



AGENDA

REGULAR BOARD OF DIRECTORS MEETING

WEDNESDAY, APRIL 1, 2026 – 10:00 AM

GCTD ADMINISTRATIVE FACILITY

1901 AUTO CENTER DRIVE

OXNARD, CA 93036-7966

www.GoldCoastTransit.org

The meeting will be **IN PERSON**.

Hybrid / Remote Participation for the Public is available via ZOOM Webinar

<https://us02web.zoom.us/j/88920417243>

A. CALL TO ORDER – 10:00 am

B. ROLL CALL

Chair – Rachel Lang, Councilmember, City of Ojai

Vice-Chair – Gabriela Rodriguez, Councilmember, City of Oxnard

Director – Matt LaVere, Supervisor District 1, County of Ventura

Director – Dr. Martha McQueen-Legohn, Mayor, City of Port Hueneme

Director – Dr. Jeannette Sanchez-Palacios, Mayor, City of Ventura

C. CEREMONIAL CALENDAR

- Pledge of Allegiance
- Employee Service Awards
 - Eric Almaguer – Bus Operator, 10 Years
 - Manuel Matu – Bus Operator, 10 Years
 - Christian Avendano – Bus Operator, 10 Years
 - Ronilo Santiago – Bus Operator, 10 Years
 - Vincent Vela – Bus Operator, 10 Years
 - Cynthia Duque – Director of Planning and Marketing – 15 Years

D. GENERAL PUBLIC COMMENT PERIOD

The GCTD Board of Directors will consider public comments for business matters that are not on the agenda. Each speaker is limited to three (3) minutes. The presiding officer shall enforce the time limit. Such matters cannot be discussed by the Board at the time of presentation but may be referred to the general manager/secretary for administrative action or public report at a later meeting or scheduled on a subsequent agenda for consideration. This rule shall not prohibit a member of the Board, at this time, from briefly responding to a public statement, question, or proposed initiative, as provided in Government Code Section 54954.2. Speakers are requested to complete a green speaker form from the Clerk of the Board and file it with the Clerk before speaking. Public members may participate in the Board Meeting either In Person at 1901 Auto Center Drive, Oxnard, CA, or by emailing or mailing their public comments to the Clerk of the Board before 9:00 AM on the morning of the meeting. In addition, members may also participate in the meeting by logging into Zoom **HERE**.

GOLD COAST TRANSIT DISTRICT

Gold Coast Transit District

Board of Directors Meeting

April 1, 2026

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E. BOARD OF DIRECTORS' REPORTS

The Board of Directors may use this time to report on any activities in their respective jurisdictions that may be of interest to the District.

F. AGENDA REVIEW

The Board of Directors may use this time to make a motion to make changes to the agenda.

G. GENERAL MANAGER'S REPORT

1. [General Manager's Monthly Report](#)

Recommendation: The General Manager will provide a brief update on agency activities.

Staff: Vanessa Rauschenberger, General Manager

H. CONSENT ITEMS

All items listed under consent are to be considered routine by the governing body and will be enacted by one motion in the form listed unless items are removed for separate consideration.

2. [Minutes of March 4, 2026 Board of Directors Meeting](#)

Recommendation: Approve the October 1st Board of Directors Meeting Minutes

Staff: Angelica Delgado, Clerk of the Board/Executive Assistant

3. [Report of Monthly Expenditures](#)

Recommendation: Receive Report of Expenditures for the Month of March

Staff: Angelica Salatan, Accounting Specialist

4. [Report of Monthly Budget/Actual Report](#)

Recommendation: Receive Report of Budget/Actual for the Month of February

Staff: Christine Feng, Chief Financial Officer/AGM

5. [Report of Contracts Awarded](#)

Recommendation: Receive Report of Contracts Awarded for the Months of February

Staff: Tanya Hawk, Inventory & Asset Management Coordinator

6. [Consider Approval of Contract with Carpe Diem for Security Services](#)

Recommendation: Consider approval of award of contract to Carpe Diem for Security Guard services in the amount of \$283,684 for a period of five years.

Staff: Marlena Kohler, Procurement Manager & DBE Officer

I. FORMAL ITEMS - PUBLIC COMMENTS ON AGENDA ITEMS

The GCTD Board of Directors will consider public comment on any item appearing on the agenda at the time that the agenda item has been called by the presiding officer and after the staff report has been given. Each speaker is limited to five (5) minutes of comment on all agenda items in total. Speakers are requested to complete a green speaker form, available from the Clerk of the Board or on the speaker's podium, and file it with the Clerk before speaking.

7. [Consider Approval of Update to GCTD Procurement Policy](#)

Recommendation: Consider Approval of Update to GCTD Procurement Policy including definitions of roles and responsibilities, purchasing limited for small and large purchases.

Staff: Marlena Kohler, Procurement Manager & DBE Officer

8. [Consider Approval of FY 27 Annual Service Plan to be included in the FY 27 Budget](#)

Recommendation: Consider Approval of Service Plan as recommended by Short Range Transit Plan, including modifications to Route 1, 6, 10, and 11, to improve service frequency.

Staff: Austin Novstrup, Planning Manager & Cynthia Duque, Director of Planning and Marketing

INFORMATIONAL ITEMS

9. Update on Budget Assumptions for FY 2027

Recommendation: Receive Report of Budget Assumptions for FY 2027

Staff: Vanessa Rauschenberger, General Manager and Christine Feng, Chief Financial Officer/Assistant General Manager

10. Receive Update on Operations & Maintenance Department Activities

Recommendation: Receive Monthly Update

Staff: James Beck, Director of Operations and Maintenance

11. Future Agenda Items

Recommendation: Discussion of topics to be discussed at a future meeting.

Staff: Vanessa Rauschenberger, General Manager

J. CLOSED SESSION

12. PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to Section 54957

Title: General Manager

13. CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Chair and General Counsel

Unrepresented employee: General Manager

K. OPEN SESSION

15. Consider Approval of Fourth Amendment to Employment Agreement between GCTD and Vanessa Rauschenberger (General Manager)

Recommendation: Consider Approval of Fourth Amendment to Employment Agreement between GCTD and Vanessa Rauschenberger (General Manager)

Staff: General Counsel, Jeremy L. Holm

The next regular meeting of the GCTD Board of Directors will be held on **May 6, 2026, at 10:00 AM at 1901 Auto Center Drive, Oxnard, CA 93036**. Copies of administrative reports relating to the Board agenda are available online at www.GoldCoastTransit.org or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA, 93036-7966.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THE MEETING, PLEASE CONTACT THE CLERK OF THE BOARD AT (805) 483-3959, Ext. 160, OR E-MAIL adelgado@gctd.org OR THROUGH THE CALIFORNIA RELAY SERVICE AT 711. NOTIFICATION 72 HOURS PRIOR TO THE MEETING WILL ENABLE GCTD TO MAKE REASONABLE ACCOMMODATIONS TO ENSURE ACCESSIBILITY TO THE MEETING.

General Manager's Monthly Report – April 2026

Welcome New Employees

Please join me in giving a warm welcome to our new Bus Operators for the Demand Response Route, from left, **James Dock**, and to the right, **Raymond Sini**. Both joined our team on March 9, 2026. We're excited to have them on board and look forward to their contributions to our team and the community we serve.



Tap2Ride

I am pleased to report that GCTD has installed its buses with the new Tap2Ride payment system that gives riders the convenience of using a credit card to pay the fare. This system is installed on VCTC buses and is part of the statewide Integrated Travel Project initiative, which supports regional travel. This option also includes fare capping, which helps keep travel affordable. As a future step, GCTD and VCTC are also continuing to explore options for a card that would allow reduced-fare payment, as well as for unbanked riders.

Employee Engagement Ventura's Corporate Games



This year, GCTD staff are participating in the City of Ventura's Corporate games activities. Staff participating will be wearing t-shirts designed by Omar Espinosa. Thank you, Omar, for your creativity in crafting such a great look for our T-shirts. The design will be entered into the contest and proudly worn by participants!



Transit Employee Appreciation Day!

Thank you to everyone for coming together to celebrate Transit Employee Appreciation Day! We are proud of our team and all that we do as transit employees, and I hope you all enjoyed a wonderful day recognizing the teamwork across the agency that makes providing transportation to our community possible.



Save the Date – June 27th

Annual Hall of Fame & Safety Awards

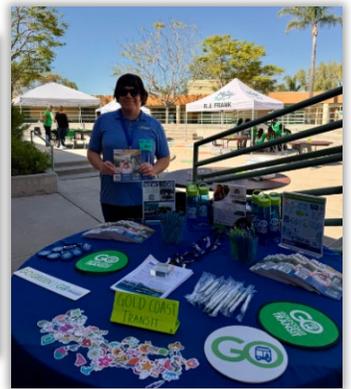
Save the Date – June 27th. Each Year, GCTD takes time to honor employees for reaching the milestone of 20 years of service, Million Mile club, as well as safe driving. This year, we will host the Hall of Fame as a Summer BBQ for employees in the GCTD courtyard. We will be creating a fun, carnival-style game and prizes for employees and their families to enjoy.



Community Engagement & Outreach

This month's outreach events focused on MORE GO, service change outreach to get input and hear from members of our community. Featured below are Andrea, Robbie, Austin, Martin, Westley, and Cynthia, representing GCTD in the community.

RJ Frank Wellness Fair



Port Hueneme City Hall



C Street Transit Pop-Up



General Manager Activities & Meetings Attended

- March 4 – GCTD Board Meeting
- March 4 – Completed required SB 827 Financial Training
- March 5 – Meeting with TDA Triennial Reviewers
- March 6 – Attended VCTC Meeting
- March 11 – Attended Monthly SEIU Joint Labor Meeting
- March 12 – Attended Senate President pro Tem Monique Limón's Woman of the Year Event
- March 17 – Held Coffee with the GM and Day with the Planners
- March 18 – Attended National Transit Employee Appreciation Day Lunch
- March 18 – Participated in Paratransit Integration/Coordination Meeting with VCTC
- March 20 – 22 – Attended APTA CEOs Seminar, Monterey
- March 24 – Meeting with SPURR on LCFS Low Carbon Fuel Standard Program
- March 26 – Participated in Ad Hoc Meeting to Discuss 3rd Street Property
- March 26 – Meeting with ADA Oversight consultant to discuss policy updates



OUR MISSION

Our mission is serving, moving, and connecting people to opportunity –one ride at a time.



OUR VISION

Our vision is to revolutionize transportation in Ventura County by leading initiatives that improve the rider experience, achieve clean air, and drive economic vitality.

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Item #2

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, MARCH 4, 2026 – 10:00 am
THIS MEETING WAS HELD IN PERSON & VIA ZOOM (HYBRID)**

A. CALL TO ORDER

Chair Lang called the Regular Board of Directors of Gold Coast Transit District meeting to order at 10:04 am at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California.

B. ROLL CALL

Chair– Rachel Lang, City of Ojai
Vice Chair – Gabriela Rodriguez, City of Oxnard
Director – Matt LaVere, County of Ventura
Director – Dr. Jeannette Sanchez-Palacios, City of Ventura
Director – Dr. Martha McQueen-Legohn, City of Port Hueneme

STAFF PRESENT

Vanessa Rauschenberger, General Manager
Christine Feng, CFO/Assistant GM
Alex Zaretsky, Director of HR
Ana Perez, Clerk of the Board
Cynthia Duque, Director of Planning & Marketing
James Beck, Director of Operations & Maintenance
Austin Novstrup, Planning Manager
Lorne Henderson, Fleet Manager
Andrea Meza, Marketing & Communications Manager
Robbie Lucio, Mobility Mgmt. Coordinator
Tanya Hawk, Inventory & Asset Management Coordinator
Dante McClain, IT Technician
Francisco Escobar, Maintenance Supervisor
Wesley Cooksy, Planner I
Veronica Navarro, Finance & Grants Analyst

C. CEREMONIAL CALENDAR

Director McQueen-Legohn led the Pledge of Allegiance.

EMPLOYEE RECOGNITION

Vanessa Rauschenberger, General Manager – 15 years
Francisco Escobar, Maintenance Supervisor – 10 years

During Mr. Escobar's 10-year employee recognition, Mr. Henderson recognize the work and professionalism of Mr. Escobar, his skill at working with our maintenance team and supporting the staff.

During Ms. Rauschenberger's 15-year employee recognition, Ms. Duque, Ms. Feng, Mr. Beck and Mr. Zaretsky spoke to recognize Vanessa, and recognize her service to the District. They recognize her ability to face challenges head-on, stay positive, resilience, and demonstrate determination that has inspired others to become effective leaders, to serve the best interests of both the district and its staff.

GOLD COAST TRANSIT DISTRICT

Chair Lang thanked Ms. Rauschenberger for her exceptional leadership in building a strong, supportive team and for the genuine care she shows toward both employees and riders.

Mr. LaVere congratulated Ms. Rauschenberger, stating that the Board recognized the tremendous potential she brought to the district and that she has not only met but exceeded those expectations. He expressed that it has been a pleasure serving on the Board with her.

Mr. LaVere also congratulated and thanked Mr. Escobar, noting that he appreciates hearing success stories like his, someone who has advanced through dedication and initiative, and thanked him for his many contributions to the district.

Dr. Sanchez-Palacios expressed her appreciation for GCTD Board meetings, noting that they are especially enjoyable with Ms. Rauschenberger serving as General Manager. She shared that she can always rely on Ms. Rauschenberger for prompt, effective communication and that it is a pleasure working with her.

Dr. Sanchez-Palacios also congratulated Mr. Escobar on his 10 years of service and commended his dedication to continuing his education and advancing within the district.

Director McQueen-Legohn thanked and congratulated Ms. Rauschenberger and Mr. Escobar for their dedication and outstanding service to the district.

Ms. Rauschenberger stated that working with the team, from Operators to Maintenance to Administrative staff, has been a privilege. She expressed that she feels fortunate to work alongside such a dedicated group of people who are passionate about improving our communities through public transportation. She noted that the pride employees take in their work is evident in the facility, the buses, and the service provided to the community. Ms. Rauschenberger added that she looks forward to coming to work each day, inspired by the great team and the meaningful work they all do together.

D. GENERAL PUBLIC COMMENT

None

E. BOARD OF DIRECTORS REPORTS

None

F. AGENDA REVIEW

Director McQueen-Legohn moved to approve the Agenda Review with no changes. Vice-Chair Rodriguez seconded the motion.

G. GENERAL MANAGER'S REPORT

1. GM Update - Vanessa Rauschenberger, General Manager

Ms. Rauschenberger congratulated Ms. Lang on being selected as GCTD's 2026 Chair and Ms. Rodriguez as the 2026 Vice-Chair, expressing that she looks forward to working with them in serving the district.

She noted that each year, GCTD produces a comprehensive Annual Financial Report (ACFR). In addition to the ACFR, GCTD also publishes a Popular Annual Report, a public-friendly version designed to promote transparency by outlining the district's sources and uses of funds, which is now available on GCTD's website. Ms. Rauschenberger also highlighted the Annual Community Report, an educational brochure distributed to community partners each year, recognizing the outstanding work of GCTD's team.

Ms. Rauschenberger stated that she attended the California Transit Association (CTA) Executive Committee Meeting, a two-day weekend session focused on California's key challenge: the zero-emission transition. CTA discussed the delayed transition and was asked to return to CARB seeking additional regulatory relief from the Innovative Clean Transit (ICT) requirements due to rising costs. Changes to the Greenhouse Gas Reduction Fund's tiered structure may reduce available funding, for example, impacting programs like Ventura County's Youth Ride Free. The final budget currently excludes the last year of SB 125 funding.

Outreach efforts included community meetings in Saticoy and the farmers market, plus several in Port Hueneme and South Oxnard. The MOREGO on GCTD's website serves as an information hub for proposed route changes; GCTD welcomes public feedback if meetings can't be attended. The next meeting will present an updated service plan.

H. CONSENT AGENDA

- 2. Minutes of March 4, 2026 Board of Directors Meeting**
Recommendation: Approve the October 1st Board of Directors Meeting Minutes
Staff: Angelica Delgado, Clerk of the Board/Executive Assistant
- 3. Report of Monthly Expenditures**
Recommendation: Receive Report of Expenditures for the Month of February
Staff: Angelica Salatan, Accounting Specialist
- 4. Report of Monthly Budget/Actual Report**
Recommendation: Receive Report of Budget/Actual for the Month of January
Staff: Christine Feng, Chief Financial Officer/AGM
- 5. Consider Approval of Update to GCTD's FTA Drug and Alcohol Program Policy**
Recommendation: Consider Approval of Update to GCTD's FTA Drug and Alcohol Program Policy to reflect updated position descriptions and updated federal requirements.
Staff: Ana Perez, HR Generalist, Alex Zaretsky, Director of Human Resources
- 6. Report of Contracts Awarded**
Recommendation: Receive Report of Contracts Awarded for the Months of February
Staff: Tanya Hawk, Inventory & Asset Management Coordinator

Director LaVere moved to approve the Consent Agenda Items 2 through 6. Vice-Chair Rodriguez seconded the motion.

The motion passed unanimously.

I. FORMAL ITEMS - PUBLIC COMMENTS ON AGENDA ITEMS

The Gold Coast Transit District Board of Directors will consider public comment on any item appearing on the agenda when the presiding officer has called the agenda item and after the staff report has been given. Each speaker is limited to three (3) minutes of comment on all agenda items. Public members must submit their requests by email to the Clerk of the Board before 9 am on the day of the Board Meeting.

7. Consider Approval of Annual Update to GCTD Personnel Rules – Ana Perez, Human Resources Generalist, Alex Zaretsky, Director of Human Resources

Ms. Perez presented to the board that GCTD's Personnel Rules are periodically reviewed and updated to reflect changes in California employment law and the agency's strategic goals. The last update was approved by the GCTD Board of Directors on March 5, 2025. Senior leadership and Human Resources staff, in collaboration with employment counsel, have reviewed and revised applicable sections of the Employee Handbook (Personnel Rules), as outlined in the attached "mark-up." Updated copies of the Personnel Rules have also been provided to union representatives from SEIU and Teamsters for their review.

RECOMMENDATION

It is recommended that the Board Approve the Update to the Employee Handbook & Personnel Rules, effective March 4, 2026.

Director LaVere moved to approve the Annual Update to GCTD Personnel Rules. Vice-Chair Rodriguez seconded the motion.

The motion passed unanimously.

8. Consider Approval of Cybersecurity and Artificial Intelligence AI Use Policy – Dante McClain, IT Technician, Christine Feng, Chief Financial Officer/AGM

Mr. McClain reported that the Cybersecurity and Artificial Intelligence (AI) Policies were developed to protect GCTD's information systems, reduce cybersecurity risks, and ensure the responsible use of AI tools. He noted that the policies align with NIST Cybersecurity Framework standards and public sector best practices. Adoption will formalize cybersecurity controls and AI governance to safeguard District operations, employee information, and public data.

Vice-Chair Rodriguez requested confirmation from Mr. McClain that the policies would take effect immediately, and he confirmed the implementation date of March 4, 2026. She also inquired whether a follow-up report would be brought back to the Board to provide updates on the system's performance, and Mr. McClain confirmed that it would.

RECOMMENDATION

It is recommended that the Board of Directors Consider Approval of the Cybersecurity and Artificial Intelligence polices.

Dr. Sanchez-Palacios moved to Approve of Cybersecurity and Artificial Intelligence AI Use Policy. Dr. Sanchez-Palacios seconded the motion.

The motion passed unanimously.

9. Consider Approval of Annual Update to Fleet Management Plan and Authorize Staff to Submit Exemption to CARB for Exemption from ICT Rule for Calendar Years 2026-2028 – Lorne Henderson, Fleet Manager, James Beck, Director of Operations and Maintenance

Mr. Henderson presented the item, requesting that the Board consider approval of the 2026 GCTD Fleet Management Plan. The plan includes an inventory of fixed-route, demand-response, and support vehicles, along with an analysis of anticipated fleet needs, replacement timelines, fuel types, funding sources, and acquisition plans for each vehicle category.

In addition, Mr. Henderson requested that the Board authorize staff to submit a letter to CARB seeking an exemption from the Innovative Clean Transit (ICT) Regulation for calendar years 2026–2028 due to financial hardship.

Mr. Beck reported that the ICT regulation requires 25% of GCTD bus purchases to be zero-emission beginning in 2026, increasing to 100% by 2029, with full fleet conversion by 2040. Due to funding changes, program cancellations, and rising costs, staff recommends pausing zero-emission bus purchases for 2026–2028 to reassess financial impacts. GCTD will work with Stantec to update the Zero-Emission Rollout Plan and will request a CARB exemption citing financial hardship and limited availability of Class 4 cutaway vehicles.

RECOMMENDATION

It is recommended that the Board of Directors Consider Approval of 1) The Annual Update to the Fleet Management Plan, 2) Authorizing Staff to Submit Exemption to CARB for Exemption from ICT Rule for Calendar Years 2026-2028.

Ms. Rauschenberger noted that this is the first year CARB is implementing an exemption process and the first time agencies will be submitting exemption requests. She explained that GCTD has submitted a draft package, including a three-year purchase plan, to request a three-year exemption. Although CARB will approve exemptions one year at a time, submitting a three-year plan will streamline the process for subsequent years by requiring only confirmation that the plan remains accurate.

Dr. Sanchez-Palacios moved to Approve the Annual Update to Fleet Management Plan and Authorizing Staff to Submit Exemption to CARB for Exemption from ICT Rule for Calendar Years 2026-2028.

The motion passed unanimously.

J. INFORMATIONAL ITEMS

10. Receive Presentation on Results of Annual Passenger Survey - Austin Novstrup, Planning Manager, Wesley Cooksy, Transit Planner

The report was filed and received.

11. Receive Update on Operations & Maintenance Department Activities, James Beck, Director of Operations & Maintenance

The report was filed and received.

12. Future Agenda Items – Vanessa Rauschenberger, General Manager

The report was filed and received.

There being no further business, Chair Rachel Lang adjourned the Board of Directors meeting at 11:52 am.

Minutes recorded by Angelica Delgado, Clerk of the Board of Directors.

Vanessa Rauschenberger
Secretary of the Board of Directors

Chair Rachel Lang
Board of Directors

Unless otherwise determined by the Board of Directors, the GCTD Board of Directors' next meeting will be on **April 1, 2026, at 10:00 am**. Copies of administrative reports relating to the Board agenda are available online at www.gctd.org or from the Clerk of the Board, Angelica Delgado, at adelgado@gctd.org
Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.



Item #3

DATE April 01, 2026
TO GCTD Board of Directors
FROM Angelica Salatan, Accounting Specialist AP *a S*
SUBJECT Consider the Approval of Expenditures for the Month of March 2026

Attached is a list of expenditures for the Month of March 2026 from the various GCTD Accounts.

If any member of the Board wishes to review a particular item, please contact me to have the necessary documentation on hand for the meeting.

Attachments:

Accounts Payable Disbursement List – March 2026

GENERAL MANAGER'S CONCURRENCE

A handwritten signature in black ink, reading "Vanessa Rauschenberger", is written over a horizontal line.

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

Payee	Reference	Amount	TypeOfGoods
LIFT OFF, LLC	05-Mar-26	\$150.00	IT SOFTWARE
ACCESS CENTRAL COAST	05-Mar-26	\$5,000.00	SPONSORSHIP
AGRITEC INTERNATIONAL LTD.	05-Mar-26	\$109.90	HAZ MAT DISPOSAL SERVICES
AMERICAN MADE CLEAN INC	05-Mar-26	\$525.00	SERVICES
AMPURE CHARGING SYSTEMS INC	05-Mar-26	\$1,911.88	CHARGING STATIONS
APPLEONE EMPLOYMENT SERVICES	05-Mar-26	\$2,013.63	TEMPORARY HELP
BENEFIT COORDINATORS CORP.	05-Mar-26	\$12,247.30	DENTAL PREMIUMS
BRITTNEY LEIGH YBARRA	05-Mar-26	\$1,122.00	PRINTING SERVICES
CALACT	05-Mar-26	\$1,025.00	MEMBERSHIP/CONFERENCE
CHRISTINE FENG	05-Mar-26	\$1,781.64	EMPLOYEE REIMBURSEMENT
CITI CARDS	05-Mar-26	\$780.81	OFFICE SUPPLIES
CITY OF OXNARD	05-Mar-26	\$1,498.13	MONTHLY RENT OTC
CLEAN ENERGY	05-Mar-26	\$41,226.80	REPAIRS
COUNTY OF VENTURA - IT SVCS. DEPT.	05-Mar-26	\$683.21	REPEATER SITE RENTAL
CUMMINS PACIFIC LLC	05-Mar-26	\$6,561.75	PARTS
EDISON CO.	05-Mar-26	\$28,939.35	ELECTRICAL POWER
ENVISION VTA FD AUTO LLC	05-Mar-26	\$3,218.27	PARTS
FIRST CALL AUTO PARTS	05-Mar-26	\$57.15	PARTS
FORTRESS ARMORED SERVICES COMPANY	05-Mar-26	\$461.69	ARMORED CAR SERVICES
FORTRESS ARMORED SERVICES COMPANY	05-Mar-26	\$433.51	ARMORED CAR SERVICES
FRN of Tulsa, LLC	05-Mar-26	\$5,324.45	PARTS
FRONTIER COMMUNICATIONS	05-Mar-26	\$95.98	INTERNET PRVDER - PTSIT CNTOR
GILLIG LLC	05-Mar-26	\$359.51	PARTS
GLOBAL CTI GROUP, INC.	05-Mar-26	\$360.00	SOL-GPS AND DIAGNOSTIC-VERIZON
LOS ANGELES TRUCK CENTERS, LLC	05-Mar-26	\$476.10	PARTS/SERVICE
MACVALLEY OIL COMPANY	05-Mar-26	\$8,824.60	FUEL
MOBILE CREATE USA, INC.	05-Mar-26	\$677.35	2 WAY RADIO EQUIPMENT/SERVICE
NATIONAL AUTO BODY&PAINT	05-Mar-26	\$8,295.78	BODY WORK
NATIONAL DRIVE HEADQUARTERS	05-Mar-26	\$168.00	PAYROLL DEDUCTION
PARKHOUSE TIRE, INC.	05-Mar-26	\$7,227.19	TIRES
PARTS AUTHORITY LLC	05-Mar-26	\$741.90	PARTS
PITNEY BOWES GLOBAL	05-Mar-26	\$641.99	POSTAGE MACHINE
PRODUCTIVE SOLUTIONS	05-Mar-26	\$1,470.68	POINT OF SALE MACHINE SUPPLIES
R.M. CURTIS - WELDING	05-Mar-26	\$80.00	WELDING SERVICES
RAYNE WATER CONDITIONING	05-Mar-26	\$127.85	WATER COOLER BREAK ROOM
RINGCENTRAL, INC.	05-Mar-26	\$2,360.69	PHONE SRVC - CSC
SAFETY-KLEEN SYSTEMS, INC.	05-Mar-26	\$1,421.85	SOLVENT TANK FLUID
SHAW HR CONSULTING, INC.	05-Mar-26	\$1,355.00	CONSULTING SERVICES
STORERITE INC.	05-Mar-26	\$110.00	SHREDING SERVICES
SUPERIOR PRINTING & GRAPHICS, INC	05-Mar-26	\$72.45	PRINTING SERVICES
SUPERIOR PRINTING & GRAPHICS, INC	05-Mar-26	\$327.75	PRINTING SERVICES
SUPERIOR SANITARY SUPPLIES	05-Mar-26	\$1,926.69	SUPPLIES
TEAM NISSAN	05-Mar-26	\$104.81	ELECTRIC VEHICLES
TEAMSTERS LOCAL 186	05-Mar-26	\$4,262.00	PAYROLL DEDUCTION
THE AFTERMARKET PARTS COMPANY, LLC	05-Mar-26	\$2,711.53	PARTS/BUSES
THE DETAIL SHOP INC	05-Mar-26	\$338.64	SUPPLIES
THE SHERWIN-WILLIAMS, INC.	05-Mar-26	\$46.97	SUPPLIES
TST PRIVATE SECURITY	05-Mar-26	\$5,290.88	SECURITY SERVICES

VENTURA COUNTY AUTO SUPPLY	05-Mar-26	\$533.02 PARTS
VERIZON CONNECT FLEET USA LLC	05-Mar-26	\$1,027.33 VEHICLE TRACKING SYSTEM
ASWELL TROPHY	12-Mar-26	\$59.00 AWARDS
BEST BEST & KRIEGER LLP	12-Mar-26	\$11,562.00 GENERAL COUNSEL SERVICE
BRADY INDUSTRIES OF CALIFORNIA LLC	12-Mar-26	\$116.05 JANITORIAL SUPPLIES
CALTIP	12-Mar-26	\$6,178.94 LIABILITY INSURANCE
CITY OF OXNARD	12-Mar-26	\$4,163.04 UTILITIES/TRASH
CUMMINS PACIFIC LLC	12-Mar-26	\$7,361.14 PARTS
ENVISION VTA FD AUTO LLC	12-Mar-26	\$2,120.25 PARTS
FLOYD SKEREN MANUKIAN LANGEVIN LLP	12-Mar-26	\$320.00 LEGAL SERVICES
FLUID NETWORKS	12-Mar-26	\$55.80 SERVICES
FRONTIER COMMUNICATIONS	12-Mar-26	\$1,365.68 INTERNET PRVDER - PTSIT CNTOR
GENFARE LLC	12-Mar-26	\$7,101.25 PARTS
GILLIG LLC	12-Mar-26	\$7,171.54 PARTS
HONOR DOOR INC	12-Mar-26	\$6,420.00 SERVICES
KIMBALL MIDWEST	12-Mar-26	\$455.81 PARTS
LIGHTGABLER	12-Mar-26	\$252.50 LEGAL SERVICES
LOS ANGELES TRUCK CENTERS, LLC	12-Mar-26	\$13,040.92 PARTS/SERVICE
LOWE'S	12-Mar-26	\$1,107.56 SUPPLIES
MACVALLEY OIL COMPANY	12-Mar-26	\$6,544.88 FUEL
MARIPOSA LANDSCAPES, INC	12-Mar-26	\$4,577.00 LANDSCAPING SERVICES
MISSION LINEN SUPPLY	12-Mar-26	\$6,392.26 MAINTENANCE UNIFORMS
ORKIN SERVICES OF CALIFORNIA, INC.	12-Mar-26	\$388.80 PEST CONTROL
PARAGON ID HIGH POINT US, INC.	12-Mar-26	\$9,926.85 TRANSFER TICKETS
PARKHOUSE TIRE, INC.	12-Mar-26	\$9,125.13 TIRES
PLATINUM TOW AND TRANSPORT INC.	12-Mar-26	\$642.50 TOWING SERVICES
PROFORMA	12-Mar-26	\$6,029.74 ADVERTISING SERVICES
SOUTHERN COUNTIES FUELS	12-Mar-26	\$3,233.06 OIL/LUBE PRODUCTS
SUPERIOR SANITARY SUPPLIES	12-Mar-26	\$1,154.01 SUPPLIES
TEAM NISSAN	12-Mar-26	\$311.07 ELECTRIC VEHICLES
THE AFTERMARKET PARTS COMPANY, LLC	12-Mar-26	\$2,096.25 PARTS/BUSES
THE ARC OF VENTURA COUNTY, INC.	12-Mar-26	\$2,427.36 MONEY CNTERS/BUS CLNRS
THE DETAIL SHOP INC	12-Mar-26	\$72.04 SUPPLIES
THE GAS COMPANY	12-Mar-26	\$36,398.71 NATURAL GAS
VALLEY POWER SYSTEMS, INC.	12-Mar-26	\$475.61 REPAIR PARTS/SERVICE
VENTURA FEED & PET SUPPLIES, INC.	12-Mar-26	\$702.63 SAFETY SHOES
VERIZON	12-Mar-26	\$2,488.99 PHONE SRVC - CSC
GILLIG LLC	16-Mar-26	\$768,591.45 PARTS
AGRITEC INTERNATIONAL LTD.	19-Mar-26	\$102.45 HAZ MAT DISPOSAL SERVICES
CALIFORNIA HOSE, INC	19-Mar-26	\$901.11 PARTS
CALTIP	19-Mar-26	\$419,002.08 LIABILITY INSURANCE
CCP INDUSTRIES	19-Mar-26	\$217.81 SAFETY MATERIALS
CREATIVE BUS SALES	19-Mar-26	\$1,379.01 PARATRANSIT BUS/VANS
CUMMINS PACIFIC LLC	19-Mar-26	\$12,715.17 PARTS
ENVISION VTA FD AUTO LLC	19-Mar-26	\$382.68 PARTS
GILLIG LLC	19-Mar-26	\$177.87 PARTS
GRAINGER	19-Mar-26	\$22.94 MISC. PARTS/SUPPLIES
GREG'S PETROLEUM SERVICE, INC	19-Mar-26	\$3,540.14 OIL SUPPLIER
INTERSTATE BATTERIES	19-Mar-26	\$138.63 BATTERIES

PARKHOUSE TIRE, INC.	19-Mar-26	\$679.82 TIRES
PARTS AUTHORITY LLC	19-Mar-26	\$1,278.95 PARTS
PLATINUM TOW AND TRANSPORT INC.	19-Mar-26	\$390.00 TOWING SERVICES
STORERITE INC.	19-Mar-26	\$110.00 SHREDING SERVICES
SUNRISE PHYSICAL THERAPY	19-Mar-26	\$650.00 MOLLER SUPPORTS/CUSHON
SUPERIOR SANITARY SUPPLIES	19-Mar-26	\$32.58 SUPPLIES
THE AFTERMARKET PARTS COMPANY, LLC	19-Mar-26	\$7,687.73 PARTS/BUSES
ULINE SHIPPING SUPPLIES SPECIALISTS	19-Mar-26	\$372.71 SUPPLIES
URBAN TRANSPORTATION	19-Mar-26	\$17,500.00 AUTO PASSENGER COUNT SYST
VENTURA COUNTY AUTO SUPPLY	19-Mar-26	\$68.17 PARTS
AFFORDABLE AUTO GLASS	26-Mar-26	\$575.00 AUTO GLASS REPAIR
ALEX ZARETSKY	26-Mar-26	\$516.12 EXPENSE REIMBURSEMENT
APPLEONE EMPLOYMENT SERVICES	26-Mar-26	\$2,774.00 TEMPORARY HELP
CALIFORNIA HOSE, INC	26-Mar-26	\$180.75 PARTS
CALIFORNIA TRANSIT ASSOCIATION	26-Mar-26	\$13,000.00 ANNUAL DUES
CANON FINANCIAL SERVICES INC	26-Mar-26	\$1,131.61 PRINTING SERVICES
CITY OF OXNARD	26-Mar-26	\$1,498.13 MONTHLY RENT OTC
CLEAN ENERGY	26-Mar-26	\$44,640.09 REPAIRS
CROWN DODGE	26-Mar-26	\$171.74 SERVICE
CUMMINS PACIFIC LLC	26-Mar-26	\$2,347.69 PARTS
DEAN BOWER	26-Mar-26	\$47.84 EMPLOYEE REIMBURSEMENT
DYER SHEEHAN GROUP, INC.	26-Mar-26	\$2,351.25 301 REDEVELOPMENT CONSULTING
ENVISION VTA FD AUTO LLC	26-Mar-26	\$85.38 PARTS
FEDERAL EXPRESS CORP.	26-Mar-26	\$91.20 MAIL SERVICES
FEDERAL EXPRESS CORP.	26-Mar-26	\$4.99 MAIL SERVICES
FRONTIER COMMUNICATIONS	26-Mar-26	\$95.98 INTERNET PRVDER - PTSIT CNTOR
GILLIG LLC	26-Mar-26	\$19,235.90 PARTS
GLOBAL CTI GROUP, INC.	26-Mar-26	\$360.00 SOL-GPS AND DIAGNOSTIC-VERIZON
GREG'S PETROLEUM SERVICE, INC	26-Mar-26	\$4,005.40 OIL SUPPLIER
HELM LLC	26-Mar-26	\$3,350.00 FORD DIAGNOSTIC/SERVICE
KIMBALL MIDWEST	26-Mar-26	\$93.91 PARTS
LOS ANGELES TRUCK CENTERS, LLC	26-Mar-26	\$10,339.30 PARTS/SERVICE
LUMINATOR HOLDING LP	26-Mar-26	\$2,075.76 REPAIR PARTS
MACVALLEY OIL COMPANY	26-Mar-26	\$7,795.09 FUEL
MISSION LINEN SUPPLY	26-Mar-26	\$1,929.15 MAINTENANCE UNIFORMS
PARKHOUSE TIRE, INC.	26-Mar-26	\$3,569.91 TIRES
PARTS AUTHORITY LLC	26-Mar-26	\$1,577.91 PARTS
PLATINUM TOW AND TRANSPORT INC.	26-Mar-26	\$390.00 TOWING SERVICES
PSB INDUSTRIES INC	26-Mar-26	\$4,697.44 MAINTENANCE SUPPLIES
QC PACIFIC INC.	26-Mar-26	\$525.83 CAR WASH CHEMICALS/EQUIPMENT
RED WING SHOE STORE	26-Mar-26	\$396.52 SAFETY SHOES
RINGCENTRAL, INC.	26-Mar-26	\$2,360.69 PHONE SRVC - CSC
ROSCO, INC.	26-Mar-26	\$4,844.56 VEHICLE CAMERA
STAPLES ADVANTAGE	26-Mar-26	\$403.29 OFFICE SUPPLIES
SUPERIOR PRINTING & GRAPHICS, INC	26-Mar-26	\$905.68 PRINTING SERVICES
SUPERIOR SANITARY SUPPLIES	26-Mar-26	\$1,392.81 SUPPLIES
THE AFTERMARKET PARTS COMPANY, LLC	26-Mar-26	\$6,633.69 PARTS/BUSES
THOMAS LINCOLN	26-Mar-26	\$91.19 TRAINING
TRANSFOR CORPORATION	26-Mar-26	\$1,350.00 WHEELCHAIR PARTS

U.S. BANK	26-Mar-26	\$21,204.23	CALCARD PAYMENT
VENTURA COUNTY AUTO SUPPLY	26-Mar-26	\$372.89	PARTS
VENTURA COUNTY TRANSPORTATION COMMISSION	26-Mar-26	\$480.00	SMARTCARD SLS
CalPERS Health for March 2026	EFT	\$330,044.32	HEALTH INSURANCE
CalPERS Unfunded Liability for March 2026	EFT	\$162,161.00	UNFDED ACCRD LIAB CLASSIC
Life Basic/Supplemental insurance March 2026	EFT	\$14,912.05	LONG TERM DISABILITY PREMIUMS
CalPERS Pension Contributions PR 03/06/2026	EFT	\$130,217.29	PENSION CONTRIBUTIONS
CalPERS Pension Contributions PR 03/20/2026	EFT	\$124,238.86	PENSION CONTRIBUTIONS
TOTAL		<u>\$2,495,754.12</u>	



Item #4

Date: April 1st, 2026
To: Board of Directors
From: Catherine Tran, Fiscal Analyst
Christine Feng, Chief Financial Officer/AGM
Subject: **Consider Acceptance of February 2026 Actual vs. Budget
Financial Analysis Report**

This report summarizes the financial activities for February 2026, comparing actual performance with the budgeted amounts for Gold Coast Transit District.

Overview:

In February 2026, the Gold Coast Transit District (GCTD) experienced a monthly surplus of **\$5.58 M**, primarily due to well-managed expenses, receipt of SB125 State Operating Assistance funds, and claim of eligible expenses from federal funding.

Revenues

Total revenues for the month came in at **\$8.2 million**. Key highlights include:

- **Operating Revenues** were **26% under budget** in February, reflecting a temporary decrease in ridership expectations and continued recovery in ridership.
- **Non-Operating Revenues** were **26% under budget** in February due to energy credit income that has not yet been received.
- **Federal Assistance** funding **exceeded the budget by 336%** due to the receipt of eligible capital expenses from federal funding sources.
- **State Assistance** funding **exceeded the budget by 319%**, reflecting the receipt of SB125 State Operating Assistance funding.
- **Local Assistance** exceeded expectations by **25%** due to receipt of local reimbursement funding.

Year-to-date (YTD), revenues represent **90.24%** of the annual budget, indicating strong mid-stage budget execution as well as revenue performance exceeding expectations.

GOLD COAST TRANSIT DISTRICT

Expenses

For the month of February, total expenses were **\$2.6 million** with no notable overspends.

However, there were notable underspends:

- **Fringe Benefits** were **under budget by 20%**.
- **Materials and Supplies** were **under budget by 44%**.
- **Services** expenses were **under budget by 50%**.
- **Miscellaneous** expenses were **under budget by 84%**.
- **Causality and Liability** expenses were **under budget by 88%** due to the timing of quarterly payments in a prior period.
- **Debt Service** was **under budget by 100%** due to the timing of payment in a prior period.
- **Salaries/Wages and Utility** expenses were **3% under budget**, reflecting performance in line with expectations.
- **Member Contribution** expenses were all in line with expectations.

YTD, total operating expenses are **64.39%** of the annual budget, with 66% of the fiscal year complete as of February, our expenses are within expected levels at this point in the year.

Overall, the February monthly budget report reflects disbursements from state and federal funding sources, as well as continued expense management. Gold Coast Transit District demonstrates alignment with long-term goals while maintaining strong financial management as the fiscal year continues.



General Manager's Concurrence

GOLD COAST TRANSIT DISTRICT
Financial activities summary (Actual vs. Budget)
February 2026 (FY 2026)

	<u>February 2026</u> <u>Actual</u>	<u>February 2026</u> <u>Budget</u>	<u>Variance Over</u> <u>(Under) Budget</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>Percentage of</u> <u>Annual Budget</u>
Revenues:						
Operating revenues	\$ 159,885.31	\$ 216,666.67	-26%	\$ 1,360,126.51	\$ 2,600,000.00	52.31%
Non- Operating Revenues	64,325.48	87,500.00	-26%	577,150.80	1,050,000.00	54.97%
Local Assistance	2,087,588.37	1,669,026.92	25%	13,770,776.78	20,028,323.00	68.76%
State Assistance	* 2,515,013.96	600,448.17	319%	9,310,651.82	7,205,378.00	129.22%
Federal Assistance	** 3,402,170.00	779,543.58	336%	11,293,481.00	9,354,523.00	120.73%
Total Revenues	<u>\$ 8,228,983.12</u>	<u>\$ 3,353,185.32</u>	<u>145%</u>	<u>\$ 36,312,186.91</u>	<u>\$ 40,238,224.00</u>	<u>90.24%</u>
* State Operating Assistances of SB125 funding.						
** Claim of eligible expenses from federal funding.						
Expenses:						
Salary/Wage	\$ 1,303,150.24	\$ 1,350,367.42	-3%	\$ 10,541,326.55	\$ 16,204,409.00	65.05%
Fringe Benefits	853,441.36	1,068,470.04	-20%	8,284,566.15	12,821,640.00	64.61%
Services	52,917.28	106,173.83	-50%	992,013.22	1,274,086.00	77.86%
Materials and Supplies	152,476.14	270,697.14	-44%	1,675,880.96	3,248,366.00	51.59%
Utilities	35,323.62	36,416.67	-3%	237,264.43	437,000.00	54.29%
Causality and Liability	16,119.58	136,374.99	-88%	1,256,795.38	1,636,500.00	76.80%
Miscellaneous	7,338.61	45,916.68	-84%	233,453.54	551,000.00	42.37%
Debt Service	-	115,375.50	-100%	899,412.50	1,384,506.00	64.96%
Members Contribution	223,393.08	223,393.08	0%	1,787,144.67	\$ 2,680,717.00	66.67%
Total Expenses	<u>\$ 2,644,159.91</u>	<u>\$ 3,353,185.32</u>	<u>-21.14%</u>	<u>\$ 25,907,857.40</u>	<u>\$ 40,238,224.00</u>	<u>64.39%</u>
Surplus or (Deficit)	<u>\$ 5,584,823.20</u>			<u>\$ 10,404,329.52</u>		



April 1, 2026

Item #5

TO GCTD Board of Directors
FROM Tanya Hawk, Inventory and Assets Management Coordinator
SUBJECT Report of Contracts Awarded

SUMMARY

As requested by the Board of Directors on December 2, 2020, and in accordance with the GCTD Purchasing Resolution, staff is to provide a monthly report of all purchases issued by this agency. The attached report lists all purchase orders awarded since the March 2026 Board meeting.

RECOMMENDATION

It is recommended that the Board of Directors receive and file this report.

GENERAL MANAGER'S CONCURRENCE

Vanessa Rauschenberger
General Manager

GOLD COAST TRANSIT DISTRICT

Contracts/PO Awarded Report
April 2026

PO#	Item Description	Vendor Name	City	Cost
PARTS				
M0051876	ELEMENT - AIR , KIT - LININGS-REAR FORD TRANSIT, COOLANT RESERVOIR TANK, BATTERY, DOT 4 LV BRAKE FLUID, HANGER UNIVERSAL, BXT-65-850 BATTERY CORE	PARTS AUTHORITY LLC	LOS ANGELES	\$713.81
M0051877	ENGINE INTAKE MANIFOLD INLET-FORD TRANSIT	ENVISION VTA FD AUTO LLC	OXNARD	\$98.04
M0051880	SUPPLIES JANITORIAL	SUPERIOR SANITARY SUPPLIES	OXNARD	\$536.08
M0051881	BODY LABOR-GOLD COAST-4076, PAINT LABOR, PARTS MATERIALS-PAINT, MATERIALS-	NATIONAL AUTO BODY&PAINT	GOLETA	\$5,171.81
M0051882	BODY LABOR-2343 GOLD COAST PAINT LABOR, PARTS MATERIALS-PAINT, MATERIALS-BODY & MISC-HAZ WASTE/VOC	NATIONAL AUTO BODY&PAINT	GOLETA	\$1,112.50
M0051883	TENSIONER, BELT, O RING, CABIN HEATER PLUMBING, EGR COOLER, TUBE & OIL GAUGE	CUMMINS PACIFIC LLC	VENTURA	\$9,324.46
M0051884	WIPER, REAR OUTER, SEAL, REAR OUTER, ELBOW, COOLANT, CHAMBER, & REAR BRAKE	THE AFTERMARKET PARTS COMPANY, LLC	MINNEAPOLIS	\$22.00
M0051886	CATALYTIC CONVERTER & GC2Z-5E212-A CONVERTER CORE	ENVISION VTA FD AUTO LLC	OXNARD	\$2,620.25
M0051887	LABOR ECM PROGRAMMING 4049 & OTHER PROGRAMMING	LOS ANGELES TRUCK CENTERS, LLC	PASADENA	\$476.10
M0051888	LABOR (2339)	ENVISION VTA FD AUTO LLC	OXNARD	\$2,925.00
M0051890	PC-STANDARD- QUARTERLY 4	ORKIN SERVICES OF CALIFORNIA, INC.	RIVERSIDE	\$388.80
M0051891	5G PARTS WASHER SERVICE-AQUEOUS	SAFETY-KLEEN SYSTEMS, INC.	DALLAS	\$129.60



Item #6

DATE April 1, 2026
TO Board of Directors
FROM Tanya Hawk 
Inventory/Asset Management Coordinator
SUBJECT **CONSIDER AWARD OF CONTRACT TO CARPE DIEM FOR SECURITY GUARD SERVICES**

I. EXECUTIVE SUMMARY

As a result of a competitive bid, staff are requesting the Board Consider award of a contract for Security Guard Services to Carpe Diem. These services are for a three (3) year base period in the not-to-exceed amount of \$167,129 and \$57,375 for Option Year One and \$59,180 for Option Year Two, for a total contract amount of \$283,684 for all five (5) years.

II. BACKGROUND

On September 18, 2025, Gold Coast Transit District (GCTD) initiated a competitive procurement process by issuing Information Request for Proposal (RFP) 25-10 for Security Guard Services. The primary objective of this solicitation was to provide uniformed security guard services for Gold Coast Transit District.

The selected firm will be responsible for delivering security guard service: observing and report, respond to emergencies or other disturbances that occur on GCTD Property and Contractor will respond to emergency request

One proposal was found to be non-responsive and the other fifteen (15) were determined to be responsive.

Proposals were received from the following firms by October 28, 2025, submission deadline:

- Access Control Security Inc
- All Star Security Services
- American Global Security
- AM PM Nationwide Security
- Aspire Security Services
- Aventus Security
- Carpe Diem
- Citiguard, Inc

GOLD COAST TRANSIT DISTRICT

- Comprehensive Security Services
- Proliant Services, Inc
- Regency Security Group
- SafeRock
- Secure Guard Servicesn, Inc
- Select Security Services
- TST Private Security, Inc (incumbent)

All submitted proposals were reviewed and determined to be responsive. In accordance with procurement regulations, the selection process required identifying the “most highly qualified” company. An evaluation committee comprised of three (3) GCTD employees conducted a thorough review of all fifteen (15) submissions. Each committee member independently evaluated and scored the proposals based on the evaluation criteria outlined in the RFP, listed below in order of relative importance:

- Technical Qualifications and Experience (*worth 30 points*)
- Record of Past Performance (*worth 25 points*)
- Qualifications and Experience of Key Personnel (*worth 25 points*)
- Cost (*worth 20 points*)

Total possible points: 100. The results of the evaluations are as follows:

Firm	Technical/ Price	Standing
American Global Security	93	1
Citiguard, Inc	91.83	2
Carpe Diem	85	3
TST Private Security, Inc	78	4
Access Control Security Inc	72	5
SafeRock	64.83	6
Comprehensive Security Services	64.33	7
Aventus Security	61	8
Proliant Services, Inc	55.33	9
All Star Security Service	55	10
Secure Guard Services, Inc	49.67	11
Regency Security Group	48.5	12
Select Security Services	46.33	13
AM PM Nationwide Security	43.67	14
Aspire Security Services	41	15

Following the evaluation process, the four highest-ranked firms were invited to present/interview to the Evaluation Committee. The presentations were conducted on February 3 and 5, 2026. Each firm was allotted approximately one hour for their presentation/interview. The final selection was based on both the presentation content and the interview.

Evaluation forms, which outlined the selection criteria and provided space for scoring each firm’s presentation, were completed independently by each panel member. After all presentations were concluded, the panel convened to review and discuss the overall results. The final scores, based on a maximum of 100 points, were as follows.

Firm	Interviews	Standing
Carpe Diem	93	1
American Global Security	92	2
Citiguard, Inc	70	3
TST Private Security, Inc	47	4

Following interviews with the top four bidders Carpe Diem was rated as the 1st choice based on overall best value. On March 10, 2026, staff requested a Best and Final Offer from Carpe Diem. Staff successfully conclude negotiations with Carpe Diem. A price analysis was then conducted using the four (4) proposals in the competitive range. The proposed pricing is as follows:

Pricing				
Term	Carpe Diem	American Global Security	Citiguard	TST Private Security
3 Year Base	\$167,129	\$184,920	\$174,299	\$168,045
Option Year 1	\$57,375	\$62,857	\$58,096	\$57,131
Option Year 2	\$59,180	\$58,269	\$58,169	\$58,343
TOTAL (5 Years)	\$283,684	\$306,046	\$290,564	\$283,519

After reviewing all submitted rates and considering the professional experience and expertise of the Evaluation Committee, Carpe Diem’s rates were determined to be fair and reasonable. These rates are consistent with those typically charged in this region for comparable security guard services and related expenses. Following the presentation/interview process, staff determined Carpe Diem provided the greatest overall benefit in response to GCTD’s requirement, or “best value”.

Staff will ensure proposed pricing for the option years is fair and reasonable prior to exercising each option, by checking the Consumer Price Index (CPI).

A responsibility determination was conducted on Carpe Diem and staff confirmed that Carpe Diem is not listed in the System for Award Management (SAM) and that there were no complaints filed with the Better Business Bureau (BBB). Additionally, client references provided by Carpe Diem were contacted, and no negative feedback was reported.

Based on these findings, Carpe Diem has been determined to be a responsive and responsible bidder. Furthermore, their proposed prices are considered fair and reasonable, supported by evidence of adequate price competition.

III. SUMMARY & RECOMMENDED ACTION

Gold Coast Transit District issued a Request for Proposal to identify the most qualified firm to provide Security Guard Services. Following a comprehensive evaluation process, Carpe Diem achieved the Best Value overall. The firm has been determined to be a responsive and responsible bidder, and its proposal rates are considered fair and reasonable.

It is therefore recommended that the Board of Directors authorize award of a contract to Carpe Diem for Security Guard Services in the not-to-exceed amount of \$167,129 for the initial three-year base period and \$57,375 for option year one and \$59,180 for option year two for a total contract amount of \$283,684.

GENERAL MANAGER'S CONCURRENCE

A handwritten signature in black ink, appearing to read "Vanessa Rauschenberger", written over a horizontal line.

Vanessa Rauschenberger
General Manager



DATE April 1, 2026 **Item #7**
TO GCTD Board of Directors
FROM Marlena Kohler, Procurement Manager/DBE Officer
SUBJECT Consider Approval to Update the GCTD Procurement Manual and Review Purchasing Thresholds ^{MLL}

SUMMARY

Staff are requesting the Board Consider approval of the updated GCTD Procurement Manual (last updated in December 2020). This update involves defining the roles and responsibilities of department staff that are part of the procurement process, from the time services or items are identified to when payment is processed. This information is essential to provide accountability, eliminate confusion, and ensure compliance with Federal Transit Administration (FTA) regulations.

In addition, staff also reviewed similar size transit agencies to determine if our current purchasing thresholds are reasonable. Based on this, staff believe GCTD's purchasing levels are reasonable, and recommend the Board maintain existing purchasing thresholds for purchases, as previously approved by the Board in 2020.

BACKGROUND

FTA issued Circular 4220.1 as a guidance to help grant recipients, receiving federal funds, to comply with federal laws, rules and regulations. GCTD's Procurement Manual was created to translate those rules into daily, step-by-step procedures specific to GCTD's staff.

The latest update to the circular was March 2024. The update aligned modern federal law and simplified the procurement process. The changes focused on high-speed scannability for agencies and a cleaner practical layout. For example, formally acknowledging and defining project delivery systems like Progressive Design-Build (PDB and Construction Manager/General Contractor (CM/GC), and updated Civil Rights & DBE regulations and Operational/Threshold changes.

None of the changes made in the in the recent FTA Circular had any substantial effect on GCTD's procurement policies or procedures or the Procurement Manual. However, staff have taken the opportunity to review and update GCTD's Procurement Manual, which had not been updated since 2020. The main change was to establish two parts to the manual:

Part 1-GCTD "Procurement Policy Guidelines", will serve as the procurement policy guidelines and incorporates the federal and state purchasing requirements that drive the processes by which GCTD handles the purchase and procurement of services, supplies and fixed assets. These guidelines are the same as the current Procurement Manual.

GOLD COAST TRANSIT DISTRICT

Part 2- The “Roles & Responsibilities” defines the procedures and staff roles & responsibilities for the procurement of, accounting for, and disposal of Gold Coast Transit District (GCTD) materials, equipment, buses, other vehicles, and facilities. This manual also defines the procedures and roles & responsibilities of the procurement of professional services and other services required by the GCTD. This part is new to the Procurement Manual. Staff determined that defining the roles and responsibilities of staff that are involved in the procurement process would provide accountability, reduce confusion and ensure compliance with rules and regulations, and help ensure transparency, and support GCTD strategic goal to ensure stewardship of all resources.

Purchasing Thresholds Review

In addition, staff also took this time review similar size transit agencies to determine if our current purchasing thresholds for General Manager are reasonable to comparable agency’s with similar sized budgets. Agency responses indicate that typical approval limits are range from \$50K (San Luis Obispo), \$100 (Riverside), \$150K (Monterey, Stanislaus), to \$250K (Santa Barbara, Sunline). Some agencies with higher limits also require notification to the Board for lower amounts. Based on our review, staff believe GCTD’s purchasing levels are currently reasonable, and recommend the Board maintain existing purchasing thresholds for purchases, as previously approved by the Board in 2020. However, if the Board would like to adjust this limit, they may direct staff to do so at this time.

The following represents GCTD’s current required approval levels for purchases. (Approved in 2020) Authorization/Approvals must be obtained before committing GCTD funds:

Purchase	Limit	Pre-Authorization Required
• Micro	Up to \$10,000 (routine purchases)	Department Director
	○ <i>The purchase of products and services of \$2,000 or more using federal grant funds also requires review of the Procurement Manager/DBE Officer to ensure compliance with FTA.</i>	
	○ <i>Maintenance Department purchases limit up to \$5,000 for parts</i>	
	○ <i>Credit Card / Store credit purchases over \$1,000 also require CFO/AGM or GM approval</i>	
• Small	Simplified Acquisitions \$10,000 to \$50,000	General Manager or CFO/AGM
• Large/Formal	Purchases up to \$150,000	General Manager
• Large/Formal	Purchases over \$150,000	Board of Directors

CONCLUSION

Procurement staff will arrange to inform department staff of the update to the Procurement Manual in weekly staff meetings, once Board approval is obtained. Procurement staff will also update the manual at least every three years going forward or earlier, for example, if FTA issues a revision to the circular that will substantially change any part of GCTD’s policies or procedures and bring those changes before the Board for approval.

RECOMMENDATION

It is recommended that the Board of Directors consider approval of the update to the GCTD Procurement Manual and purchasing thresholds. Alternatively, should the Board wish to revise limits above for General Manager, the board may direct staff to do so at this time, which will be incorporated into the final document.



GENERAL MANAGER CONCURRENCE

2026

GOLD COAST TRANSIT DISTRICT
PROCUREMENT MANUAL



As Adopted by Board
of Directors -4/1/2026

PURPOSE AND INTRODUCTION

There are two primary parts to this manual:

- (1) the GCTD Procurement Policy Guidelines** and
- (2) the GCTD Roles & Responsibilities**

PART 1- The “Procurement Policy Guidelines” will serve as the procurement policy guidelines and incorporates the federal and state purchasing requirements that drive the processes by which GCTD handles the purchase and procurement of services, supplies and fixed assets.

PART 2- The “Roles & Responsibilities” defines the procedures and staff roles & responsibilities for the procurement of, accounting for, and disposal of Gold Coast Transit District (GCTD) materials, equipment, buses, other vehicles, and facilities. This manual also defines the procedures and roles & responsibilities of the procurement of professional services and other services required by the GCTD.

VERSION HISTORY

Changes to the Procurement Manual (PM)

Changes in Federal and/or local laws, the Federal Transit Administration’s (FTA) Master Agreement, Circulars 4220.1 or other governing regulations and best practices may require changes, corrections, or additions to this PM. Other proposed changes, corrections, or additions to the PM should be sent to the Procurement Manager/DBE Officer. The Procurement Manager/DBE Officer will assign or coordinate as necessary the proposed changes or additions with the appropriate individuals or departments. If substantive changes are made to this PM resulting from any of the above-mentioned actions, the proposed changes will be submitted for review to the General Manager and subsequently submitted for approval to the Board of Directors. A record of revisions will be maintained in the Version History below:

Records of revisions to FTA Circular 4220.1 are as follows:

REVISION #	DATE
5	January 16, 2025
4	March 18, 2013
3	February 15, 2011
2	July 1, 2010
1	April 14, 2009
Master	November 1, 2008

Records of revisions to this PM are as follows:

Resolution #	Description	Date
N/A	Detailed Roles and Responsibilities	March 4, 2026
2020-11	Adoption of Purchasing Procedure	December 2, 2020
2020-01	Procedural Changes	February 12, 2020
2016-03	Procedural changes	July 6, 2016
2010-03	Adoption of Purchasing Procedure	November 3, 2010

2005-05	Procedural changes	2005
2001-04	Procedural changes	2001
193-07	Procedural changes	1993
83-01	Procedural changes	1983
79-13	Procedural changes	1979
n/a	Established Purchasing Resolution	1974

This Procurement Manual can only be changed with the approval of the Board of Directors of GCTD. Before the end of each fiscal year, the Procurement Manager/DBE Officer, assisted by the Procurement Manager/DBE Officer, will review the Procurement Manual against any changes in federal, state, or local regulations and guidelines that may have occurred. The Procurement Manager/DBE Officer will also incorporate any changes in internal procedures necessary or appropriate. The AGM/CFO will review the updates and submit the recommended changes to the Board of Directors.

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PART 1- Procurement Policy Guidelines

1. INTRODUCTION

1.1 Purpose

This manual establishes guidelines and minimum standards that Gold Coast Transit District (GCTD) will use in the management of its third-party contracts. This manual is intended to ensure that GCTD complies with Federal Transit Administration (FTA) and the California Department of Transportation's standards to ensure full and open competition and equitable treatment of all potential sources for all purchases made with funding derived from the Federal, state, and local governments. In all purchasing activities, the goal of GCTD is to ensure maximum open and free competition consistent with:

- FTA Circular 4220.1G "Third-party Contracting Guidance" or latest version thereof.
- U.S. Department of Transportation regulations implementing the "Common Rules" found at 49 CFR Part 18, ("Uniform Administrative Requirements for Grants and Cooperative Agreements to States and Local Governments"); and
- DOT regulations, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations," 49 CFR Part 19, which apply to Federal grants and cooperative agreements with non-governmental recipients of Federal assistance.

GCTD's policies and procedures are established in order to:

- maximize the value received for GCTD's expenditure of public funds,
- protect assets purchased with public funds and ensure their application in GCTD's interest,
- provide a timely, efficient, and cost-effective flow of resources necessary to support GCTD's provision of service, and
- protect the integrity of GCTD's procurement process and protect the reputations of GCTD, its officers, and its employees.

1.2 Applicability

This manual applies to all procurements undertaken and financed, in whole or in part, with FTA financial assistance provided to GCTD to support **open market procurements**. An open market solicitation is used to purchase a good or service by soliciting from any available source. Most grantee procurement activity will be undertaken on the open market. Open market procurements exclude:

- Employment Contracts
- Real Estate Contracts; and
- Intergovernmental Agreements

The goal of procurement practices is to provide an atmosphere in which all

procurement transactions will be conducted in a manner providing full and open competition. GCTD will avoid the following situations considered to be restrictive of competition:

- Unreasonable requirements placed on firms in order for them to qualify to do business
- Unnecessary experience and excessive bonding requirements
- Noncompetitive pricing practices between firms or between affiliated companies
- Noncompetitive awards to any person or firm on retainer contracts
- Organizational conflicts of interest, which means that because of other activities, relationships, or contracts, a contractor is unable, or potentially unable, to render impartial assistance or advice to the grantee; a contractor's objectivity in performing the contract work is or might be otherwise impaired; or a contractor has an unfair competitive advantage
- The specification of only a "brand name" product without listing its salient characteristics and not allowing "an equal" product to be offered; and
- Any arbitrary action in the procurement process

GCTD will conduct procurements in a manner that does not give in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. This does not pre-empt California licensing laws from being considered in those disciplines that are regulated by the State of California. Geographic location may be a selection criterion in procurements for architectural and engineering (A&E) services if an appropriate number of qualified firms, given the nature and size of the project, are able to compete for the contract.

1.3 Third-party Contracting Capacity

The Common Grant rule (49 CFR part 18) requires GCTD to have written procurement procedures, and by implication, the Common Grant Rule for governmental recipients requires written procurement procedures as a condition of self-certification. This manual and policy is designed to meet FTA and GCTD's requirements in this regard.

1.4 Relationship with Other GCTD Policies

The purpose of GCTD's purchasing policies and procedures is two-fold. First, the GCTD has established these policies and procedures to conform to the provisions of Federal procurement regulations that govern GCTD's use of FTA and DOT funds. Second, these policies and procedures ensure that materials, supplies, services and equipment required for efficient and effective operation of the transit program are procured with regard to an analysis of price, quality, quantity, terms and delivery specifications. These policies and procedures pertain only to GCTD's purchases made with FTA funds for the transit program; purchases with local funds and for purposes other than transit may follow alternative procedures.

These policies may not answer all questions related to purchasing; if any employee of GCTD has a question regarding these procedures, FTA should be contacted for

clarification and guidance.

When GCTD undertakes any purchase utilizing FTA funds, this policy and manual shall supersede any existing purchasing policy promulgated by GCTD. When any conflict exists between this manual and the existing policies of the GCTD, the procedures in this manual shall prevail.

2. GCTD RESPONSIBILITIES UNDER FEDERAL LAW

2.1 Third-Party Contracting Capacity

GCTD must maintain adequate technical capacity to carry out its FTA assisted projects and comply with Federal Common Grant Rules. GCTD's third-party contracting capability must be adequate to undertake its procurements effectively and efficiently in compliance with applicable Federal, State, and local requirements.

2.2 Contract Administration System

GCTD must maintain a contract administration system to ensure that it and its third-party contractors comply with the terms, conditions, and specifications of their contracts or purchase orders and applicable Federal, State and local requirements.

2.3 Electronic Procurement Procedures

GCTD must maintain and follow written procurement procedures that address:

- (a) Solicitations – Requirements for GCTD solicitations are addressed in Section 5.
- (b) Necessity – Requirements related to GCTD's need for products or services are addressed in Section 3.2.2.
- (c) Lease Versus Purchase – Requirements related to the use of lease or purchase alternatives to achieve an economical and practical procurement are addressed in Section 3.2.2.
- (d) Metric Usage – Requirements related to the acceptance of products and services dimensioned in the metric system of measurement are addressed in Section 3.5.2.
- (e) Environmental and Energy Efficiency Preferences – Requirements related to preference for products and services that conserve natural resources, protect the environment, and are energy efficient are addressed in Sections 3.4.3 and 3.4.4.
- (f) Procurement Methods – Descriptions of the procurement methods that GCTD may use are included in Section 5 below.

- (g) Legal Restrictions – Descriptions of Federal and State restrictions on GCTD's acquisitions are included in Section 5.
- (h) Third-party Contract Provisions – Specific third-party contract provisions required for each third-party contract and flow down requirements to subcontracts are included in Section 3.1 through 3.7.
 - (1) Sources – Descriptions of the availability and use of various sources of products and services are addressed in Section 4.
 - (2) Resolution of Third-party Contracting Issues – Procedures related to the resolution of third-party contracting issues are included in Section 6.8.

2.4 Adequate Third-party Contract Provisions

GCTD must include provisions in all of its third-party contracts that are adequate to form a sound and complete agreement.

2.5 Industry Contracts

GCTD shall not use an industry developed contract or a contract that is provided by a bidder or offeror unless it has first evaluated the benefits of the contract. GCTD shall ensure that such contracts include all required Federal provisions but do not include terms and conditions that may be unfavorable to GCTD.

2.6 Revenue Contracts

GCTD may enter into a revenue contract with a third-party to generate revenues in connection with a transit-related activity, or to create business opportunities utilizing FTA funded asset. Any such contract opportunity will follow competitive selection procedures and principles outlined herein.

2.7 Record Keeping

GCTD must prepare and maintain adequate and readily accessible project performance and financial records, covering procurement transactions as well as other aspects of project implementation. GCTD must maintain these records for four (4) years after GCTD and its sub-recipients, if any, have made final payment and all other pending matters are closed, including latest audit performed. Specific record keeping requirements include:

- (i) Electronic Record of Procurement History – GCTD must maintain and make available to FTA written records detailing the history of each procurement. For all procurements above the micro-purchase level GCTD must maintain records relating to:
 - (1) Procurement Method – GCTD must provide its rationale for the method of procurement it used for each contract, including a sole

source justification for any acquisition that does not qualify as competitive.

- (2) Contract Type – GCTD must state the reasons for selecting the contract type it used.
 - (3) Contractor Selection – GCTD must state its reasons for contractor selection or rejection.
 - (4) Contractor Responsibility – GCTD must provide a written determination of responsibility for the successful contractor.
 - (5) Cost or Price – GCTD must evaluate and state its justification for the contract cost or price; and
 - (6) Reasonable Documentation – GCTD must retain documentation commensurate with the size and complexity of the procurement.
 - (7) Vendor Verification – GCTD must include verification of acceptance with a selected vendor/supplier/manufacturer through the Federal System of Award Management (SAM) for each project and associated project file.
- (j) Access to Records – GCTD must provide FTA officials, the Comptroller General, or any of their representatives, access to and the right to examine and inspect all records, documents, including contracts, related to any FTA project financed with Federal assistance.
- (k) Use of Technology/Electronic Commerce – GCTD may use an electronic commerce system to conduct third-party procurements. If GCTD uses an electronic commerce system then the following requirements apply:
- (1) Sufficient System Capacity – GCTD's system must have sufficient system capacity necessary to accommodate all Federal requirements for full and open competition.
 - (2) Written Procedures – Before any solicitation takes place, GCTD must establish adequate written procedures to ensure that all information FTA requires for project administration is entered into the system and can be made readily available to GCTD as needed.
 - (3) Uses – GCTD may use its system to undertake the following types of third-party procurements.

2.8 Determination of Needs

GCTD must maintain and follow adequate procedures for determining the types and amounts of products and services it needs to acquire. GCTD shall comply with the following requirements when determining the types and amounts of products and services it needs to acquire:

- **Eligibility**

All products and services to be acquired with FTA funds must be eligible under the Federal law authorizing the FTA assistance award and any regulations there under. All products and services to be acquired with FTA funds must also be

eligible for support within the scope of the underlying grant or cooperative agreement from which the FTA assistance to be used is derived.

- **Necessity**

GCTD shall adhere to the following standards for avoiding the purchase of duplicative and/or unnecessary products and services it does need.

- **Unnecessary Reserves**

GCTD shall limit the acquisition of federally assisted property and services to the amount it needs to support its operations.

- **Acquisition for Assignment Purposes**

GCTD shall contract only for its current and reasonably expected public transportation needs and shall not add quantities or options to third-party contracts solely to permit assignment to another party at a later date. These limits on assignments, however, do not preclude joint procurements that are entered into simultaneously by two or more parties to obtain advantages unavailable for smaller procurements.

- (a) General Prohibition – The recipient may contract only for its current and reasonably expected public transportation needs and may not add quantities or options to third-party contracts solely to permit assignment to another party at a later date.
- (b) Changes in the Recipient's Needs – FTA recognizes that the quantity of property or services a recipient reasonably believes it may need at the time of contract award may change. The GCTD's later needs might decrease due to changed circumstances or honest mistakes. In those situations, GCTD may assign its unneeded contract authority to another entity that would like to acquire the property or services.
- (c) Exceptions – These limits on assignments, however, do not preclude:
 - (1) Joint Procurements – GCTD and one or more FTA recipients may enter into a single procurement at the same time to obtain advantages unavailable for smaller procurements.
 - (2) Participation in Consolidated Vehicle Procurement (CVP) – GCTD may enter into contracts the State of California under the CVP program to acquire vehicles.
- (d) Procurement Size – For every procurement, GCTD shall consider whether to consolidate or break out the procurement to obtain the most economical purchase. Absent efforts to foster greater opportunities for Disadvantaged Business Enterprises (DBEs), small and minority firms and women's business enterprises, GCTD shall not split a larger

procurement merely to gain the advantage of micro-purchase or small purchase procedures.

- (e) Options – GCTD shall justify, as needed, all option quantities included in every solicitation and contract. An option is a unilateral right in a contract by which, for a specified time, GCTD may acquire additional equipment, supplies, or services than originally procured. An option may also extend the term of the contract.
- (f) Lease Versus Purchase – GCTD shall review lease versus purchase alternatives for acquiring property and shall prepare or obtain an analysis to determine the most economical alternative. If GCTD chooses to lease an asset, then it must prepare a written comparison of the cost of leasing the asset compared with the cost of purchasing or constructing the asset.
- (g) Specifications – GCTD's procurement specifications shall clearly describe the products or services to be procured and shall state how the proposals will be evaluated.

GCTD's procurement specifications shall not be exclusionary, discriminatory, unreasonably restrictive or otherwise in violation of Federal or California laws or regulations.

2.9 Contractor Responsibilities

GCTD, in awarding contracts, financed in whole or in part, with FTA financial assistance, shall follow guidance in this section to evaluate contractor capabilities to fulfil the contract.

In addition to the Common Grant Rules that require contract awards be made only to responsible contractors, Federal transit law at 49 U.S.C. § 5325(j) limits third-party contractor awards to those contractors capable of successfully performing under the terms and conditions of the proposed contract. Before selecting a contractor for award, the recipient must consider such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- **Debarment and Suspension**

Debarment and suspension regulations and guidance include the following provisions.

- **DOT Debarment and Suspension Regulations**

U.S. Department of Transportation (DOT) regulations, "Non-procurement Suspension and Debarment," 2 CFR Part 1200 apply to each third-party contract at any tier of \$25,000 or more, to each third-party contract at any tier for a federally required audit (irrespective of the contract amount), and to each third-party contract at any tier that must be approved by an FTA official irrespective of the contract amount. See, 2 CFR Part 1200. GCTD shall apply DOT's debarment and

suspension requirements to itself and each third-party contractor at every tier to the extent required by DOT's regulations that incorporate the requirements of Office of Management and Budget (OMB), "Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," 2 CFR Part 180.

- **System for Award Management**

The System for Award Management (SAM) combines federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. SAM includes the functionality from the following systems:

- Central Contractor Registry (CCR)
- Federal Agency Registration (Fedreg)
- Online Representations and Certifications Application
- Excluded Parties List System (EPLS)
- At its discretion, GCTD may collect a debarment and suspension certification from the prospective third-party contractor or include a clause in the third-party contract requiring disclosure. Additionally, it shall be the policy of GCTD will verify that the prospective third-party vendor is not listed as a debarred contractor on SAM.

- **California Department of Labor**

Pursuant to the California Prevailing Wage Act (820 ILCS 130/0.01-12), it shall be the policy of GCTD to check any vendor proposed for contract award on a Public Works project over \$2,000 on the California Department of Labor website to ensure the vendor is not listed as a debarred or suspended contractor.

- **Lobbying Certification and Disclosure**

If a third-party contract will exceed \$100,000, before awarding the contract, GCTD will obtain a lobbying certification, and if applicable, a lobbying disclosure from a prospective third-party contractor (see DOT regulations, "New Restrictions on Lobbying," 49 CFR Part 20, modified as necessary by 31 U.S.C. Section 1352).

- **Federal Civil Rights Laws and Regulations**

Pursuant to FTA Circular 4220.1G, specific Federally mandated provisions (clauses) will be included in GCTD solicitations and contracts depending on factors such as the type and dollar value of the procurement. In addition, and in compliance with some of those provisions (e.g. Buy America, Lobbying), certifications will be obtained from bidders or offerors to denote their compliance with the applicable requirements.

3. SOURCES OF ACQUISITIONS

3.1 Joint Procurements

GCTD may participate in joint procurements whereby GCTD and one or more other entities agree from the outset to use a single solicitation document and enter into a single contract with a vendor for delivery of products or services. The following requirements apply to GCTD's participation in joint procurements:

- Solicitation documents may not be drafted for the purpose of accommodating the needs of other parties that may later want to participate in the benefits of the contract.
- GCTD is responsible for ensuring that the joint procurement solicitation and contract complies with all Federal requirements and that the solicitation document and contract includes all required clauses and certifications.

3.2 State or Local Government Purchasing Schedules or Purchasing Contracts

- **Definition**

FTA uses the term "state or local government purchasing schedule" to mean an arrangement that a State or local government has established with several or many vendors in which those vendors agree to provide essentially an option to the State or local government, and its subordinate government entities, to acquire specific property or services in the future at established prices. These arrangements are somewhat similar to the General Services Administration's (GSA) Cooperative Purchasing Program available for Federal Government use.

In California, the CVP program is an example of a State Government Purchasing Schedule. GCTD has authorized its grantees under multiple FTA programs to use these purchase schedules. This is a condition of the original purchase specifications and individual grantees do not need to negotiate with vendors in order to participate in the purchasing schedule. Applicability of Federal Provisions

When obtaining property or services in this manner, GCTD must ensure all Federal requirements, required clauses, and certifications (including Buy America) are properly followed and included, whether in the master intergovernmental contract or in the recipient's purchase document. While GCTD takes all precautions to ensure that such provision are in the original solicitation and contract documents,

If such requirements, clauses, and certifications were not included in the original purchase solicitation and contracts, GCTD may request the vendor to append the required Federal clauses in the purchase order or other document that effects the GCTD's procurement. When this method is used, GCTD shall obtain Buy America certification before entering into the purchase order. This method cannot be used to

circumvent FTA's Buy America requirements.

- **Federal Supply Schedules**

Purchases by GCTD from Federal Supply Schedules established by the U.S. General Services Administration (GSA) are limited to the purchase of information technology (IT) products and to products and services to facilitate recovery from a major disaster. The following requirements apply to GCTD purchases from GSA schedules:

- GCTD is authorized to use GSA schedules for purchases of products and services to facilitate recovery from a major disaster that is declared by the President of the United States. Upon declaration of a major disaster by the President, GCTD may purchase products and services from GSA schedules both in advance and in the aftermath of the emergency event.
- GCTD shall be responsible for ensuring that the products and services acquired will only be used for recovery.
- GCTD must ensure that all Federal requirements, required clauses and certifications are properly followed and included, whether in the master intergovernmental contract or GCTD's purchase document.
- GCTD is required to evaluate the reasonableness of prices obtained from GSA schedules.
- GSA schedule pricing may not be used as a sole or single source for procurement. GCTD may only use GSA schedule pricing as one of multiple pricing sources solicited in accordance with its requirements for small purchases described in Section 5.

3.3 Existing Contracts

GCTD may use existing contract rights as an acquisition source. An "existing contract" means a contract that, when formed, was intended to be limited to the original parties thereto.

- **Permissible Actions**

Within the conditions set forth below, GCTD may use existing contract rights held by another recipient of FTA assistance:

- a) Exercise of Options – GCTD may use contract options held by another recipient of FTA assistance with the following limitations:
 1. Consistency with the Underlying Contract – GCTD must ensure that the terms and conditions of the option it seeks to exercise are substantially similar to the terms and conditions of the

option as stated in the original contract at the time it was awarded.

2. Price – GCTD may not exercise an option unless it has determined that the option price is better than prices available in the open market, or that when it intends to exercise the option, the option is more advantageous.
 3. Awards Treated as Sole Source Procurements – The following actions constitute sole source awards:
 - i. Failure to Evaluate Options Before Awarding the Underlying Contract – If a contract has one or more options and those options were not evaluated as part of the original contract award, exercising those options after contract award will result in a sole source award.
 - ii. Negotiating a Lower Option Price – Exercising an option after GCTD has negotiated a lower or higher price will also result in a sole source award unless that price can be reasonably determined from the terms of the original contract, or that price results from Federal actions that can be reliably measured.
- b) Assignment of Contract Rights (“Piggybacking”) – If a recipient of FTA assistance finds that it has inadvertently acquired contract rights in excess of its needs, it may assign those contract rights to GCTD if the original contract contains an assignability provision that permits the assignment of all or a portion of the specified deliverables under the terms originally advertised, competed, evaluated, and awarded, or contains other appropriate assignment provisions. GCTD may use contractual rights through assignment from another recipient of FTA assistance after first determining the contract price remains fair and reasonable, and the contract provisions are adequate for compliance with all Federal requirements. GCTD need not perform a second price analysis if a price analysis was performed for the original contract; however, GCTD must determine whether the contract price or prices originally established are still fair and reasonable before using those rights. GCTD shall be responsible for ensuring the contractor’s compliance with FTA’s Buy America requirements and execution of all the required pre-award and post-delivery Buy America review certifications. Before proceeding with the assignment, however, GCTD shall review the original contract to be sure that the quantities the assigning recipient acquired, coupled with the quantities that GCTD seeks, do not exceed the amounts available under the assigning recipient’s contract.

- **Impermissible Actions**

GCTD may not use Federal assistance to finance:

- (a) Improper Contract Expansion – A contract has been improperly expanded when it includes a larger scope, greater quantities, or options beyond the recipient’s reasonably anticipated needs. A contract has also been improperly expanded when excess capacity has been added primarily to permit assignment of those contract

rights to another entity.

- (b) Cardinal Changes – A significant change in contract work that causes a major deviation from the original purpose of the work or the intended method of achievement, or causes a revision of contract work so extensive, significant, or cumulative that, in effect, the contractor is required to perform very different work from that described in the original contract, is a cardinal change or “tag-on”. A change within the scope of the contract is not a cardinal change or “tag-on”.

3.4 The Open Market

GCTD will acquire most of the property and services it needs through procurements in the open market using procedures described in Section 5 of this Manual.

4. PROCEDURES FOR OPEN MARKET PROCUREMENTS

4.1 Solicitation of Competitive Price Quotes, Bids or Proposals

Compliance with the solicitation procedures described in Section 5.4 below will fulfill FTA requirements for “full and open competition.”

4.2 Receipt and Evaluation of Unsolicited Proposals

GCTD may enter into contracts based on an unsolicited proposal when authorized by applicable State law or regulation. Receipt of an unsolicited proposal does not, by itself, justify contract award without providing for full and open competition. Unless the unsolicited proposal offers a proprietary concept that is essential to contract performance, GCTD must seek competition. To satisfy the requirement for full and open competition, GCTD must take the following actions before entering into a contract resulting from an unsolicited proposal:

- Publicize its receipt of the unsolicited proposal
- Publicize an adequate description of the products or services offered without improperly disclosing proprietary information or disclosing the originality of thought or innovativeness of the products or services sought
- Publicize its interest in acquiring the products or services described in the proposal
- Provide an adequate opportunity for interested parties to comment or submit competing proposals; and
- Publicize its intention to award a contract based on the unsolicited proposal or another proposal submitted in response to the publication

If it is impossible to describe the products or services offered without revealing proprietary information or disclosing the originality of thought or innovation of the products or services sought, GCTD may make a sole source award to the offeror. A sole source award may not be based solely on the unique capability of the offeror to

provide the specific products or services proposed.

4.3 Prequalification

GCTD may prequalify bidders, offerors and products for procurement purposes; however, GCTD is not required to do so. The decision of whether to require prequalification for eligibility

to participate in procurement shall be made separately for every procurement and shall be approved by the Procurement Manager/DBE Officer.

GCTD may prequalify bidders, offerors and products for procurement purposes if:

- GCTD ensures that all prequalification lists it uses are current.
- GCTD ensures that all prequalification lists it uses include enough qualified sources to provide maximum full and open competition; and
- GCTD permits potential bidders or offerors to qualify during the solicitation period (from the issuance of the solicitation to its closing date). GCTD is not required to hold a particular solicitation open to accommodate a potential supplier that submits products for approval before or during that solicitation nor must GCTD expedite or shorten prequalification evaluations of bidders, offerors, or products presented for review during the solicitation period.

4.4 Solicitation Requirements and Restrictions

Every procurement solicitation that GCTD issues above the micro-purchase level (currently establish in Federal guidance at \$10,000), as defined below, must include the following information and be advertised in a manner that ensures adequate and open competition.

- **Description of the Property or Services**

The solicitation and the contract awarded thereunder must include a clear and accurate description of GCTD's technical requirements for the products or services to be acquired in a manner that provides for full and open competition.

- **Descriptive Elements**

GCTD will prepare descriptions of property, goods, or service in terms of functions to be performed or level of performance required, including the range of acceptable characteristics or minimum acceptable standards. Detailed product specifications should be avoided if at all possible; however, there is no prohibition against their use when appropriate.

- **Quantities**

Additional quantities or options above GCTD's needs at the time of acquisition may not be added to contracts solely to allow assignment of those quantities or options at a later date.

- **Brand Name or Equal**

When it is impractical or uneconomical to provide a clear and accurate description of the technical requirements of the property to be acquired, a “brand name or equal” description may be used to define the performance or other salient characteristics of a specific type of property. The salient characteristics of the named brand that bidders or offerors must provide must be identified.

- **Prohibited Practices**

Solicitations with requirements that contain features that unduly restrict competition may not be used. GCTD shall not:

- Impose unreasonable business requirements for bidders or offerors
- Impose unnecessary experience requirements for bidders and offerors
- Use prequalification procedures that conflict with the prequalification standards described in Section 5.3
- Make a noncompetitive award to any person or firm on a retainer contract with GCTD if that award is not for the property or services specified for delivery under the retainer contract
- Impose unreasonable restrictive bonding requirements on bidders and offerors in excess of FTA and state requirements
- Specify only a “brand name” product without allowing offers of an “equal” product, or allowing an “equal” product without listing the salient characteristics that the “equal” product must meet to be acceptable for award.
- Specify in-state or local geographical preferences or evaluating bids or proposals in light of in-state or local geographic preferences, even if those preferences are imposed by State or local laws or regulations. The only exception expressly mandated or encouraged by Federal law that may be applicable to GCTD is the procurement of Architectural and Engineering (A&E) Services. Geographic location may be a selection criterion in the procurement of A&E services if an appropriate number of qualified firms are eligible to compete for the contract in view of the nature and size of the project.
- Engage in practices that result in organizational conflicts of interest. An organizational conflict of interest occurs when any of the following circumstances arise:
 - Lack of Impartiality or Impaired Objectivity – When the bidder or offeror is unable, or potentially unable, to provide impartial and objective assistance or advice to GCTD Transit due to other activities, relationships, contracts, or circumstances.
 - Unequal Access to Information – When the bidder or offeror has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
 - Biased Ground Rules – When during the conduct of an earlier

procurement, the bidder or offeror has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.

- Support or agree in noncompetitive pricing practices between firms or between affiliated companies.
- Take any arbitrary action in the procurement process.

- **Evaluation Factors**

All solicitations issued by GCTD shall identify all factors to be used in evaluating bids or proposals. At the discretion of Procurement Manager/DBE Officer and project manager, the relative order of importance and/or weights may be communicated to prospective offerors.

- **Permissible Contract Types**

GCTD shall state the type of contract that will be awarded in all solicitation documents. The following types of contracts will typically be executed with the successful vendor:

Firm Fixed Price

A firm fixed price contract includes a price that remains fixed irrespective of the contractor's cost experience in performing the contract. A firm fixed price contract may include an economic price adjustment provision, incentives, or both.

Cost-Reimbursement

A cost-reimbursement contract provides for payment of the contractor's allowable costs incurred, to the extent prescribed in the contract. Allowable costs may include incentives if the recipient believes they can prove helpful. Cost-reimbursement contracts are suitable for use only when uncertainties involved in contract performance do not permit costs to be estimated with sufficient accuracy to use any type of fixed price contract. Prohibitive or Restricted Contract Types

The following contract types are prohibited or restricted:

Cost Plus Percentage of Cost

Cost plus Percentage of Cost type contracts are prohibited.

Time and Materials

Time and Materials type contracts may be used only after a written determination is made that no other contract type is suitable. In addition, the contract between GCTD and the Contractor must specify a ceiling price that the Contractor may not exceed except at its own risk.

- **Other Federal Requirements Affecting the Property or Services to be Acquired**

The solicitation and resulting contract must identify those Federal requirements that will affect contract scope and performance.

- **Other Federal Requirements Affecting the Bidder or Offeror and the Contractor**

The solicitation and resulting contract must identify all Federal requirements that a bidder or offeror must fulfill before and during contract performance.

- **Reservation of Right to Award to Other Than the Low Bidder or Offeror**

The solicitation must specifically reserve GCTD's right to award a contract to other than the low bidder or offeror. If the solicitation documents do not specify this right, GCTD will be obligated to award the contract to the low bidder.

- **Reservation of Right to Reject All Bids or Offers**

The solicitation must specifically reserve GCTD's right to reject all bids or offers.

4.5 Methods of Procurement

GCTD shall use competitive procedure(s) appropriate for the acquisition undertaken. The procedures used must comply with California and local law as well as with Federal requirements. Federal restrictions vary with the type of procurement method used. The following guidance is based on the requirements of the Common Grant Rule for governmental recipients, supplemented by FTA policies that address the needs of FTA recipients.

- **Micro-Purchases**

Definition

Micro-purchases are those purchases of products and services that cost \$10,000 or less.

Micro-purchases may be made without obtaining competitive quotations if the purchaser determines the price is fair and reasonable and properly documents the appropriate rationale. There should be equitable distribution among qualified vendors. Quotes may be obtained verbally or in writing. Minimum documentation is required to show how it was determined the price was fair and reasonable.

Pre-Approval

Micro-purchases must be pre-approved by GCTD management using the

Procurement Request Form:

- Department Head (up to \$1,000) or
- Department Head and AGM/CFO (\$1,001 to \$5,000)
- Department Head, AGM/CFO and GM (\$5,001 to \$10,000)

Competition

GCTD may acquire products and services valued at less than \$10,000 without obtaining competitive quotations. Micro-purchases should be distributed equitably among qualified suppliers. Project Manager or Purchase Requestor must certify price is fair and reasonable.

Micro purchases are exempt from FTA's Buy America requirements. Davis-Bacon prevailing wage requirements, however, will apply to construction contracts exceeding \$2,000, even though the recipient uses micro-purchase procurement procedures.

Prohibited Divisions

The size or dollar value of procurements may not be divided or reduced merely to come within the micro purchase limit. The only allowable exception to this restriction is for the express purpose of fostering greater participation of DBEs, small and minority firms and women's business enterprises in GCTD's Federally assisted procurements.

Documentation

Every micro-purchase must be accompanied by a written determination that the price is fair and reasonable and a description of how that determination was made.

- **Small Purchases**

Definition

FTA defines small purchases are those purchases of products and services, including construction services, that cost greater than \$10,000 but not more than \$100,000.

Price or rate quotations shall be obtained from an adequate number of qualified sources (usually three or more). Normally, a Request for Quotations (RFQ) will be issued to obtain quotes but may be done verbally. The purchase file shall reflect the results of competition or document lack of it and otherwise document how the price was determined to be fair and reasonable

Pre-Approval

Small purchases must be pre-approved by the following GCTD management using the Procurement Request Form:

- Department Head, AGM/CFO and GM

Required Competition

Price or rate quotations must be obtained from an adequate number of qualified sources. It is the responsibility of GCTD to ensure that an adequate number of quotations, bids, or proposals are received for purchases over \$10,000.

Prohibited Divisions

The size or dollar value of procurements may not be divided or reduced merely to come within the small purchase limit. The only allowable exception to this restriction is for the express purpose of fostering greater participation of DBE, small and minority firms and women's business enterprises in GCTD's Federally assisted procurements

Documentation

Every small purchase must be documented in the grantee's written procurement history file. The level of documentation is stipulated in Section 6.6.1.

For small purchases, price quotations may be oral or written.

Special Considerations

GCTD may acquire products and services directly from State contract vendors in lieu of competitively procuring such products and services itself through the small purchase method of procurement.

Small purchases are exempt from FTA's Buy America requirements.

GCTD reserves the right to use formal purchase methods, even if small purchase thresholds are met, if the Procurement Manager and General Manager believe it is in the best interests of GCTD to do so.

- **Large/Formal Purchases (less than \$150,000)**

Definition

Large/Formal purchases are those purchases of products and services that cost greater than \$100,000.

For sealed bid procurements bids are publicly solicited and a firm fixed price

(lump sum or unit price) is awarded to the responsible bidder whose bid conforms to the material terms of the IFB and is lowest in price.

Pre-Approval

Large purchases must be pre-approved by the following GCTD management using the Procurement Request Form:

- Department Head, AGM/CFO and GM
- Board of Directors (prior to award if over \$150,000)

No further delegation of approval authority for large purchases may be made.

- **Procurement Methods**

There are two primary methods of procurement for large purchases of products and services:

- Invitation For Bid (IFB) (Sealed Bid method); and
- Competitive Proposal method (RFP)

Required Competition

Formal bids and competitive proposals must be publicly advertised.

For large purchases by the sealed bid method of procurement, two or more responsible bidders must be willing and able to compete effectively for the business.

For large purchases by the competitive proposal method of procurement, two or more offerors must be willing and able to submit an offer or proposal.

Required Documentation

Every formal purchase must, at a minimum, be supported by a written independent cost estimate, formal bids or proposals, a written cost or price analysis as appropriate, a written justification and detailed rationale for contractor selection (including application of evaluation criteria) and a written determination of the responsibility of the contractor. Additional documentation requirements are dependent upon the formal procurement method that is utilized to make the purchase.

Reporting Of Formal Purchases To The Board Of Directors

A Board Report shall be prepared to recommend award of a contract over \$150,000. It shall indicate the pertinent circumstances and facts to allow the Board to make an informed decision. Formal purchases of more than

\$100,000, but not more than \$150,000 may be awarded without Board approval but will be documented in an informal report to the Board which includes the purpose, contractor, contract amount and comments applicable to the contract award process and/or results. However, the General Manager or the Board may direct those certain purchases of \$150,000 or less be reported to the Board for approval.

Procedural Methods for Sealed Bids

The sealed bid method of procurement is a formal method in which bids are publicly solicited and a firm fixed price contract is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the Invitation for Bids, is lowest in price. The vehicle through which bids are solicited is an Invitation for Bids (IFB). The IFB document contains technical specifications for the product or service to be purchased, a description of the procedures for submitting a bid, and the forms on which bids must be submitted.

- (a) When Appropriate – The sealed bid method of procurement is the preferred method for acquiring products and services that, including construction services, cost greater than \$100,000. The sealed bid method of procurement may also be used for small purchases if it is determined to be appropriate. The sealed bid method of procurement is appropriate if the following conditions apply:
 - (1) Precise Specifications – A complete, adequate, precise, and realistic specification or purchase description is available.
 - (2) Adequate Sources – Two or more responsible bidders are willing and able to compete effectively for business.
 - (3) Fixed Price Contract – The procurement generally lends itself to a firm fixed price contract.
 - (4) Price Determinative – The successful bidder can be selected on the basis of price and those price-related factors listed in the solicitation including, but not limited to, transportation costs, life cycle costs, and discounts expected to be taken. Apart from responsibility determinations, contractor selection may not be determined on the basis of other factors whose costs cannot be measured at the time of award.
 - (5) Discussions Unnecessary – Discussions with one or more bidders after bids have been submitted are expected to be unnecessary as award of the contract will be made based on price and price-related factors alone.

- (b) Requirements for Sealed Bids – The following requirements apply to the sealed bid method of procurement:
 - (1) Publicity – The Invitation for Bids must be publicly advertised.
 - i. The Procurement Manager shall ensure that

- sufficient time is allowed to prepare bids before the date of bid opening.
- ii. Notice of bidding opportunities may be provided in other ways in addition, but not as a substitute, to a published notice. The methods may include, but not necessarily be limited to:
 - a. Direct notice, based on compiled vendor lists or from pre-qualification list, sent to prospective offerors; or
 - b. Use of advertisement by electronic means.
- (2) Adequate Sources – Bids must be solicited from an adequate number of known suppliers.
 - (3) Adequate Specifications – The Invitation for Bids, including any specifications and pertinent attachments, must describe the property or services sought in sufficient detail that a prospective bidder will be able to submit a proper bid.
 - (4) Sufficient Time – Bidders must be allowed sufficient time to prepare bids before the date of bid opening.
 - (5) Public Opening – All bids must be publicly opened at the time and place prescribed in the Invitation for Bids.
 - (6) Fixed Price Contract – A firm fixed price contract must be awarded in writing to the lowest responsive and responsible bidder unless the Invitation for Bids specifically allowed for award of a fixed price incentive contract or the inclusion of an economic price adjustment provision.
 - (7) Rejection of Bids – Any or all bids may be rejected if there is a sound, documented business reason.

Competitive Proposals

The competitive proposal method of procurement is a formal method in which written proposals are publicly solicited and a contract is awarded to the responsible offeror whose proposal, taking into consideration price and other factors, is considered to be the most advantageous to GCTD or that is considered to be the “best value” to GCTD. The vehicle through which proposals are solicited is Request for Proposals (RFP). The RFP document contains technical specifications for the product or service to be purchased, a description of the procedures for submitting a proposal and the forms on which proposals must be submitted, if applicable.

- (a) When Appropriate – The competitive proposal method of procurement is appropriate for the acquisition of products and services that cost greater than \$100,000 when the nature of the procurement does not lend itself to sealed bidding and GCTD expects that more than one source will be willing and able to submit a proposal. The competitive

proposal method of procurement may also be used for small purchases if it is determined to be appropriate. The competitive proposal method of procurement may not be used for the procurement of construction services. The competitive proposal method of procurement is appropriate when any of the following circumstances are present:

- (1) Type of Specifications – The products or services to be acquired are described in a performance or functional specification, or if described in detailed technical specifications, other circumstances such as the need for discussions or the importance of basing contract award on factors other than price alone are present.
 - (2) Uncertain Number of Sources – Uncertainty about whether more than one bid will be submitted in response to an Invitation for Bids.
 - (3) Price Alone Not Determinative – Due to the nature of the procurement, contract award need not be based exclusively on price or price-related factors.
 - (4) Discussions Expected – Separate discussions with individual offerors are expected to be necessary after they have submitted their proposals.
- (b) Requirements for Competitive Proposals – The following requirements apply to the competitive proposal method of procurement:
- (1) Publicity – The Request for Proposals must be publicly advertised.
 - (2) Evaluation Factors – All evaluation factors and their relative importance must be specified in the solicitation, but numerical or percentage ratings or weights need not be disclosed.
 - (3) Adequate Sources – Proposals must be solicited from an adequate number of qualified sources.
 - (4) Evaluation Method – A specific method must be established and used to conduct technical evaluations of the proposals received and to determine the most qualified offeror.
 - (5) Price and Other Factors – An award must be made to the responsible offeror whose proposal is most advantageous to GCTD or that represents the “best value” to GCTD with price and other factors considered.
 - (6) Best Value – GCTD may award a contract to the offeror whose proposal provides the greatest value to GCTD. To do so, the solicitation must inform potential offerors that the award will be made on a “best value” basis and identify what factors will form the basis for award. GCTD must base its determination of which proposal represents the “best value” on an analysis of the tradeoff of qualitative technical factors and price or cost factors.

Two-Step Procurements

GCTD may use two-step procurement procedures in both sealed bid and competitive proposal procurements, provided the opportunity for full and open competition is retained.

- (a) Review of Technical Qualifications and Approach – The first step is a review of the prospective contractors' technical approach to GCTD's request and their technical qualifications to carry out that approach followed by the establishment of a competitive range consisting of prospective contractors that demonstrate a technically satisfactory approach and have satisfactory qualifications.
- (b) Review of Bids and Proposals Submitted by Qualified Prospective Contractors – The second step consists of soliciting and reviewing complete bids or proposals, including price, submitted by each prospective contractor determined to be qualified. Absent exceptional circumstances, bids or proposals must be solicited from at least three qualified prospective contractors.

Architectural and Engineering (A&E) Services and Other Services

FTA's enabling legislation at 49 U.S.C. Section 5325(b)(1) requires the use of the qualifications-based procurement procedures contained in the "Brooks Act," 40 U.S.C. § 1101 through 1104, to acquire A&E services, but also for program management, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping and related services. The nature of the work to be performed and its relationship to construction, not the nature of the prospective contractor, determine whether qualification-based procurement procedures may be used as described below:

- (a) Qualifications-Based Procurement Procedures Required – GCTD must use qualifications-based procurement procedures to acquire architectural and engineering (A&E) services as well as certain other services that are directly in support of, directly connected to, directly related to, or lead to construction, alteration, or repair of real property. In addition to A&E services, other services that must be procured by qualification-based procurement procedures include:

- Program management
- Construction management
- Feasibility studies
- Preliminary engineering
- Design, architectural, engineering

- Surveying, mapping; and
- Other related services.

The nature of the work to be performed and its relationship to construction, not the nature of the prospective contractor, determine whether qualification-based procurement procedures may be used.

- (b) Qualifications-Based Procurement Procedures Prohibited – Unless FTA determines otherwise in writing, qualifications-based procurement procedures may not be used to acquire other types of services if those services are not directly in support of, directly connected to, directly related to, or do not lead to construction, alteration, or repair of real property. Qualifications-based procurement procedures may not be used for actual construction, alteration or repair to real property.
- (c) Qualifications-Based Procurement Procedures – The following procedures apply to qualifications-based procurements:
- (1) Qualifications – Unlike other two-step procurement procedures in which price is an evaluation factor, an offeror's qualifications are evaluated to determine contract award.
 - (2) Price – Price is excluded as an evaluation factor.
 - (3) Most Qualified – Negotiations are first conducted with only the most qualified offeror.
 - (4) Next Most Qualified - Only after failing to agree on a fair and reasonable price may negotiations be conducted with the next most qualified offeror. Then, if necessary, negotiations with successive offerors in descending order may be conducted until contract award can be made to the offeror whose price the recipient believes is fair and reasonable.

4.6 Procurement by Other Than Full and Open Competition

Normally, GCTD must provide for full and open competition when soliciting bids or proposals. The Common Grant Rule for governmental recipients, however, acknowledges that under certain circumstances, a recipient may conduct procurements without providing for full and open competition.

- **When Appropriate**

Noncompetitive procurement procedures may only be used when the procurement is inappropriate for small purchase procedures, sealed bids, or competitive proposals, and at least one of the following circumstances are present:

Competition Adequacy

After soliciting several sources and receiving an inadequate response, GCTD shall review its specifications to determine if they are unduly restrictive or if changes can be made to encourage submission of more price quotes, bids or proposals. If GCTD determines that the specifications are not unduly restrictive and changes cannot be made to encourage greater competition, GCTD may determine the original competition adequate and complete the purchase from among the sources that submitted a price quote, bid or proposal. A cost analysis must be performed in lieu of a price analysis when this situation occurs.

Sole Source

When GCTD requires products or services available from only one responsible source, and no other products or services will satisfy its requirements, GCTD may make a sole source award with the prior approval of GCTD. In addition, when GCTD requires an existing contractor to make a change to its contract that is beyond the scope of that contract, GCTD has made a sole source award that must be justified. Sole source awards are only appropriate when one of the following conditions apply:

- (a) Unique Capability or Availability – The products or services are available from only one source if one of the conditions described below is present:
 - (1) Unique or Innovative Concept – The offeror demonstrates a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted and is available to GCTD only from one source and has not in the past been available to GCTD from another source.
 - (2) Patents or Restricted Data Rights – Patent or data rights restrictions preclude competition.
 - (3) Substantial Duplication Costs – In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.
 - (4) Unacceptable Delay – In the case of a follow-on contract for the continued development or production of a highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling GCTD's needs.

- (b) GCTD Conditions for a Sole Source Procurement – Procurement by noncompetitive proposals may be used only when GCTD authorizes

noncompetitive negotiations, and the award of a contract is infeasible under normal purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

- (1) Items to be Submitted to GCTD – Prior to the use of this method, the grantee must first certify the following items in writing to GCTD:
 - i. That such manufacturer or supplier is the only source for such item; and
 - ii. That the price of such item is no higher than the price paid for such items by like customers.

- (c) Single Bid or Proposal – Upon receiving a single bid or proposal in response to a solicitation, GCTD should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.
 - (1) Adequate Competition – Competition is adequate when the reasons for a single response were caused by conditions beyond GCTD's control.
 - (2) Inadequate Competition – Competition is inadequate when the reasons for a single response were caused by conditions within GCTD's control.

- (d) Unusual and Compelling Urgency – GCTD may limit the number of sources from which it solicits bids or proposals when GCTD has such an unusual and urgent need for the products or services that GCTD would be seriously injured unless it were permitted to limit the solicitation. GCTD may also limit the solicitation when the public exigency or emergency will not permit a delay resulting from competitive solicitation for the products or services.

- (e) Authorized by FTA – GCTD may request permission from FTA to allow it to use noncompetitive proposals for a particular procurement.

- (f) When Prohibited – Less than full and open competition is not justified based on:
 - (1) Failure to Plan – GCTD's lack of advance planning, resulting in limited competition, is not justification for a sole source or single bid award.
 - (2) Limited Availability of Federal Assistance – Concerns about the amount of Federal assistance available to support the procurement.

- (g) Procurement Procedures – The following requirements apply when GCTD completes a procurement utilizing less than full and

open competition:

- (1) Potential Sources – GCTD must solicit offers from as many potential sources as is practicable under the circumstances.
 - (2) Sole Source Justification – GCTD must justify all sole source procurements in writing. Sole source procurement justifications must describe the reasons for why a sole source procurement is appropriate, state which of the authorized justifications listed in Section 5.6.1.2 are applicable, include a cost analysis and be signed by the Procurement Manager/DBE Officer. If GCTD decides to solicit an offer from only one source, GCTD must justify its decision in writing. The written justification must include the same elements as a sole source justification except that it must state which of the authorized justifications listed in Section 5.6.1.2 are applicable to the sole source purchase.
 - (3) Cost Analysis – GCTD must prepare or obtain a cost analysis verifying the proposed cost data, the projections of the data, and the evaluation of the costs and profits. A price analysis shall not be adequate to justify a sole source purchase.
- (h) Exception for Procurement Activities Using Non-FTA Funds – When it is determined by the Procurement Manager/DBE Officer to be in the best interest of GCTD, noncompetitive procurement procedures may be utilized to acquire professional or other transportation-related services that do not involve the use of FTA financial assistance. Any such determination must be made in writing and signed by the Procurement Manager/DBE Officer.

4.7 Evaluation Requirements

The following standards shall apply to all evaluations of bids or proposals conducted by GCTD.

- **General**

When evaluating bids or proposals received in response to a solicitation, GCTD shall consider all evaluation factors specified in the solicitation documents and shall evaluate the bids or offers proposals only on the evaluation factors included in those solicitation documents. GCTD may not modify its evaluation factors after bids or proposals have been received without reopening the solicitation.

- **Options**

The following standards shall apply when awarding contracts that include options:

- **Evaluation Required**

In general, GCTD must evaluate bids or offers for any option quantities or periods contained in the solicitation if it intends to exercise those options after the contract is awarded.

- **Evaluation Not Required**

GCTD need not evaluate bids or offers for any option quantities when GCTD does not intend to exercise those options after the contract is awarded or if it determines that evaluation would not otherwise be in its best interests.

- **Evaluators**

In addition to evaluators with experience in technical or public policy matters related to procurement, other evaluators may also include auditors and financial experts to the extent that the recipient determines whether it would be necessary or helpful. If GCTD lacks qualified personnel within its organization, it may contract for evaluation services. If it does so, the procurement procedures in this policy will apply to those contracts and to those contractors selected to perform evaluation functions on behalf of the recipient.

4.8 Contract Award Requirements

The following standards shall apply to all contract award decisions made by GCTD:

- **Award to Other Than the Lowest Bidder or Offeror**

GCTD may award a contract to other than the lowest bidder if the award furthers an objective consistent with the purposes of 49 U.S.C. Chapter 53, including improved long-term operating efficiency and lower long-term costs. GCTD may also award a contract to other than the offeror whose price proposal is lowest, when stated in the evaluation factors of the solicitation. In both cases, GCTD must include a statement in its solicitation document reserving the right to award the contract to other than the low bidder or offeror.

- **Award Only to a Responsible Bidder or Offeror**

GCTD may only award contracts to responsible contractors possessing the ability, willingness, and integrity to perform successfully under the terms and conditions of the contract and who demonstrate that its proposed subcontractors also qualify as responsible.

GCTD must consider such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources when making a determination of contractor responsibility. GCTD must also ensure that the contractor is not listed as a debarred or suspended contractor on the System for Award Management (SAM), which is maintained by the General Services Administration (GSA), at the time of contract award. Entities that are listed as debarred or suspended contractors on SAM may not be determined to be responsible contractors by GCTD. GCTD may also treat any prospective contractor or subcontractor listed on the California Department of Labor debarment and suspension list as non-responsible and ineligible for contract award. For every procurement action above the micro-purchase level, GCTD must make a written

determination of the responsibility of the contractor and include such determination in the applicable contract file (See Section 3.1).

To designate a prospective contractor “responsible” as required by 49 U.S.C. § 5325, GCTD, at a minimum, must determine and ensure that the prospective contractor satisfies the following criteria described herein. In addition to being otherwise qualified and eligible to receive the contract award under applicable laws and regulations, a responsible contractor:

- (a) Integrity and Ethics – Has a satisfactory record of integrity and business ethics, in compliance with 49 U.S.C. Section 5325(j)(2)(A).
- (b) Debarment and Suspension – Is neither debarred nor suspended from Federal programs under DOT regulations, “Non-procurement Suspension and Debarment,” 2 CFR Parts 180 and 1200, or under the FAR at 48 CFR Chapter 1, Part 9.4.
- (c) Affirmative Action and DBE – Is in compliance with the Common Grant Rules’ affirmative action and FTA’s Disadvantaged Business Enterprise requirements.
- (d) Public Policy – Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. § Section 5325(j)(2)(B).
- (e) Administrative and Technical Capacity – Has the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D).
- (f) Licensing and Taxes – Is in compliance with applicable licensing and tax laws and regulations.
- (g) Financial Resources – Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U.S.C. Section 5325(j)(2)(D).
- (h) Production Capability – Has, or can obtain, the necessary production, construction, and technical equipment and facilities.
- (i) Timeliness – Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- (j) Performance Record – Is able to provide a:
 - (1) Current Performance – Satisfactory current performance record; and
 - (2) Past Performance – Satisfactory past performance record in view of its records of long-time performance or performance with a predecessor entity, including:

- i. *Sufficient Resources*. Key personnel with adequate experience, a parent firm with adequate resources and experience, and key subcontractors with adequate experience and past performance,
 - ii. *Adequate Past Experience*. Past experience in carrying out similar work with particular attention to management approach, staffing, timeliness, technical success, budgetary controls, and other specialized considerations as described in the recipient's solicitation, and
 - iii. *Any Past Deficiencies Not the Fault of the Bidder or Offeror*. A prospective bidder or offeror that is or recently has been seriously deficient in contract performance is presumed to be non-responsible, unless the recipient determines that the circumstances were properly beyond the bidder or offeror's control, or unless the bidder or offeror has taken appropriate corrective action. Past failure to apply sufficient tenacity, perseverance, and effort to perform acceptably is strong evidence of non-responsibility. Failure to meet the quality requirements of a contract is a significant factor to consider in determining satisfactory performance. GCTD expects GCTD to consider the number of the bidder or offeror's contracts involved and the extent of deficient performance in each contract when making this determination.

- **Rejection of Bids and Proposals**

GCTD may reject all bids or proposals submitted in response to an Invitation for Bids or Request for Proposals. GCTD must include a statement in its solicitation document reserving the right to reject all bids or proposals.

- (a) Extent and Limits of Contract Award – The selection of a contractor to participate in one aspect of a project does not, by itself, constitute a sole source selection of the contractor's wholly owned affiliates to perform other work in connection with the project.

4.9 Independent Cost Estimate and Cost and Price Analysis

- **Independent Cost Estimate**

For every procurement of over \$10,000, GCTD shall make a written independent estimate of cost prior to receiving price quotes, bids or proposals.

- **Cost or Price Analysis**

GCTD shall perform a cost or price analysis in connection with every procurement action above the micro-purchase level, including contract modifications.

Price Analysis

If GCTD determines that competition was adequate, a written price analysis, rather than a cost analysis, is required to determine the reasonableness of the proposed contract price.

Cost Analysis

GCTD must perform or obtain a cost analysis when:

- (a) A price analysis will not provide sufficient information to determine the reasonableness of the contract cost.
- (b) When the offeror submits elements of the estimated cost.
- (c) When only a sole source is available, even if the procurement is a contract modification.
- (d) In the event of a change order.

- **Approval of Contracts**

All contracts must be signed by the General Manager, AGM/CFO or Board Chairman.

6. CONTRACT ADMINISTRATION REQUIREMENTS AND CONSIDERATIONS

6.1 GCTD Staff Responsibilities

Prior to execution of third-party contracts, GCTD shall designate a Project Manager to serve as GCTD's principal contact with the contractor and as the primary administrator of the contract. The designated Project Manager for each contract shall have responsibility for directing and overseeing the work performed by the contractor; reviewing and approving deliverables and invoices from the contractor; determining percentage of contract completion for progress payments (if applicable); making recommendations on the exercise of contract options (if applicable); recommending contract changes; preparing justifications for contract changes; performing independent cost estimates and cost or price analyses for contract changes; making recommendations on approval or rejection of subcontractors; assisting with the resolution of contract disputes; making recommendations on contract termination or other contractor disciplinary actions; maintaining complete contract files; and other contract administration duties that may be necessary.

6.2 Administrative Restrictions on the Acquisition of Property and Services

The following Federal laws and regulations impose administrative requirements, many of which will affect specific third-party procurements.

- **Legal Eligibility**

The property or services acquired must be eligible for support under the restrictions accompanying the Federal statute authorizing the Federal assistance to be used.

- **Scope of the Project**

The property or services acquired must be eligible for support within the scope of the underlying grant or cooperative agreement from which the Federal assistance to be used is derived.

- **Period of Performance**

GCTD will use sound business judgment and be judicious in establishing and extending a contract period of performance.

General Standards

The period of performance generally should not exceed the time necessary to accomplish the purpose of the contract. GCTD will also consider competition, pricing, fairness, and public perception. GCTD's procurement files will document its rationale for determining the performance period designated for each contract.

Time Extensions

Consistent with the general tone of FTA Circular 4220.1G, contract time extensions shall be considered in light of whether they are permissible changes or impermissible cardinal changes. Once GCTD awards a third-party contract, an extension of the contract term length that amounts to a cardinal change will require a sole source justification.

Authority to Extend

The Project Manager for the contract shall recommend all contract time; prior to making a recommendation for a contract time extension. The Project Manager shall prepare a written justification and cost analysis (if applicable) for the contract time extension and shall negotiate the appropriate contract modification with the contractor.

6.3 Federal Cost Principles

The Common Grant Rules require project costs to conform to applicable Federal cost principles for allowable costs. In general, costs must be necessary and reasonable, allocable to the project, authorized or not prohibited by Federal law or regulation, and must comply with Federal cost principles applicable to the recipient.

OMB Guidance for Grants and Agreements, "Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)," 2 CFR Part 225, applies to project costs incurred GCTD.

6.4 Payment Provisions

GCTD will follow the provisions of this section when using FTA funds (or the proposed local share) to support its third-party contracts.

- **GCTD Support for the Project**

GCTD manages all FTA programs on a cost reimbursement basis; costs may only be incurred by GCTD if GCTD has awarded a financial assistance contract to GCTD.

- **Progress Payments**

Progress payments are payments for contract work that has not been completed. GCTD may use GCTD assistance to support progress payments provided the recipient obtains adequate security for those payments and has sufficient written documentation to substantiate the work for which payment is requested.

- **Adequate Security for Progress Payments**

Adequate security for progress payments may include taking title or obtaining a letter of credit or taking equivalent measures to protect the recipient's financial interest in the progress payment. Adequate security should reflect the practical realities of different procurement scenarios and factual circumstances. GCTD acknowledges the practical reality that taking title to work in progress may not be desirable in some circumstances. The recipient should always consider the costs associated with providing security (for example, the recipient may need to acquire bonds or letters of credit in the commercial marketplace) and the impact of those costs on the contract price, as well as the consequences of incomplete performance.

- **Adequate Documentation**

Sufficient documentation is required to demonstrate completion of the amount of work for which progress payments are made.

- **Percentage of Completion Method**

The Common Grant Rules requires that any progress payments for construction contracts be made on a percentage of completion method described therein. GCTD, however, may not make progress payments for other than construction contracts based on this percentage method.

6.5 Protections Against Performance Difficulties

GCTD shall include provisions in its third-party contracts that will reduce potential problems that might occur during contract performance, as follows:

- **Changes**

GCTD shall include provisions that address changes and changed conditions in all third-party contracts except for routine supply contracts.

- **Remedies**

GCTD shall include provisions that address remedies in its third-party contracts. Provisions related to remedies may include provisions for:

Liquidated Damages

GCTD may use liquidated damages if GCTD reasonably expects to suffer damages through delayed contract completion, or if weight requirements are exceeded, and the extent or amount of such damages are uncertain and would be difficult or impossible to determine. Rate and measurement standards must be calculated to reasonably reflect GCTD's costs should the standards not be met and must be specified in the solicitation and contract. The assessment for damages may be established at a specific rate per day for each day beyond the contract's delivery date or performance period. A measurement other than a day or another period of time, however, may be established if that measurement is appropriate, such as weight requirements in a rolling stock purchase. The contract file must include a record of the calculation and rationale for the amount of damages established. Any liquidated damages recovered must be credited to the project account.

Violation or Breach

Third-party contracts exceeding \$25,000 must include administrative, contractual, or legal remedies for violations or breach of the contract by the third-party contractor.

Suspension of Work

GCTD may include provisions pertaining to suspension of work in its third-party contracts.

Termination

Termination for cause and termination for convenience provisions must be included in third-party contracts exceeding \$10,000.

6.6 Contents of Complete Contract Files

The following documents shall comprise the contents of a complete contract file for procurements above the micro-purchase level:

- **Written Record of Procurement History**

GCTD shall maintain written records detailing the history of the procurement, including records relating to:

- **Procurement Method**

GCTD must provide its rationale for the method of procurement it used for each contract, including a sole source justification for any acquisition that does not qualify as competitive.

- **Contract Type**

GCTD must state the reasons for selecting the contract type it used.

- **Contractor Selection**

GCTD must state its reasons for contractor selection or rejection, including written justification and evaluation documents.

- **Contractor Responsibility**

GCTD must provide a written determination of responsibility for the successful contractor.

- **Cost or Price**

GCTD must evaluate and state its justification for the contract cost or price, including the independent cost estimate and cost or price analysis; and

- **Reasonable Documentation**

GCTD must retain documentation commensurate with the size and complexity of the procurement, including documents related to solicitation, receipt and evaluation of offers, and contract award, negotiation and execution.

6.7 Access to Records

Apart from the more limited record access provisions of the Common Grant Rules, 49 U.S.C. § 5325(g) provides FTA and DOT officials, the Comptroller General, or any of their representatives, access to and the right to examine and inspect all records, documents, and papers, including contracts, related to any FTA project financed with Federal assistance authorized by 49 U.S.C. Chapter 53.

6.8 Contract Administration and Close-Out Documents

GCTD shall maintain written records detailing the performance and close-out of the contract, including records relating to:

- **Contractor Performance**

GCTD must maintain documents related to contractor adherence to budget and schedule, compliance with contract terms and conditions, DBE participation, progress reports, disputes and disciplinary actions.

- **Contract Deliverables**

GCTD must maintain copies of all contract deliverables and records relating to approval, rejection and requested modifications of contract deliverables.

- **Contract Changes**

GCTD must maintain copies of all contract modifications, including documentation related to the determination of need, written justification and rationale, cost analysis, negotiation and execution.

- **Contract Payments**

GCTD must retain documentation of invoices, approval of payments, requests for modifications to invoices, determination of percentage of contract completion for partial payments (if applicable), and ownership of title to partial work products.

- **Contract Close-Out**

GCTD must retain documentation related to contractor performance and evaluation, approval of final deliverables and payments, transfer of title to complete work products to GCTD, and contract audit and final reconciliation.

6.9 Protest Procedures

- **Statement of Policy**

GCTD is responsible for resolving all contractual and administrative issues, including protests of evaluations and contract awards, arising out of its third-party procurements using good administrative practices and sound business judgment.

GCTD's procedure for addressing third-party procurement protests is described in Paragraph below. GCTD shall insert its protest procedure in all solicitation documents for products and services having an estimated value of \$25,000 or greater.

- **GCTD Staff Responsibilities**

The following staff responsibilities shall be assigned in all protests:

- Procurement Manager/DBE Officer – Responsibilities include ensuring that the GCTD Protest Procedure is included in all solicitation documents; and providing information to and assisting

the AGM/CFO and Legal Counsel with the resolution of protests.

- Legal Counsel – Responsibilities include reviewing all procurement protests; and advising and assisting the GCTD as needed with the resolution of all procurement protests.

- **Solicitation Provision**

GCTD shall insert the following provision in all solicitation documents:

- **Pre-Proposal Protests**

Pre-Proposal protests are protests based upon the content of this RFP. Three copies of Pre-Proposal protests must be received by GCTD's office no later than fifteen (15) calendar days prior to the Proposal Due Date. Protests will be considered and either denied or sustained in part or in whole, in writing, in a manner that provides verification of receipt, prior to the Proposal Due Date. Written decision specifying the grounds for sustaining all or part of or denying the protest will be transmitted to the protestor prior to the Proposal Due Date in a manner that provides verification of receipt prior to the Proposal Due Date.

- **Post-Award Protests**

All Offerors will be notified of the recommended award. This notice will be transmitted to each Offeror at the address contained in its proposal form in a manner that provides verification of receipt. Any Offeror whose Proposal has not lapsed may protest the recommended award on any ground not specified in "Pre-Proposal Protests," above. Three (3) copies of a full and complete written statement specifying in detail the grounds of the protest and the facts supporting the protest must be received by GCTD at the appropriate address in "Address," above, no later than fifteen (15) calendar days after the date such notification is received. Prior to the issuing of the Notice of Award, a written decision stating the grounds for allowing or denying the protest will be transmitted to the protestor and the Offeror recommended for award in a manner that provides verification of receipt. Requirements for Protests

All protests must be submitted to GCTD in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail), with sufficient documentation, evidence and legal authority to demonstrate that the Protestor is entitled to the relief requested. The protest must be certified as being true and correct to the best knowledge and information of the Protestor and be signed by the Protestor. The protest must also include a mailing address to which a response should be sent.

Protests received after the deadlines for receipt of protests specified above are subject to denial without any requirement for review or action by GCTD.

- **Protest Response**

The AGM/CFO shall issue written responses to all protests received by the required

protest response dates. All protest responses shall be transmitted by first-class U.S. Postal Service to the address indicated in the protest letter.

For convenience, GCTD will also send a copy of the response to a protest to the Protester by electronic mail if an electronic mail address is indicated in the protest letter. The protest response transmitted by U.S. Postal Service shall be the official GCTD response to the protest and GCTD will not be responsible for the failure of the Protester to receive the protest response by electronic mail.

PART 2- ROLES and RESPONSIBILITIES

2.1 Code Of Ethics And Conflict Of Interest Policy

It is the intent of Gold Coast Transit District (GCTD) that its employees, officers and agents have and maintain the highest degree of ethical conduct in all relationships between themselves and representatives of GCTD contractors or subcontractors, both actual and potential. This procedure is established to describe criteria for maintaining such relationships and avoiding compromising situations, either real or apparent. For purposes of helping to ensure the integrity of consultants under contract to GCTD in matters addressed herein, such consultants shall be expected to adhere to the provisions and requirements pertaining to GCTD employees as included in this procedure.

2.2 PROCUREMENT ETHICS CODE

- a. GCTD employees are prohibited from making, participating in, or in any way attempting to use their GCTD employment to influence a GCTD decision in which they know or have reason to know they have a financial interest.
- b. No employee of GCTD involved in purchasing shall use confidential information for his or her actual, anticipated, or apparent personal gain, or for the actual, anticipated, or apparent personal gain of any person related to such employee. "Confidential Information" is defined as any proprietary, privileged, or nonpublic information coming to the employee's attention as a result of employment by GCTD, the knowledge of which makes financial gain possible.
- c. GCTD employees, officers and/or directors, members of their immediate families, their partners or an organization that employs or is about to employ the employee, officer and/or director, his/her immediate family and/or his/her partner, shall not be financially interested in any GCTD contract made by them in their official capacity. They shall not be purchasers at any sale or vendors at any purchase made by them in their official capacity.

The standards governing the determination as to whether a financial interest exists are set forth in Sections 1090, 1091, and 1091.5 of the California Government Code.

- d. No Director, officer, employee, or agent of GCTD knowingly shall solicit, accept, or agree to accept gratuities, gifts, favors or anything of more than a nominal monetary value in connection with actual or potential procurement and contracting activities. Under this policy, the term "nominal monetary value" shall be defined as a value of fifty dollars (\$50) or less.
- e. GCTD employees and consultants shall conduct themselves as follows whenever the employee or consultant has, or may have, a financial interest in making or participating in making any governmental decision:
 - 1) Employees: An employee shall immediately report the nature of the matter and the existence of a conflict to his or her supervisor or manager so that

the work may be assigned to another person or so that other appropriate action may be taken.

- 2) Consultants: The consultant shall immediately report the nature of the matter and the existence of the conflict to the General Manager, who shall determine the appropriate action to be taken.
- f. The General Manager or his/her designated representative shall review every procurement to identify and prevent real and apparent organizational conflict of interest. An organizational conflict of interest exists when the nature of the work to be performed under an existing or proposed contract or subcontract may, without some restrictions on future activities, result in or may result in an unfair competitive advantage to the actual or potential contractor or subcontractor or impair their objectivity in performing work under the contract or subcontract.

See Exhibit 9-GCTD Process to Analyze Potential Organizational Conflicts of Interest

2.3 DISCIPLINE

The violation of any of these Standards of Conduct will subject the violator to any disciplinary proceedings or action deemed appropriate by the GCTD General Manager, up to and including dismissal.

- **Centralized Purchasing Authority and Roles**

The authority and responsibility for the procurement and disposal of all material, equipment, vehicles, property and services for GCTD rests with the Finance Department/Procurement Manager/DBE Officer unless stipulated otherwise in this document. On rare occasions, authority or responsibility may be delegated to other departments for a limited period or purpose. This delegation of authority is always subject to the approval of the AGM/CFO or General Manager. The Finance Department creates purchasing policies and standard purchasing procedures for the District.

User Department Role

- All purchases of goods and services shall be initiated by a user department through use of a Procurement Request Form, except where noted herein.
- User departments are responsible for early involvement of the purchasing process in planning for procurements in order that full and open competition is maximized and the best value for GCTD may be obtained. This early notification and involvement will range from 90 to 120 days before contract initiation/expiration for routine materials and service procurements, to one year or more for major capital purchases.
- User departments are responsible for providing, in a manner as thorough and complete as possible, a Scope of Work and/or technical specifications to the Procurement Manager/DBE Officer. The Procurement Manager/DBE Officer shall assist user departments to define their requirements/scope of work or specifications when requested.
- User departments may consult with vendors concerning details of their products within guidelines contained in *Part 1*.

Procurement Manager Role

- All correspondence with a supplier regarding a matter of its contract with GCTD, whether relating to the quality of work, delivery, payment, etc., shall be by or through the Procurement Manager/DBE Officer.
- The Procurement Manager/DBE Officer shall be responsible for the conduct of all negotiations with bidders, proposers, prospective contractors, or contractors with assistance from the appropriate Project Manager or legal counsel.
- The Procurement Manager/DBE Officer has full authority to question the quantity, type, price and quality of material or services requisitioned in order to avoid purchase of unnecessary or duplicative items or items of questionable value to GCTD. The Procurement Manager/DBE Officer will also consider consolidating or breaking out procurements to obtain economical purchases.
- The Procurement Manager/DBE Officer may consider and pursue, in the interest of economy and efficiency, the use of State and local intergovernmental agreements for procurements, agreements for the use of common goods and services and/or the use of federal or state excess and surplus property when it is in the interest of GCTD to do so. When using these types of purchasing options, GCTD will comply with FTA requirements and guidelines contained in *Part 1*
- It is the Procurement Manager/DBE Officer’s responsibility to ensure that awards are made only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement consistent with *Part 1*
- It is the Procurement Manager/DBE Officer’s responsibility to maintain records sufficient to document the history of a procurement including but not limited to: rationale for method of procurement, selection of contract type, selection or rejection of contractors, basis for contract price, contract amendments or change orders, and contract close-out. (*Part 1*)
- The Procurement Manager/DBE Officer shall be responsible for the settlement of all contractual and administrative issues arising out of procurements, including source evaluation, protests, disputes and claims as required per *Part 1*. GCTD shall conduct procurements in a manner that prohibits statutorily or administratively imposed in-state or geographical preferences in evaluation of bids or proposals, except as specified in *Part 1*.
- GCTD’s Procurement Manager/DBE Officer shall be responsible for checking the Excluded Parties List System (EPLS) before awarding any contract involving Federal funds. EPLS is now part of the System for Awards Management (SAM), and identifies those parties excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non-financial assistance and benefits. The Procurement Manager/DBE Officer will print a screenshot of the EPLS validation and retain a copy in the procurement file.

- **Approval Levels for Purchases**

The following represents GCTD’s required approval levels for purchases. Authorization/Approvals must be obtained **before** committing GCTD funds:

Amount	Authorization / Approval Required
Up to \$10,000	Directors
(Maintenance Department purchases only – \$5,000 for parts)	
Up to \$50,000	AGM/CFO

Up to \$150,000	General Manager
Over \$150,000	Board of Directors

- **Purchases Using Grant/Sponsored Project Funds.**

The purchase of products and services of \$2,000 or more using federal grant funds also requires the review of the Procurement Manager/DBE Officer to ensure FTA compliance.

- **Approvals/Workflow.**

All purchases for goods or services require at least one approval, depending on dollar value. A Purchase Order will not be issued until all applicable approvals have been applied. The purchases can require up to three internal levels of approval.

Segregation of duties and responsibilities in the purchasing process provides proper controls. As the dollar value and complexity of a purchase increases, so does the level of authority and responsibility required to obligate GCTD for a purchase.

- Directors may approve routine purchases under \$10,000
- Purchases between \$10,000 and \$150,000 require the approval of the General Manager.
- Purchases above \$150,000 require approval of the Board of Directors.

Credit Card/Store Account Purchases

Any purchases to be made using any credit card or store account must have the following pre-approvals using the Credit Card/Store Account Pre-Approval Form:

- Directors may approve purchases under \$1,000
- Purchases over \$1,001 to \$5,000 will require the approval of the Director and the AGM/CFO or General Manager.
- Purchases over \$5,001 to \$10,000 will require the approval of the Director, the AGM/CFO and the General Manager.

Quotes should also be attached to the Procurement Request Form (PRF) for purchases over \$10,000 and under \$100,000. Procurement Manager/DBE Officer reserves the right to request and review documentation related to the purchase, solicit additional bids, or conduct additional negotiations.

Procurement Request Form

A fully approved and budget-checked Procurement Request Form is sourced into a Purchase Order (PO). The PO is issued and a copy is sent to the requestor indicating the authority to proceed with the purchase requested.

Issuing PO to Vendor/Requestor

Once all approvals have been acquired and the PO is issued, the requestor is then authorized to proceed with the purchase. No item/service may be ordered without a Purchase Order. (See *Purchasing Flowchart-Appendix A*)

Receiving

A Receiving Document is the departments/requestors way of indicating that the item has been received or service has been provided, and therefore, the PO and related invoice is approved for payment. To authorize payment, the Receiving Document must be signed and returned to Finance Department/Accounts Payable as soon as possible.

Invoicing/Payment

A purchase transaction is complete only after the goods or services have been received and the supplier has been paid. When a PO is issued, the Finance department assumes responsibility to make sure the vendor is paid within an appropriate period of time. Vendors are instructed to email invoices directly to Accounts Payable (accountspayable@gctd.org) for proper processing. This is the best way to ensure invoices are paid in a timely manner.

- **Emergency Purchases**

Approvals as described above shall be secured before committing any GCTD funds, except in cases of emergency. An emergency is defined as a real and present threat to GCTD property, employee welfare, or the provision of transit service that cannot be reasonably alleviated without the purchase in question.

During normal business hours, the purchase request will be addressed to the appropriate approval level and the Procurement Manager/DBE Officer will coordinate necessary pricing and issue a purchase order.

After normal business hours, the most available senior person, at a Director position or above, will determine whether the matter may be resolved during the next business day. If the purchase cannot wait until the next business day, an attempt will be made to secure price quotations from two or more reputable sources, and the purchase may be completed. A PRF will be prepared on the next business day and fully documented as to the nature of the emergency, and approval signatures will be obtained.

- **Disadvantaged Business Enterprises (DBE)**

The Procurement Manager/DBE Officer shall serve as GCTD's DBE Officer. The Procurement Manager/DBE Officer shall work collectively with the project managers to fulfill the requirements of the DBE program. (*See Part 1*)

- **Audits/Inventory of Assets**

Real Property Acquisition and Management (Finance Dept. responsibility)

GCTD shall follow the requirements for acquisition and management of real property as specified in *Part 1*. All real property requirements shall be met, including tagging or otherwise identifying assets as government property.

Equipment Management Standards (Maintenance Dept. Responsibility)

GCTD shall follow the requirements for management of equipment purchased with federal funds as specified in *Part 1*. At least once every two (2) years, GCTD will conduct a physical inventory and account for all equipment and other capital assets. The property record maintained for each item shall include:

1. Description of the asset
2. Identification number
3. Source of property (the grant project number under which it was procured)
4. Acquisition date
5. Cost
6. Percentage of federal participation in the cost
7. Location
8. Use and condition
9. Useful life
10. Any disposition data, including the date of disposal and sale price, or where applicable, method used to determine its fair market value, and
11. Who holds title to the equipment including rolling stock

Adequate maintenance procedures must be developed and implemented to keep the project property in good condition. These procedures should be consistent with the maintenance plan required of grantees for equipment funded under 49 U.S.C. 5307 and should be documented and available during an audit or triennial review.

In connection with the physical inventory of assets, a Certification will be prepared regarding the existence, current use, and continued need for FTA funded equipment. For those items identified as surplus, the Finance Department, assisted by the Department Heads, will be responsible for developing a plan for disposal for approval by the General Manager.

Parts and Supplies Inventory

GCTD will conduct an annual inventory of parts and supplies (or other methods such as cycle counting) to reconcile items in stock versus record of those on hand. The Finance Department shall prepare a variance report identifying discrepancies and their value.

- **Disposition of Surplus Equipment and Supplies/Scrap**

Identification of Surplus/Obsolete Materials, Supplies, Equipment and Scrap

The identification of surplus equipment, material, or scrap shall be the responsibility of each department head. Equipment shall be surplus to GCTD when it becomes obsolete to GCTD because it has been replaced by newer equipment or because the equipment no longer supports GCTD's mission.

Equipment shall be scrapped only when it is non-functional and non-repairable and has little or no value. All tracked assets are affixed with a silver bar-coded tag. Trackable assets are items with an original cost of more than \$500.

Parts are considered surplus when the part is no longer applicable to GCTD's fleet or when stock on hand exceeds the maximum established by the usage history of the item for a period of over one (1) year. Stock levels and order levels will be reviewed for all stock items at least once annually by the Fleet Manager.

Disposition Before End of Service Life

Any disposition of project property before the end of its useful life requires prior FTA approval as specified in *Part 1*.

- **Responsibilities**

The authority to award contracts rests with GCTD's Board of Directors. This authority is delegated, in part, to the GCTD General Manager who has further delegated responsibilities to subordinates to carry out daily operations. The General Manager shall serve as Contracting Officer for GCTD, and at the General Manager's discretion, may assign contracting authority to Departments to carry out daily operations.

The GCTD procurement function is the responsibility of the Procurement Manager/DBE Officer. The AGM/CFO is in charge of daily duties of the Procurement Manager/DBE Officer, and the General Manager serves as GCTD's Contracting Officer. The Procurement Manager/DBE Officer works closely with all Project Managers. By centralizing authority for purchasing, GCTD assures close control of the purchasing and procurement process and consistent application of GCTD policies.

The responsibilities of persons involved in the procurement process are described in the following paragraphs.

GCTD Board of Directors

- Sole contracting authority.
- Establishes agency operating budget, capital plan and capital budget based on recommendations of General Manager and staff.
- Approves all purchases over \$150,000 resulting from advertised bids or proposals, based on Management's recommendation.
- Disapproves purchases for valid business reasons, if necessary. The Board may not change the recommended award to a bidder or proposer whose bid or proposal is not consistent with the evaluation criteria and requirements set forth in the solicitation.
- Authorizes disposal of surplus materials, supplies, equipment and property, with an aggregate fair market value of more than \$10,000.
- Sets annual DBE goals based upon recommendation of GCTD staff.

General Manager

- May approve purchases of up to \$150,000.
- Reviews all purchases subject to approval by the Board prior to submittal to the Board.
- May sign any contract on behalf of GCTD upon Board approval and as authorized.
- Approves disposal of surplus materials, supplies, and equipment, with an aggregate fair market value of less than \$10,000.
- Approves any changes to internal purchasing procedures and assures compliance with GCTD purchasing policies.
- Serves as GCTD's Contracting Officer.

AGM/CFO

- Approves, as final approval, all purchases up to \$10,000 provided appropriate procurement procedures were followed, with assistance of the Procurement Manager/DBE Officer.

- Seeking approval from General Manager (GM) for ALL procurements outside the normal day-to-day functions of the District.
- Monitors job duties of the Procurement Manager/DBE Officer, and compliance with GCTD purchasing policies in cooperation with the GM.
- Oversee contract management, including review of invoices for professional services contracts as they relate to Finance to assure allowability of costs. Receives necessary reports, initiates contractual progress payments, attends progress meetings and assists with contract closeout.
- Authorizes payments to vendors upon Finance staff's verification of receipt and the concurrence of the Project Manager.
- Monitors actions of all departments and their compliance with GCTD purchasing policies in cooperation with the GM, and Directors.
- Monitors projects and service contracts including review and approval of invoices to assure allowability of costs, receives necessary reports, initiates contractual progress payments, attends progress meetings, and assists Procurement Manager/DBE Officer with contract closeout.
- In absence of General Manager, fulfills the General Manager responsibilities.

Director of Operation and Maintenance

- Approves, as final approval, all Maintenance Department purchases up to \$10,000. Maintenance department purchases include, but are not limited to, inventory/parts, small tools and equipment, bulk fluids and other items related to fleet maintenance.
- Approves office supplies for the Maintenance Department up to \$500.
- Approves all fuel purchases through informal quotes, on the spot market or on contract, independent of previously stated dollar amounts but subject to gallon limits of 10,000 gallons for diesel fuel and 3,000 gallons for gasoline.
- Through the Fleet Manager, oversees the operation of the Parts Department and its compliance with GCTD purchasing policies.
- In absence of the Assistant General Manager or General Manager, fulfills responsibilities.
- Monitors projects and service contracts including review and approval of invoices to assure allowability of costs, receives necessary reports, initiates contractual progress payments, attends progress meetings, and assists Procurement Manager/DBE Officer with contract closeout.
- Approves as final approval, Operations and Maintenance-related purchases up to \$500 provided appropriate procurement/purchasing procedures were followed.
- Seeks approval from GM for all procurements outside the normal day-to-day functions of the District.
- Monitors' actions of Operations and Maintenance and their compliance with GCTD purchasing policies in cooperation with the GM, and AGM/CFO.
- Responsible for the collection and security of surplus and scrap until sale or disposal.
- Monitors projects and service contracts including review and approval of invoices to assure allowability of costs, receives necessary reports, initiates contractual progress payments, attends progress meetings, and assists Procurement Manager/DBE Officer with contract closeout.

Department Directors

- Approves, as final approval, departmental purchases up to \$10,000 provided appropriate procurement procedures were followed.
- Approves office supplies for the Maintenance Department up to \$500.
- Seeks approval from GM for ALL procurements outside the normal day-to-day functions of the District.
- Monitors projects and service contracts including review and approval of invoices to assure allowability of costs, receives necessary reports, initiates contractual progress payments, attends progress meetings, and assists Procurement Manager/DBE Officer with contract closeout.
- In absence of the AGM/CFO or General Manager, fulfills responsibilities.

Procurement Manager/DBE Officer

- Point of contact for all matters involving timely and effective purchase of goods and services.
- Receives all procurement requests to assure appropriate authority for purchase; determines purchasing method for a purchase; conducts informal pricing, solicits quotations as needed, conducts advertising and solicitation of bids or proposals when necessary or appropriate; recommends contract awards; issues all purchase orders and monitors/manages contracts.
- Reviews and processes all purchases with approval by/from the AGM/CFO or General Manager.
- Responsible for negotiation of all negotiated contracts, including competitively negotiated (RFP process) and non-competitively negotiated (sole source, contract change or amendment) contracts.
- Receives and transmits all correspondence with contractor regarding contractual matters after award, coordinates any proposed changes with contractor, obtains cost proposals, conducts cost or price analysis, obtains approvals and initiates contract changes as necessary.
- Performs contract management including review of invoices for negotiated contracts to assure allowability of costs, receives necessary contractor reports, and initiates contractual progress payments, attends progress meetings, and performs contract close-out.
- Responsible for contract documentation in accordance with regulations.
- Serves as GCTD's Procurement Manager/DBE Officer in identifying potential DBE contractors.
- Maintains and communicates to Project Managers a procurement schedule for new bids/proposals prior to expiration of contracts, develops activity schedules for major solicitations, assists departments in preparation of technical bid specifications or proposal requirements, and other advance coordination as necessary to assure full and open competition.
- Arranges disposal of surplus, obsolete, or scrap material and equipment identified by the Maintenance Department and others in accordance with state and federal regulations.
- Monitors and maintains bidder's lists.
- Receives and reviews all procurement requests, conducts informal pricing; solicits quotations, or conducts advertising and solicitation of bids or proposals; issues purchase orders.

- Helps arrange disposal of surplus, obsolete, or scrap material and equipment identified by the Inventory & Asset Management Coordinator and others in accordance with state and federal regulations.
- Notifies project managers of contract expirations no less than 120 days before scheduled to expire and provides a written evaluation of the current contractor.

Inventory & Asset Management Coordinator

- Receives procurement requests to assure appropriate authority for purchase; determines purchasing method for a purchase; conducts informal pricing, solicits quotations as needed, conducts advertising and solicitation of bids or proposals when necessary or appropriate; recommends contract awards; issues purchase orders, review invoices for payment accuracy and monitors/manages contracts.
- Collaborate with department managers to review and assist in the preparation of procurement technical specifications and scope of work to meet department needs
- Perform a variety of technical accounting and purchasing duties in the procurement of equipment, services, vehicle parts, supplies or material
- Manage surplus property through coordinating Public Surplus auctions, maintenance, or appropriate disposal
- Support Maintenance Department in asset management activities
- Perform inventory, including but not limited to equipment, parts, fuel, and prepare monthly audit, keeping accurate accounting records
- Serve as back up of Accounts Receivable function

Fleet Manager

- Approves, as final approval, departmental purchases up to \$5,000 provided appropriate procurement procedures were followed.
- Reviews inventory and identify excess and slow-moving items for disposal, making recommendations for disposal to the Director of Operations & Maintenance for approval.
- Reviews the maintenance inventory and indicates items and quantities to be ordered to maintain stock, then forwards them to Director of Operations & Maintenance to trigger reorder of stock items.
- Initiates purchase requests for stock or non-stock items to cover planned maintenance campaigns, seasonal purchases, and/or emergency/bus-down repairs.
- Processes materials receipts and forwards receiving report to Finance to initiate payment; coordinates with Director of Operations & Maintenance on open purchase orders and unidentified receipts.
- Classifies and stocks all new parts and supplies, makes regular physical stock checks, coordinates inventory purchased for other departments, and coordinates annual parts inventory
- In consultation with the Director of Operations & Maintenance, reviews inventory minimum and maximum and adjust as required to assure maximum availability consistent with minimum stock level.

Facility Manager

- Approves, as final approval, facility purchases up to \$5,000 provided appropriate procurement procedures were followed.

- Reviews facility inventory and identify excess and slow-moving items for disposal, making recommendations for disposal to the Director of Operations & Maintenance for approval.
- Reviews the facility inventory and indicates items and quantities to be ordered to maintain stock, then forwards them to Director of Operations & Maintenance to trigger reorder of stock items.
- Initiates purchase requests for stock or non-stock items to cover planned facility repairs and/or facility maintenance, and/or emergency facility repairs.
- Processes materials receipts and forwards receiving report to Finance to initiate payment; coordinates with Director of Operations & Maintenance on open purchase orders and unidentified receipts.
- Classifies and stocks all new supplies, makes regular physical stock checks, coordinates inventory purchased for other departments, coordinates annual inventory.
- In consultation with the Director of Operations & Maintenance, reviews inventory stock items.

Project Managers

- Identify needs for goods and services supporting the project's mission, approve purchase requisitions providing a complete description of goods and services desired, secure necessary upper management approvals.
- Review planned purchases including inventory and non-inventory items, contract expirations requiring rebid, local and grant-funded capital, and project total requirements during annual budget planning.
- Coordinate all large non-inventory purchases planned during a budget year with the Finance Department to ensure inclusion in and proper prioritization of annual procurement plan.
- Develop all necessary documentation, including technical specifications or scope of work requirements, for inclusion in bid documents or proposal solicitation.
- Propose evaluation criteria for RFP evaluation and participates in evaluation and selection committees as requested.
- Coordinate with the Procurement Manager/DBE Officer for payment and contract close-out as necessary upon receipt of goods or services; evaluate quality of goods or services received and provide appropriate feedback to the Procurement Manager/DBE Officer.

Maintenance Material Specialist

- Reviews inventory and identify excess and slow-moving items for disposal, making disposal recommendations to the Fleet Manager or Facility Manager for approval.
- Reviews the maintenance inventory and indicates items and quantities to be ordered to maintain stock, then forwards them to Fleet Manager or Facility Manager to trigger reorder of stock items.
- Initiates requisitions for stock or non-stock items to cover planned maintenance campaigns, seasonal purchases, and/or emergency/bus-down repairs.
- Processes materials receipts and forwards receiving report to Finance to initiate payment; coordinates with Fleet Manager or Facility Manager on open purchase orders and unidentified receipts.

- Classifies and stocks all new parts and supplies, makes regular physical stock checks, coordinates inventory purchased for other departments, and coordinates annual parts inventory.
- In consultation with the Fleet Manager or Facility Manager, reviews inventory minimum and maximum and adjust as required to assure maximum availability consistent with minimum stock level.

- **Acquisition Planning**

General

GCTD recognizes that advance procurement planning is a significant factor in providing and enabling full and open competition. Such planning for large or complex procurements will involve the efforts of all personnel responsible for the project to coordinate in planning the funding, technical specifications/scope of work, solicitation, recommendation of award, contract administration and other matters far enough in advance to assure adequate time to solicit maximum participation by prospective vendors. Generally, planning for large or complex non-inventory procurements will begin with the annual budgeting and capital planning process. However, very complex procurements may require advance procurement planning to begin before the annual budget cycle in order to properly identify a project scope and budget.

Project Managers' Responsibilities

Project Managers initiating a project are responsible for providing the Procurement Manager/DBE Officer with technical specifications and any necessary drawings for equipment or materials, a Scope of Work and suggested evaluation criteria for a service contract. The technical specifications or Scope of Work will set forth the minimum essential characteristics or standards and will not include any features unduly restricting competition. "Brand name or equal" specifications will only be used when it is impractical to provide a clear and accurate technical description of the product and will, to the extent possible, describe the relevant functional characteristics of the items to be purchased/procured.

Project Managers are responsible for furnishing the following information to the Procurement Manager/DBE Officer (if applicable to the procurement):

1. Scope of Work/Specifications
2. Independent Cost Estimate (ICE)
3. Desired delivery schedule
4. Technical evaluation criteria in order of merit
5. Special terms and conditions for contract
6. Progress reporting requirements
7. List of potential vendors (contact name, address and phone number)

Early coordination regarding project requirements with the Procurement Manager/DBE Officer will enable any required assistance to be given in developing the above information in a timely manner. The Procurement Manager/DBE Officer subsequently requires time to develop, advertise, and issue a solicitation, and the proper amount of time must also be given to evaluation and award, including Board approval, before the requirement is needed.

Federal requirements, detailed in *Part 1*, require an independent cost estimate for all purchases of materials, equipment or services provided before soliciting quotations, bids, or proposals. Project managers initiating projects are responsible for providing an independent cost estimate to the Procurement Manager/DBE Officer for the contract file prior to solicitation.

Project managers will provide assistance for presenting the project's Board Resolution to Board and seek Board's approval.

Planning Major Procurements

In order to provide for a smooth flow of major procurement work, the Procurement Manager/DBE Officer and AGM/CFO will annually convene one or more meetings with Department Heads. This is to involve them in the annual budget approval process for the purpose of advance procurement planning for the coming year. The expected result of such meeting(s) will be the agreement of responsibilities and the general timing of procurement efforts for major projects. This will ensure that consistency of procurement activity is achieved and timely solicitations are made.

Planning Routine Procurements

Quarterly, the Procurement Manager/DBE Officer will issue to Project Managers and Department Heads an advanced schedule of contract expirations and requirements for rebidding for the coming twelve-month period. This schedule will list the contract and its expiration date, the staff member responsible for specifications/scope of work, ICE and due date to be submitted to Purchasing. Planning routine procurements in such a manner enables the Procurement Manager/DBE Officer maximum opportunity to properly schedule non-routine procurement activity.

• **Methods Of Procurement**

General

The Procurement Manager/DBE Officer will work with project managers to determine the most appropriate method of procurement for their requirements. Purchases will be made by the following methods:

1. Check Request/Direct Pay Items/Credit card purchases
2. Micro-purchases
3. Small purchase procedures
4. Emergency purchases
5. Invitation for Bids (IFB)
6. Request for Proposals (RFP)
7. Non-competitive procurements
8. Request for Qualifications (RFQ)

A significant portion of GCTD purchasing activity involves purchases of materials or services under the threshold for formal advertising and bidding, generally termed small purchases. Small purchase procedures are covered in this section.

Completion of a Procurement Request Form with all necessary approvals is required prior to the commitment of GCTD funds.

The only exceptions to this rule are:

- (a) Credit Card and store account purchase within limits,
- (b) Emergency purchases coordinated through the Procurement Manager/DBE Officer, consulted with the AGM/CFO and
- (c) Direct pay items under existing contracts or with proper prior approval or authority for expenditure.

Check Request/Direct Pay Items /Credit card purchases

Certain expenses are incurred without the issuance of a Procurement Request. Such expenses are typically the following types:

- (a) Periodic vendor payments under established vendor contracts or leases
- (b) Utility and telephone bills
- (c) Licenses and permits
- (d) Organizational membership dues, conferences and registration fees, travel advances, and employee reimbursement (may be subject to prior approval)
- (e) Subscriptions to trade journals, periodicals, newspapers
- (f) Postage
- (g) Investigative expenses (background investigations)
- (h) Settlement of claims and litigation
- (i) Minor office supplies

For some of these payments GCTD will receive a bill or invoice, for others, GCTD may bear the responsibility for meeting a scheduled payment. These payments shall be made by the Finance Department pursuant to approval by the appropriate Department Head.

Micro-Purchases

FTA regulations contained in FTA Circular 4220.1G define micro-purchases as those purchases which do not exceed \$15,000. GCTD has chosen a stricter threshold of \$10,000. Purchases below this threshold may be made without obtaining competitive quotations if GCTD determines that the price is fair and reasonable and documents how this determination was derived (i.e., on-line comparable price quotes). Such purchases are exempt from Buy America requirements. There should be equitable distribution among qualified suppliers and no splitting of procurements to avoid competition. (See Part 1)

Small Purchases

FTA regulations contained in FTA Circular 4220.1G define small purchases as those relatively simple and informal methods for securing supplies, services, or property that cost more than \$15,000 but do not exceed \$250,000 in the aggregate. GCTD's has chosen a stricter threshold for small purchases; more than \$10,000 but not to exceed \$100,000. Circular 4220.1G requires that price or rate quotations will be obtained from an adequate number of qualified sources when small purchase procedures are used. (See Part 1)

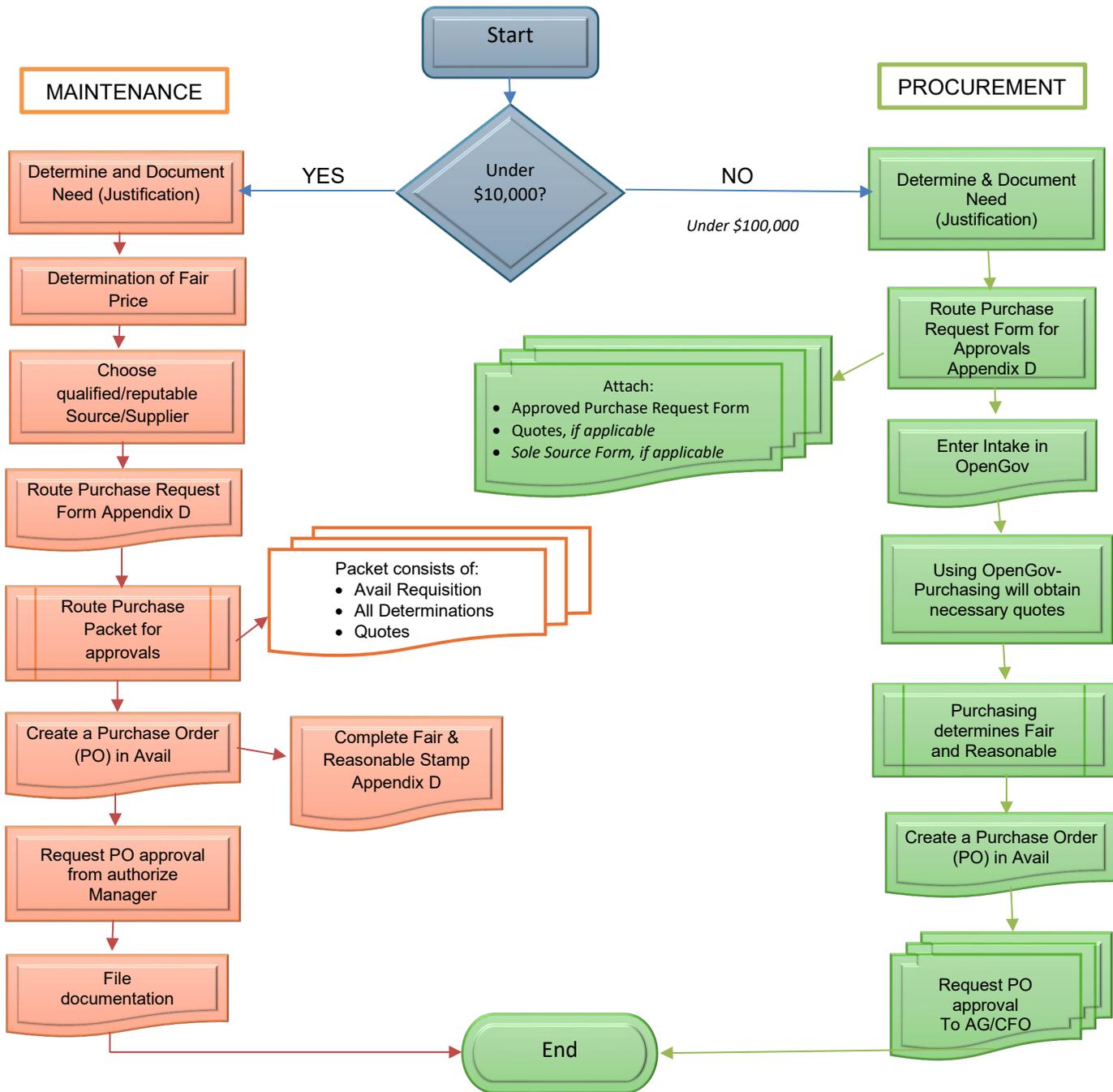
Invitation for Bids (IFB)

When GCTD purchase requirements are for an item or class of materials, to be purchased annually, exceeds \$100,000 or rental/lease payments shall exceed \$100,000 annually, or a simple service contract shall be over \$100,000, formally advertised competitive bidding is required. Sealed bids are publicly solicited, and a fixed-price (lump sum or unit price) contract is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. (See *Part 1*)

Request for Proposals (RFP)

Competitive negotiation is required for the procurement of all professional services. Competitive negotiation may be the procurement method used for goods and nonprofessional services when it is not practical for fiscally advantageous to use competitive sealed bidding. Competitive negotiation has the advantage of flexibility for describing in general terms what is being sought and the factors to be used in evaluating responses. The competitive proposal method of procurement is normally conducted with more than one source submitting an offer i.e., proposal. Either a fixed price or cost reimbursement type contract is awarded. (see *Part 1*)

**EXHIBIT 1
PURCHASING FLOWCHART (under \$100,000)**



**EXHIBIT 2
MICRO-PURCHASE CHECKLIST**

Micro-Purchases: Under \$10,000

All purchases of goods and services shall be initiated by a user department through use of a Procurement Request Form

Purchases under \$10,000 may be made without competitive quotes. However, recipients shall distribute such purchases equitably among qualified suppliers.

Construction projects over \$2,000 must go through Procurement. Davis-Bacon Act applies

CHECKLIST

<input type="checkbox"/>	Determine and document need	
<input type="checkbox"/>	Purchase from a reputable source	
<input type="checkbox"/>	Complete Procurement Request Form	
<input type="checkbox"/>	Obtain proper approval based on the dollar amount of the purchase (Procurement Request Form must have two (2) signatures; the Requestor and an Approval)	
<input type="checkbox"/>	Submit <u>signed and approved</u> Procurement Requestion to Procurement	
<input type="checkbox"/>	Once all approvals have been applied, the PO will be issued and sent to the vendor	
<input type="checkbox"/>	Requestor will receive a copy of the PO (marked "copy")	

Every purchase request must have the following approvals:

- Requestor
- Director
- AGM/CFO
- GM

No goods or services will not be processed without these approvals

**EXHIBIT 3
SMALL PURCHASE CHECKLIST**

Small Purchases: above \$10,000 and below \$100,000

All purchases of goods and services shall be initiated by a user department through use of a Procurement Request Form and Intake in OpenGov

Small Purchases are those relatively simple and informal methods for securing supplies, services or property that cost more than \$10,000 but do not exceed \$100,000.

GCTD Procurement Policy requires three (3) or more quotes.

Construction projects over \$2,000 must go through Procurement. Davis-Bacon Act applies

CHECKLIST

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | Determine and document the need | |
| <input type="checkbox"/> | Obtain at least three (3) quotes | |
| <input type="checkbox"/> | Complete Procurement Request Form | |
| <input type="checkbox"/> | Attached quotes to the Procurement Request Form | |
| <input type="checkbox"/> | Obtain proper approval based on the dollar amount of the purchase
<i>(Procurement Request must have two (2) signatures; the Requestor and an Approver)</i> | |
| <input type="checkbox"/> | Submit <u>signed and approved</u> Procurement Request Form with quotes to Procurement | |
| <input type="checkbox"/> | Once all approvals have been secured, the PO will be issued and sent to the vendor | |
| <input type="checkbox"/> | Requestor will receive a copy of the PO (marked "copy") | |

The following represent GCTD's required approval levels for procurement requisitions.

Approvals must be obtained before committing GCTD funds.

Amount	Approval Required
Up to \$10,000	Directors
<i>(Maintenance Department purchases only – \$5,000 for parts)</i>	
Up to \$50,000	AGM/CFO
Up to \$150,000	General Manager
Over \$150,000	Board of Directors

**EXHIBIT 4
PROCUREMENT REQUEST FORM**

PROCUREMENT REQUEST FORM											
If request is OVER Micro-purchase amount (\$10,000), after approvals, submit INTAKE through OpenGov -NOT REQUIRED if there is an existing BPO with vendor-											
<input type="checkbox"/> New		<input type="checkbox"/> Change Order/Modification									
<input type="checkbox"/> Exercise Option											
Proposed Vendor:											
Description of Goods/Services:											
Quantity:		Unit of Measure:									
Quoted Price: \$		Quoted Total: \$									
Scope of Work (<i>attached</i>) Quote obtained (<i>attached</i>) Modification to existing contract Reason for Change Order/Modification:											
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Grant Funded</td> <td style="width: 20%;">Grant Number:</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>Grant Name:</td> <td colspan="2"></td> </tr> </table>				Grant Funded	Grant Number:				Grant Name:		
Grant Funded	Grant Number:										
	Grant Name:										
BUDGET INFORMATION: Div: 01 GL#:											
Budget information is mandatory. No request will be accepted without this information											
E-sign Approvals: <u>Every</u> request must have the following approvals											
Requestor:		submit INTAKE in OpenGov if over \$10,000									
Director:											
AGM:											
GM:											

**EXHIBIT 5
FAIR AND REASONABLENESS**

For purchases less than \$10,000 that may be made without competitive quotes if the price is fair and reasonable. Please complete the following (a stamp is provided for Maintenance):

Fair and Reasonable Price Determination	
<i>FTA Circular 42201.G Chpt VI, Section XX GCTD Procurement Manual</i>	
I hereby determine the price to be fair and reasonable based on at least one of the following:	
<input type="checkbox"/>	Adequate competition
<input type="checkbox"/>	Existing GCTD or other contract price
<input type="checkbox"/>	Catalog or Published Price List
<input type="checkbox"/>	Past Quote/Price for Same/Similar Item
<input type="checkbox"/>	Established mkt price for comm'l item
<input type="checkbox"/>	Regulated rate (utility)
<input type="checkbox"/>	Other as explained on this form
Signature:	
Date:	
<p>Small Purchases of goods, services or property that cost more than \$10,000 but less than \$100,000 GCTD Procurement Policy requires at least three (3) or more quotes. Requestor will provided the following ICE information within OpenGov's Intake process:</p>	

**EXHIBIT 6
INDEPENDENT COST ESTIMATE**

FTA Circular 42201.G Chpt VI, Section XX GCTD Procurement Manual

I hereby estimate the price based on at least one of the following:

- I have obtained the following estimate from
- Published Price List/Past Pricing (date)
- Engineering or technical estimate
- Independent Third-Party estimate

***Please attached three (3) quotes (REQUIRED)**

____ Copy of purchase order, quote, catalogue page, price list, etc. is attached

Signature: _____

Date: _____

Purchasing Review:

Over \$2,000? Yes or No

Construction? Yes or No

Federal Funding? Yes or No

If yes to Federal Funding; need approval _____,

Procurement Manager/DBE Officer

Signature, Date

**EXHIBIT 7
FEDERAL CLAUSES**

RFP/IFB#:	Date:	
Description:	Buyer:	
*Automatic deficiency if clause is not included in contract	APPLICABLE	NOT APPLICABLE
ALL FTA THIRD-PARTY CONTRACTS AND SUBCONTRACTS		
Incorporation of Federal Transit Administration (FTA) Terms		
No Obligation by the Federal Government (<i>Third parties by use of disclaimer</i>)		
Federal Changes		
Civil Rights (EEO, Title VI & ADA)		
Access to Records		
Program Fraud and False or Fraudulent Statements or Related Acts		
Energy Conservation		
Disadvantaged Business Enterprise(DBE) Participation Goal		
Veterans Employment (<i>capital projects, to the extent practicable</i>)		
Prompt Payment and Return of Retainage		
Safe Operations of Motor Vehicles		
Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment		
THESE PROVISIONS APPLIES TO ALL AGREEMENTS THAT INVOLVE RESEARCH AND DEVELOPMENT		
Rights in Data and Copy Rights		
Patent Rights		
THESE PROVISIONS APPLIES TO ALL AGREEMENTS THAT INVOLVE A&E OR CONSTRUCTION FOR NEW BLDG OR ADDITIONS		
Seismic Safety Requirements (<i>required for third party contracts</i>)		
*Davis Bacon & Copeland Anti-Kickback Acts (<i>prime construction contracts in excess of \$2,000</i>)		
*Contract Work Hours & Safety Standards Act (<i>in excess of \$100,000 that involve the employment of Mechanics or Labors</i>)		
*Bonding (<i>for construction or facility improvement contracts or subcontracts exceeding the simplified acquisition Threshold</i>).		
*EEO (<i>all contracts that meet the definition of federally assisted construction contracts</i>).		
Copeland Anti-Kickback Act		
Special DOL Clause >\$10,000		
THIS PROVISION APPLIES TO ALL AGREEMENTS THAT INVOLVE ROLLING STOCK OR FACILITIES CONSTRUCTION/RENOVATION		
ADA Access Requirements		
THIS PROVISION APPLIES TO ALL AGREEMENTS THAT INVOLVE THE TRANSPORTATION OF PERSONS (by air) OR PROPERTY (by ocean vessels)		
Fly America		
Cargo Preference		
THIS PROVISION APPLIES TO ALL AGREEMENTS FOR PIGGYBACK PROCUREMENTS		
Assignment of Contracts		
THIS PROVISION APPLIES TO AGREEMENTS IN EXCESS OF OVER \$10,000 PER EPA DESIGNATED ITEMS		

*6002 of the Solid Waste Disposal Act		
THIS PROVISION APPLIES TO AGREEMENTS IN EXCESS OF OVER \$10,000		
*Termination for Convenience		
*Termination for Default		
THIS PROVISION APPLIES TO AGREEMENTS IN EXCESS OF OVER \$25,000		
Suspension and Debarment		
Notice to FTA/Inspector General regarding fraud, waste, abuse or other legal matters		
THIS PROVISION APPLIES TO AGREEMENTS IN EXCESS OF OVER \$100,000		
Disputes		
Lobbying		
THIS PROVISION APPLIES TO AGREEMENTS IN EXCESS OF OVER \$150,000		
*Clean Water		
*Clean Air		
Buy America		
THIS PROVISION APPLIES TO ALL AGREEMENTS IN EXCESS OF OVER \$250,000		
Administrative, Contractual or legal remedies in instances where contractors violate or breach contract terms and provide for such sanction and penalties as appropriate.		
THIS PROVISION APPLIES TO ALL AGREEMENTS IN EXCESS OF OVER \$1,000,000		
Iran Contracting Act		
REQUIRED CERTIFICATIONS, REPORTS, AND FORMS		
Bus Testing Certification and Report (<i>Procurements of buses and modified mass produced vans</i>)		
TVM Certifications (<i>Procurements of buses and modified mass produced vans</i>)		
Buy America Certifications (<i>Procurements of buses and modified mass produced vans</i>)		
Pre-Award Audit (<i>Rolling Stock Procurements >\$100,000</i>)		
Pre-Award Buy America Certifications		
Pre-Award Purchaser's Requirement Certifications (<i>Rolling Stock</i>)		
Post-Delivery Audit Rolling Stock		
Post-Delivery Buy America Certifications		
Post-Delivery Purchaser's Requirements Certifications (<i>Rolling Stock</i>)		
On-Site Inspector's (<i>Report Rolling Stock procurements for more than 10 vehicles for areas >200,000 in population 20 for areas <200,00 in populations</i>)		
Federal Motor Vehicles Safety Standers Per-award and Post-Delivery Certifications (<i>Rolling Stock</i>)		
Excluded Parties Listing System Search (<i>procurements >\$25,000</i>)		
Lobbying Certification (<i>Procurements >\$100,000</i>)		
Standard Form LLL and Quarterly Updates (<i>when Required procurements >\$100,000 where contractor engages in lobbying activities</i>)		
OTHER REQUIRED ITEMS (NON-STATE RECIPIENTS ONLY)		
Contract Administration System		
Record of Procurement History		
Protest Procedures		
Selection Procedures		
Independent Cost Estimate (I.C.E.)		

Cost/Price Analysis		
Responsibility Determination		
Justification for Noncompetitive Awards		
No excessive bonding requirements		
No exclusionary specifications		
No geographic preferences (Except for A&E Services)		
Evaluation of Options		
Exercise of Options		
NON-CONSTRUCTION ACTIVITIES		
Nonconstruction Employee Protection(<i>contract work hours and safety standards Act</i>) (<i>Applicable to all turnkey, rolling stock and operational contracts (excluding contracts for transportation services) > \$100,000</i>)		
TRANSIT OPERATIONS		
Transit Employee Protective Arrangements (<i>Transit Operators i.e. MV LNSR</i>)		
Charter Service Operations (<i>hired by specific group for specific trip -never done</i>)		
School Bus Operations (<i>operation of school bus</i>)		
Drug and Alcohol Testing (Safety Sensitive Functions)		
PLANNING, RESEARCH, DEVELOPMENT, AND DOCUMENTATION PROJECTS		
* <i>Right to Invention Made Under Contract or Agreement</i> (contracts that meet the definition of "funding Agreement" Under 37 CFR 401.2)		
NON-FTA CLAUSES		
Federal, State and Local Laws		

**EXHIBIT 8
PRE-BID OR PRE-PROPOSAL CONFERENCE CHECKLIST**

Requirement: Pre-bid or pre-proposal conferences are required for complete and/or large dollar value solicitations

Preparation:

- Reserve meeting room to handle the anticipated capacity
- If applicable, schedule Zoom/Teams meeting
- Coordinate speaking
- Extra copies of the solicitation and attachments must be available
- Have the meeting recorded and/or notes taken
- Sign in sheet

Conduct of Conference/Site Visit (Zoom/Teams):

- Note the date, time, location, and name of solicitation of meeting
- Welcome and introduce key people
- Require all participants to sign in and register including their title and company
- Explain the purpose of the meeting, how it will be conducted, how addenda will be issued; request that prior to asking a question you state your name, title and affiliation
- Solicitation serves as the agenda for the conference, review the solicitation on a page-by-page basis with emphasis on special conditions, specifications, and site conditions

After the conference:

- Review the transcript or recording to determine the need for revising the solicitation by issuing an addendum
- If an addendum is issued, ensure its appropriate dissemination in OpenGov

NOTE: The Procurement Manager/DBE Officer or Project Manager should:

- *Control the conference /site visit*
- *Consider all vendor comments*
- *Encourage participation*
- *Repeat all questions and answers*

DO NOT:

- *Express Opinions*
- *Tell vendors how to do their job*
- *Discuss pros/cons of vendor questions*
- *Take a vote of vendors on a question relative to the solicitation*
- *Argue with vendors*

EXHIBIT 9



GCTD PROCESS TO ANALYZE POTENTIAL ORGANIZATIONAL CONFLICTS OF INTEREST

Organizational conflicts of interest occur when GCTD contracts with a party and one or more of the following circumstances exist:

- a. *Lack of Impartiality or Impaired Objectivity.* When the contractor is unable, or potentially unable, to provide impartial and objective assistance or advice to GCTD due to other activities, relationships, contracts, or circumstances.
- b. *Unequal Access to Information.* The contractor has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
- c. *Biased Ground Rules.* During the conduct of an earlier procurement, the contractor has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.

The existence of such conflicts is prohibited in GCTD procurements, and their potential must be eliminated prior to contract award. To prevent organizational conflicts of interest, the following action will be taken for each procurement:

- Each person involved in the procurement process, including those generating requirements for purchase and buying personnel, shall be made aware of the above definition of organizational conflicts of interest.
- Those people shall apply that awareness to the circumstances of each procurement in which they are involved and assess the specifications or scope of work requirements in light of known or possible factors which might result in a prohibited conflict. If applicable, possible conflicts may be discussed in group meetings such as weekly team meetings.
- If a potential conflict is identified, but the assigned buyer has not been made aware of it, the person with knowledge of the potential shall notify the buyer.
- When made aware of the potential conflict, the buyer shall take action such as the following to eliminate the conflict prior to contract award:
 - Remove the contractor with the conflict from the bidding process and possible contract award.
 - Include a contract provision requiring agreement by the contractor to not be involved in any conflict or with a specific potential conflict that has been identified.
 - For A&E contracts require that the contractor not participate in the resulting construction contract or have a relationship with the construction contractor



Item #8

DATE April 1, 2026
TO GCTD Board of Directors
FROM Austin Novstrup, Planning Manager
SUBJECT **Consider Approval of GCTD FY27 Fixed Route Service Plan**

SUMMARY

GCTD establishes service levels annually through the adoption of the annual budget. The FY27 Service Plan will guide budget development for fixed route services. The process of developing the service plan includes reviewing passenger and operator feedback, long term plans, analyzing route performance, assessing available resources including operating funds, vehicles, and labor.

The recommendation for the FY27 service plan is primarily guided by the Year 2 recommendations of GCTD's "Your Vision, Our Mission" Short Range Transit Plan (SRTP). These recommendations include realigning routes 1 and 10, modifying schedules for routes 1, 6, 10, 11 and 16 to improve reliability, frequency, and connectivity between routes, establishing a basis for future schedule coordination throughout the fixed route system. As these proposed changes are extensive, GCTD staff conducted an outreach campaign to notify and solicit feedback from passengers and the community. The changes were branded as 'More GO 2026' for the outreach campaign. This report includes a summary of these efforts and the comments staff received are included in attachment A – More Go Comment Log.

Implementation of the FY27 Annual Service Plan will result in a negligible change in operating hours. Should the Board not approve the recommended action, service would remain at current levels and routes would continue to operate in their existing alignments while staff evaluate revisions to the SRTP recommendations.

BACKGROUND

Short Range Transit Plan

GCTD's SRTP, adopted in late 2024, serves as a 5-to-10-year work plan to improve transit service quality and effectiveness throughout the district. The recommendations for improvements to GCTD's fixed route system, implementation of a Transit Opportunity Corridor and improvements to GCTD's marketing and outreach programs were organized into annual phases. Implementation of the recommendations improve access to higher frequency, more direct, and convenient transit services. These recommendations are based on a comprehensive analysis of GCTD's existing services

GOLD COAST TRANSIT DISTRICT

April 1, 2026

Item 8: Consider Approval of FY 27 Annual Service Plan to be included in the FY 27 Budget

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and service area, industry benchmarking through a peer agency review, customer experience review and community surveys. The community and community stakeholders were presented with these draft route recommendations and were invited to provide feedback that was incorporated into the final report.

PROPOSAL

FY27 Annual Service Plan

July 2025 marked the beginning of the Year 1 of the SRTP Implementation Plan. There were no changes recommended to routing or schedules in this first year to allow staff to prepare for implementation of Year 2 recommendations. The annual service plan outlines fixed route services provided in two periods. The first period begins July 18th, 2026, and the beginning of the second period begins January 3rd, 2027, and ends July 17th, 2027. For the FY27 Service plan these changes would be implemented in period 1. Changes in period 2 would be limited to minor schedule adjustments to avoid disrupting passenger travel patterns in the middle of the academic year. These changes are summarized below. Additional information about the changes can be found in Attachment B – SRTP Year 2 Recommendations and Attachment C – More Go Frequently Asked Questions.

Route 1

The new alignment will combine the 1A and 1B route into a single route, combining the current bi-directional loop alignment in South Oxnard and Port Hueneme with bi-directional alignment on J Street between Bard and Hueneme Road. Route 1 will no longer serve portions of Saviers and Pleasant Valley Road in South Oxnard or areas east of Ventura Road in Port Hueneme. These areas will continue to be served by Route 23. This will result in an increase in frequency from 40 minutes to 20 minutes through South Oxnard and Port Hueneme. Additionally, these changes will improve connections with Route 6 at Oxnard Transit Center (OTC).

Route 6

The Route 6 alignment will not change but the schedule will be modified to provide consistent 20-minute frequency throughout the operating day and later into the evening. Route 6 will have timed connections with route 1 at OTC.

Route 10

Route 10 will no longer serve the Saticoy neighborhood south of Highway 126. Route 11 will continue to serve the Saticoy area along Wells Road. Route 10 will have timed connections with Route 11 at the Wells Center.

Route 11

The Route 11 alignment will not change but stops will be added along Wells Road in Saticoy. The Route 11 will have timed connections with Route 10 at Wells Center.

Route 16

As a result to the changes to the Route 10 and 11, the Route 16 schedule will change to improve connections at the Ventura Transit Center.

April 1, 2026

Item 8: Consider Approval of FY 27 Annual Service Plan to be included in the FY 27 Budget

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Bus Stops

Implementation of this plan requires modifications to bus stop infrastructure. GCTD staff have been coordinating with city partners in affected areas to support the removal and installation of bus stops. In total this plan identifies 11 new bus stop locations and results in the removal of 26 bus stops. As the plan shifts transit operations off neighborhood streets and reduces the overall number of bus stops, this will reduce road wear, reducing road maintenance costs. By reducing the number of bus stops in the network, GCTD and its member agencies can focus resources on improving the quality, amenities, and maintenance of the remaining stops.

MORE GO OUTREACH CAMPAIGN

This outreach campaign marked the beginning of a multi-year effort to implement the SRTP recommendations. The campaign was designed to be localized to affected communities, transparent, and focused on ensuring riders are well-informed and prepared for the proposed routing and schedule changes. This campaign used a direct community engagement approach presenting and distributing information about the changes at community meetings, special events, and pop-up table events.

The More GO campaign promotional and informational materials were prepared and shared in bilingual formats. Meetings were conducted in both English and Spanish, and all materials were provided bilingually. Meetings and events were promoted through onboard rider alerts and public service announcements, as well as on social media and through the GCTD newsletter. Staff also developed a More GO 2026 webpage on the GCTD website (gctd.org/morego2026), featuring detailed information about the proposed changes, interactive maps, informational videos, and responses to frequently asked questions.

Community meetings were held at accessible public hubs including South Oxnard Library, Port Hueneme City Hall, and the Jose R. Flores Saticoy Community Center. These meetings allowed staff to present to groups and engage in 1-on-1 Q&A regarding specific route adjustments. Similarly, Pop-up Tabling Events provided the opportunity to speak with riders and community members at high traffic events and locations in impacted communities. These included the C Street Transfer Center, Saticoy Farmers Market and the Splash Dash Health and Wellness Fair in Port Hueneme. Additionally, Staff has also been participating in the development of the City of Oxnard's 'South Oxnard Connect', which will update specific plans incorporating transit-oriented development principles in the area of the South Winds and Pleasant Valley Village neighborhoods. This project has provided additional meeting opportunities to share information about these proposed changes.

PUBLIC COMMENTS

Feedback from community meetings was mixed. Some participants expressed appreciation for the proposed improvements, noting that the changes would enhance their ability to travel through the community. Others raised concerns about increased walking distances to access service.

April 1, 2026

Item 8: Consider Approval of FY 27 Annual Service Plan to be included in the FY 27 Budget

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The most well-attended meeting, held at Port Hueneme City Hall, highlighted the tradeoffs associated with designing a transit system that prioritizes more frequent and reliable service. Specific concerns were raised regarding reduced proximity to Route 1 for individuals near the intersection of Pleasant Valley Road and Ventura Road, as well as potential challenges for seniors living at the Mar Vista Apartments on Scott Street, whose nearest bus stop would be relocated to Ventura Road.

All comments received during the outreach process were documented compiled by staff and are included in Attachment 1 – More Go Outreach Log.

CONCLUSION

Staff acknowledge that feedback received through the More GO outreach campaign does not reflect unanimous support for the implementation of the SRTP recommendations. For some passengers, these changes will alter how they are served by transit; however, service will continue to be available.

As part of this process, the District must balance competing priorities, including coverage, frequency, and reliability. With limited operating resources, it is not feasible to maximize all three simultaneously. The proposed service plan reflects a strategic shift toward improving frequency and reliability, identified as top priorities through community input and as the most requested improvements during the SRTP public survey phase, to better serve the greatest number of riders.

Staff are confident that implementation of the FY27 Annual Service Plan will result in greater access to more frequent, reliable, and higher-quality transit service for the majority of the District's residents.

RECOMMENDATION

It is recommended that the board approve the FY27 Annual Fixed Route Service Plan as the basis for modeling operational costs for the FY27 Budget.

GENERAL MANAGER'S CONCURRENCE



Vanessa Rauschenberger
General Manager

Attachment A: More Go Comment Log

Attachment B: SRTP Year 2 Recommendations

Attachment C: More Go FAQ

Attachment D: Public Information Materials

MORE GO COMMENT LOG

Date	Source	Comment
2/24/2026	Saticoy Community Meeting	I am concerned about the stop closure on Surfside, I use that bus stop.
2/24/2026	Saticoy Community Meeting	A lot of kids ride the bus it would be a long walk out to Wells for them.
2/26/2026	South Oxnard Connect Community Meeting	I am so happy to see the route going down J Street. Perkins is really busy especially around school times.
2/26/2026	South Oxnard Connect Community Meeting	GCTD needs more east west routes in Oxnard.
2/26/2026	South Oxnard Connect Community Meeting	We need more benches and shelters at the bus stop in South Oxnard.
2/26/2026	TrackIt	[Michelle Bowman]. I am a bus rider on the 1 I am looking at your map. I live near Pleasant Valley and Savior. It looks like to get to the Port Hueneme Beach, I would have to walk all the way to J Street if I did not get the 23 or walk to Bard. That is going to be very terrible in the rain. It is going to be very terrible for handicapped people. Women with young children was strollers. This appears to be ignoring the whole neighborhood near Pleasant Valley by chopping them off. It looks like we are reducing service for a lot of people for the sake of efficiency.
3/1/2026	Saticoy Farmers Market	It's mostly seniors that live in the neighborhood. I don't use but I do see people using it it will be hard for them to get out to stops on Wells.
3/1/2026	Saticoy Farmers Market	I'm using GO Access right now. If I couldn't use GO Access it would be hard to walk out to Wells Road.
3/1/2026	Saticoy Farmers Market	I use the stop at Nardo in Saticoy and ride with my family. The extra walk will take some getting used to, but if it makes the trip faster then that's better
3/5/2026	South Oxnard Public Library	I use the Route 1 to go to Centerpoint Mall and the OTC. I get on at the Saviers and Bard and also travel to Ventura, so the Route 1 and Route 6 connections will be good for me.
3/9/2026	TrackIt	Regarding route 10 /11. As Saticoy will not be serviced by the 10, are you going to provide a covered bench at Wells Rd and Telephone Rd? Please do that.
3/11/2026	Port Hueneme City Hall	I would be ok with this if it kept at least some bus stops for route 1 near me (Pleasant Valley & Ventura). The route 1 gets me where I want to go. I don't want to have to use the 23 and make transfers.
3/11/2026	Port Hueneme City Hall	Is there a way to keep the route 1 on Ventura Road. Maybe shift the route 23 on to J Street and have the Route 1 service Bard and Ventura Road.
3/11/2026	Port Hueneme City Hall	Thank you for keeping my stop on the route 10. I really like the connections between the route 10 and 11.
3/11/2026	Port Hueneme City Hall	<p>We are residents of Mar Vista Apartments at 157 E. Scott Street, Port Hueneme. The residents here are mostly senior citizens and rely on convenient bus service. We ask that you leave the bus stops in front of our building in place.</p> <p>Somo residentes de los Apartamentos Mar Vista, ubicados en 157 E. Scott Street, Port Hueneme. La mayoría de los residentes son personas mayores y dependen del comodo servicio de autobus. Les pedimos que por favor dejen las paradass de autobus frente a nuestro edificio.</p> <p>(27 signatures on the formal petition)</p>

3/11/2026	Port Hueneme City Hall	Muchas Gracias Melchor Romero for always doing a great job for Gold Coast Transit. I appreciate that you care for the community and the disability community as well. I feel happy and safe when I am on board your bus. Keep up the great job for Gold Coast Transit. The community is happy for you! Your sincere rider, Jose Hernandez.
3/11/2026	Port Hueneme City Hall	Please keep my Route 10 to Saticoy and my bus stop on Hoover Avenue. My dentist is in Saticoy. Thank you.
3/11/2026	Port Hueneme City Hall	Celia Moreno - "Do not remove the stop on Ventura & Pleasant Valley. Seniors live there.
3/11/2026	Port Hueneme City Hall	Celia Moreno - "Please add bus shelter or seating at Channel Islands & Ventura Road. It doesn't have bus shelter, there is trash, and there is broken signage. Ventura is cleaner than Port Hueneme."
3/11/2026	Port Hueneme City Hall	George Shoup - "Instead of going all the way down J Street, could you have the Route 1 turn right on Scott St from Ventura Rd, then turn left onto Market, and left on Seaview back to Ventura Road? We can still have our bus service then."
3/11/2026	Port Hueneme City Hall	The passenger is concerned about the rainy/summer season and having to walk further to catch the Route 1. She mentioned the streets flood and it will be hard to navigate to the stops.
3/11/2026	Port Hueneme City Hall	I am concerned about overcrowding on the buses now that the Route 1A and 1B will be combined - will there be more buses on the route 1?
3/11/2026	Port Hueneme City Hall	It would make more sense to go on Ventura road than on J street. J Street is mostly just residential with very little business and commercial areas. Why not have the route come down J Street and the go straight up Ventura Road and back on Bard?
3/12/2026	C Street Transfer Center Tabling	Why fix something that's not broken?
3/12/2026	C Street Transfer Center Tabling	I haven't used the route 23, I guess will have to see how this works.
3/12/2026	C Street Transfer Center Tabling	I use the route 1 and the 6 ride up to downtown Ventura. This looks like it will be faster.
3/12/2026	C Street Transfer Center Tabling	We need more routes & you should also hire more workers. I really need a job.
3/12/2026	C Street Transfer Center Tabling	I live near the Seaside loop near the beach and take the bus to the CTC and transfer to the 7 to go to the college. I also transfer at the OTC to the 6 to go to Ventura
3/12/2026	C Street Transfer Center Tabling	I live in Colonia and visit a friend who lives on Pleasant Valley. I use the Route 2 and connect to the 1 and get off at Perkins, so I'll have to walk a little farther
3/13/2026	OUHSD Senior Career Expo (OPAC)	I will be impacted by taking away 1B stop at Bard and Ventura Road, he started taking bus recently.
3/13/2026	OUHSD Senior Career Expo (OPAC)	Thank you for sharing the service changes that will take place in July. I know Route 1 will impact our Port Hueneme school site (Vista Real Charter School). I like the consistency and time changes for the route. I'll be sure to share this information with our school counselors.
3/21/2026	Splash Dash - Health & Wellness Fair	I ride the bus all time. I think this is going to be really good.
3/21/2026	Splash Dash - Health & Wellness Fair	I live right here in the Surfside Loop. I don't ride much but I'd like to. We definitely want to see more transit.
3/21/2026	Splash Dash - Health & Wellness Fair	This should be ok. This will still works for me.
3/21/2026	Splash Dash - Health & Wellness Fair	All schedules should be daily its less confusing that way. Service spans should be longer some routes don't run early enough especially on the weekend.
3/21/2026	Splash Dash - Health & Wellness Fair	Just to be sure, we're not losing service to Surfside? We're just removing a stop on one side of the loop?
3/21/2026	Splash Dash - Health & Wellness Fair	A bus every twenty minutes to the beach sounds nice.
3/21/2026	Splash Dash - Health & Wellness Fair	Going down J Street looks easier than taking these loops.
3/21/2026	Splash Dash - Health & Wellness Fair	Was there that much ridership going to the Navy Base?

Service Changes

- **Route 1:** Revise alignment and schedule
- **Route 6:** Revise schedule
- **Route 10:** Revise alignment and schedule
- **Route 11:** Revise schedule

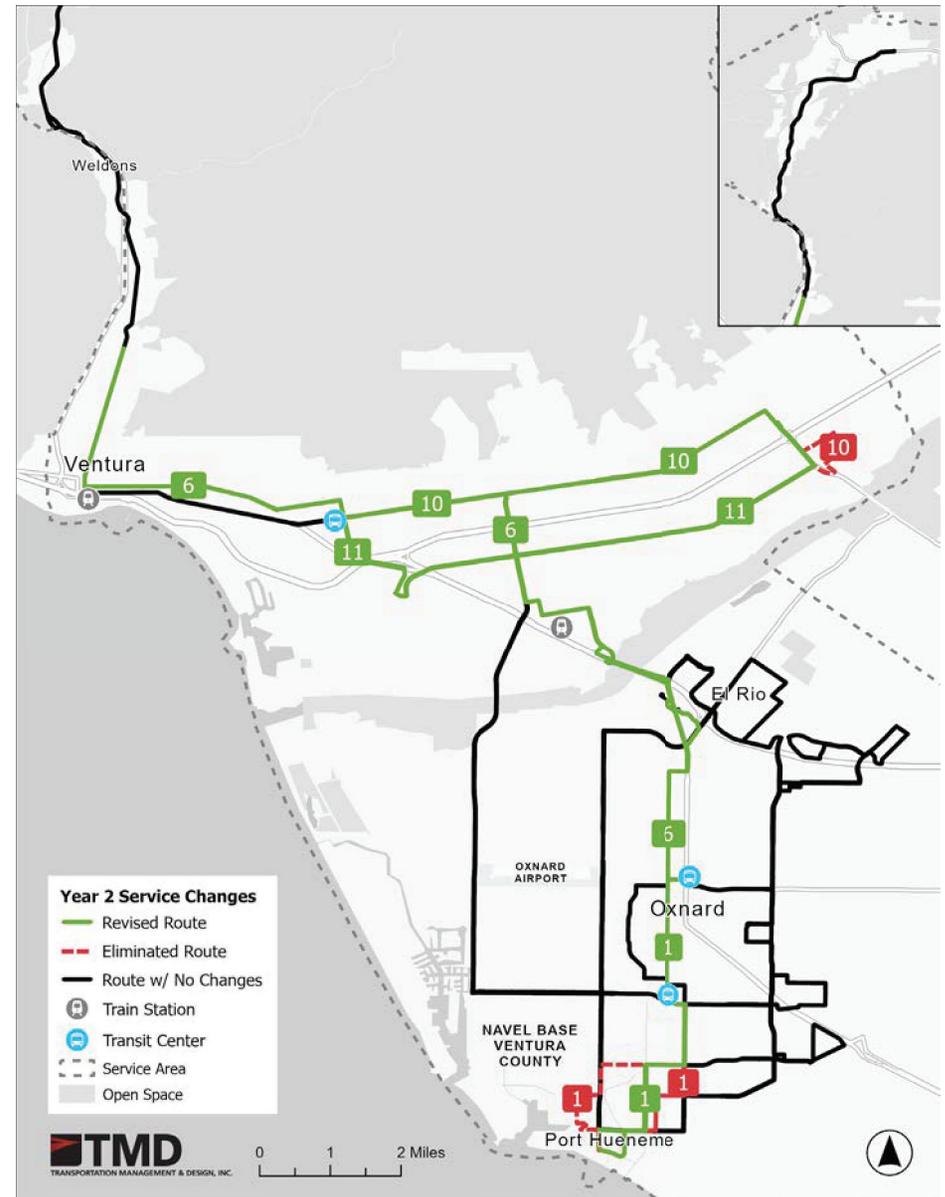
Marketing and Outreach

- Implement website upgrades
- Develop and launch one-seat ride and safety campaigns
- Promote Year 2 route changes
- Plan and design comprehensive transit center and bus shelter display signage
- Enhance digital marketing efforts

Capital and Technology

- Improve bus stops for Year 3 service changes
- Purchase fixed-route CNG replacement buses
- Purchase demand-response CNG / gas replacement vehicles
- Purchase demand-response ZEB expansion vehicles
- Pre-construction of solar / energy storage (Year 1)
- Hydrogen fuel station upgrade (Year 2)
- Bus technology replacements / upgrades

Figure 13: Year 2 Service Changes



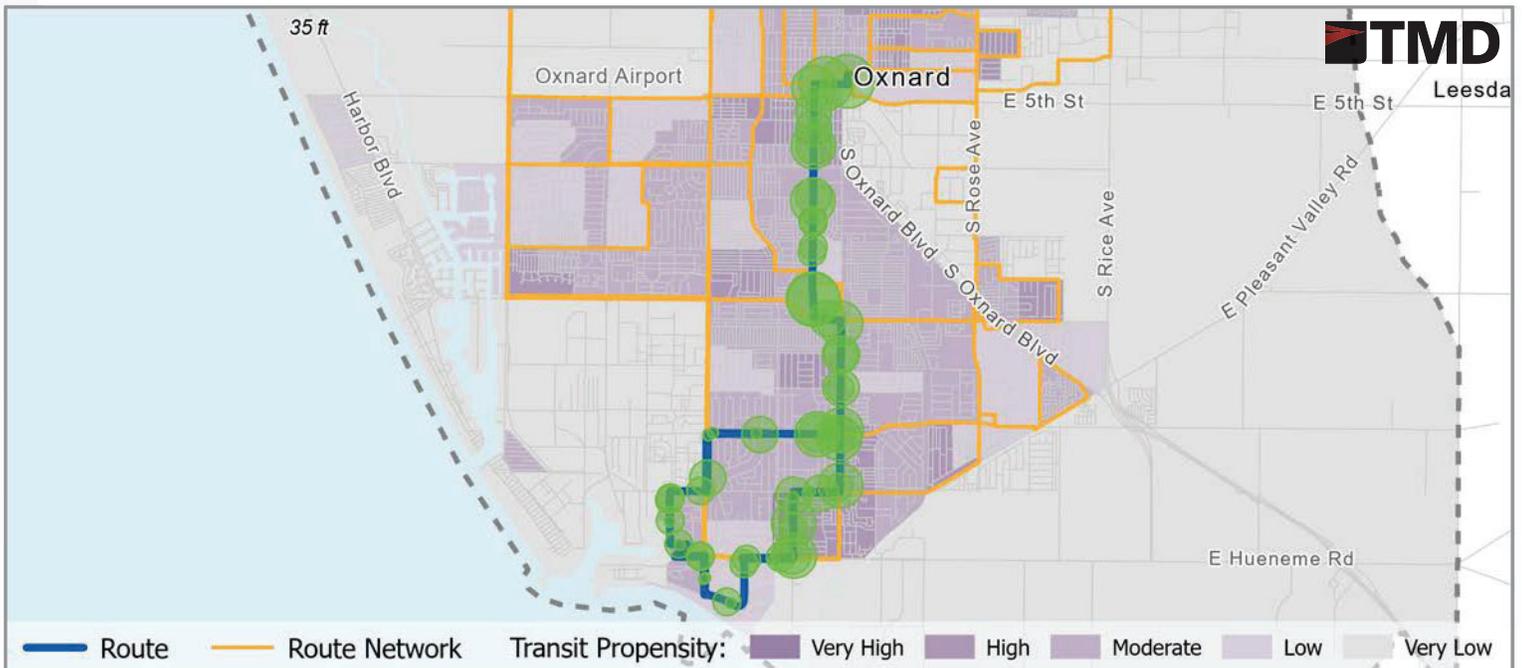
Route 1

Port Hueneme - Oxnard Transit Center



Route Performance:	Weekday	Saturday	Sunday
Peak Frequency (min.) <small>The average time, in minutes, between buses</small>	17	20	20
Hours of Operation <small>The hours the bus is in service</small>	4:45 AM to 9:24 PM	6:05 AM to 9:17 PM	6:30 AM to 9:17 PM
Daily Passenger Boardings <small>The average number of daily boardings</small>	1,320 <small>2 System Rank</small>	859 <small>2 System Rank</small>	846 <small>2 System Rank</small>
Productivity (Boardings per Revenue Hour) <small>The number of boardings divided by the number of revenue hours the bus is in operation</small>	21.4 <small>2 System Average</small>	15.8 <small>3 System Average</small>	15.5 <small>3 System Average</small>
Cost Per Passenger <small>The total cost to operate the route per day, divided by average daily boardings</small>	\$4.69 <small>\$6.07 System Average</small>	\$6.38 <small>\$7.91 System Average</small>	\$6.48 <small>\$8.32 System Average</small>
Fare Box Recovery <small>Passenger revenue divided by the operating costs</small>	20% <small>17% System Average</small>	15% <small>13% System Average</small>	14% <small>12% System Average</small>
On-Time Performance <small>The percentage of trips that arrive on time (no more than 1 minute early or 5 minutes late)</small>	88.0%	86.4%	85.8%

Weekday Passenger Boardings Ridership: ● 0 - 5 ● 5 - 10 ● 10 - 25 ● 25 - 100 ● > 100



Route 1

Port Hueneme - Oxnard Transit Center

Alignment and Schedule

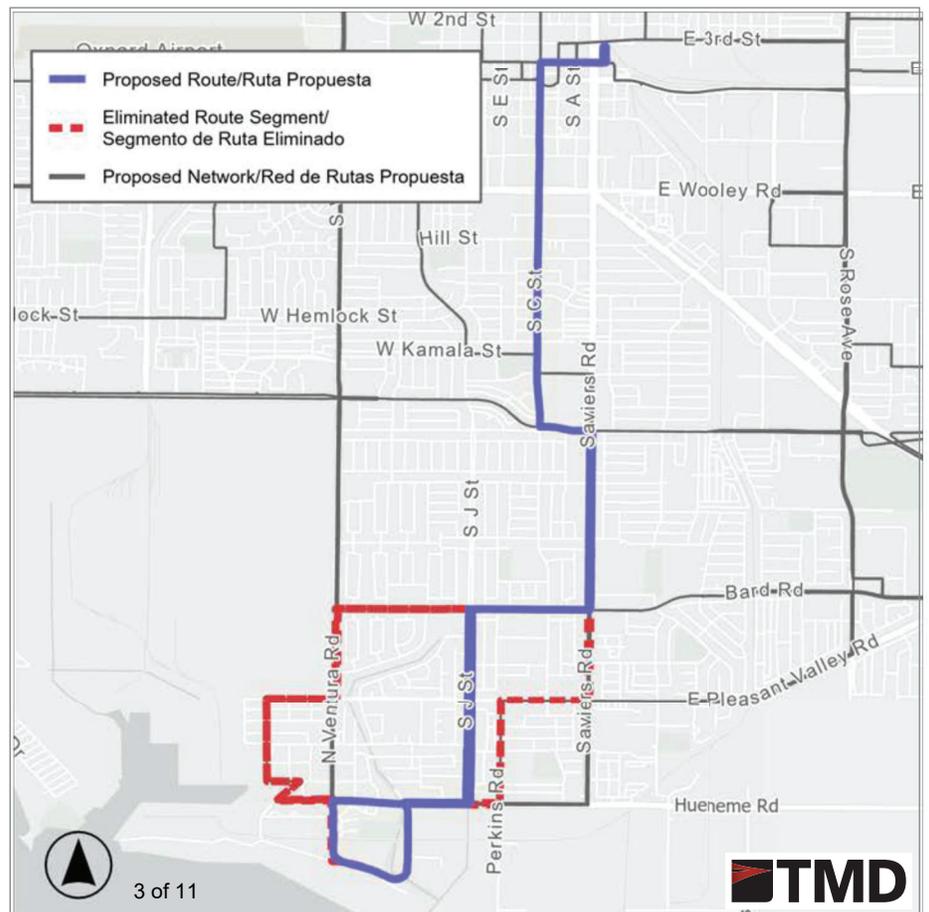
Proposed changes

- Simplify into one route and change routing on south end to serve J St
- Provide 20 min weekday service on entire route with 30-minute service before 7:00am and after 8:00pm
- Provide 20 min weekend service with 30 min service before 8:00am on weekends and after 7:00pm
- Service to Ponoma Street discontinued, but walking distance to Route 23 on Ventura Road.
- Extend evening service to 10:00pm

		CURRENT				PROPOSED			
Service Days	Daily Boardings	Frequency (minutes)			Service Hours	Frequency (minutes)			Service Hours
		Peak	Midday	Evening		Peak	Midday	Evening	
Weekday	1,320	20	20	20/40	4:45 AM to 9:24 PM	20	20	40	5:00 AM to 10:00 PM
Saturday	859	20	20	20/40	6:05 AM to 9:17 PM	20	20	20	6:00 AM to 10:00 PM
Sunday	846	20	20	20/40	6:30 AM to 9:17 PM	20	20	20	6:00 AM to 10:00 PM

Benefits

- Routing easier to understand
- Reduce service duplication
- Improve service speed
- Time transfers with Route 6 at Oxnard Transit Center
- Improve evening frequency and hours

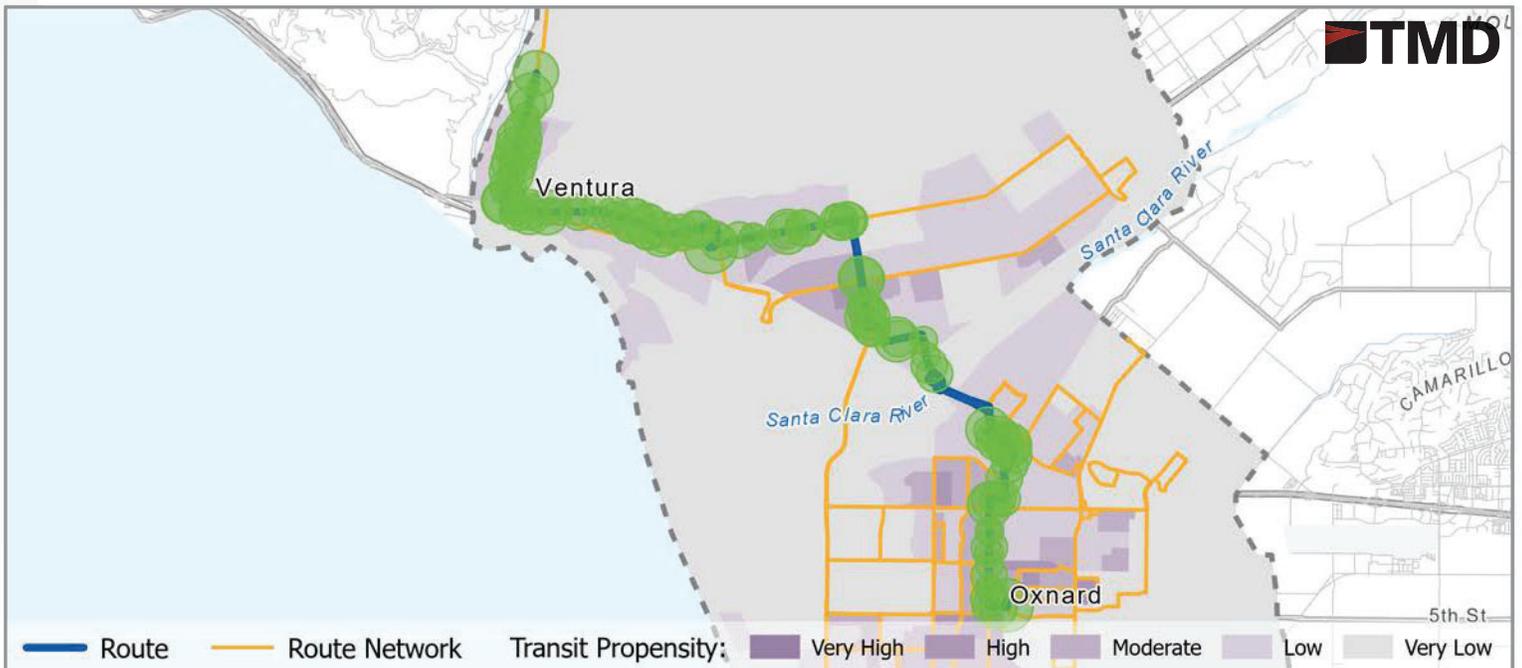


Route 6

Oxnard - Ventura - Main St



Route Performance:	Weekday	Saturday	Sunday
Peak Frequency (min.) <small>The average time, in minutes, between buses</small>	20	30	30
Hours of Operation <small>The hours the bus is in service</small>	4:50 AM to 9:00 PM	5:15 AM to 8:50 PM	5:15 AM to 8:50 PM
Daily Passenger Boardings <small>The average number of daily boardings</small>	2,346 <small>1 System Rank</small>	1,407 <small>1 System Rank</small>	1,335 <small>1 System Rank</small>
Productivity (Boardings per Revenue Hour) <small>The number of boardings divided by the number of revenue hours the bus is in operation</small>	20.3 <small>3 System Average</small>	16.6 <small>2 System Average</small>	15.8 <small>1 System Average</small>
Cost Per Passenger <small>The total cost to operate the route per day, divided by average daily boardings</small>	\$4.95 <small>\$6.07 System Average</small>	\$6.06 <small>\$7.91 System Average</small>	\$6.38 <small>\$8.32 System Average</small>
Fare Box Recovery <small>Passenger revenue divided by the operating costs</small>	21% <small>17% System Average</small>	17% <small>13% System Average</small>	16% <small>12% System Average</small>
On-Time Performance <small>The percentage of trips that arrive on time (no more than 1 minute early or 5 minutes late)</small>	89.9%	90.0%	89.6%



Route 6

Oxnard - Ventura - Main St

Schedule

Proposed changes

- Provide 20-minute all day service on entire route with 40-minute service before 7:00am and after 7:00pm on all days
- No routing changes
- Extend service to 10:00pm on all days

		CURRENT				PROPOSED				
Service Days	Daily Boardings	Frequency (minutes)			Service Hours	Frequency (minutes)			Service Hours	
		Peak	Midday	Evening		Peak	Midday	Evening		
Weekday	2,346	30	20	35	4:50 AM to 9:00 PM	20	20	40	5:00 AM to 10:00 PM	
Saturday	1,407	30	30	30	5:15 AM to 8:50 PM	30	30	40	6:00 AM to 10:00 PM	
Sunday	1,335	30	30	30	5:15 AM to 8:50 PM	30	30	40	6:00 AM to 10:00 PM	

Benefits

- Improve weekday peak frequency
- Improve weekend evening frequency
- Time transfers with Route 1 at Oxnard Transit Center
- Later weekday evening service to Ventura College



Route 10

Pacific View Mall - Telegraph - Saticoy

Route Performance:	Weekday	Saturday	Sunday
Peak Frequency (min.) <small>The average time, in minutes, between buses</small>	60	60	60
Hours of Operation <small>The hours the bus is in service</small>	6:05 AM to 8:58 PM	6:05 AM to 8:58 PM	6:05 AM to 8:58 PM
Daily Passenger Boardings <small>The average number of daily boardings</small>	264 11 System Rank	116 13 System Rank	130 13 System Rank
Productivity (Boardings per Revenue Hour) <small>The number of boardings divided by the number of revenue hours the bus is in operation</small>	14 10 System Average	6.2 13 System Average	6.9 13 System Average
Cost Per Passenger <small>The total cost to operate the route per day, divided by average daily boardings</small>	\$7.19 \$6.07 System Average	\$16.36 \$7.91 System Average	\$14.60 \$8.32 System Average
Fare Box Recovery <small>Passenger revenue divided by the operating costs</small>	16% 17% System Average	7% 13% System Average	8% 12% System Average
On-Time Performance <small>The percentage of trips that arrive on time (no more than 1 minute early or 5 minutes late)</small>	89.8%	85.0%	83.2%



Route 10

Pacific View Mall - Telegraph - Saticoy

Alignment

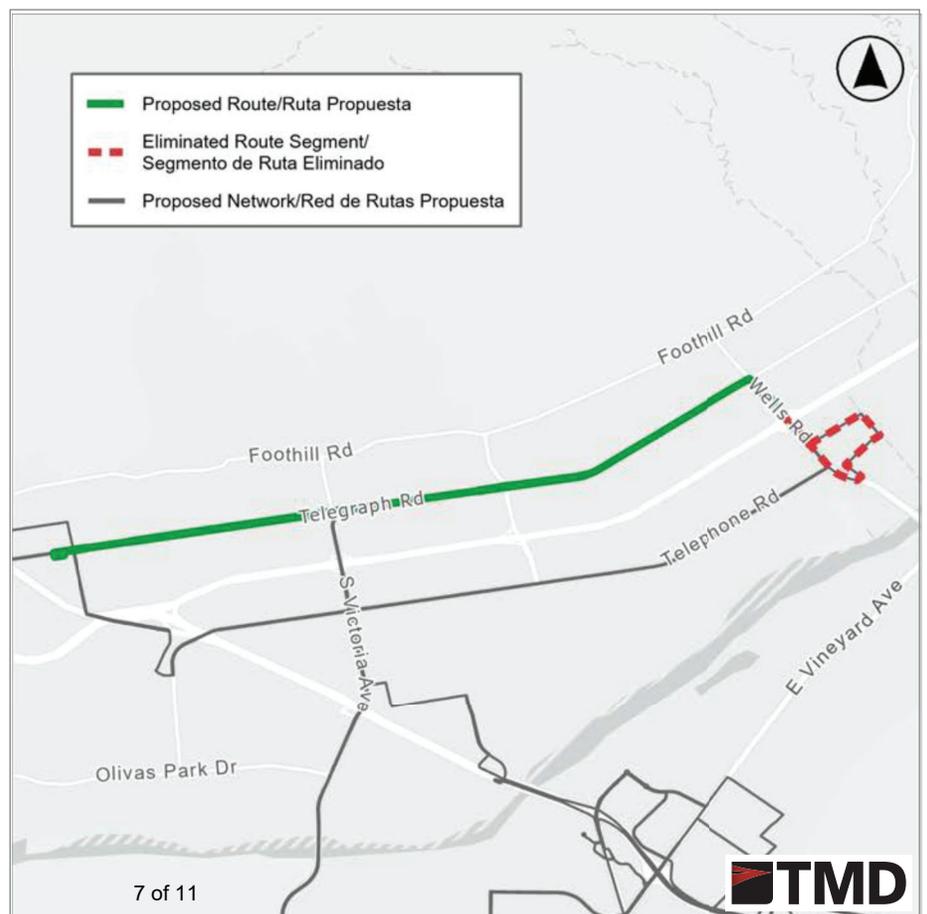
Proposed changes

- Eliminate portion of Route 10 serving Saticoy neighborhood
- Add Route 18 school tripper route to connect Saticoy neighborhood to Buena High School
- Service to Saticoy will continue to be provided by Route 11
- Reduce weekend evening hours to 8:00pm

		CURRENT				PROPOSED				
Service Days	Daily Boardings	Frequency (minutes)			Service Hours	Frequency (minutes)			Service Hours	
		Peak	Midday	Evening		Peak	Midday	Evening		
Weekday	264	60	60	60	6:05 AM to 8:58 PM	60	60	60	6:00 AM to 9:00 PM	
Saturday	116	60	60	60	6:05 AM to 8:58 PM	60	60	60	6:00 AM to 9:00 PM	
Sunday	130	60	60	60	6:05 AM to 8:58 PM	60	60	60	6:00 AM to 9:00 PM	

Benefits

- More efficient scheduling
- Time transfers with Route 11



Route 11

Pacific View Mall - Telephone - Wells

Route Performance:	Weekday	Saturday	Sunday
Peak Frequency (min.) <small>The average time, in minutes, between buses</small>	30	60	60
Hours of Operation <small>The hours the bus is in service</small>	6:00 AM to 8:40 PM	6:00 AM to 8:05 PM	6:00 AM to 8:05 PM
Daily Passenger Boardings <small>The average number of daily boardings</small>	631 6 System Rank	400 5 System Rank	328 6 System Rank
Productivity (Boardings per Revenue Hour) <small>The number of boardings divided by the number of revenue hours the bus is in operation</small>	15.7 6 System Average	19.1 1 System Average	15.7 2 System Average
Cost Per Passenger <small>The total cost to operate the route per day, divided by average daily boardings</small>	\$6.40 \$6.07 System Average	\$5.27 \$7.91 System Average	\$6.43 \$8.32 System Average
Fare Box Recovery <small>Passenger revenue divided by the operating costs</small>	16% 17% System Average	19% 13% System Average	15% 12% System Average
On-Time Performance <small>The percentage of trips that arrive on time (no more than 1 minute early or 5 minutes late)</small>	80.4%	79.5%	80.0%

Weekday Passenger Boardings Ridership: ● 0 - 5 ● 5 - 10 ● 10 - 25 ● 25 - 100 ● > 100



Route 11

Pacific View Mall - Telephone - Wells

Schedule

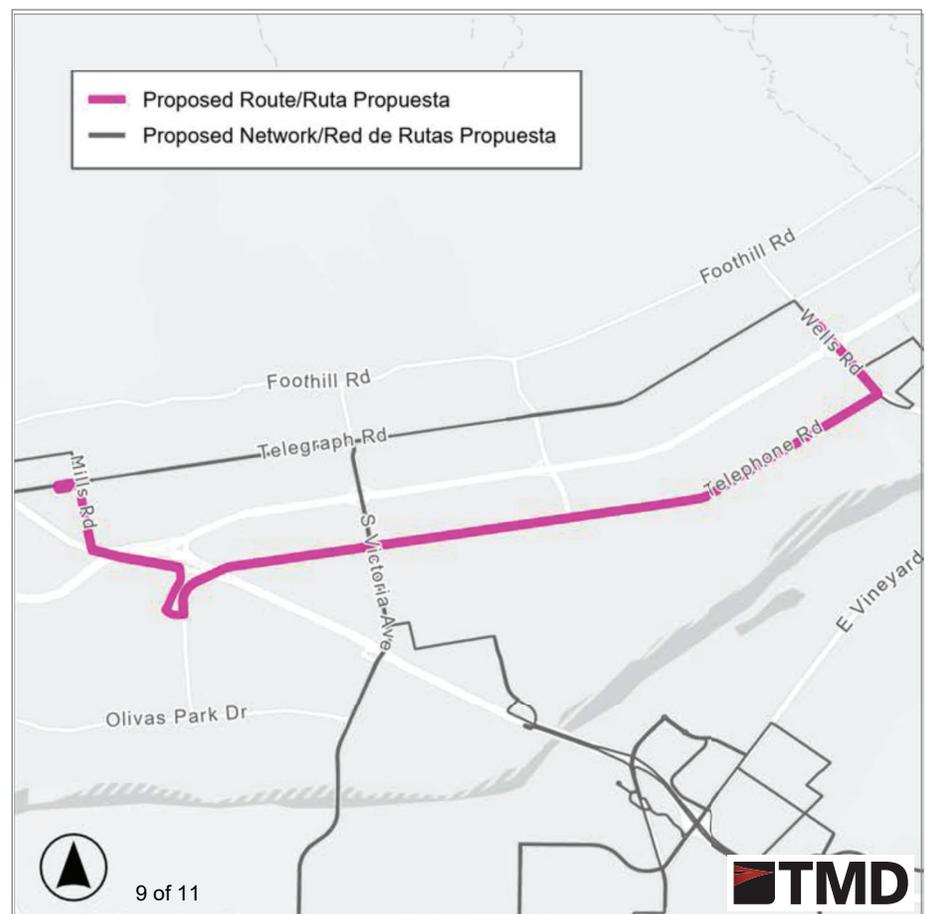
Proposed changes

- Improve weekend frequency to 30 min on weekdays between 7:00am and 7:00pm and 40 min on weekends
- No routing changes

		CURRENT				PROPOSED				
Service Days	Daily Boardings	Frequency (minutes)			Service Hours	Frequency (minutes)			Service Hours	
		Peak	Midday	Evening		Peak	Midday	Evening		
Weekday	631	30	30	30	6:00 AM to 8:40 PM	30	30	30/40	6:00 AM to 9:00 PM	
Saturday	400	45	45	45	6:00 AM to 8:05 PM	40	40	40	6:00 AM to 8:00 PM	
Sunday	328	45	45	45	6:00 AM to 8:05 PM	40	40	40	6:00 AM to 8:00 PM	

Benefits

- Consistent 30 min weekday frequency during both morning and afternoon
- Improve weekend frequency



Route 16

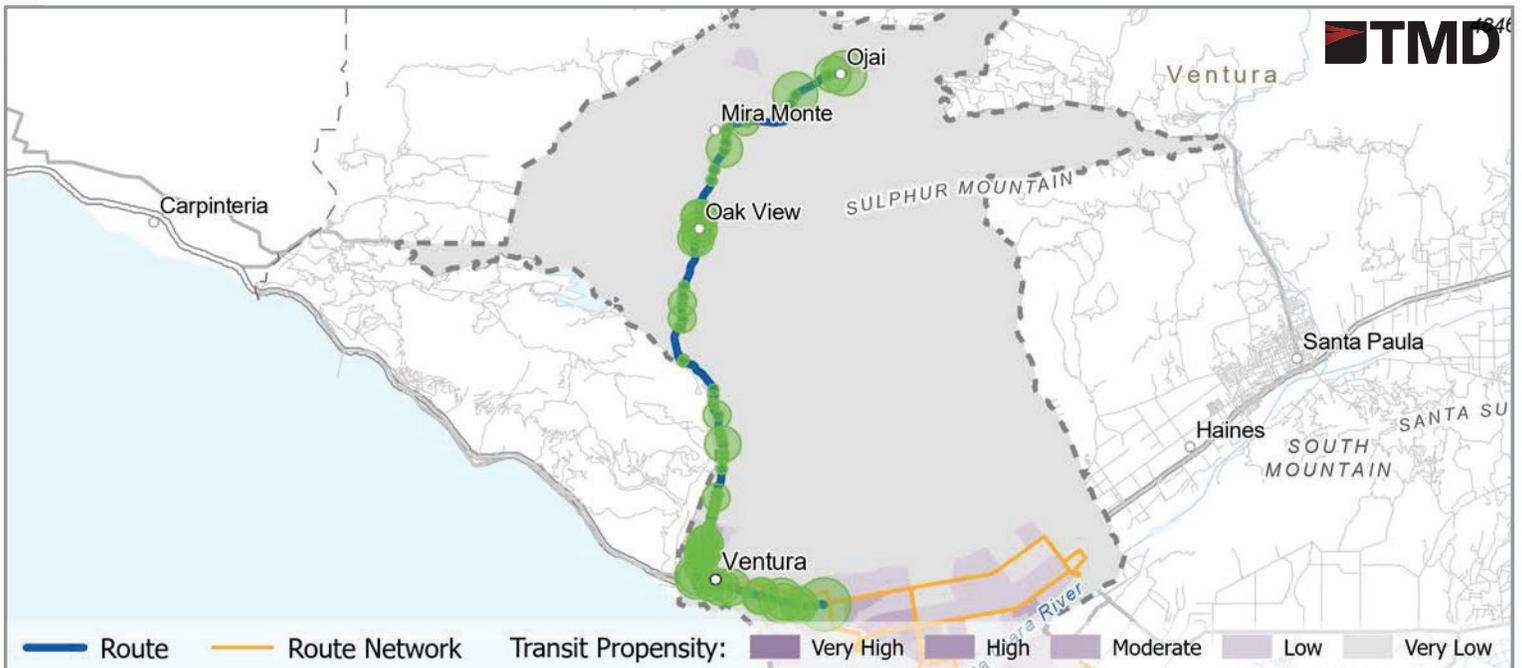
Downtown Ojai - Pacific View Mall



Route Performance:	Weekday	Saturday	Sunday
Peak Frequency (min.) <small>The average time, in minutes, between buses</small>	40	60	60
Hours of Operation <small>The hours the bus is in service</small>	5:15 AM to 8:00 PM	6:05 AM to 8:00 PM	6:05 AM to 8:00 PM
Daily Passenger Boardings <small>The average number of daily boardings</small>	692 5 System Rank	506 3 System Rank	484 3 System Rank
Productivity (Boardings per Revenue Hour) <small>The number of boardings divided by the number of revenue hours the bus is in operation</small>	17.7 4 System Average	14.1 5 System Average	13.5 5 System Average
Cost Per Passenger <small>The total cost to operate the route per day, divided by average daily boardings</small>	\$5.67 \$6.07 System Average	\$7.14 \$7.91 System Average	\$7.47 \$8.32 System Average
Fare Box Recovery <small>Passenger revenue divided by the operating costs</small>	20% 17% System Average	16% 13% System Average	15% 12% System Average
On-Time Performance <small>The percentage of trips that arrive on time (no more than 1 minute early or 5 minutes late)</small>	86.7%	83.9%	85.3%

Weekday Passenger Boardings

Ridership: ● 0 - 5 ● 5 - 10 ● 10 - 25 ● 25 - 100 ● > 100



Route 16

Downtown Ojai - Pacific View Mall

Schedule

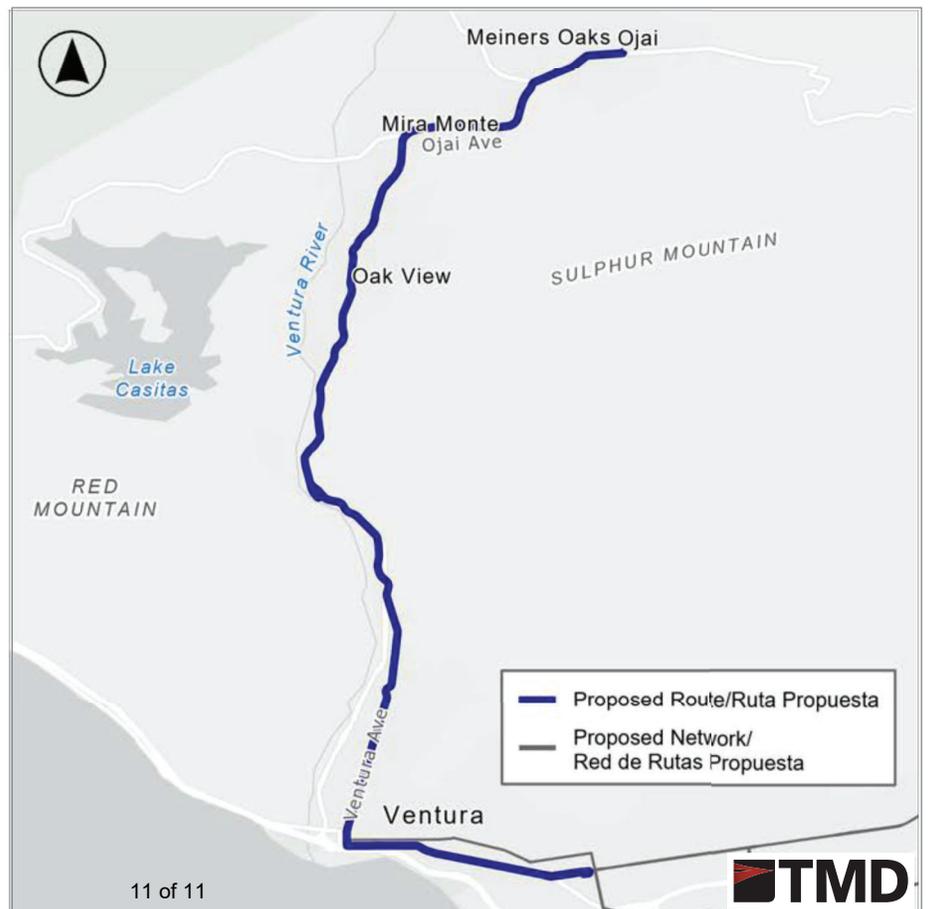
Proposed changes

- Extend evening service to 9:00pm on weekdays
- No routing changes

		CURRENT				PROPOSED				
Service Days	Daily Boardings	Frequency (minutes)			Service Hours	Frequency (minutes)			Service Hours	
		Peak	Midday	Evening		Peak	Midday	Evening		
Weekday	692	60	60	60	5:15 AM to 8:00 PM	60	60	60	5:00 AM to 9:00 PM	
Saturday	506	60	60	60	6:05 AM to 8:00 PM	60	60	60	6:00 AM to 8:00 PM	
Sunday	484	60	60	60	6:05 AM to 8:00 PM	60	60	60	6:00 AM to 8:00 PM	

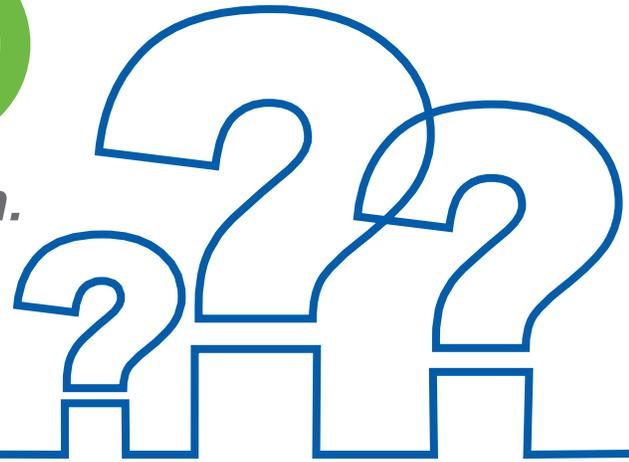
Benefits

- Extend weekday evening service



MORE GO

*Better Routes. Better Connection.
Faster Service.*



FAQ

1 WHAT IS MORE GO?

More GO is GCTD’s multi-year (2026-2028) service improvement program focused on implementing the recommendations from GCTD’s Short Range Transit Plan ‘Your Vision, Our Mission’. The recommendations include increasing service frequency, more direct alignment of routes, later service spans, and timed connections at major transit centers.

2 WHAT IS THE SHORT RANGE TRANSIT PLAN?

The Short Range Transit Plan (SRTP) guides GCTD’s service planning for the next five years. The goal of the SRTP is to improve mobility and enhance the rider experience by making adjustments to routes, schedules, and connections across the system.

3 WHAT ROUTES WILL CHANGE IN 2026?

- Route 1A/1B
- Route 6
- Route 10
- Route 11

4 WHEN WILL CHANGES GO INTO EFFECT?

The plan is a phased approach with different route changes every year, with the first set of changes starting in July 2026 (Year 2 of the Short Range Transit Plan). Additional changes will follow in subsequent years.

[See back for more](#) 



5

HOW WILL EACH ROUTE CHANGE IN 2026?**Route 1A/B**

Route 1A/B will be combined into a single Route 1. Service on the 1B on Bard toward Ventura Road and service on the 1A on Pleasant Valley and Perkins will be discontinued. Service on the south end of the route will provide service to J Street, while service on Ponomo Street will also be discontinued.

Route 6

While there will be no routing changes, Route 6 will interline with Route 1 at the Oxnard Transit Center. This means the rider can have a one-seat ride, no transfer needed! Additionally buses run every 20 minutes between 7:00am and 7:00pm.

Route 10

Route 10 will move out of the Saticoy neighborhood and terminate at the Wells Center. Outbound trips for Route 10 from the VTC will interline with Route 11 at the Wells Center, providing a one-seat ride for passengers traveling through Ventura.

Route 11

There will be no routing changes, but certain Route 11 trips will interline with Route 10 at the Wells Center. Service to the Saticoy neighborhood will be provided by Route 11.

Route 16

While there will be no routing changes, departure times from the VTC will be updated to make better connections to other routes. Moreover, Route 16 will still continue to interline with Route 10 at the VTC.

6

WHAT ARE THE BENEFITS OF THESE CHANGES?

The changes as developed in the SRTP are to primarily improve the service GCTD provides to its riders. Based on the feedback received from riders and the public during the community outreach portion of the SRTP, the changes will help with the following:

Faster Travel Times

Route 1 re-alignment cuts about 15 minutes of travel time and makes interlining possible with Route 6

Route 10 re-alignment reduces travel time and improves connections with Route 11

Later & More Frequent Service

Service frequency extended to the late evening beyond the afternoon peak hours

Improved Frequency on Existing Corridors

Route 1 and 6 consistent 20-minute headways on weekdays for most of the day

Connections Between Routes

Timed transfers/interlined routes between Route 1 and Route 6 as well as Route 10 and Route 11

For more info, visit:

gctd.org/srtp

**FAQ**

Attachment D: Information Materials MoreGO 2026

Rider Notices

Rider Alerts

RIDER ALERT

▶ PROPOSED CHANGES

GCTD is proposing changes based on feedback received during the development of our Short Range Transit Plan, and we want to hear from you!

What's Changing?

Faster Travel Times

- Route 1 re-alignment cuts about 15 minutes of travel time
- Route 10 re-alignment reduces travel time and improves connections with Route 11

Later and More Frequent Service

- Route 1 and 6 will run every 20 minutes on weekdays for most of the day
- Service frequency extended to the late evening beyond the afternoon peak hours

Timed Transfers

- Between Route 1 and Route 6 at the OTC
- Between Route 10 and Route 11 at the Wells Center

**Better Routes.
Better Connection.
Faster Service.**

▶ HOW TO LEARN MORE AND SHARE YOUR INPUT

Attend a Community Meeting

<p>▶ SATICOY Jose R. Flores Community Center 11168 Violeta St. Ventura, CA 93004 February 24th, 2026 4pm-6pm</p>	<p>▶ OXNARD South Oxnard Library 4300 Saviers Rd. Oxnard, CA 93033 March 5th, 2026 4pm-6pm</p>	<p>▶ PORT HUENEME Port Hueneeme City Hall 250 N. Ventura Rd. Port Hueneeme, CA 93041 March 11th, 2026 4pm-6pm</p>
--	--	---

Unable to attend a meeting? Learn more here:

SCAN OR VISIT
gctd.org/morego2026
Email us your feedback:
Planning@gctd.org

QUESTIONS? CONTACT US:
805-487-4222

[in](https://www.linkedin.com/company/gctd) [f](https://www.facebook.com/gctd) [@](https://www.instagram.com/gctd) [▶](https://www.youtube.com/gctd) [T](https://www.tiktok.com/gctd)
GCTD.org or follow us for the latest updates

ALERTA AL PASAJERO

▶ CABIOS PROPUESTOS

GCTD propone cambios clave basados en nuestro Plan de Transporte (SRTP), y queremos escuchar su opinión!

¿Qué está cambiando?

Tiempos de viaje más rápidos

- La realineación de la Ruta 1 reduce aproximadamente 15 minutos de tiempo de viaje.
- La realineación de la Ruta 10 reduce el tiempo de viaje y mejora las conexiones con la Ruta 11.

Servicio más tarde y con mayor frecuencia

- Las rutas 1 y 6 circularán cada 20 minutos entre semana durante la mayor parte del día.
- Frecuencia del servicio extendida hasta la noche, más allá de las horas pico de la tarde.

Transferencias programadas

- Entre la Ruta 1 y la Ruta 6 en el OTC
- Entre la Ruta 10 y la Ruta 11 en el Wells Center

**Mejores rutas.
Mejores conexiones.
Servicio más rápido.**

▶ CÓMO APRENDER MÁS

Asista a una reunión comunitaria

<p>▶ SATICOY Jose R. Flores Community Center 11168 Violeta St. Ventura, CA 93004 24 de febrero de 2026 4 p. m. a 6 p. m.</p>	<p>▶ OXNARD South Oxnard Library 4300 Saviers Rd. Oxnard, CA 93033 5 de marzo de 2026 4 p. m. a 6 p. m.</p>	<p>▶ PORT HUENEME Port Hueneeme City Hall 250 N. Ventura Rd. Port Hueneeme, CA 93041 11 de marzo de 2026 4 p. m. a 6 p. m.</p>
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¿No puede asistir a una reunión? Obtenga más información aquí:

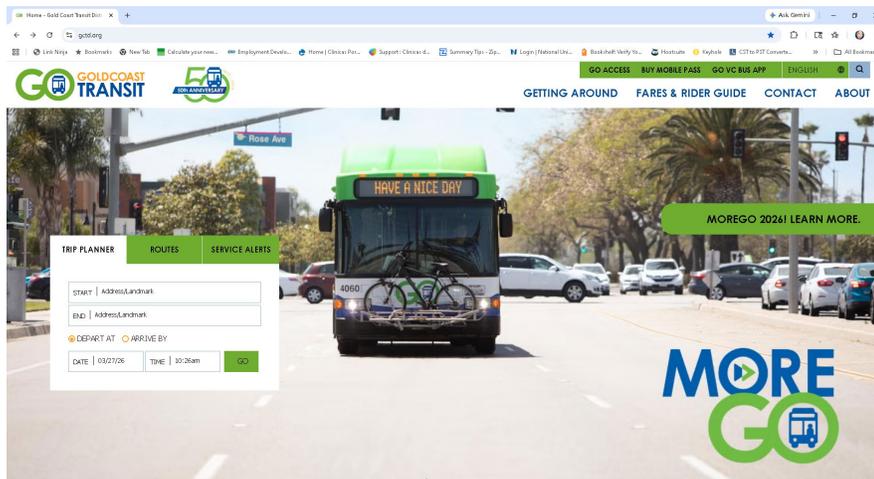
ESCANEE O VISITE
gctd.org/morego2026
Envíenos sus comentarios por correo electrónico: Planning@gctd.org

¿PREGUNTAS? CONTACTÉNOS:
805-487-4222

[in](https://www.linkedin.com/company/gctd) [f](https://www.facebook.com/gctd) [@](https://www.instagram.com/gctd) [▶](https://www.youtube.com/gctd) [T](https://www.tiktok.com/gctd)
Visite gctd.org o síganos para actualizaciones

Website

Website Home Page Slider: MoreGO 2026



MORE GO 2026

MORE GO 2026: BETTER ROUTES. BETTER CONNECTION. FASTER SERVICE.

WHAT IS MORE GO 2026

More GO is GCTD's multi-year (2026-2028) service improvement program focused on implementing the recommendations from GCTD's [Short Range Transit Plan](#) 'Your Vision, Our Mission'. The recommendations include increasing service frequency, more direct alignment of routes, later service spans, and timed connections at major transit centers. Learn more about specific route changes by clicking on one of the Route's below or attend an upcoming community meeting or outreach event!

UPCOMING OUTREACH EVENTS

COMMUNITY MEETINGS

- Saticoy**
Jose R. Flores
Community Center
Tuesday, February 24, 2026
4:00p - 6:00p
- Oxnard**
South Oxnard Library
Santa Rosa Room
Thursday, March 5, 2026
4:00p - 6:00p
- Port Hueneme**
Community Meeting
Port Hueneme City Hall
Wednesday, March 11, 2026
4:00p to 6:00p

TABLING EVENTS

- Saticoy**
Saticoy Farmer's Market
E.J. Harrison Family Youth Center
Sunday March 1, 2026
10:00a - 2:00p
- Oxnard**
GCTD Pop-Up
C Street Transfer Center
Thursday, March 12, 2026
3:00p -5:00p
- Port Hueneme**
Health and Wellness Fair
Hueneme Beach Park
Saturday, March 21, 2026
9:30a - 12:00p

Interactive Maps on the Webpage:

ROUTE 1

Changes to this route will include combining Routes 1A and 1B into a singular Route 1. Service on the 1B on Bard toward Ventura Road and service on the 1A on Pleasant Valley and Perkins will be discontinued. Service on the south end of the route will be re-aligned to provide service on J Street towards Hueneme Road. Service on Ponomia Street will also be discontinued.

The changes will make routing easier to understand and reduce service duplication on Ventura Road and Pleasant Valley. Service speed will also improve and allow for the Route 1 and Route 6 to interline at the Oxnard Transit Center, meaning passengers can have a one seat ride, no transfer needed!

The span of service will expand slightly, and buses will run more often at every 20 minutes between the hours of 7:00am and 6:00pm.

ROUTE 1A/B CURRENT ALIGNMENT VS PLANNED RE-ALIGNMENT



ROUTE 1 BUS STOP CHANGES



Social Media

Grid Posts, Reels, and Stories

Posts goldcoasttransit

MORE GO

INFÓRMESE SOBRE LOS CAMBIOS PROPUESTOS AL SERVICIO PROGRAMADOS PARA JULIO DE 2026

Reuniones Comunitarias

24 DE FEB. @ CENTRO COMUNITARIO DE SATICOY, 4PM - 6PM
5 DE MARZO @ BIBLIOTECA DEL SUR DE OXNARD, 4PM - 6PM
11 DE MARZO @ PORT HUENEME CITY HALL, 4PM - 6PM

¿NO PUEDE ASISTIR A UNA REUNIÓN? MÁS INFORMACIÓN:
www.gctd.org/morego2026

View insights Boost post

Liked by venturacountylist and others

goldcoasttransit En respuesta a los comentarios de la comunidad, GCTD propone cambios en el servicio a partir de julio de 2026... more

February 14

Posts goldcoasttransit

MORE GO

LEARN ABOUT THE PROPOSED JULY 2026 SERVICE CHANGES

Upcoming Meetings

FEB. 24 @ SATICOY COMMUNITY CENTER, 4PM - 6PM
MARCH 5 @ SOUTH OXNARD LIBRARY, 4PM - 6PM
MARCH 11 @ PORT HUENEME CITY HALL, 4PM - 6PM

CAN'T MAKE A MEETING? LEARN MORE:
www.gctd.org/morego2026

View insights Boost post

goldcoasttransit Based on community feedback, GCTD is proposing service changes starting in July 2026... more

February 13

Posts goldcoasttransit

South Oxnard Library
MORE GO 2026
Community Meeting

Posts goldcoasttransit

MORE GO

JOIN US TODAY
3/12/2026!
GCTD POP-UP

C Street Transfer Center
Oxnard, CA 93033
(Centerpoint Mall)

VEAMOS HOY!
12/3/2026

1.1K - View insights Boost post

17 3

Posts goldcoasttransit

MORE GO

COMMUNITY MEETING

MARCH 11, 2026

PORT HUENEME - CITY HALL
250 N. VENTURA RD.
PORT HUENEME, CA 93041
4:00-6:00 PM

LEARN ABOUT THE PROPOSED JULY 2026 SERVICE CHANGES

CAN'T MAKE A MEETING? LEARN MORE:
WWW.GCTD.ORG/MOREGO2026

porthuenemegov was invited to be a collaborator but hasn't accepted yet.

View insights Boost post

7 1 1

goldcoasttransit One week away! Join us for a More GO 2026 Outreach Event and learn how proposed improvements could affect your ride... more

March 6

Posts goldcoasttransit

MORE GO

REUNIONES COMUNITARIAS

FEBRERO 24, 2026

SATICOY - JOSE R. FLORES COMMUNITY CENTER
11168 VIOLETA ST. VENTURA, CA 93004
4:00-6:00 PM

INFÓRMESE SOBRE LOS CAMBIOS PROPUESTOS AL SERVICIO PROGRAMADOS PARA JULIO DE 2026

¿NO PUEDE ASISTIR A UNA REUNIÓN? MÁS :
WWW.GCTD.ORG/MOREGO2026

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10 1 1

goldcoasttransit Happening soon today! Our More GO 2026 community meeting is today. Stop by, learn more, and share your input... more

February 24

Posts goldcoasttransit

goldcoasttransit HD Studio · Energy Of Success



2/2

portuenemegov was invited to be a collaborator but hasn't accepted yet.

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goldcoasttransit One week away! Join us for a More GO 2026 Outreach Event and learn how proposed improvements could affect your ride... more

March 6

Posts goldcoasttransit

goldcoasttransit Beats by Talent · Good Vibes (Instrumental)



1/2

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Liked by vcpubliworks and others

goldcoasttransit Join us at an upcoming community meeting! Hear about proposed changes, ask questions, and... more

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Posts goldcoasttransit

goldcoasttransit



1/2

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goldcoasttransit Happening soon today! Our More GO 2026 community meeting is today. Stop by, learn more, and share your input... more

February 24

Posts goldcoasttransit

goldcoasttransit Beats by Talent · Good Vibes (Instrumental)



2/2

View insights Boost post

6 1 1 3

Liked by vcpubliworks and others

goldcoasttransit Join us at an upcoming community meeting! Hear about proposed changes, ask questions, and... more

February 18

Content

All Last 30 days

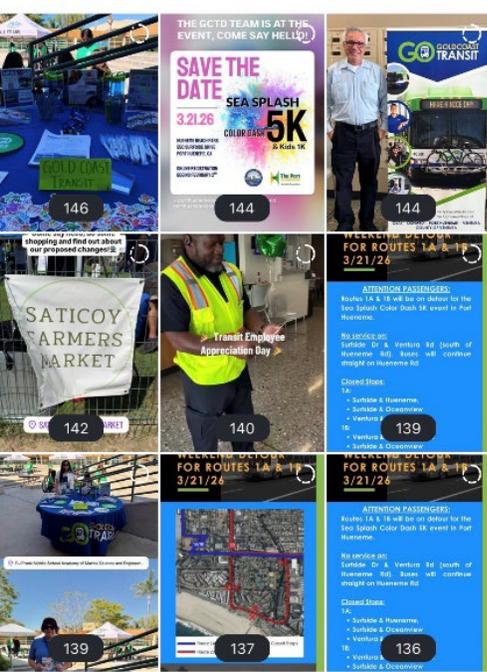
Views



Content

All Last 30 days

Views



Content

All Last 30 days



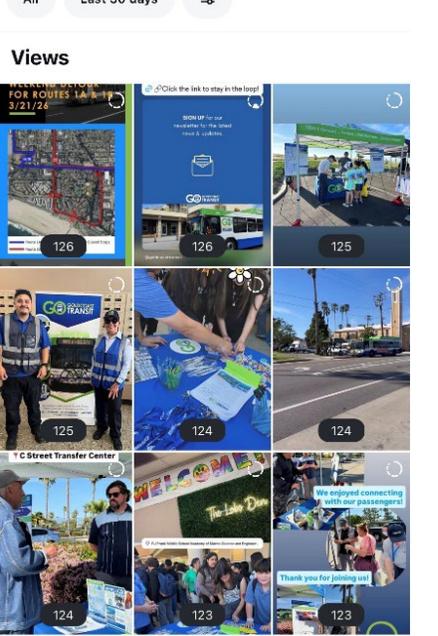
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All Last 30 days



Content

All Last 30 days



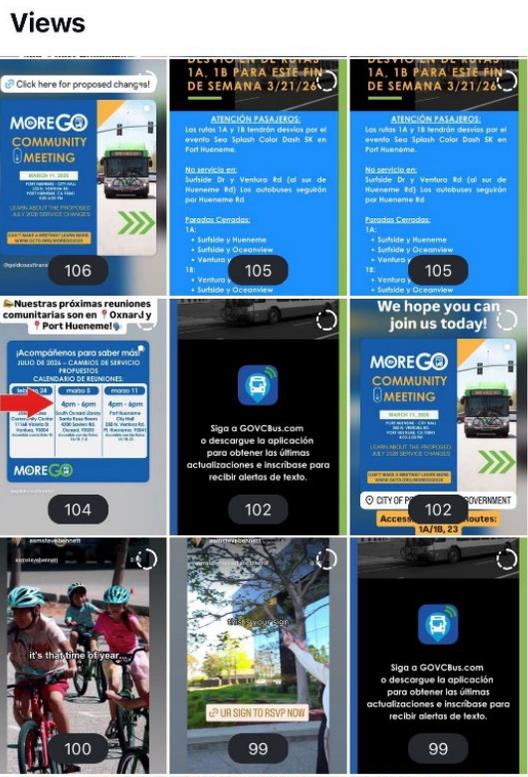
Content

All Last 30 days



Content

All Last 30 days



Videos

Bilingual YouTube Videos:

WATCH THE VIDEO OR CLICK ON THE ROUTE NUMBERS BELOW TO LEARN MORE ABOUT THE UPCOMING CHANGES!



Meeting Poster Boards

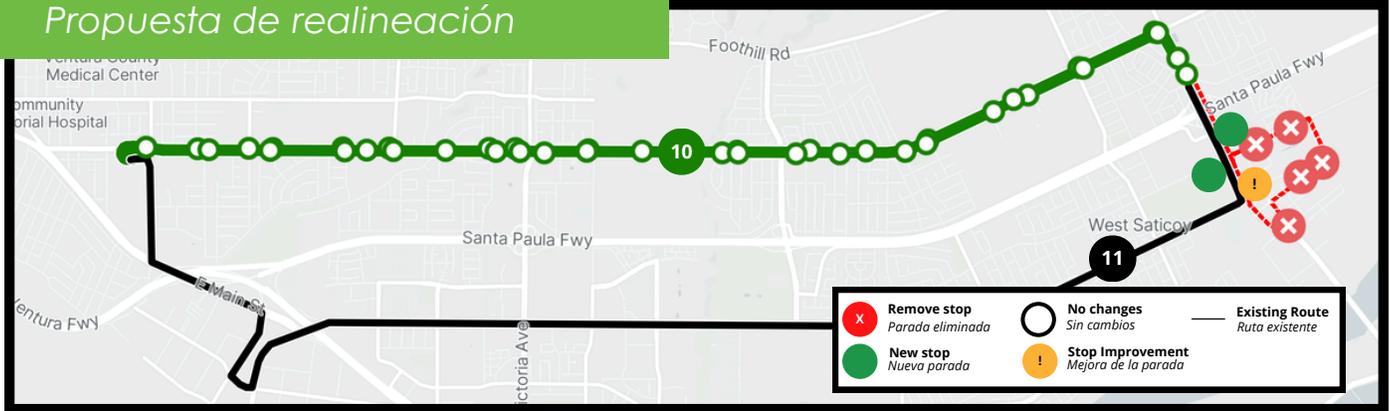
(following pages)

Route 10 Proposed Changes

Ruta 10 cambios propuestos

Proposed Re-alignment

Propuesta de realineación



Route 10 will be realigned to improve travel time and reliability. Under the proposed alignment, Route 10 would terminate at the Wells Center and would no longer operate within the Saticoy neighborhood. Service to Saticoy would continue along Wells Road on Route 11. The realignment would allow Route 10 and Route 11 to interline at the Wells Center, enabling riders to continue their trip on the same bus. Route 10 would also continue to interline with Route 16 at the VTC, maintaining strong system connections.

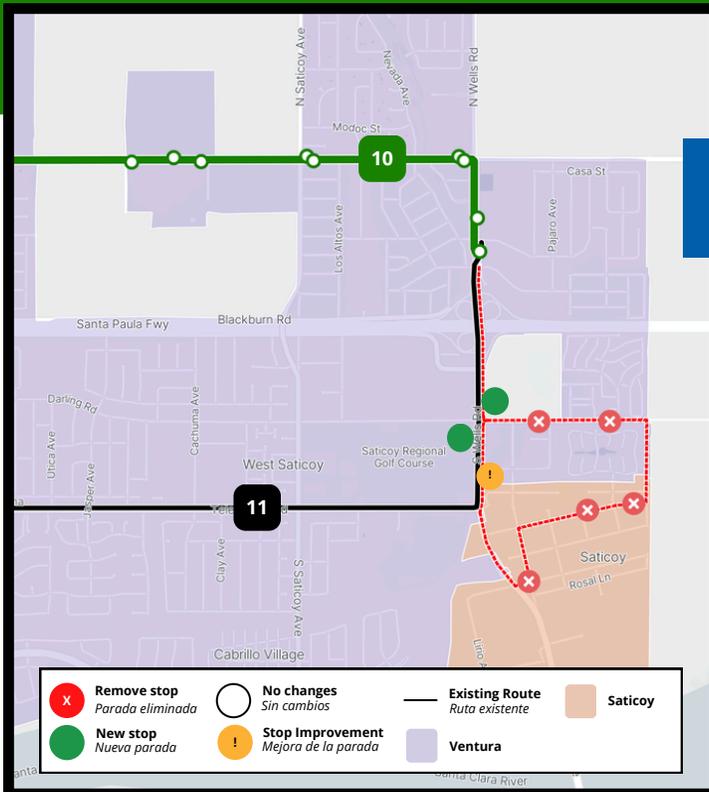
La Ruta 10 cambiará para ofrecer viajes más rápidos y confiables. Con el nuevo recorrido, la Ruta 10 terminará en el Wells Center y ya no circulará dentro del vecindario de Saticoy. El servicio a Saticoy continuará por Wells Road con la Ruta 11. En el Wells Center, la Ruta 10 y la Ruta 11 podrán continuar como el mismo autobús, permitiendo a los pasajeros seguir su viaje sin tener que cambiar de autobús. La Ruta 10 también continuará conectando con la Ruta 16 en el VTC, mejorando las conexiones dentro del sistema.

Route 10

Ruta 10

Bus Stop Changes

Cambios de paradas



To support faster service, select bus stops will be consolidated and new stops will be added along the updated route.

Para apoyar un servicio más rápido, algunas paradas serán consolidadas y se agregarán nuevas paradas a lo largo del nuevo recorrido.

Schedule Improvements

Mejoras en el horario

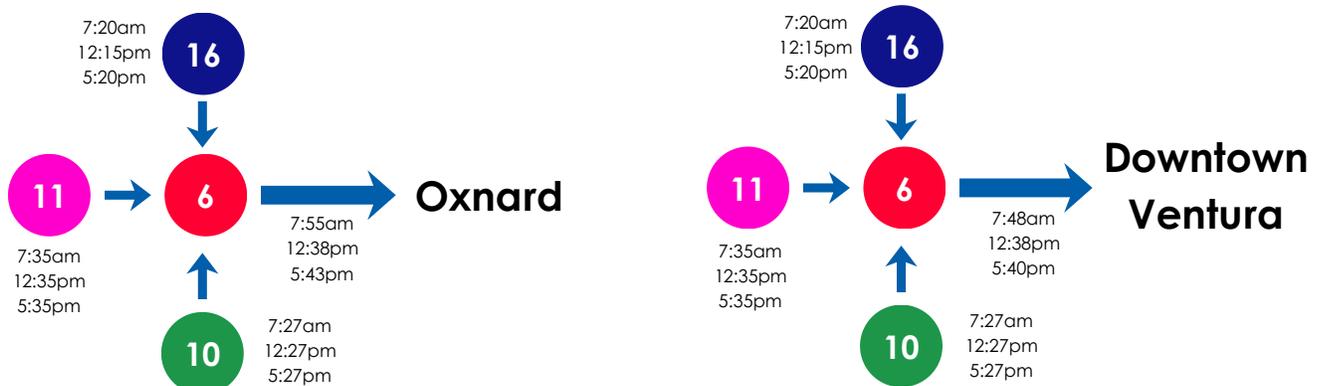
Route 10, 11 and 16/ Ruta 10, 11 y 16



Route 10 & 11 Sample Trips at Wells Center/ Ejemplos de viajes de las rutas 10 y 11 en el Wells Center							
Current Schedules/ Horarios actuales				Proposed Schedule Changes/ Cambios de horario propuestos			
Route 10 Arrivals/ Llegadas de la ruta 10	Route 11 Departures/ Salidas de la ruta 6	Route 11 Arrivals/ Llegadas de la ruta 1	Route 10 Departures/ Salidas de la ruta 6	Route 10 Arrivals/ Llegadas de la ruta 10	Route 11 Departures/ Salidas de la ruta 6	Route 11 Arrivals/ Llegadas de la ruta 1	Route 10 Departures/ Salidas de la ruta 6
Wells Center		Wells Center		Wells Center		Wells Center	
7:10am	7:20am	7:51am	8:25am	7:47am	8:00am	8:53am	9:05am
8:05am	8:45am	8:36am	9:25am	8:47am	9:00am	9:54am	10:05am
12:05pm	12:30pm	12:21pm	12:25pm	9:47am	10:00am	10:55am	11:05am
1:00pm	1:35pm	1:22pm	2:25pm	10:47am	11:00am	11:51am	12:05pm
7:55pm	8:05pm	8:23pm	---	11:47am	12:00pm	12:52pm	1:05pm

Timed Connections at the Ventura Transit Center

Conexiones programadas en el Centro de Tránsito de Ventura



Route 1 Proposed Changes

Ruta 1 cambios propuestos

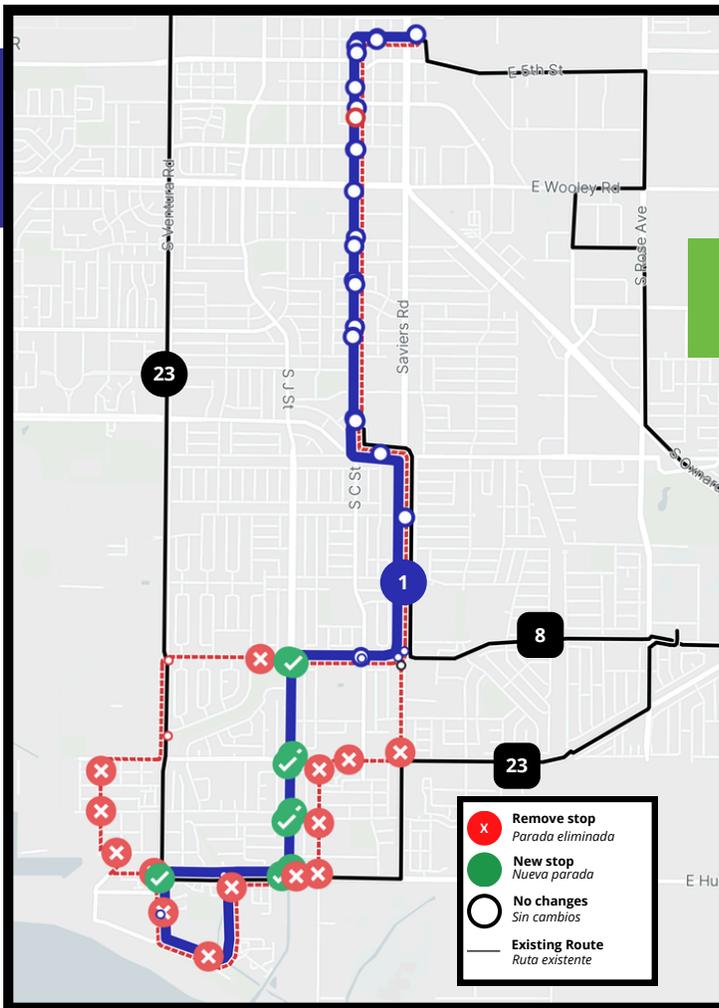


Better Routes. Better Connection.
Faster Service.



Route 1 Ruta 1

Proposed Re-alignment Propuesta de realineación

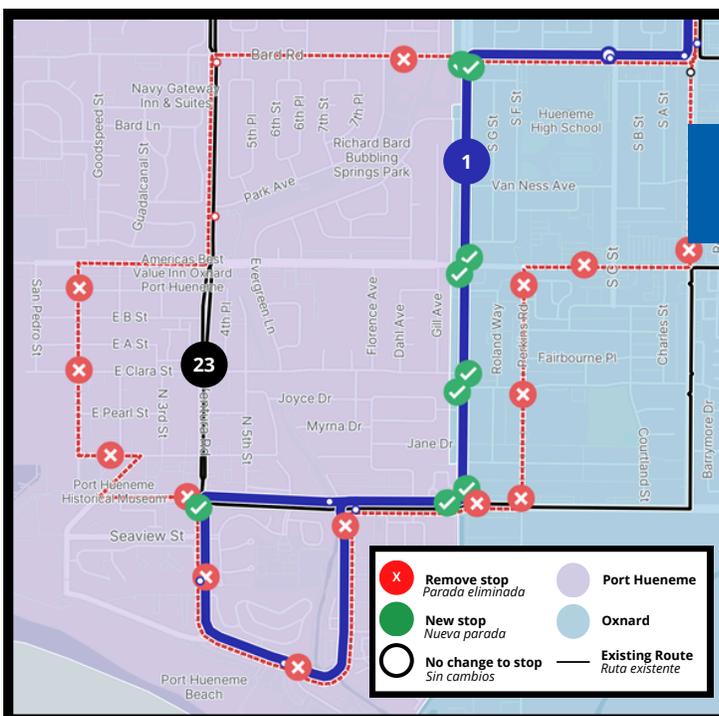


Route 1A/B will be combined into a simplified Route 1 creating more direct and reliable service. The new alignment will serve Bard Road, J Street and Hueneme Road in both directions.

Route 1 will no longer serve Bard west of J, Ventura Road or Pomona. These areas will continue to be served by Route 23. Route 1 service on Perkins will be discontinued with service to this area provided by the realigned Route 1 on J Street.

Las rutas 1A y 1B se combinarán en una sola Ruta 1, creando un servicio más directo y confiable. El nuevo recorrido prestará servicio por Bard Road, J Street y Hueneme Road en ambas direcciones.

La Ruta 1 ya no prestará servicio por Bard al oeste de J Street, Ventura Road ni Pomona. Estas áreas continuarán siendo atendidas por la Ruta 23. El servicio de la Ruta 1 por Perkins será eliminado; el acceso a esta zona se proporcionará a través de la Ruta 1 realineada por J Street.



Bus Stop Changes Cambios de paradas

Bus stop changes will reduce travel time by about 15 minutes and improve connections. Route 1 will continue as Route 6 at the Oxnard Transit Center — no transfer required, making trips across Oxnard even more convenient.

Los cambios en las paradas reducirán el tiempo de viaje en aproximadamente 15 minutos y mejorarán las conexiones.

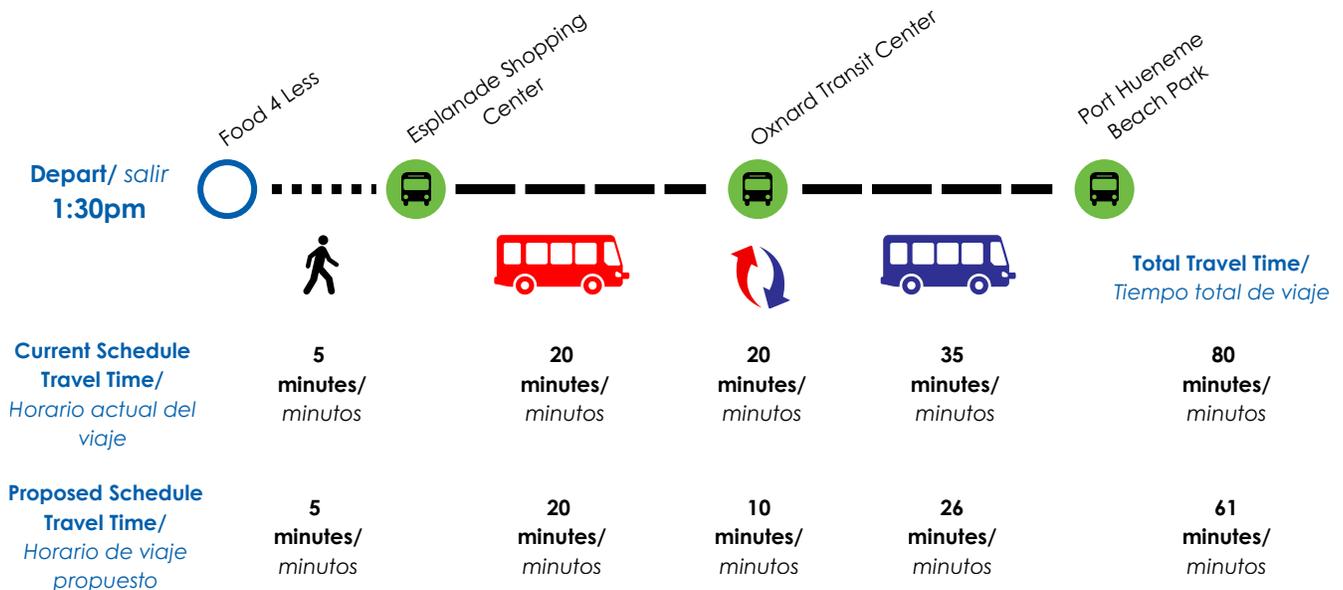
La Ruta 1 continuará como la Ruta 6 en el Centro de Tránsito de Oxnard — sin necesidad de transbordo, haciendo los viajes a través de Oxnard aún más convenientes.

Schedule Improvements Mejoras en el horario

▶ Route 1 and 6 / Ruta 1 y 6



Route 1 & 6 Sample Trips at Oxnard Transit Center/ Ejemplos de viajes de las rutas 1 y 6 en el Centro de Tránsito de Oxnard			
Current Schedules/ Horarios actuales		Proposed Schedule Changes/ Cambios de horario propuestos	
Route 1 Arrivals/ Llegadas de la ruta 1	Route 6 Departures/ Salidas de la ruta 6	Route 1 Arrivals/ Llegadas de la ruta 1	Route 6 Departures/ Salidas de la ruta 6
7:45am	8:15am	7:45am	7:55am
8:27am	8:50am	8:20am	8:35am
12:11pm	12:30pm	12:00pm	12:15pm
1:12pm	1:25pm	1:20pm	1:35pm
6:00pm	6:20pm	6:10pm	6:25pm
6:53pm	7:30pm	6:45pm	7:05pm





Item #9

Date: April 1, 2026
To: Board of Directors
From: Christine Feng , CFO / Assistant General Manager
Subject: **GCTD FY 2027 Budget Assumption**

EXECUTIVE SUMMARY

This summary provides an overview of the budget assumptions being used for the development of the Fiscal Year (FY) 2027 budget based on the current available information. Staff are working to develop the draft FY 27 Budget and will plan to bring to the Board a draft budget at the May 2026 Board meeting. This report is for information only.

Revenue Assumptions:

1. **Passenger Fares/Operating Revenues:** The FY 2027 budget assumes a slight increase in passenger fare revenue based on projected ridership growth, the continued implementation of the Local Community Transportation Operating Program (LCTOP) for youth ride free, and additional advertising revenue.
2. **Non-Operating Revenues:** Continuation of fueling program for municipal agencies is projected to contribute to non-operating revenue alongside income from investments and energy/fuel credits.
3. **Local Assistance:** FY 2027 anticipates a slight increase in local assistance funding compared to FY 2026, primarily from Transportation Development Act (TDA) funding.
4. **State Assistance:** Operating assistance under SB125 and funding from State of Good Repair (SGR) and State Transit Assistance (STA) programs are expected to continue. SB 125 will be used again this year to help balance the budget.
5. **Federal Assistance:** Various Federal grants, including 5307 formula grants, are projected to contribute to federal assistance and support facility bond (debt service).

Expense Assumptions:

1. **Salary/Wage:** Salaries/wages are anticipated to increase due to contractual MOU agreements / COLA adjustments, also a small increase to restore intern program.
2. **Fringe Benefits:** Corresponding increases in fringe benefits expenses are anticipated due to workforce contractual agreements.
3. **Professional Services:** Cost related to professional services and contract services are projected to rise.
4. **Materials and Supplies:** Increased demand for Demand Response vehicles' parts will lead to higher expenses in this category.
5. **Utilities:** Rising electricity and gas costs are expected to contribute to increased utility expenses.
6. **Casualty and Liability:** Expenses related to worker compensation and unfunded liabilities are projected to rise.

GOLD COAST TRANSIT DISTRICT

7. Miscellaneous: Additional training programs for employees will lead to increased miscellaneous expenses.
8. Debt Service: Fixed schedule debt payments will remain unchanged.
9. TDA Contribution: Minor adjustments are expected in the contribution to member jurisdictions.

Conclusion:

The FY 2027 budget assumptions reflect a strategic approach to managing revenues and expenses while addressing operational needs and compliance requirements. By leveraging various funding sources and implementing cost-effective measures, the GCTD aims to ensure financial stability and sustainably serve our communities.

This report is for information only. Staff continue to work on the draft FY 27 Budget and will plan to bring to the Board a draft budget at the May 2026 Board meeting.

General Manager's Concurrence



Vanessa Rauschenberger

GOLD COAST TRANSIT DISTRICT
FY 2027

Revenues:	<u>FY 2026 Approved Annual Budget</u>	<u>FY 2027 Budget Assumption (Key Factors)</u>	<u>Changes</u>
Passenger Fares	\$ 2,250,000.00	*Farebox revenue increases due to ridership increases	↑
		* LCTOP (youth , college ride free)	↑
		* Advertising Revenue	↑
Non- Operating Revenues	1,400,000.00	* Fueling program for 3rd parties.	↑
		* Investment Income (interest rate decrease)	↓
		* Energy credit/Fuel Credit	=
Local Assistance	20,028,323.00	*TDA funding is slightly higher than FY 2026.	↑
State Assistance	4,130,378.00	* SB125 Operating Assistances.	↑
	3,075,000.00	* SGR, STA, LCTOP	↓
Federal Assistance	9,354,523.00	*5307 formula grant - Preventative Maintenance	↓
		* 5307 Formular grant- Operating Assistances	↑
Total Revenues	\$ 40,238,224.00	Overall Revenues	↑
Expenses:	<u>FY 2026 Approved Annual Budget</u>	<u>FY 2027 Budget Assumption (Key Factors)</u>	<u>Changes</u>
Salary/Wage	\$ 16,218,107.00	*Based on COLA and MOU agreement .	↑
		*proportional increae based on Salary/wages increase	↑
Fringe Benefits	\$ 12,807,941.00	.	↑
Services	\$ 1,274,086.00	Overall service cost increase	↑
Materials and Supplies	\$ 3,248,366.00	*Paratransit vehicle parts increase,	↑
		* CNG rate remain stable	=
Utilities	\$ 437,000.00	* Electricity and Gas cost increase	↑
Casualty and Liability	\$ 1,636,500.00	* Worker compensation expenses increase	↑
		* District's unfunded liabilities increases.	↑
Miscellaneous	\$ 551,000.00	* Add more training programs on employees to sharpen their skills.	↑
Debt Service	\$ 1,384,506.00	* fixed schedule payment. Unchange.	=
5 Members Jurisdiction TDA Contribution	\$ 2,680,718.00	* minor change	↓
Total Expenses	\$ 40,238,224.00	Overall Expenses	↑



Item #10

DATE April 1, 2026
TO GCTD Board of Directors
FROM James Beck, Director Operations and Maintenance
SUBJECT **GCTD Operations and Maintenance Report**

SUMMARY

This report provides an update on GCTD's Operations and Maintenance Departments.

This report will be given monthly and will include Key Performance Indicators (KPI's), staffing updates, updates on GCTD projects and current events.

RECOMMENDATION

It is recommended that the Board of Directors receive and file this presentation and provide any feedback to staff on the material presented.

General Manager's Concurrence

Vanessa Rauschenberger

GOLD COAST TRANSIT DISTRICT



DATE April 1, 2026

Item #11

TO GCTD Board of Directors

FROM Vanessa Rauschenberger, General Manager^{VR}

SUBJECT Discuss Future Agenda Items

SUMMARY

It is recommended that the Board of Directors provide input to staff on future agenda items that they would like staff to review and/or report on in a future meeting.

FUTURE AGENDA ITEMS

Below are some of the future agenda items planned. To help staff prioritize timing of reports, staff seeks input on these items or other items that the Board is interested in discussing.

Future Agenda Items

- Draft Budget
- Strategic Plan Update Review
- Redevelopment of 301 Property
- *Other Items?*

Future Routine Items

- Monthly Financial Statements & Procurement Reports
- Monthly Operations & Maintenance Update
- Quarterly Fixed-Route & Paratransit Performance Reports
- Bi-Annual Service Plan & Outreach Updates

CONCLUSION

It is recommended that the Board of Directors provide input to staff on future agenda items that they would like staff to review and/or report on in a future meeting.

GOLD COAST TRANSIT DISTRICT