city, or county.

E. Traffic Hot Spots. Describe potential traffic impacts; including short-term impacts during construction or demolition, and whether the existing roadways have adequate capacity for increased bus and other vehicular traffic as part of the proposed project. Examples of construction-related impacts include lane closures, detours, or dust abatement requirements. Briefly describe traffic control measures required to minimize impacts of construction.

F. CO Hot Spots. If there are serious traffic impacts at any affected intersection or area where buses congregate, and if the area is in an air quality non-attainment area for CO, demonstrate that CO hot spots will not be created as a result of the project.

G. PM2.5 AND PM10 Hot Spots. If there are serious traffic impacts at any affected intersection or area where buses congregate, and if the area is a nonattainment or maintenance area for any particulate matter (PM2.5 or PM10), then demonstrate that PM2.5 or PM10 “hot spots” will not result. In nonattainment areas, interagency concurrence and documentation must be attached. If the proposed project is not in a non-attainment or maintenance area for PM2.5 and PM10, then state this in the discussion. Refer to the non-attainment/maintenance area maps at the U.S. EPA website to determine if the project is located in an area that meets all National Ambient Air Quality Standards.

H. Historic Resources. Describe any cultural, historic, or archaeological resources located in the immediate vicinity of the proposed project and the impact of the project on the resources. Show these resources on a map. FTA initiates all consultations per Section 106 of the National Historic Preservation Act (NHPA). FTA also makes a determination of “No Effect/No Historic Properties” or “No Historic Properties Affected,” if no historic resources or potential to affect resources exists. FTA requests concurrence for this determination from the appropriate State Historic Preservation Office (SHPO) or Tribal Historic Preservation Office (THPO). SHPO/THPO concurrence must be included as an attachment before NEPA approval. If an “Adverse Effect” determination is made as a result of the proposed project, rather than a “No Effect/No Historic Properties” or “No Historic Properties Affected” determination, then FTA may determine a new NEPA class of action to evaluate alternatives or mitigation measures to deter these adverse effects. If the project has potential effects to NRHP-eligible or listed projects, the Section 106 process must be followed. Refer to the ACHP website for more information.

I. Visual Quality. Describe the existing visual setting, identify any sensitive views/viewers, and describe the visual impact of the proposed project.
J. Noise. Compare distance between the center of the proposed project and the nearest noise receptor to the screening distance for this type of project in FTA’s noise and vibration guidelines (Section 4.2 in FTA guidelines). If the screening distance is not achieved, attach a “General Noise Assessment” with conclusions. Refer to FTA’s Transit Noise and Vibration Impact Assessment manual (May 2006).

K. Vibration. If the proposed project includes new or relocated steel rails/tracks, compare the distance between the center of the proposed project and the nearest vibration receptor to the screening distance for this type of project in FTA’s guidelines (Section 9.2 in FTA guidelines). If the screening distance is not achieved, attach a “General Vibration Assessment” with conclusions. Refer to FTA’s Transit Noise and Vibration Impact Assessment manual (May 2006).

L. Acquisitions & Relocations Required. Describe land acquisitions and displacements of residences and businesses. Include current use, ownership, and the date and type of property transaction (such as lease or purchase). If FTA funds are used to acquire property or the property is used as local match, then the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 must be followed and documented. No offers or appraisals may occur prior to FTA’s approval of a NEPA evaluation.

M. Hazardous Materials. If real property has been acquired, has a Phase I site assessment for contaminated soil and groundwater been performed? If a Phase II site assessment is recommended, has it been completed? What steps will be taken to ensure that human and ecological receptors in the project area are protected from contamination encountered during construction and operation of the project? State the results of consultation with the State agency with jurisdiction over proposed remediation of soil and/or groundwater contamination. Include anticipated effects of the project on asbestos-containing building materials and lead-based paints.

N. Social Impacts and Community Disruption. Provide a socio-economic profile of the affected community. Describe the impacts of the proposed project on the community. Identify any community resources that would be affected and the nature and extent of the effect.

O. Environmental Justice. Identify the concentrations of minority and low-income populations in the area. Following FTA guidelines on environmental justice (FTA Circular 4703.1), define “minority” and “low-income” populations, and describe whether or not the project would result in disproportionately high and adverse impacts on minority or low-income populations.

P. Use of Public Parkland and Recreation Areas. Indicate parks, recreational areas, wildlife refuges, and/or trails on a project location map (Section 4(f) resources). Describe how the activities and purposes of these resources will be affected by the project. Based on the definitions of use outlined in 23 CFR § 774, determine if the project will result in an
actual (direct), temporary, or constructive (proximity impacts) use of the Section 4(f) resource. Locate Section 4(f) properties on project map. Refer to the Section 4(f) overview at FTA’s website.

Q. Impacts on Wetlands. Show potential wetlands and boundaries on a map. Integrate data from the National Wetlands Inventory. Describe the project’s impact on on-site and adjacent wetlands. If the project impacts wetlands, provide documentation of consultations and permits from the U.S. Army Corps of Engineers, as well as, minimization and mitigation efforts. If applicable, provide documentation to demonstrate that wetlands are not present, or the proposed project will not impact any wetland areas.

R. Floodplain Impacts. Determine if the project is within a 100-year floodplain. Review FEMA 100-year FIRMs on the FEMA website. Include a FIRM floodplain map, if available. Include all floodplain FIRM numbers that occur in the project area and the effective or revision date for each FIRM. Include the FEMA FIRM numbers for the project area, even if the 100-year floodplain has not been delineated. If the proposed project is located within the 100-year floodplain describe what will be done to address possible flooding of the proposed project location and flooding induced by the project due to reduced capacity to retain storm water runoff. Provide documentation on how the project will be designed to restore floodplain capacity. If applicable, provide documentation to demonstrate that the project is not sited in a floodplain. If a determination cannot be made whether or not the project is within a 100-year floodplain, contact the county flood control district or the local floodplain manager for assistance.

S. Impacts on Water Quality, Navigable Waterways, & Coastal Zones. If any of these resources are implicated, describe the project’s potential impacts. Determine if National Pollutant Discharge Elimination System (NPDES) permits are applicable as a result of ground disturbance or point sources that will discharge pollutants into waters of the United States. Refer to BMPs at the U.S. EPA website. How will storm water be treated during and after construction? How will wastewater from bus washing facilities be treated? Determine if project area is in a sole-source aquifer, if not document in narrative (refer to the U.S. EPA website).

T. Impacts on Ecologically-Sensitive Areas and Endangered Species. Describe any natural areas (woodlands, prairies, wetlands, rivers, lakes, streams, designated wildlife or waterfowl refuges, and geological formations) on or near the proposed project area. If present, state the results of consultation with the state department of natural resources and, if appropriate, the U.S. Fish and Wildlife Service on the impacts to critical habitats and on threatened and endangered fauna and flora that may be affected. Refer to the U.S. Fish and Wildlife Service website.

U. Impacts on Safety and Security. Describe the measures that would need to be taken to provide for the safe and secure operation of the project after its construction. List any security measures that are planned as part of the project (e.g., security guards, fencing, secured access, lighting, cameras, etc.).
V. Impacts Caused By Construction. Describe the construction plan and identify construction impacts with respect to noise, dust, utility disruption, debris and spoil disposal, air quality, water quality, erosion, safety and security, and disruptions of traffic and access to businesses or residential property. Identify steps that will be taken to provide alternatives or mitigate the impacts of construction impacts. Cite applicable local, state, and federal regulations, and any standards or BMPs that will be followed. If applicable, please include any NPDES best practice measures (refer to the U.S. EPA website).
SECTION 3 – PROPOSAL SUBMISSION PROVISIONS

3-1 Clarification of Proposals

The GVRTA reserves the right to obtain clarification of any point in a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification may result in proposal rejection.

3-2 Modification or Withdrawal of Proposals and Late Proposals

At any time before the time and date set for final proposal submission, a proposer may request to withdraw or modify its proposal. Such a request must be made in writing by a person with authority as identified on the RFQ Cover Letter, provided his/her identity is made known. All proposal modifications shall be made in writing and submitted in the same format as the original proposal.

3-3 Errors and Administrative Corrections

GVRTA will not be responsible for any errors in proposals. Proposers will only be allowed to alter proposals after the submission deadline in response to requests for clarifications by GVRTA. GVRTA reserves the right to allow corrections to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition, or similar administrative errors. Erasures or other changes made by the proposer must be initialed by the person signing the proposal.

3-4 Compliance with RFO Terms and Attachments

GVRTA intends to award and negotiate a contract based on the terms, conditions, and attachments contained in this RFQ. Proposers are strongly advised to not take any exceptions and cautioned that exceptions to the terms, conditions, and attachments may result in rejection of the proposal.

3-5 Single Proposal Response

If only one proposal is received in response to the RFQ, a sample of two (2) proposals, if available, awarded to the proposer within the past two (2) years may be requested of the single proposer. A cost/price analysis and/or audit may be performed of the cost proposal in order to determine if the price is fair and reasonable.
3-6 GVRTA Protest Procedures

Pre-Proposal Protest
A proposer or interested party may file a written protest of the RFQ language, or procedures involved herein, with the GVRTA contact listed in Section 1-4 Inquiries, Questions, and Clarifications, at least five (5) working days before the proposal due date.

Pre-Award Protest
A proposer or interested party may file a written protest with the GVRTA contact listed in Section 1-4 Inquiries, Questions, and Clarifications against GVRTA’s award announcement within ten (10) working days after the notification of a conditional award of a contract by GVRTA has been made.

Post-Award Protest
A proposer or interested party may file a written protest with the GVRTA contact listed in Section 1-4 Inquiries, Questions, and Clarifications at least five (5) working days after the date of GVRTA’s issuance of a contract award to a contractor with respect to this RFQ.

Protest Submission Requirements
Each protest must clearly state:
• The name, address, and telephone number of the protester.
• The solicitation/contract number or description thereof.
• A statement of all of the grounds upon which the protest is made.

Protests are to be in written form and filed by email, return receipt requested to:

Scott Truex
GVRTA Executive Director
struex@gunnisonvalleyrta.org

Hearing Procedure
1. A hearing shall be conducted in accordance with Article 109 of the Colorado Procurement Rules Section R-24-109-101 through R-24-109-404-05, as amended, which are incorporated herein, provided that if there is a conflict between Article 109 et al. and these Written Protest Procedures, the latter will prevail. The Hearing Officer shall issue a written decision within twenty (20) calendar days of the last date of such hearing and state in the decision the reasons for the action taken, The Hearing Officer shall respond in detail to each substantive issue raised in the protest.

2. The Hearing Officer shall be the responsible official who has the authority to make the final determination of the protest.

3. The Hearing Officer shall address, in his/her determination, each material issue raised in the protest.
5. The Hearing Officer's determination shall be final and binding upon all parties upon issuance.

6. Within (5) working days from its receipt of the decision of the Hearing Officer, a protester may request reconsideration of the decision, using the same procedure described above. The request for reconsideration shall set forth all of the grounds upon which the request is made.

7. The Hearing Officer shall issue a written decision on the request for reconsideration within ten (10) calendar days of receipt thereof and state in the decision the reasons for the granting or denial of the request.
SECTION 4 – PROPOSAL EVALUATION AND CONTRACT AWARD

4-1 General

The selection of the contractor will be qualification-based in accordance with the Brooks Act. Under this procedure, a vendor submits only a technical proposal outlining its qualifications and experience applicable to this solicitation. The vendor does not provide cost data. Following the technical evaluation process, GVRTA will select the highest ranked proposer for contract negotiations.

GVRTA has selected Proposal Evaluation Committee participants in advance who comprise of GVRTA staff and board members.

4-2 Eligibility for Award / Preliminary Proposal Review

A preliminary administrative review of proposal materials is the initial step in the proposal review process in order to gauge the responsiveness of the proposer in meeting the RFQ proposal requirements. The proposals will be preliminarily evaluated according to the following criteria:

1. The completeness of the proposal.
2. The proposer has submitted proposal on or before the required due date and time.
3. The required information, forms, certifications, and deliverables have been submitted.

Failure to meet any or all of the above criteria will result in a non-responsive proposal and said proposal will be rejected in its entirety.

In order to qualify as a responsible proposer, a proposer must be prepared to prove to the satisfaction of the GVRTA that it has the integrity, skills, and experience to faithfully perform the conditions of the contract and that it has the necessary financial resources to provide the services in a satisfactory manner and within the time specified.

To be considered skilled and experienced, the proposer must show, through submission of Related Experience and References, that it has satisfactorily supplied services of the same general type and scope as that which is called for in this RFQ.

The Proposer shall maintain at all times, the necessary licenses, permits, or certifications required to complete work of this nature and may be required to furnish evidence of the same at GVRTA request.

4-3 Evaluation of Proposals

All proposal submissions deemed responsive, with proposers deemed responsible, shall be evaluated by the Evaluation Committee. The Evaluation Committee will evaluate the proposals in accordance with the criteria set forth in section 4-4.
The total evaluation points, as separately determined by each Committee member, will be added and each proposer will be ranked in numerical sequence, from the highest to the lowest score.

Following the collection of scoring, an Evaluation Committee meeting will be held to complete the evaluation of the submissions. The highest scoring proposer will then be invited to meet with GVRTA to begin scope of work and fee negotiations. If a fair and reasonable fee cannot be agreed to between the highest ranked proposer and GVRTA, then GVRTA staff will meet with the second highest scoring proposer to begin scope of work and fee negotiations. This process will continue on to the third highest scored proposer, etc., until a fair and reasonable scope and fee are agreed to by both parties.

4-4 Scoring and Evaluation Criteria

Each criterion has been assigned a weighting factor that reflects the relative significance or priority each criterion has in determining the quality associated with this service.

The proposal receiving the highest total score shall be deemed the proposal that best meets the established criteria listed herein. Proposals will be rated on a scale from one (lowest rating) to ten (highest rating) with regard to each evaluation criterion. The proposal that is evaluated by an Evaluation Committee member as the best with regard to a particular criterion will receive the maximum number of points or highest rating. Scores for each criterion will then be factored by the weight provided below to determine an overall total score.

The evaluation criteria are listed as follows:

**Technical Proposal Components: 40%**
The extent to which the firm’s proposal addresses the key technical areas of importance and tasks as listed in the Scope of Work and demonstrates a thorough understanding of the project.

Please note, the Evaluation Committee may elect to interview proposers in order to clarify their proposals and/or for the Proposers to make oral presentations. If interviews, presentations, or negotiations are held, the Evaluation Committee may reevaluate the proposals of those companies/firms interviewed.

**Key Personnel/Capacity: 30%**
The extent to which the company/firm has the personnel, equipment, capacity, and facilities with the necessary experience and training to perform the work.

**Past Performance: 30%**
The extent to which the firm has demonstrated competence in performing similar work and/or the extent of former client satisfaction.
4-5 Price Proposal

The firm that submitted the proposal receiving the highest overall total score will be requested to submit a price proposal. Upon receipt of the price proposal, the GVRTA Evaluation Committee will review the proposal and enter into negotiations. If the Evaluation Committee cannot negotiate a price considered fair and reasonable with the highest ranked proposer, negotiations will be terminated and the firm with the next highest ranking will be requested to submit a price proposal.

For work for which hourly billing is appropriate, GVRTA and the winning proposer will negotiate rates before the contract is executed. The proposer will be required to submit its audited overhead rate.

4-6 Contract Award

Contract award, if any, will be made by GVRTA to the properly licensed, responsible proposer whose proposal best meets the requirements of the RFQ, and will be the most advantageous to GVRTA with respect to operational plan, quality, and other factors as evaluated by GVRTA. GVRTA shall have no obligations until a contract is signed between a proposer and GVRTA.

Contract award will occur when GVRTA signs the contract or issues a purchase order. No other act of GVRTA shall constitute contract award. The contract will establish the contract value and incorporate the terms of this document, but will not be the authorization for contractor to proceed.

4-7 Execution of Contract and Notice to Proceed

The proposer to whom GVRTA intends to award the Contract shall sign the contract and return it to GVRTA. Upon authorization by GVRTA’s Board of Directors, the contract will be countersigned. Upon receipt by GVRTA of any required documentation and submittals by the proposer, a Notice to Proceed may be issued, if appropriate.

4-8 Public Disclosure of Proposals – Colorado Open Records Act

GVRTA is subject to the Colorado laws in connection with the Colorado Open Records Act (CORA). Therefore, the contents of this RFQ and a proposer’s submission in response to this RFQ shall be considered public and are subject to CORA statutes. As such, all proposals submitted to GVRTA will be available for inspection and copying by the public after the selection process has been concluded. There are, however, various items that may be exempt under public disclosure laws. If any proprietary, privileged, or confidential information or data is included in a proposer’s submission, each page that contains this information or data should be marked as such (e.g., “Proprietary,” “Confidential,” “Business Secret,” or “Competition Sensitive”) in order to indicate claims to an exemption provided under CORA. It is GVRTA’s sole right and responsibility, however, to make the determination whether these items are exempt or not exempt under CORA statutes. All data, documentation, and innovations developed as a result of these contractual services shall become the property of GVRTA.
SECTION 5 – CONTRACTUAL TERMS AND CONDITIONS

A copy of a professional services contract GVRTA will be executing for this project is provided in this section as means of defining contractual terms and conditions proposers are subject to.

CONTRACT FOR PROFESSIONAL SERVICES

This Contract for Professional Services (herein "Contract") is entered into this ______ day of , 2021, by and between the _____________________________, whose address is ________________, (herein "________") and ______ _____________________________, whose address is _____________________________ (herein "Contractor").

RECITALS

1. ______ owns the _____________________________ and desires to contract with the Contractor to provide…..

2. Contractor is a ___________________________ located in ___________________________ who …..

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and obligations hereinafter set forth, the parties agree as follows:

1. SCOPE OF SERVICES.

REFERENCE RFQ SCOPE OF WORK AND NEGOTIATIONS.

2. STANDARDS OF SERVICES.

Services must be provided according to all applicable federal, state and local laws and regulations. All Services shall be performed in a timely manner according to paragraph 3 herein.

3. USE OF MATERIALS.

______ shall retain all rights to use materials produced by Contractor with no additional approval by Contractor.
4. **COMPENSATION.**

In consideration and in exchange for Contractor's performance of the Services, _____ shall pay Contractor fees not to exceed ______________________________ and 00/100 U.S. Dollars ($_____________).

Contractor shall forward invoices for services detailing the calculation used to determine the value of work on a monthly basis and at the completion of all services. _____ shall forward payment within 30 days of the invoice billing date.

5. **TERM AND SERVICE SCHEDULE.**

The term of this Contract shall commence on the date this Contract is entered into as set forth above and shall expire upon completion of Services but no later than ________________.

6. **INSURANCE.**

Contractor agrees that at all times during the Term of this Contract that Contractor shall carry and maintain, in full force and effect and at its sole cost and expense, the following insurance policies. Within thirty (30) days of the execution of this Contract, Contractor will provide insurance certificates to _____, listing _________ as an additional insured, for the coverage's required herein which shall state that such policies shall not be materially changed or cancelled without thirty (30) days prior notice to ________.

A. Worker's Compensation Insurance in accordance with Colorado and Federal law which adequately protects all labor employed by Contractor during the term of this Agreement and no less than $500,000 for Professional Liability Insurance; and

B. Comprehensive General Liability Insurance or the equivalent for any injury to one person in any single occurrence, Three Hundred Eighty-Seven Thousand Dollars and No Cents ($387,000.00); and for an injury to two or more persons in any single occurrence, the sum of One Million Ninety-Three Thousand Dollars and No Cents ($1,093,000.00).

C. Comprehensive automobile liability insurance on all vehicles used in the Services, in an amount no less than Three Hundred Eighty-Seven Thousand Dollars and No Cents ($387,000.00) for any injury to one person in any single occurrence and in an amount no less than One Million Ninety-Three Thousand Dollars and No Cents ($1,093,000.00) for any injury to two or more persons in any single occurrence.

7. **INDEPENDENT CONTRACTOR.**
A. In carrying out its obligations and activities under this Contract, Contractor is acting as an independent Contractor and not as an agent, partner, joint venture or employee of _____. Contractor does not have any authority to bind in any manner whatsoever.

B. Contractor acknowledges and agrees that Contractor is not entitled to: (i) unemployment insurance benefits; or (ii) Workers Compensation coverage, from _____. Further, Contractor is obligated to pay federal and state income tax on any moneys paid it related to the services.

8. INDEMNIFICATION.

A. Contractor agrees to indemnify, defend and hold harmless _______, its Commissioners, agents and employees of and from any and all liability, claims, liens, demands, actions and causes of action whatsoever (including reasonable attorney's and expert's fees and costs) arising out of or related to any loss, cost, damage or injury, including death, of any person or damage to property of any kind caused by the misconduct or negligent acts, errors or omissions of Contractor or its employees, sub-contractors or agents in connection with this Contract.

B. This provision shall survive any termination or expiration of this Contract with respect to any liability, injury or damage occurring prior to such termination.

9. SOLE SOURCE CONTRACTS.

If the Contractor has entered into a sole source contract or contracts with the State of Colorado or any of its political subdivisions as defined in Article XXVIII of the Colorado Constitution which including this contract in the aggregate on an annual basis are equal to or exceed the amount of $100,000, then the following provisions apply:

A. Because of a presumption of impropriety between contributions to any campaign and sole source government contracts, Contractor, on behalf of itself, any person who controls ten percent or more of the shares of or interest in the Contractor, and the Contractor's officers, directors and trustees (collectively, the "Contract Holder") shall contractually agree, for the duration of the contract and for two years thereafter, to cease making, causing to be made, or inducing by any means, a contribution, directly or indirectly, on behalf of the Contractor Holder or on behalf of his or her immediate family member and for the benefit of any political party or for the benefit of any candidate for any elected office of
the state or any of its political subdivisions.

B. The parties further agree that if a Contract Holder makes or causes to be made any contribution intended to promote or influence the result of an election on a ballot issue, the Contract Holder shall not be qualified to enter into a sole source government contract relating to that particular ballot issue.

C. The parties agree that if a Contract Holder intentionally violates sections 15 or 17(2) of Article XXVIII of the Colorado Constitution, as contractual damages that Contract Holder shall be ineligible to hold any sole source government contract, or public employment with the state or any of its political subdivisions, for three years.

D. These provisions shall not apply to the extent they have been enjoined or invalidated by a court of competent jurisdiction.

10. DISCRIMINATION.

The Contractor agrees not to discriminate against any person or class of persons by reason of age, race, color, sex, creed, religion, disability, national origin, sexual orientation or political affiliation in providing any services or in the use of any facilities provided for the public in any manner prohibited by Part 21 of the Regulations of the Office of the Secretary of Transportation. Contractor shall further comply with the letter and spirit of the Colorado Anti-Discrimination Act of 1957, as amended, and any other laws and regulations respecting discrimination in unfair employment practices. Additionally, Contractor shall comply with such enforcement procedures as any governmental authority might demand that take for the purpose of complying with any such laws and regulations.

11. ADA COMPLIANCE.

The Contractor assures that at all times during the performance of this Contract no qualified individual with a disability shall, by reason of such disability, be excluded from participation in, or denied benefits of the service, programs, or activities performed by the Contractor, or be subjected to any discrimination by the Contractor upon which assurance relies.

12. IMMIGRATION COMPLIANCE CERTIFICATION.

A. Contractor certifies that Contractor does not and will not knowingly contract with or employ illegal aliens to work under this Contract.
B. Contractor certifies that Contractor has required its subcontractors to certify that they do not knowingly contract with or employ illegal aliens to work under this Contract.

C. Contractor certifies that it has attempted to verify the eligibility of its employees and subcontractors to work through the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security.

D. Contractor agrees to comply with all reasonable requests made in the course of an investigation under C.R.S. § 8-17.5-102 by the Colorado Department of Labor and Employment.

E. Contractor agrees to comply with the provisions of C.R.S. §8-17.5-101 et seq.

13. MISCELLANEOUS.

A. SEVERABILITY. If any clause or provision of this Contract shall be held to be invalid in whole or in part, then the remaining clauses and provisions, or portions thereof, shall nevertheless be and remain in full force and effect.

B. AMENDMENT. No amendment, alteration, modification of or addition to this Contract shall be valid or binding unless expressed in writing and signed by the parties to be bound thereby.

C. NO WAIVER OF GOVERNMENTAL IMMUNITY. Nothing in this Contract is, or shall be construed to be, a waiver, in whole or part, by ______ of governmental immunity provided by the Colorado Governmental Immunity Act or otherwise.

14. DELEGATION AND ASSIGNMENT.

This is a contract for services with Contractor and, therefore, Contractor shall not delegate or assign its duties under this Contract without the prior written consent of ___ which consent _________ may withhold in its discretion.

Subject to the foregoing, the terms, covenants and conditions of this Contract shall be binding on the successors and assigns of either party.
15. **TERMINATION.**

Either party shall have the right to terminate this Contract at any time, with or without cause, upon thirty (30) days prior written notice to the other. Upon termination, Contractor shall be entitled to compensation for Services performed prior to the date of termination.

16. **NOTICES.**

Any notice, demand or communication which either party may desire or be required to give to the other party shall be in writing and shall be deemed sufficiently given or rendered if delivered personally or sent by facsimile or certified first class US mail, postage prepaid, addressed as follows:

Gunnison Valley RTA:

Contractor:

Either party has the right to designate in writing, served as provided above, a different address to which any notice, demand or communication is to be mailed.

17. **GOVERNING LAW.**

This Contract shall be governed by and interpreted in accordance with the laws of the State of Colorado. Exclusive jurisdiction and venue for any legal proceedings related to this Contract shall be in the state District Court governing Gunnison, Colorado.

18. **COUNTERPARTS: FACSIMILE TRANSMISSION.**

This Contract may be executed by facsimile and/or in any number of counterparts, any or all of which may contain the signatures of less than all the parties, and all of which shall be construed together as but a single instrument and shall be binding on the parties as though originally executed on one originally executed document. All facsimile counterparts shall be promptly followed with delivery of original executed counterparts.
19. ENTIRE AGREEMENT.

This Contract contains the entire agreement between the parties hereto with respect to the subject matter hereof, and supersedes any and all prior agreements, proposals, negotiations and representations pertaining to the obligations to be performed hereunder.

IN WITNESS WHEREOF, the parties have executed this Contract as of the date above written.

By: ________________________________

Title: ________________________________

ATTEST:

_______________________________

Contractor

By: ________________________________

Title: ________________________________
SECTION 6 - STATE OF COLORADO CONTRACT REQUIREMENTS

Include?

6-1 Performance and Payment Bonds

1. At a minimum, CDOT will require a bid bond for each Design Build Project as provided by applicable law. Further, the Chief Engineer shall have the right to establish the amount of the bid bond for each individual Design Build Project as determined to be appropriate to protect the interests of CDOT and as described in the IFB/RFQ/RFP for that project.

2. At a minimum, CDOT will require payment and performance bonds for each Design Build Project as provided by applicable law. Further, the Chief Engineer shall have the right to establish the amount of the payment and performance bonds for each individual Design Build Project, or any particular part(s) or phase(s) thereof determined to be appropriate to protect the interests of CDOT and as described in the IFB/RFQ/RFP for that project.

3. Any payment and performance bonds that are required shall cover all of the work responsibilities under the Design-Build Contract, including any and all necessary professional architecture and engineering services.

4. The amounts of the bid bond and payment and performance bonds for a particular project shall be specified in the IFB/RFQ/RFP/Project Specifications and the performance and payment bonds must be provided on the forms included therein.
ATTACHMENT A – Proposer Checklist

This form must be completed and returned with the proposal. Failure to return this form may be cause for considering a proposal non-responsive.

Company/Firm Name: __________________________________________________

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<tr>
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<th>Proposer</th>
<th>GVRTA</th>
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<tbody>
<tr>
<td>Cover Letter</td>
<td>_______</td>
<td>______</td>
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<tr>
<td>Company/Firm Qualifications &amp; Capabilities</td>
<td>_______</td>
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<tr>
<td>Related Experience / References</td>
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<td>Technical Proposal</td>
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<td>Personnel Availability</td>
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ATTACHMENT A: Proposer Checklist

ATTACHMENT B: Proposal Affidavit

ATTACHMENT C: Acknowledgement of Addenda

ATTACHMENT D: Affidavit of Non-Collusion
ATTACHMENT B – Proposal Affidavit

The undersigned hereby declares that he/she has carefully read and examined the Legal Notice, the Scope of Work, the RFQ Proposal Submission Requirements, and the Contractual Provisions, and is providing a proposal with all required documents and supporting certificates and affidavits, for the provision of services specified.

Signed: ____________________________________________________

Date: _______________________________________________________

Name and Title: _______________________________________________

Company/Firm Name: ___________________________________________

Subscribed and sworn to before me this ___day of________, 20____

Notary Public: _______________________________________________

My commission expires on _______________________________________
ATTACHMENT C – Acknowledgement of Addenda

The undersigned acknowledges receipt of the following addenda to this RFQ.
(Include the number and date for each entry.)

Addendum Number _____ Dated________________

Addendum Number_____ Dated________________

Addendum Number_____ Dated________________

Addendum Number_____ Dated________________

Addendum Number_____ Dated________________

Failure to acknowledge the receipt of all addenda may cause the proposal to be considered non-responsive, which will require rejection of the proposal.

Signed:   ____________________________________________________

Date:    ____________________________________________________

Name and Title:  ____________________________________________________

Company/Firm Name:  ______________________________________________
ATTACHMENT D – Affidavit of Non-Collusion

I hereby swear (or affirm) under the penalty for perjury:

1. That I am the proposer (if the proposer is an individual), a partner in the proposal (if the proposer is a partnership), or an officer or employee of the proposing corporation having authority to sign on its behalf (if the proposer is a corporation);

2. That the attached proposal has been arrived at by the proposer independently and has been submitted without collusion and without any agreement, understanding, or planned common course of action with any other proposer or materials, supplies, equipment, or service described in the Request for Qualifications designed to limit independent proposals or competition;

3. That the contents of this proposal has not been communicated by the proposer or its employees or agents to any person not an employee or agent of the proposer or its surety on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the proposal; and

4. That I have fully informed myself regarding the accuracy of the statements made in the affidavit.

Signed: ____________________________________________________

Date: _______________________________________________________

Name and Title: _______________________________________________

Company/Firm Name: __________________________________________

Subscribed and sworn to before me this ___day of_______, 20____

Notary Public: _______________________________________________

My commission expires on _______________________________________

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