

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
BOARD MEETING NO. 688**

DATE: April 24, 2024

TIME: 5:00PM

PLACE: 1250 Canal Rd. Lafayette, IN. 47904 Conference Room

MEETING CHAIR: Ms. Julie Ginn

AGENDA

Item

1. Communications and Announcements
2. Public Comment
 - 2.1. Comments on the Agenda – 5 minutes
3. Review and Approval of Agenda Items and Minutes
 - 3.1. Review and Approval of Agenda of Meeting No. 688 held on April 24, 2024 (Pg. 1).
 - 3.2. Review and Approval of Minutes of Meeting No. 687 held on March 20, 2024 (Pg. 3).
4. Old Business
 - 4.1. Approval for CEO Bryan Smith to sign the Masabi Participation Agreement for Transit Agencies (Exhibit 1 Pg.6).
 - 4.2. Approval of purchasing Masabi Fare System (Exhibit 1 Pg.9)
5. New Business
 - 5.1. Discussion on the bidding of a Health Broker.
 - 5.2. Approval of a new fare (Exhibit 2 Pg.10)
 - 5.3. Approval to hire IT Managing Services (Exhibit 3 Pg.15)
 - 5.4. Approval of COA Consulting Firm (Exhibit 4 Pg.25)
 - 5.5. Approval of the Omnia Partners Contract (Exhibit 5 Pg.104)
 - 5.6. Consideration of claims list numbering 39455 through 39525, in the amount of \$543,151.93 (Pg.116).
 - 5.7. Consideration of payroll for March 1, 2024, through March 31, 2024, in the amount of \$969,222.79 (Pg.118).
6. Board and Staff Reports
 - 6.1. Chief Executive Officer Report (Pg.119).
7. Public Comments
 - 7.1. 3 minutes per speaker
8. Adjournment

8.1. Next meeting is Wednesday,

**GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
BOARD MEETING NO. 687
MEETING MINUTES**

DATE: March 20, 2024
Present: Julie Ginn, Chair
Board Mike Gibson, Secretary
James Blanco
Tino Atisso
Ben Murray
Angel Valentin
Joel Wright

Present: Bryan D. Smith: Chief Executive Officer
Staff Joanne Zhang: Chief Financial Officer
Bryan Walck: Manager of Customer Experience
Ron Peters: Operations Manager
Shawn Coffman: Fleet Manager
Randy Anderson: Information Technology Manager
Shelby Yeaman: Executive Assistant/Project Manager
Brian Karle: Attorney

Guests:

Chair, Julie Ginn, called the meeting No.687 to order at 5:16PM in the GLPTC Board Room, 1250 Canal Road.

COMMUNICATIONS & ANNOUNCEMENTS

PUBLIC COMMENT

REVIEW AND APPROVAL OF AGENDA ITEMS AND MINUTES

- 1) Mr. Benjamin Murray made the motion to approve the agenda of Meeting No.687 held on March 20, 2024. Mr. Joel Wright seconded the motion. The motion carried by a vote of 7 ayes and 0 nays.
 - a) There was an addendum added to the claims list after the agenda was finalized, changing the claim numbers to be 39396 through 39454 in the amount of \$405,767.92.
- 2) Mr. James Blanco made the motion to approve the minutes of Meeting No.686 held on February 28, 2024. Mr. Benjamin Murray seconded the motion. The motion passed by a vote of 7 ayes and 0 nays.

OLD BUSINESS

NEW BUSINESS

1. Mr. Benjamin Murray made the motion for Greater Lafayette Public Transportation Corporation CityBus to accept the Flexing of Highway Funds of \$146,000. Mr. Joel Wright seconded the motion. The motion carried by a vote of 7 ayes and 0 nays.

- a) Mr. Bryan Smith mentioned there were additional Federal Funds available for our local area between Lafayette and West Lafayette, with an additional \$146,000 leftover. This money was offered to CityBus that would help us pay for our Paratransit buses. We were overmatching, only having to match 80% but didn't have that in Federal Funds. With this money we will be making an adjustment and matching more of the Paratransit Bus Replacement that has already been purchased with Federal Funds and offsetting what we have been investing in local share.
2. Agenda item number 5.2, the approval for CEO Bryan Smith to sign the Masabi Participation Agreement for Transit Agencies, has been tabled and will be brought back up at the March Board Meeting.
3. Agenda item number 5.3, the approval of purchasing the Masabi Fare System, has been tabled, and will be brought back up at the March Board Meeting.
4. Mr. Mike Gibson made the motion to approve the Resolution of the pricing of New Flyer Buses. Mr. Benjamin Murray seconded the motion. The motion carried by a vote of 7 ayes and 0 nays.
 - a) Mr. Smith let the board know the quote to purchase these 4 buses came in right under what was budgeted in our Grant. CityBus is asking for a little wiggle room not to exceed \$6,000,000.00 as we will be asking New Flyer to add all items to get our buses fully equipped and free up time for our maintenance staff.
5. The Board considered approval of the claims list numbering 39396 through 39453, in the amount of \$346,317.92. Mr. Mike Gibson made the motion to approve the claims. Mr. Benjamin Murray seconded the motion. The motion carried by a vote of 7 ayes and 0 nays.
6. The Board considered approval of payroll for February 1, 2024, through February 29, 2024, in the amount of \$ 995,838.46. Mr. Mike Gibson made the motion to approve payroll. Mr. Benjamin Murray seconded the motion. The motion carried by a vote of 7 ayes and 0 nays.

BOARD AND STAFF REPORTS (CEO REPORT)

Mr. Bryan Smith let the Board Members know about the issues CityBus has been having with Linde, who was mentioned in our Low/No Grant as a partner in the Hydrogen Fuel Station and supplying the Hydrogen to us. CityBus has had 3 virtual calls, and we can still not come to agreement with parts of the contract. CityBus is planning on giving them one last opportunity to negotiate before we go out for Bid. There may be a few extra steps, like mentioning the issue with the FTA to get permission to drop them as a partner and go for bid, but Mr. Smith let the Board know that shouldn't be much of an issue.

Mr. Bryan Smith mentioned he is sad to see Mr. Dave Hittle leave the APC and will keep the Board updated on what the City plans to do with the rehiring of his position.

PUBLIC COMMENTS

Mr. Tino Atisso passed out Dr. Jon Fricker planners to the Board Members and staff that wanted one.

Mr. Angel Valentin mentioned the APC meeting about land and believes it'll be passed by APC. He let CityBus know he will be doing his best to enforce Public Transit within the process.

ADJOURNMENT

With no other business to be conducted, Mr. Benjamin Murray made the motion to adjourn. Mr. Tino Atisso seconded the motion. The motion carried by a vote of 7 ayes and 0 nays. The meeting adjourned at 5:46PM. The next regular board meeting will take place on April 24, 2024, at 5:00PM, in the GLPTC Board Room at 1250 Canal Rd. Lafayette, IN. 47904.



04/05/2024

Mr. Mike Gibson, Secretary
CityBus Board of Directors

Date:

SCHEDULE 9

TEMPLATE OF A PARTICIPATION AGREEMENT

This Participation Agreement is effective as of [insert] [202[X]] (the “**Participation Agreement Effective Date**”)

BETWEEN:

- (1) **MASABI LLC**, a Delaware Limited Liability Company whose principal office is at 1330 Avenue of the Americas, Suite 23A, New York, NY, USA (“**Masabi**”); and
- (2) [insert name and address of Participating Agency] (“**Agency**”)

Each a “**Party**” and together the “**Parties**”.

WHEREAS

Agency would like to procure the Services selected pursuant to Annex 2 to this Participating Agreement and Masabi agrees to provide the Services selected pursuant to Annex 2 to this Participation Agreement subject to the terms and conditions of this Participation Agreement.

The Parties agree as follows:

1. NEORide Regional Council of Governments established pursuant to the authority of Chapter 167 of the Ohio Revised Code, whose principal office is One Park Center Drive, Suite 300, Wadsworth, Ohio 44281 (“**NEORide**”) and Masabi have entered into a Software as a Service and Hardware Agreement dated [insert date] 2024 (the “**SaaS Agreement**”), attached hereto as Annex 1 to the Participation Agreement.
2. NEORide and Masabi have entered into a Participation Work Order dated [insert date] (the “**Participation Work Order**”).
1. Subject to paragraph 5 (below) the Parties acknowledge and agree that the provision of Services as set out in this Participation Agreement will be subject to the same terms and conditions of the SaaS Agreement and are hereby incorporated into this Participation Agreement by reference, unless specifically otherwise modified by this Participation Agreement. Agency is not responsible for any NEORide specific Charge or liability nor any other Participating Agency’s Charge or liability as a result of incorporating the SaaS Agreement herein.
2. The Parties acknowledge and agree that the provision of services by Masabi under this Participation Agreement is subject to and contingent on the execution of the Participation Work Order between NEORide and Masabi.
3. The Parties agree that references to the Customer in the SaaS Agreement shall for the purposes of this Participation Agreement mean the Agency. Agency confirms that it will abide by all the terms of the SaaS Agreement as if it were the Customer in the SaaS Agreement.
4. The Parties agree that this Participation Agreement shall be a standalone and separate contract between the Parties and that the SaaS Agreement shall be incorporated fully herein as if attached hereto.
5. Masabi will provide the Services selected by the Agency and as set out in Annex 2 (Services) to this Participation Agreement.
6. The Agency will pay the Charges for the Services set out in Annex 3 of this Participation Agreement with effect from 1 June 2024 or, if later, the Participation Agreement Effective Date.

The Agency and Masabi acknowledge and agree that NEORide incurs no additional cost nor is NEORide liable for any unpaid Agency Charges as specified in this Participation Agreement.

9. This Participation Agreement will be valid from the Participation Agreement Effective Date for the duration of the Initial Term and any Successive Periods pursuant to Section 3.1 of SaaS Agreement unless earlier terminated in accordance with the terms of section 11 (Termination) below.
10. In this Participation Agreement expressions defined in the SaaS Agreement and used in this Participation Agreement have the meaning set out in the SaaS Agreement.
11. If one Party defaults in the performance of any material provision of this Participation Agreement or the MSA (including without limitation the Customer’s compliance with the ‘handling of Validation Hardware’ requirements pursuant to section 3.5 of the MSA (Decommissioning & Disposal) of the Validation Hardware PCI Compliance Plan), then without affecting any other right or remedy available to it, the non-defaulting Party may give written notice to the defaulting Party that this Agreement shall be immediately terminated unless the default is remedied within thirty (30) days of such written notice.

The Agency may terminate this Agreement for convenience by a notice in writing from the Agency to Masabi that shall specify the effective date thereof, which must be (i) at least twelve (12) months after the Participation Agreement Effective Date; and (ii) at least ninety (90) days before the effective date of such termination.

12. For the avoidance of doubt, references in the SaaS Agreement to the “Agreement” shall also mean this Participation Agreement.
13. This Participation Agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to its conflict of laws principles.
14. Each Party irrevocably agrees that the courts of [insert as agreed with the Agency] shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Participation Agreement or its subject matter or formation (including non-contractual disputes or claims).
15. Notwithstanding Section 13 of this Participation Agreement and any reference to Ohio law in the SaaS Agreement (SaaS Section 9.2(i) being one such example), Masabi agrees that the SaaS Agreement and this Participation Agreement are subject to any limitations and immunities provided by the law of the state that the Agency is based in. This Section shall only apply to Agencies based outside the State of Ohio.

THIS PARTICIPATION AGREEMENT has been entered into on the date stated at the beginning of it.

<p>SIGNED by its authorized representative for and on behalf of MASABI LLC</p>	<p>)))</p>	<p>..... Name:.....</p>
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	Title:..... Date:.....
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SIGNED by its authorized representative for and on behalf of [insert name of Agency]))) Name:..... Title:..... Date:.....
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Initial cost	Token	Masabi ABT option	
Capital (based on 65+5 validators)	\$ 182,000	\$ 168,700	*
Other capital		\$ 99,980	
Fare media	\$ 22,620	\$ 22,620	**
NEORide		\$ 3,500	
Total	\$ 204,620	\$ 294,800	
Annual expense			
Annual cost/yr	\$ 46,400	\$ 14,000	
Revenue share		\$ 7,500	***
NEORide		\$ 7,000	
Total annual expense/yr	\$ 46,400	\$ 28,500	
5 years expenses	\$ 232,000	\$ 142,500	
Total cost for the next 5 years	\$ 436,620	\$ 437,300	****

Token no cEMV now	Masabi cEMV	*****
Expected in 2025 w/o cost	Additional 40,000	

Conclusion: Masabi is preferred

- 1 Less expenses (capital is covered by grants)
- 2 Technology is more mature
- 3 Long term reliability

*Masabi's quote included 72 validators and 9 spares. Normalized the total to 70 for comparison purpose.

**Token did not provide fare media pricing - assuming similar cost as Masabi

***Masabi quote included 1.5% revenue share. Estimated based on \$0.5MM fare income in the future

****According to both quotes, bank transaction fees are not included

*****cEMV option availability is important for the riders in the future

CityBus

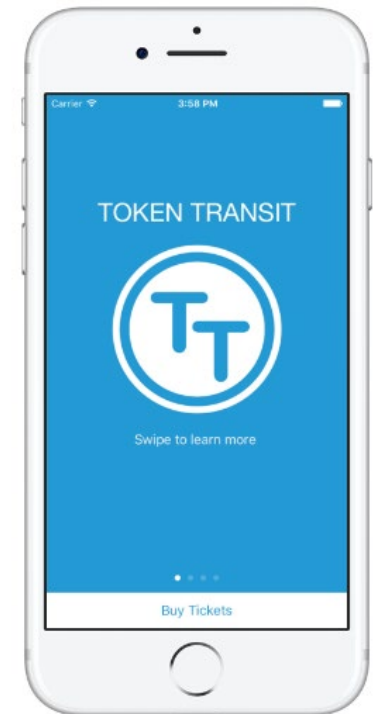
GREATER LAFAYETTE



Creation of New Bus Pass Offering Fall Semester & Spring Semester

New Bus Pass Offering

- Introduce new offering to fare structure
 - **Fall Semester Pass** – valid all semester including Boiler Gold Rush
 - **Spring Semester** – valid all semester including Commencement
- New passes only available in mobile app
- Any customer can purchase through the app



Setting Price Point

- New Semester bus pass offering priced at \$99 each
- Current bus pass offerings give discounts as duration of valid dates increases
- Provides value for customers amid change

Board Approval

- Board approval to add Fall Semester and Spring Semester bus to fare structure
- Board approval to use the valid date range methodology as outlined
- Board approval to set the price point for each pass at \$99



Memo

To: Board of Directors
From: Bryan D. Smith, CEO
Date: 4/19/24
Re: Managed IT Services

CityBus has more IT needs than we currently have staff to complete them. We are currently utilizing a company to fix issues as they arise and have been handling the rest of IT needs with internal staff, mostly Randy Anderson.

To allow Randy to focus on the transit specific software and hardware that we need to maintain, we have been soliciting proposals from managed IT services providers. These companies would manage our network, servers, desktops, printers, phones, and Microsoft software licenses. These firms have dedicated staff for each of these areas, and are able to stay current on the specific issues that may arise. This will lead to a more balanced workload internally, and a more secure overall system.

One advantage of using a third-party is that these services are considered to be capitalized maintenance, as they extend the life of the asset. We will be able to draw down 80% of the cost from federal grants based on the contract cost. Also, these costs are mostly offset by the elimination of current expenditures. There is a slight increase overall, but we have the funds to cover it, especially with the use of grant dollars.

After review of the quotes, I am proposing the attached quote for award by the Board for a three-year contact with an annual cost of approximately \$200,000 for a total cost not to exceed \$600,000. The final contract terms will be negotiated with the help of our corporate counsel.



We have prepared a quote for you

Citybus - Managed IT Services 2024.1

Quote # WLBO--015536 v1

Prepared for:
CityBus Greater Lafayette

Prepared by:
Bill Ooms

Tuesday, April 16, 2024

CityBus Greater Lafayette
Bryan Smith
1250 Canal Road
Lafayette, IN 47902
bsmith@gocitybus.com

Dear Bryan,

Welcome to our support Package! Thank you for considering Business System Solutions as your technology partner. At BSS we work hard to go above and beyond the call of duty. The establishment of our Client Bill of Rights, along with our continual and substantial investment in people, processes, and technology, demonstrates our commitment to our clients. Our goal is to be the caregivers of your productivity!

That being said, we are always asked, "What makes us a local industry leader?"

1. **Customer Service** - We feel that our people, processes, systems, and solutions we have in place, and more importantly the relationships and the way we deal with our clients and their technology, is different and better than any other local IT Firm.
2. **The Right Technical Solutions** – We feel we can recommend and provide the best solutions based on the client's specific needs. We believe it is our job to protect your valuable business information and implement many layers to protect your business. We have the top qualified experienced staff and strive to provide quick response to any service issues that you have.

Thanks again, and please let us know if we can help or answer any questions you may have.

Sincerely,



Bill Ooms
CEO
West Lafayette

Site Charges

Product Details	Qty
Client agrees to the Master Services Agreement (MSA) The MSA can be found at www.bssconsulting.com/agreements This covers this and all future quotes and agreements	1
Client agrees to the Services Statement The Services Statement can be found at www.bssconsulting.com/agreements This is the detail of line items included in this proposal.	1
Remote/Onsite Support Labor on Fully Managed Plan included <ul style="list-style-type: none"> • All remote/onsite labor is included • Projects are quoted separately 	1
Site Support Items: Software Updates & Patches Remote Monitoring and Management Proactive Support Monthly Reports Client Payment Portal Account Management	2
HaaS - BSS Owned Meraki MX67 Firewall	1
HaaS - BSS Owned Meraki MX75 Firewall	1
Firewall Management Support	2
HaaS - BSS DataVault Backup Solution Device (S5-36)	1
BSS Backup Solution Offsite storage	1
Server Support	24
Non-user Computer Support	5
Microsoft 365 Environment Support	1
Line of Business Application Support	1
Printer Support	10
Miscellaneous Peripherals Support	64
Vendor Management	1
Mobile Device Management	4

Site Charges

Product Details	Qty
Switch Management	7
Wireless Access Management	10
Dark Web Monitoring for Email/Password Compromises	1
Security Awareness Training	1
Online Training Library	1
Tech Rider Desktops: OptiPlex Tech Rider Computer Replacement Plan - Scheduled evenly over 60 months	35
Tech Rider Laptops: Latitude • Tech Rider Computer Replacement Plan - Scheduled evenly over 60 months	5
Installation for Tech Rider Computer Replacement Plan	40
Business Review Meetings • Meeting Frequency: Quarterly	1
Support of VoIP Phones	1
Monthly Subtotal: \$8,469.43	

User Charges

Product Details	Qty
User/Computer Support Includes: • Best Practice Instructions • PC Monitoring • DNS Web Filtering • Antivirus	40
Email Only User Support	30
Microsoft 365 Environment Backup	70
Managed Detection and Response (EDR/MDR) PCs and Servers	69
Global Email Signature Service	70
Monthly Subtotal: \$5,455.70	

Security Charges

Product Details	Qty
Huntress 365 Proactive Security for Microsoft 365	70
MFA for BSS Administration Access	1
Monthly Subtotal:	
\$395.00	

Microsoft Charges

Product Description	Qty	Recurring Amount	Extended Recurring
Microsoft 365 Business Premium [NCE] - M2M	40	\$26.40	\$1,056.00
Microsoft 365 Business Basic [NCE] - M2M	26	\$7.20	\$187.20
Exchange Online (Plan 1) [NCE] - M2M	4	\$4.80	\$19.20
Monthly Subtotal:			\$1,262.40

TERMS OF SERVICE

Managed IT Service Package

Pro Security Package

The Terms of Service (“TOS”) is entered into as of 05/01/2024 (“Commencement Date”).

Addenda to Master Services Agreement (“MSA”) and Services Statement (“Services Statement”) between the parties of which such terms are incorporated in this TOS. MSA and Services Statement can be found at <https://www.bssconsulting.com/agreements>. PLEASE REVIEW THESE AGREEMENTS posted on the website, accepting this Managed IT Service plan constitutes acceptance of the MSA and Service Statement.

Services Summary

The Managed Service plan is designed to provide proactive monitoring and support services that anticipate and prevent IT problems before they occur. The Service is built upon the successful installation and configuration of technologies that BSS’ Professional Services Team utilize to monitor and maintain critical technology systems. BSS standards and processes need to be followed and implemented by client and BSS to achieve a successful client experience.

Deliverables

BSS agrees to and Client accepts from BSS all the hardware, software, and services listed on the Quote to accomplish the TOS which is to provide Client with all the necessary tools and equipment (“Covered Equipment”) to support the Client environment (“Environment”).

Term; Termination

The Services will be provided for an Initial Term of thirty-six (36) months starting on the Commencement Date. Additional details are described in the MSA and Services Statement.

Covered Equipment; Environment

The Services will be applied to the equipment, hardware, software, and users (collectively, the “Environment” or “Covered Equipment”) as listed in the Quote. Reference the Services Statement for additional details.

Support Hours; Contact Methods

Support will be provided during Normal Business Hours at the hourly rates listed in Section c) below. Additional details are provided in the MSA and Services Statement. Any work requested after hours,

weekends, or holidays will be invoiced at the rates listed in Section d) below. Support will be provided by BSS to Client by Client sending an email to support@BSSconsulting.com or by calling one of the support numbers listed below. Any work requested after hours, weekends, or holidays will be invoiced at the rates listed in Section d).

Location	Phone Number
Grand Rapids, Michigan	616-776-0400
Murfreesboro, Tennessee	615-819-0600
West Lafayette, Indiana	765-742-3440

Fees; Payment

The fees are listed on the Quote and are summarized on the Monthly Expense Summary section of the Quote for the package selected.

- a. **Additional Users**. Additional users will increase the monthly fee some amount depending on the Microsoft license, computers used and other added items needed by the user. Factors that contribute to the fee being higher or lower include annual increases, additional products or services added, complexity of the environment, and other such considerations.
- b. **Payment**. Payment for the first month is due within 15 days of the Commencement Date. Thereafter, all invoices for this agreement will be invoiced on the first of each month and due within 15 days.
- c. **Late Payments**. Fees that remain unpaid for more than ten (10) days after due, will be subject to a late fee of 5% of the unpaid invoice. Interest will accrue on the unpaid amount(s) until and including the date payment is received, at the lower of either 1.5% per month or the maximum allowable rate of interest permitted by applicable law. Reference the Master Service Agreement for additional details.
- d. **Fee Increases**. Each year the contract will be reviewed prior to the anniversary date of the SOW Commencement Date and prices may be increased the greater of four (4) percent, or to reflect the changes in the CPI. The Consumer Price Index (CPI) is published by the Bureau of Labor Statistics (www.bls.gov/cpi). We will not increase your fees under this subsection more often than once per twelve (12) months.
- e. **Hourly Rates**. The rates for work types are described in the table below. If the price is zero, then the work type is included in the plan:

Work Type	Price
Remote Support	\$0/Hour
Onsite Support	\$0/Hour
Trip Charge	\$0/Visit
After Hours Support	\$199/Hour

Holiday Support	\$259/Hour
Project/Out of Scope Work	Quoted as needed

- f. **Out of Scope Installation Charges**. Workstations, PCs, and laptops not included in the Computer Replacement Plan will be quoted along with a flat-rate or time and material installation charge.
- g. **Computer Replacement Plan**. If the Computer Replacement Plan is included and If client wishes to keep an old unit, the unit will be made “home ready” for a fee of \$250.

Client Responsibilities

- a. Access/keys to all rooms where Covered Equipment is located (only needed when we come onsite).
- b. List of all users (name, email, cell phone) and location of all Covered Equipment.
- c. All passwords required for the administration of the Environment.
- d. Any current documentation on the network, users, security, email portal, software, vendors, etc.
- e. Account numbers, contact information, etc., for ALL third-party hardware, software, and vendors.
- f. Addresses of all Client locations.

Citybus - Managed IT Services 2024.1



Prepared by:

West Lafayette

Bill Ooms
(765) 742-3440
bill@bssconsulting.com

Prepared for:

CityBus Greater Lafayette

1250 Canal Road
Lafayette, IN 47902
Bryan Smith
(765) 423-2666
bsmith@gocitybus.com

Quote Information:

Quote #: WLBO--015536
Version: 1
Delivery Date: 04/16/2024
Expiration Date: 05/31/2024

Monthly Expenses Summary

Description	Amount
Site Charges	\$8,469.43
User Charges	\$5,455.70
Security Charges	\$395.00
Microsoft Charges	\$1,262.40
Monthly Total:	\$15,582.53

PLEASE READ BEFORE SIGNING. This Quote is governed under the provisions of the Terms of Service ("TOS") contained within the Quote and the Master Services Agreement located at <https://www.bssconsulting.com/agreements> ("MSA"). This Quote is further defined by the conditions and provisions of the statement of services located at ("Services Statement"). The TOS, MSA, and Services Statement contain important provisions related to the Services (including payment and auto-renewal terms), and by agreeing to this Quote, you agree to the provisions of the TOS, MSA, and the Services Statement. If you cannot access the MSA or Services Statement, or if you have any questions about those documents, then please do not sign this Quote and contact us for further information.

West Lafayette

Signature: Bill Ooms
 Name: Bill Ooms
 Title: CEO
 Date: 04/16/2024

CityBus Greater Lafayette

Signature: _____
 Name: Bryan Smith
 Date: _____

MEMO



TO: Board of Directors

FROM: Bryan T. Walck, Manager of Customer Experience

CC: Bryan D. Smith, Chief Executive Officer

DATE: April 15, 2024

RE: Recommendation of COA Consultant (RFP 2024-5)

With excitement for the future, I write to recommend that the Board authorize a contract be executed between CityBus and RLS & Associates, Inc. (RLS) for consulting work related to the Comprehensive Operations Analysis (COA) request for proposals number 2024-5. After careful review of submissions, RLS scored highest based upon the evaluation criteria.

Selecting RLS as our partner to complete this important work allows CityBus to leverage the vast and impressive experience they bring to the COA process. In addition to being a well versed and highly experienced team, RLS is a woman-owned and operated business, and Disadvantaged Business Enterprise (DBE).

Their comprehensive, community minded, customer focused technical proposal clearly demonstrates their ability to offer the Board and staff recommendations to take CityBus into an effective and efficient future that meets the needs of the community while being good stewards of funding dollars.

I recommend and request that the Board authorize a contract with RLS for 3 years, with the possibility to extend for follow-on tasks, with the total cumulative cost not to exceed \$150,000.00.



RFP 2024-5 Comprehensive Operations Analysis

**Submitted To:
Greater Lafayette Public
Transportation Corporation
(CityBus)**



**Submitted by:
RLS & Associates, Inc.
3131 S. Dixie Drive, Suite 545
Dayton, OH 45439
Phone: (937) 299-5007
Email: rls@rlsandassoc.com**

Technical Proposal

April 5, 2024

Bryan D. Smith, CEO
Greater Lafayette Public Transportation Corporation
1250 Canal Road
Lafayette, IN 47904
bsmith@gocitybus.com

Dear Mr. Smith:

REQUEST FOR PROPOSAL FOR GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
COMPREHENSIVE OPERATIONS ANALYSIS

RLS & Associates, Inc. (RLS) is pleased to submit to the Greater Lafayette Public Transportation Corporation (GLPTC) its proposal to develop a Comprehensive Operations Analysis (COA). This proposal is to provide the transit system with in-depth community and customer engagement and data-driven service analysis. The scope of work includes an exploration of service alternatives and a set of recommendations that enhance the operations and sustainability of the GLPTC transit system. RLS believes that its balance of expertise and background in transit evaluation and analysis, combined with transit planning and knowledge of Federal regulations necessary for a recommendation of any service or changes are a true match for GLPTC, your partners, customers, and riders, who will be the direct beneficiaries of any identified improvements.

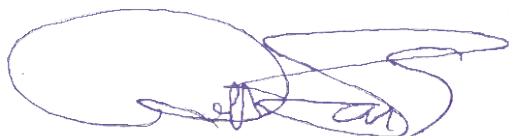
Throughout the firm's 36-year history, RLS has focused on providing invaluable transit planning in Indiana and nationwide and has a complete appreciation for the significant efforts that must be made after the transit plan is complete. Usually, the most challenging part of service planning is the actual implementation of the plan. Securing the appropriate revenue, hiring the appropriate staffing levels, bringing in the right community partners, securing sufficient revenue, and building trust among all partners and riders requires diligence and focus. The RLS team will provide GLPTC with the necessary information and tools during the planning process so that implementation after the plan is complete, will be streamlined and successful.

The RLS team includes three former transit system managers, including one former Indiana transit system manager, as well as transit planning and community engagement experts. We believe that this team bridges real-world perspectives and planning for the development of sustainable plans.

The RLS team includes Independent Consultant Tom Roberts as a subject matter expert. Tom brings national expertise in transit and community development planning.

RLS is a woman-owned and operated business, and Disadvantaged Business Enterprise (DBE). As President of RLS & Associates, Inc., I am authorized to negotiate this offer. You may contact me at (937) 299-5007, email at rlsasc@rlsandassoc.com, or mail at 3131 South Dixie Highway, Suite 545, Dayton, Ohio 45439.

Respectfully submitted,



Robbie L. Sarles, President
RLS & Associates, Inc.

Enclosure

Moving Public Transportation Into the Future

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PROPOSAL FOR THE CITYBUS COMPREHENSIVE OPERATIONS ANALYSIS

RLS & ASSOCIATES, INC.



RLS & Associates, Inc. (RLS) specializes and works **exclusively in the transit industry**, providing consulting assistance to small, medium, and large public transit systems, Federal and State departments of transportation, government agencies, and paratransit operators. This woman-owned business enterprise was established in September 1987 and incorporated in 1990 in the State of Ohio and has grown to be a highly respected and sought-after consulting firm in the transit industry today. Since its inception, RLS' mission has been to **“assist the transit community in identifying, facing, and meeting current and future challenges in an affordable, practical, and high-quality manner while maintaining the highest standard of integrity and professionalism.”** Within this mission, RLS has concentrated on improving public transportation system operations and administration through the use of sound financial management practices, the responsible use of capital resources, and quality customer service, believing that these are the core areas where the greatest contributions can be made and where the talents and resources of the firm can provide the greatest benefit. As a result, the RLS professional staff conducts projects across the country in a number of areas including:

- ◆ Transit Service Operations, Design, and Evaluation
- ◆ Human Service Coordination, Mobility Management, and Paratransit Service Planning, Development, and Implementation
- ◆ On-going Technical Assistance and Training to Meet the Specific Needs of State DOTs and Transit Systems
- ◆ Surveys and Data Collection
- ◆ Compliance/Management Performance Reviews
- ◆ Financial Management and Cost Allocation
- ◆ Civil Rights—ADA, DBE, EEO, Title VI, and LEP
- ◆ Drug & Alcohol Regulations
- ◆ Effective Customer Service
- ◆ Governing Board Training and Assistance
- ◆ Performance Measures and Monitoring and Risk Management
- ◆ Procurement and Third Party Contracting
- ◆ Program and Policy Development and Review
- ◆ Regulatory Compliance
- ◆ Rural Transit Assistance Program (RTAP) Management and Operations
- ◆ Safety Management Systems
- ◆ Strategic Planning
- ◆ Transit Asset Management
- ◆ Transit Technology and Facility Design

PHILOSOPHY

Understanding and Meeting the Client’s Needs

RLS’ mission in all projects is to first, fully understand *the client’s needs and*; second, to produce a product that is *uniquely designed to meet those needs*; third, to not only meet the intent of the project, but to produce a product that is both *realistic and implementable*, and fourth, and finally, to perform the work *on time and within the established budget*. RLS has a documented record of success in meeting all of these goals. To accomplish this, RLS first draws from its corporate experience from over three decades of assisting transportation organizations with diverse and challenging issues to develop a well-organized, clearly defined project management plan which will be critical to the conduct of the proposed work effort in the most effective, cost-efficient manner possible. Next, RLS works to assemble a team that has the requisite, collective experience and expertise in the applicable topic areas to successfully conduct the project. **RLS’ senior staff represent over two hundred years of combined experience in the transit field.** Finally, RLS employs a number of project management and monitoring tools to ensure that the project not only meets but exceeds the client’s expectations.

Cost Effective Consulting Services

RLS has continuously strived to maintain a reasonable pricing and overhead rate structure throughout its corporate history. Located in the Midwest affords RLS the ability to be just a reasonable drive away from Greater Lafayette, allowing for quick response to your needs. RLS also, within reason, coordinates the travel of RLS Project Managers and team members with other projects in an area. Coordination of travel is only suggested, however, in instances when the timing is appropriate.

Quality Assurance

Quality assurance and control are important in every project to ensure the project stays on task and on time, and that deliverables are of the highest quality. The RLS team includes an editor who has transit and planning experience. This individual reads every document for consistency and clarity, grammar, and punctuation, typographical errors, and to ensure that all aspects of the review have been documented.

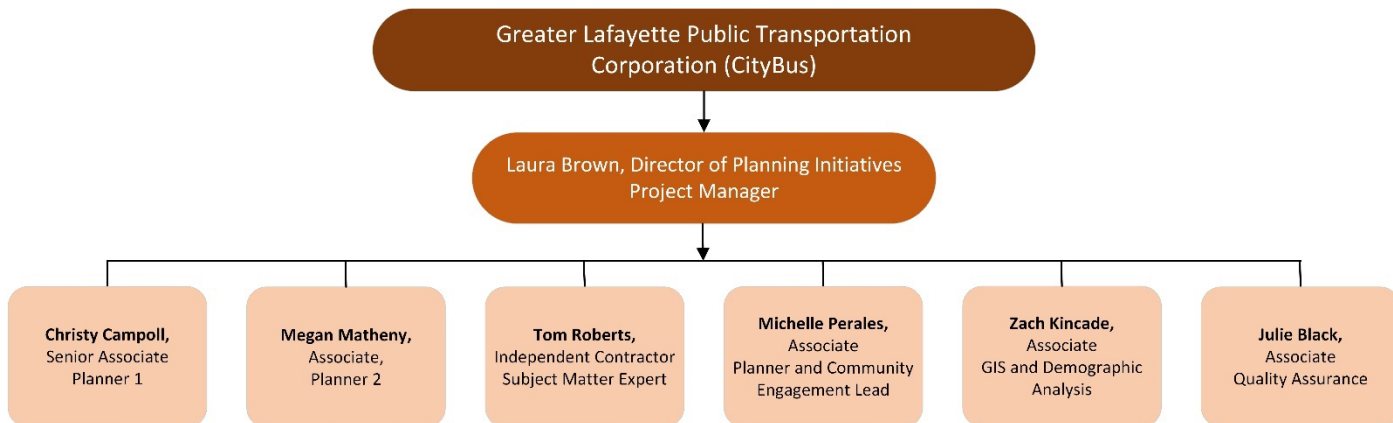
DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION/EQUAL OPPORTUNITY EMPLOYER (EEO)

RLS is a certified DBE in 35 states and is an Equal Opportunity Employer; RLS’ Affirmative Action Policy/EEO plan is available upon request.

OUR TEAM

The following paragraphs provide a summary of the qualifications for each team member assigned to the proposed Comprehensive Operations Analysis (COA). Resumes for the project manager and key staff are provided in the appendix. The proposed project management organizational structure is provided in Exhibit 1.

Exhibit 1: Project Management Organizational Structure



Laura Brown, Director of Planning Initiatives, Project Manager

Ms. Brown has an extensive and diverse background in transit planning supplemented with financial management experience. Over her 23 years of industry experience, she developed specializations including short- and long-range planning, service evaluations, needs assessments, financial and fare analyses, transit organizational structure studies, and coordinated transportation. An experienced Project Manager, Ms. Brown has personally led and/or contributed to dozens of projects across the country resulting in the development of comprehensive transit service plans, service evaluations, locally developed coordination plans, service assessments, and public outreach activities, including passenger on/off counts and surveys. Ms. Brown’s forte is in public involvement, consensus building, and the development of implementable strategies with practical solutions.

Samples of Ms. Brown’s projects relevant to this engagement include the Wausau (MetroRide) Transit Development Plan (TDP) which evaluated existing resources devoted to fixed routes and paratransit and designed the best available service design within existing resources. The study analyzed gaps in fixed route service based on available demographic, socioeconomic, community development, and travel pattern data and community, partner, and rider engagement. Recommendations were ultimately designed in scenarios that considered different local revenue sources. She also recently completed the Community Transportation Network (CTN) Transportation Needs Assessment for a region encompassing 11 counties in northeast Indiana and the City of Fort Wayne. The extensive public engagement process and evaluation of existing services resulted in service, funding and technology-based recommendations to improve the network of transportation options throughout the region. Ms. Brown was also a major

contributor to the Stark Area Regional Transit Authority (SARTA) Transportation Development Plan which encompassed service improvement recommendations and projected expenses and revenue sources. The SARTA TDP included an analysis of route productivity and built upon the rider survey and community needs assessment activities the RLS team provided during the preceding SARTA Coordinated Plan. Finally, Ms. Brown is the Project Manager for the Bangor (ME) Area Community Connector Structural Analysis. Currently, the City of Bangor is the designated recipient and operator of the regional public transit service. The study recommends governance and administrative redesign to balance responsibilities across all communities in the Metropolitan Planning Area.

Ms. Brown has also designed and managed numerous passenger and public input efforts as part of transportation studies in small and large urban areas.

Ms. Brown completed her Master's in Public Administration at Wright State University and received a B.A. in Sociology from The Ohio State University.

Christy Campoll, Senior Associate, Planner 1

Ms. Campoll hails from Indiana and has dedicated over 13 years to the improvement of public transportation systems in Indiana and across the Midwest. As a Senior Associate at RLS & Associates, Inc., she has demonstrated her expertise in project management, research and data analysis, outreach, and planning, contributing to many types of projects that enhance transit services. At RLS, her projects have included local, regional, and statewide coordination plans; service evaluations; transit development plans; comprehensive operational analyses; literature reviews; policy research; and compliance monitoring.

One of her current roles is serving as the Project Manager for the FTA-funded Bus Operator Compartment Redesign project in collaboration with the Transportation Learning Center. At the local level, Christy recently led the Richland County, OH transit development plan, including a service network redesign; the Potomac Valley Transit Authority (WV) service and facilities evaluation; the Laketrans/Geauga County Transit (OH) system consolidation plan; and a feasibility study for rural transit in Preble County, OH. Other recent projects include leading the evaluation of Georgia DOT's contactless fare payment system; updating Georgia's FTA Section 5303/5304 administrative manual; and assisting IndyGo (Indianapolis, IN) with developing a subrecipient oversight program for four new suburban recipients of Section 5307 funds.

Previous to RLS, Christy worked as the Vice President of Transportation at Janus Developmental Services (5311 system), Scheduled Service Manager at Miller Transportation (5311(f)), and a Mobility Manager for Central Indiana Regional Transportation Authority (5307). Christy received her Bachelor's (Religious Studies) and Master's (Public Affairs) degrees from Indiana University. She is completing doctoral coursework in Organizational Studies at Wright State University in Dayton, OH.

Megan Matheny, Associate, Planner 2

Ms. Matheny is a seasoned public transit system director with over 13 years of experience in public transportation for small cities. She has a proven track record addressing program

efficiencies through analysis and revision of organizational practices and procedures including, the introduction of innovative technology solutions and service delivery alternatives. Ms. Matheny brings the ability to effectively manage federal, state and local grants, operations, contracts, and a diverse range of projects and personnel within budget. An example is the implementation of a microtransit service through RideMICRO, a pilot program introducing on-demand service to un- and underserved areas in the three counties. Ms. Matheny conducted research, secured grants for support, and managed technology enhancement projects. Her specialty is creating and executing planning initiatives and programs with an ability to adapt and deliver under changing environments. Ms. Matheny also brings a strong sense of organizational mission and aptitude to lead a team in meeting established goals and objectives.

Ms. Matheny is providing on-call technical assistance to the Fayetteville Area System of Transit (FAST). Current activities with FAST include a Service Equity Analysis. She is also the project manager for a service analysis and design project for Mecklenburg County (NC) which involves evaluating current demand and providing recommendations for more cost-effective services to the areas surrounding the growing Charlotte, NC community. She recently provided support in a ten-year transportation development plan for Richland County, OH, and managed procurement processes for a revised Computer-Aided Dispatch (CAD)/Automatic Vehicle Location (AVL) System and Transit Management Services. Megan is currently providing a Bus Stop Inventory and Plan for the Tri-State Transit Authority in West Virginia. In addition to a host of transit feasibility and planning studies, she has served as both a lead and secondary for agency reviews conducted for Oregon Department of Transportation (ODOT) and Minnesota Department of Transportation (MnDOT).

Ms. Matheny received a Bachelor's (Political Science) from the University of Tennessee, Knoxville and Master's (Public Administration) degrees from the University of North Carolina Wilmington.

Tom Roberts, Independent Contractor, Subject Matter Expert

Mr. Roberts is joining RLS as an Independent Contractor (IC) to provide his expertise to CityBus. Among his many qualifications gained during more than 30 years in the transit industry, are the innovative strategies that he designs based on the specific situation of the local community. He has redesigned five transit systems, pioneered the operations of paratransit services to improve community mobility, implemented successful and long-standing mobility management programs including a van share program that has been in operation since the 1990s, and created alternative and transportation parking solutions to resolve challenges faced by a major university.

Mr. Roberts is the former Chief Executive Officer/Chief Operating Officer for Acorn Enterprises with the duties of diversifying economic opportunities for Native American Tribal families. Work with Acorn expanded beyond transit, but demonstrated his broader understanding of how to understand community development needs and plan for growth. Before Acorn, Mr. Roberts was the Deputy Executive Director of Paratransit, Inc., the Chief Financial Officer for Vivalon paratransit, and Manager of Public Transit for Napa Valley Transportation Authority. During his career, Mr. Roberts has gained program design, finance,

and management skills for transit systems including universities, urban and rural public transit, and private transportation.

He has the distinguished honor of being recognized as Transportation Manager of the Year by the Community Transportation Association of America and was awarded Transportation Agency of the Year by the California Association of Coordinated Transportation. Mr. Roberths completed a Master of Business Administration and also holds a Bachelor of Science in Public Administration/Urban Planning.

Michelle Perales, Associate, Planner and Community Engagement Lead

Ms. Perales joined RLS in June 2023, bringing with her 8 years of experience working in the public transportation industry, in a variety of capacities. She has served as a Community Outreach Coordinator, Community Planner, and Bus Rapid Transit (BRT) Public Information Officer for VIA Metropolitan Transit (VIA) in San Antonio, TX, a public provider of regional multimodal transportation options.

Ms. Perales has a robust history of community engagement, social justice advocacy, and impactful community outreach. As a Community Planner for VIA, she actively collaborated with minority, Limited English Proficient (LEP), environmental justice, and disability advocacy groups. Her efforts were aimed at advancing equitable and accessible transit development within San Antonio, Texas.

As a Community Outreach Coordinator at VIA, Ms. Perales led an educational outreach campaign for the Advanced Transportation District (ATD) referendum which aimed to secure support for a local option sales tax of 1/4 cent to fund advanced public transit initiatives in Bexar County, Texas. She established an internal ATD Speakers Bureau, where she managed speaking engagements, developed educational materials, and provided training to speakers. She conducted targeted minority and LEP outreach to underserved/underrepresented neighborhoods. Largely due to her robust and inclusive outreach efforts, the ATD statute was successfully voted into formation by a majority of Bexar County voters.

While with VIA, Michelle served as Vice President of the Conference of Minority Transportation Officials (COMTO) San Antonio chapter. In this capacity, she hosted career planning seminars (Garrett Morgan Day) and charity golf tournaments to raise funds for educational scholarships.

Her transit planning experience with RLS encompasses urbanized planning as well as rural. In 2023, she worked with a team to develop commuter route options for the multi-jurisdictional Central Ohio area when a new major industrial area was established in a rural community outside of Columbus. The routes connected hubs within the COTA service area with employers and mobility hubs in rural Licking County.

Ms. Perales received her Juris Doctor, *magna cum laude*, from the William S. Boyd School of Law at the University of Nevada Las Vegas. She also holds a Master of Law (LL.M) in Gaming Law and Regulation, a Master of Arts in Public Policy and Administration, and a Bachelor of Science in Urban and Regional Studies. She is a certified Change Management Practitioner, through Prosci. She is a certified facilitator of the 7 Habits of Highly Effective People, through Franklin Covey, and certified in the Four Disciplines of Execution (4DX), also through Franklin Covey. She is also certified in Crucial Conversations, Leading at the

Speed of Trust, Presentation Advantage, Principle-centered Leadership for Senior Leaders, and Inside Out Coaching.

Zach Kincade, Associate, GIS and Demographic Analysis

Mr. Kincade is a seasoned professional in the field of public transportation. In addition to his strong academic background in Geography and Urban Affairs, Zach has dedicated over 16 years to the improvement of public transportation systems. As an Associate at RLS & Associates, Inc., he has demonstrated his expertise as a Project Manager, Task Lead, and GIS/Data Analyst, contributing to various projects that enhance transit services and streamline operations. Mr. Kincade’s proficiency in map development using ArcGIS, coupled with his experience in data collection, data analysis, and demographic studies, has been instrumental in his pursuit of making public transportation more efficient and accessible for communities.

Mr. Kincade’s projects include: Project Manager, Greater Dayton RTA Performance Evaluations; Project Manager, Butler County RTA Salary Study; Lead Investigator for Rainbow Rider (rural transit) Labor Market Evaluation; Task Lead for WVDOT GTFS; GIS Analyst for two CTAA Rural Transit Plans (Lincoln County, ID and Phillips County, AR); Contributor to the CTN (For Wayne, IN) Transportation Needs Assessment; GIS Analyst for the Seminole Nation Short Range Transit Plan; Major Contributor for the IndyGo Service Equity Analysis; Task Lead for the ODOT TIGER grant for scheduling and dispatch software; Major Contributor to the Richland County 10-Year Transportation Development Plan; Contributor to the Tennessee Coordinated Public Transit-Human Services Transportation Plans updates; Lead Supervisor, Jackson Area Transportation Authority, passenger survey; Project Manager, Hancock, Hardin, Wyandot, and Putnam Community Action Commission Rural Community Needs Assessment; Lead researcher, Greater Dayton RTA Title VI Study; major contributor to the Greater Dayton RTA University Transit-Pass Feasibility Study; and Data Collection Manager for a ridership assessment for Stark Area Regional Transit Authority (SARTA) in Canton, OH.

He completed a Bachelor of Science in Geography (minor in Urban Affairs) from Wright State University and a Public and Human Service Transportation Certificate as part of the WSU/Ohio DOT Certificate Program.

Julie Black, Associate, Quality Assurance

Ms. Julie Black is an experienced project planner, with a focus on data visualization including agency resource data, Census data, Tableau Public, regional profiles, and report layout and design. Ms. Black is part of RLS’ Administration and Planning Divisions and is working in the areas of data presentation and report/proposal formatting and production through the use of Adobe’s Creative Suite (InDesign, Photoshop, Acrobat). She has been involved with collecting provider information for the Chicago RTA and the Utah Transit Authority. Ms. Black is the lead designer for the Indiana Public Transportation Annual Report. She is currently working with the RLS Training team on the development of several eLearning modules as well as a participant database.

Ms. Black has 17 years of professional experience, including 10 years as a Senior Planner for the Miami Valley Regional Planning Commission (MVRPC) in Dayton, Ohio. She holds a Master of Urban Planning and a Bachelor of Philosophy in pre-veterinary Medicine.

MAJOR CLIENT ACCOUNTS

The following table provides a list of RLS' current major client accounts. Although the list is not comprehensive of all clients, it is representative of RLS' wide range of services and clients.

Transit Planning and Technical Assistance	Transit Compliance and Training
Arizona DOT – Multimodal Planning Division	Arizona DOT – Multimodal Planning Division
Buckeye Hills Regional Council	CalACT
City of Fayetteville, NC – FAST	Capital Area Transportation Authority
City of Midland, MI	Colorado Department of Transportation
City of Rock Hill, SC	Community Transportation Association of Virginia
City of Vincennes, IN	Federal Transit Administration (FTA)
ColumBus Transit, IN	Georgia Department of Transportation
Community Transportation Association of America	Idaho Transportation Department/Public Transit
Community Transportation Network (CTN), IN	Illinois Department of Transportation
Fairfield County, OH	Indiana Department of Transportation
Indianapolis Metropolitan Planning Organization	Maine Department of Transportation
Indianapolis Public Transportation Corporation	Maryland Transit Administration
Mecklenburg County, NC	MassDOT Rail & Transit Division
Nevada Department of Transportation	Nevada Department of Transportation
Ohio Department of Transportation	Ohio Department of Transportation
Tennessee Department of Transportation Multimodal Division	Oregon Department of Transportation
Utah Department of Transportation	Tennessee Department of Transportation Multimodal Division
Vermont Agency of Transportation	Wisconsin Department of Transportation
West Virginia Department of Transportation	Wyoming Department of Transportation

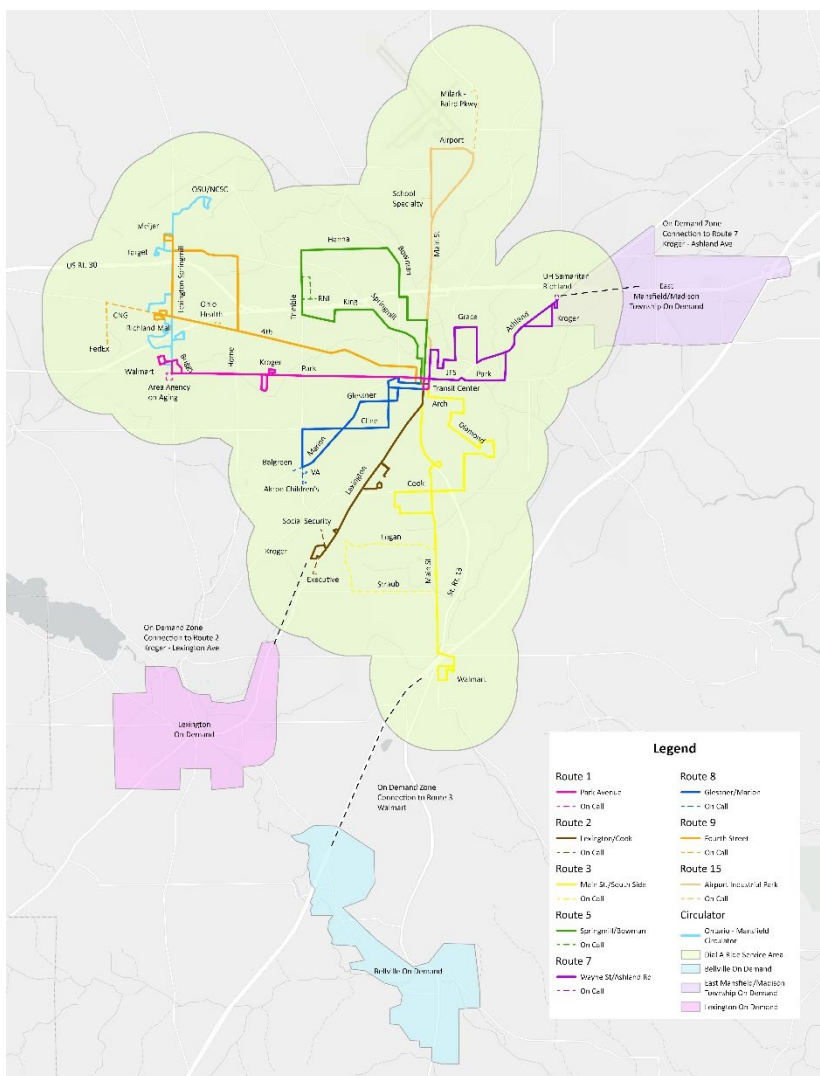
SIMILAR PROJECTS AND REFERENCES

The following summaries provide a snapshot of four recent and relevant projects and contact information for client references. Additional projects are available upon request.

Ten-Year Transportation Development Plan
Richland County Transit Board (RCTB)
 Jean Taddie, Transit Development Manager
 19 N Main St
 Mansfield, OH 44902
 (419) 774-6396
jtaddie@rcrpc.org

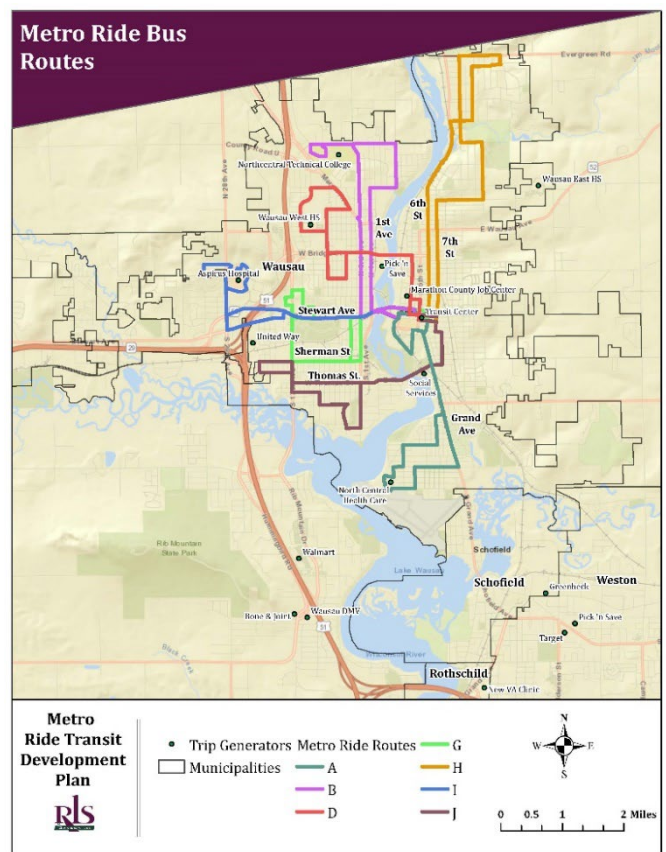
RLS conducted a comprehensive and data-driven analysis of market conditions and a review of the governance and administrative structure, existing services, and capital assets for Richland County Public Transit. An assessment of public transportation needs was conducted through an involved public engagement and outreach effort (meetings, focus groups, online surveys, passenger surveys, and public surveys). RLS analyzed existing transit routes, stops, and schedules to prepare recommendations for network improvements. The plan was completed in the first quarter of 2024. It resulted in a systematic network plan and a clearly defined vision for local transit service and regional connectivity.

An extension of the original contract included the procurement of CAD/AVL technology and transit management services.



Transportation Development Plan
Wausau Metropolitan Planning Organization
 Dave Mack, Planning Manager/MPO Director
 210 River Drive
 Wausau, WI 54403
 (715) 261-6043
dave.mack@co.marathon.wi.us

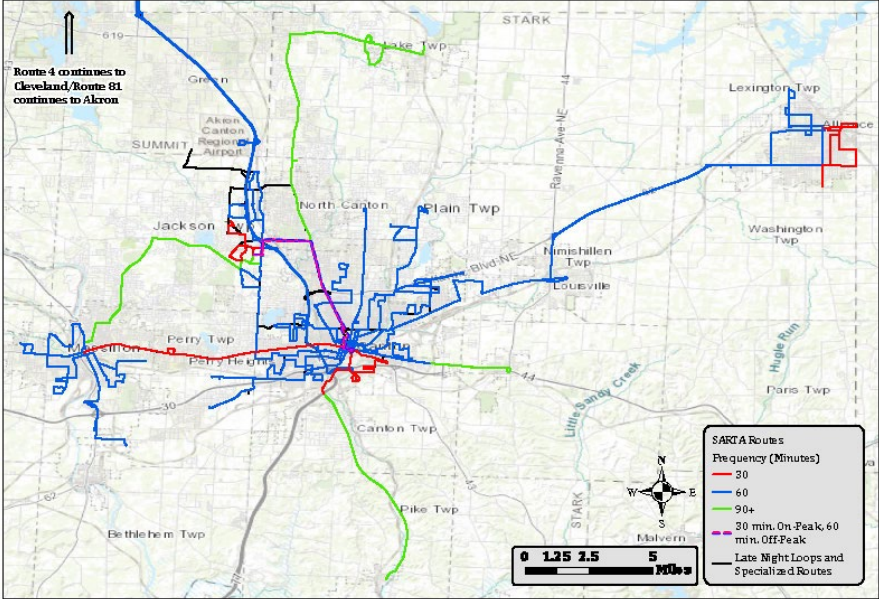
Wausau Metropolitan Planning Organization (MPO) and Marathon County organized this Transportation Development Plan (TDP) in cooperation with the City of Wausau Transit Commission and the MetroRide Transit System. MetroRide provides fixed route and paratransit services in the City of Wausau. The TDP was initiated because MetroRide's performance measures have not improved since its previous TDP and, while transit has proven its essential role ridership has not grown. Wausau recognizes potential opportunities for overall system improvements including expanding service coverage to include important trip generators that are outside of the City limits. Wausau hired the RLS team to examine the existing route structure and schedule, and facilitate a comprehensive and meaningful community and key stakeholder input opportunity that would result in a five-year implementation plan. The community input opportunities facilitated by the RLS team included interviews with key stakeholders, focus groups, public meetings, public and rider surveys, and ongoing engagement with the local decision-making bodies. RLS was assisted in the community outreach process by subconsultant, Wisconsin Institute for Public Policy and Service (WIPPS). In addition to community engagement, the RLS team conducted a detailed route-by-route analysis and recommended potential route structure re-design opportunities, including service area expansions, fare structure options, transit technology improvements that would be appropriate for implementation. RLS worked with MetroRide and Wausau MPO to complete the study with a realistic five-year operating and capital budget plan. The budget identified potential local revenue sources, including local communities and businesses served by the transit system improvements. Each potential revenue stream was explored with the local stakeholders throughout the study process in an effort to build support for successful implementation.



SARTA Transportation Development Plan (TDP)
Stark Area Regional Transit Authority (SARTA)
 Latrice Virola, Director of Planning
 1600 Gateway Blvd. SE
 Canton, OH 44707
 (330) 477-2782
lvirola@sartaonline.com

Following RLS' completion of SARTA's 2019 Coordinated Public Transit-Human Services Transportation Plan Update, RLS prepared the SARTA Transportation Development Plan, a 5-Year service plan. This plan forms the basis of SARTA's planning efforts for the next five years. It examines trends in the SARTA fixed route network and issues a series of recommendations to the existing service to help increase ridership, address unmet transportation needs in the community, and improve system efficiency. The TDP builds upon the needs analysis and service strategies documented during the 2019 Coordinated Plan Update. The final stage of the TDP process estimated the costs of the recommendations and laid out an implementation timeline for 2020 through 2025.

**SARTA Fixed Route Frequencies
Monday - Friday**



CTN Regional Transportation Needs Assessment and Feasibility Study

Community Transportation Network (CTN)

Justin Clupper, Executive Director

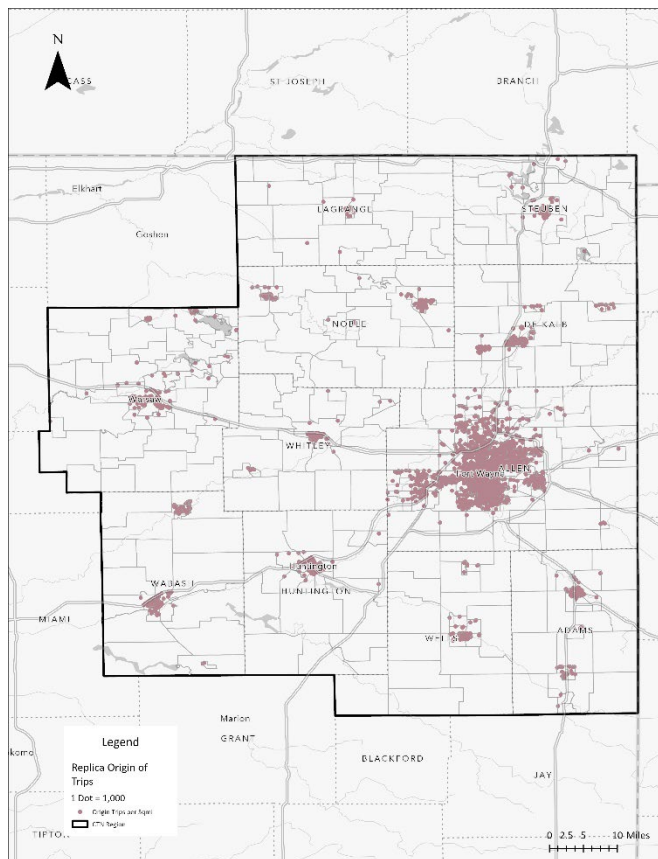
5601 Industrial Rd

Fort Wayne, IN 46825

(260) 420-3280

JustinC@ridectn.org

RLS is finalizing a Needs Assessment and Feasibility Study to determine possible service improvements and the feasibility of expanding public transit service to meet current and future demands in this 11-county region including Fort Wayne and the surrounding communities. The evaluation included an assessment of the mobility needs of the individuals who meet and those who do not meet Section 5310 funding eligibility requirements, along with evaluating the need for Section 5311 rural public transportation and coordination of services among providers. RLS has conducted numerous stakeholder meetings, public engagement workshops, video and phone interviews with stakeholders, and public and stakeholder surveys. RLS is developing recommendations for service and performance improvements, potential expansion of service options, coordination of service among providers, the potential for integrated scheduling and dispatch software, as well as expansion of Section 5311 rural public transportation services.



SCOPE OF SERVICES

PROJECT UNDERSTANDING

RLS understands that the Greater Lafayette Public Transportation Corporation (CityBus or GLPTC) is seeking services to develop a Comprehensive Operations Analysis (COA). The detailed approach outlined in the scope of work provides a description of services to be provided by RLS.

The scope of work is divided into three phases and the expected outcome of the COA is a detailed plan that provides recommendations and an implementation plan for service network design changes to address the current and projected needs and demands of the community.

The COA project timeline is expected to be approximately 18 months.

APPROACH

As an experienced public transportation planning company, RLS understands the importance of effective coordination and collaboration to ensure the successful execution of the Comprehensive Operations Analysis (COA). In response to your request, RLS is pleased to submit this proposal outlining its approach to managing the tasks outlined in the project scope.

PHASE 1 – TASKS 1 AND 2: LAUNCH AND SYSTEM ANALYSIS

Task 1: Project Management

The primary project management objectives are to:

- 1) Develop a comprehensive Project Management Plan and schedule in alignment with GLPTC’s objectives, scope, budget, and timeline.
- 2) Facilitate a productive kick-off meeting to establish clear COA objectives, approach, tasks, schedule, and deliverables.
- 3) Maintain regular team coordination through bi-weekly meetings, ensuring the project stays on track and critical issues are addressed promptly.



RLS is committed to partnering with GLPTC to ensure the successful execution of the COA. Project Management tasks are designed to facilitate seamless coordination, adherence to timelines, and achievement of project objectives.

Task 1.1: Project Management Plan and Schedule

Upon notice to proceed, RLS will dedicate resources to develop a detailed Project Management Plan within 15 business days. This plan will serve as a roadmap for project execution, outlining the organizational structure, roles, responsibilities, task descriptions, and a comprehensive project schedule. The RLS project manager will regularly coordinate with the GLPTC project manager to ensure regular updates to the schedule to reflect task start dates, duration, milestones, and critical path items.

Task 1.2: Kick-off Meeting

RLS will facilitate an in-person kick-off meeting with GLPTC's project manager and staff to review and finalize the Project Management Plan. During the meeting, RLS will discuss project objectives, approach, tasks, schedule, and deliverables to ensure alignment and clarity among all meeting participants.

Task 1.3: Team Coordination

The RLS project manager will lead regular team coordination meetings, scheduled bi-weekly, to review project status, plan upcoming work, and address any critical issues. RLS will provide meeting agendas ahead of each meeting and notes afterward. Additionally, RLS will maintain open communication with GLPTC's project manager between meetings to address any emerging concerns or updates.

Deliverables: Project management plan and schedule; facilitate the kick-off meeting and provide the agenda and meeting notes; conduct bi-weekly project team coordination meetings

Task 2: High-Level System Analysis

RLS is confident in its expertise in transit planning and its ability to provide valuable insights and recommendations to enhance GLPTC's service performance and efficiency.

The primary task objective is to evaluate GLPTC's existing system and services to identify strengths, weaknesses and opportunities for improvement. Through rigorous data analysis and strategic planning, RLS aims to address GLPTC's key questions and provide actionable recommendations for optimizing service provision, ensuring equity and fostering economic development.



Task 2.1: Existing System and Service Performance

RLS' approach to this task involves the following steps.

- 1) **Data Collection:** RLS will collaborate with GLPTC to gather relevant data sources, including APC, AVL, NTD, ABBG, fare system data, performance reports for the past eight years, origin-destination surveys, and other requested documents.
- 2) **Data Analysis:** RLS will conduct a thorough analysis of the collected data to evaluate GLPTC's existing and past (5 to 8 years) service and system performance. RLS will assess factors such as frequency, service span, route performance, stop spacing, interlining, adherence, operational constraints, and other key metrics.
- 3) **Identifying Opportunities:** Through creative input built through Task 1 and skillful analysis techniques, RLS will identify opportunities for improving system efficiency, enhancing service quality, and addressing the evolving needs of GLPTS's ridership.
- 4) **Recommendations:** RLS will develop a high-level summary of initial recommendations to address GLPTC's key questions and strategic objectives. The recommendations will focus on optimizing service delivery, ensuring equity, and maximizing the impact of the transit system on community transportation needs and demand.

Task 2.2: Concurrent Regional Projects

RLS keenly understands that transit planning cannot be done well in isolation from other important community plans. Therefore, the team will review the other local transportation and community development projects and plans to ensure that analysis and recommendations from the COA are coordinated and synergistic. RLS understands that GLPTC will provide project materials and RLS will be responsible for reviewing them and extracting important data to be incorporated into the COA. Examples of important and relevant data would include land use plans, economic development, active transportation plans, and more.

Deliverable: Technical Memorandum #1 will document the results of Task 2 analysis. RLS will provide the report to the project committee in draft format for review. RLS will finalize the report upon receiving comments, or (if preferred) it will remain in draft format throughout the remainder of the COA. RLS will prepare a presentation to summarize the findings and present those findings to the project committee or other locally identified group.

PHASE 2 – TASKS 3 AND 4: COMMUNITY-FOCUSED REDESIGN

Task 3: Outreach and Engagement



Recognizing the importance of public involvement, RLS' proposal emphasizes a robust public engagement and community outreach approach to inform the development of the COA. The public engagement and community outreach approach is designed to ensure that the COA recommendations and implementation plan are reflective of the diverse perspectives and transportation needs of customers.

In collaboration with key groups, such as residents, large employers/institutions, universities/colleges, human service agencies, contractors with transit service needs, transit riders, and elected officials, this public engagement and community outreach approach seeks to fully understand and articulate the transit needs of the communities within GLPTC's service area, including traditionally underrepresented groups such as those with limited mobility, the Limited English Proficient (LEP), people with low-income, minorities, and older adults. If requested, or deemed necessary by GLPTC, translated materials or interpreters will be provided to ensure the participation of LEP persons, or persons with speech, language, and/or voice disabilities in the public outreach and engagement processes identified herein and associated with the development of GLPTC's COA.

RLS will work closely with GLPTC to organize and facilitate all aspects of public engagement and community outreach activities. The role of the consultant team will include preparing a community outreach and public engagement plan and supporting the execution of the outreach process and events.

This GLPTC Public Engagement/Community Outreach Plan consists of the following key elements that the RLS consulting team is prepared to lead:

- ◆ Create key stakeholder interview forms and public/passenger survey instruments
- ◆ Conduct key stakeholder interviews with diverse groups
- ◆ Develop and disseminate rider and public surveys
- ◆ Hold in-person accessible public meetings
- ◆ Produce and disseminate visual materials (i.e. flyers, one-pagers)
- ◆ Leverage social media engagement
- ◆ Leverage digital platforms
- ◆ Host virtual townhalls
- ◆ Conduct targeted stakeholder focus groups (i.e. Business/Employer Focus Group)
- ◆ Engage in data analysis
- ◆ Provide feedback analysis and reporting to inform the COA recommendations
- ◆ Document feedback in a reader-friendly style
- ◆ Present and facilitate meaningful meetings

Task 3.1: Engagement with Customers

- 1) **Establish an Advisory Committee:** RLS will establish an Advisory Committee comprising of representatives from GLPTC’s customer base, including riders, non-riders, community members, and educational institutions. The committee will be asked to provide diverse perspectives and insights throughout the COA process.

- 2) **Create an Engagement Plan:** RLS will collaborate closely with GLPTC to identify relevant stakeholder groups within the service area, ensuring comprehensive engagement and representation. Next, RLS will prepare an Engagement Plan that will describe the variety of engagement strategies tailored to different customer groups, including online surveys, focus groups, community meetings, and targeted outreach activities. RLS will prioritize meaningful and creative engagement with historically marginalized populations and communities to ensure their voices are heard.



Subtask 3.1.1: Public Awareness Approach

The following steps are designed to raise awareness about GLPTC’s development of the COA, and encourage community participation.

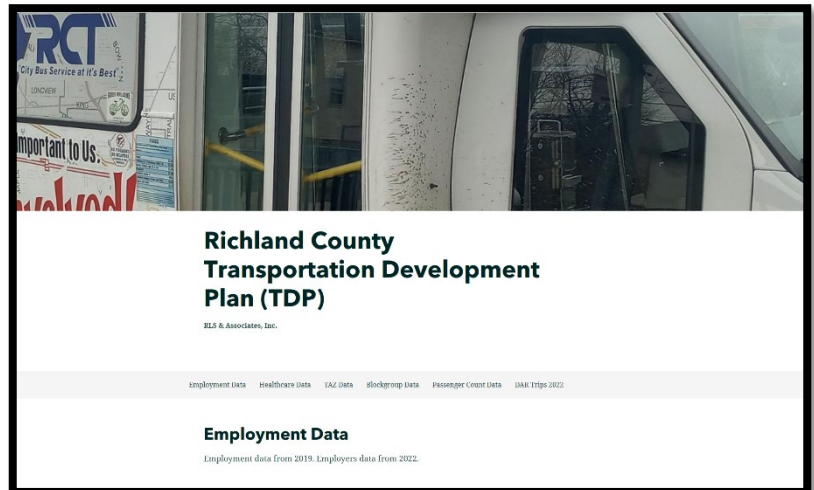
Key Steps:

- ◆ RLS will develop press releases, visual materials, and social media posts to promote participation in the COA.
- ◆ RLS will collaborate with GLPTC to utilize local newspapers, radio stations, and/or community bulletin boards to disseminate information about the COA.
- ◆ RLS will collaborate with GLPTC to launch a dedicated project page on GLPTC’s existing website for updates and resources.

RLS will work closely with GLPTC to design a consistent message for the public about the purpose of the COA. Communication is part of every planning approach. RLS will also work with the system to identify previous successful communication strategies. Recent successful communication and marketing strategies employed during the planning process have included the Project Bus wrap designed for Richland County, Ohio’s 10-Year Plan; StoryMap designed for the Vermont Route 30 Commuter Route Plan; social media communications for various projects; project webpages or websites; mail-out notifications of meetings; flyers; posters; and more.

Furthermore, if the system is seeking assistance with marketing new services, RLS will draw from its extensive national experience to recommend best practices. It will also engage staff with expertise in marketing and communication strategies.

To maximize public awareness and engagement throughout the study, RLS, in coordination with GLPTC, will conduct the following activities to



promote participation in the development of the COA. The objective of the campaign is to ensure that the community is kept well-informed and is provided ample opportunities to be involved and to contribute to the transportation decision-making process at critical phases of the plan’s development.

Key components of the proposed public awareness campaign include:

Activity 3.1.1.a – Send Press Releases to Traditional and Non-Traditional Media Outlets

By effectively utilizing both traditional and non-traditional media outlets, RLS seeks to increase visibility, promote awareness, and generate public interest in GLPTC’s COA.

Recognizing the diverse media consumption habits within the community, RLS, with guidance from GLPTC, will collaborate with local newspapers, black and brown media, radio stations, and community bulletin boards. RLS, with feedback from GLPTC, will strategically craft press releases to announce the initiation of the COA, key milestones, and any significant findings. These releases will be tailored for both traditional and non-traditional media sources, such as local newspapers, black and brown media, regional publications, and online platforms to reach a broad and diverse audience. Regular announcements and press releases will be disseminated through these channels to reach a wider audience, including segments that may not be as active on digital platforms, such as the senior citizen population. RLS will work with GLPTC to identify appropriate media outlets and to develop a schedule for the press releases. RLS will prepare two to three press releases throughout the plan development.

Activity 3.1.1.b – Produce and Disseminate Flyers and Visual Materials

RLS will efficiently produce flyers and visual materials that effectively communicate key information and messages about the COA to the target audience(s) in the service area. Through strategic placement and design, these materials will facilitate engagement, awareness, and understanding among the community regarding GLPTC’s COA.

Visual materials, including flyers and informational one-pagers or Fact Sheets, will be designed by RLS for GLPTC to print and strategically place across high-traffic, public-facing areas, such as on transit vehicles,

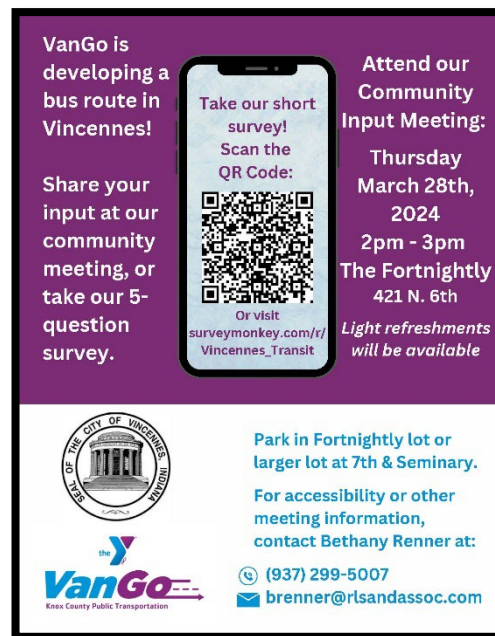
in customer-facing areas of the GLPTC transit facility, at businesses, medical facilities, etc. These materials will succinctly convey the purpose of the COA, its potential impact, and how the community can get involved. Flyers will provide URL links, QR codes, and other guidance on how the public can access the plan materials, provide feedback, attend upcoming public meetings, and get plan-related materials translated.

Activity 3.1.1.c – Leverage Social Media Engagement

RLS will leverage GLPTC’s social media engagement effectively to disseminate real-time COA updates, foster community engagement, and facilitate dialogue regarding the plan development.

Leveraging the power of GLPTC’s existing social media platforms, RLS will create social media posts and/or informational videos for GLPTC to post. These strategic posts are intended to disseminate real-time project updates, engage with the community, and encourage dialogue. Regular posts will highlight plan development progress, community meetings, and opportunities for public input.

The interactive nature of social media will facilitate direct communication with residents and ensure a dynamic and responsive online presence for the plan development. RLS will work with GLPTC to create a social media posting schedule that aligns with the project management timeline and key project milestones. RLS will prepare two to three posts throughout the plan development, and one social media video.



Activity 3.1.1.d – Host Project Page on GLPTC’ Existing Webpage

RLS will work with GLPTC staff to establish a dedicated project page to be launched on GLPTC’s existing webpage. The project page is intended to serve as a central hub for study-related information. This online platform will host project updates, study findings, meeting schedules, and resources such as presentations, contact information for staff, and other project background.

Additionally, RLS would like the project page to provide an avenue for community members to submit feedback, ask questions, and stay informed about the study's progress in real time. The key benefit of having a project page hosted on an established and trusted website, like GLPTC’s, is that the technology makes it possible for the public to review information about the project and provide feedback without ever having to attend a community meeting. RLS will ask GLPTC to dedicate a staff person to design and update the project page regularly and respond to citizen questions and comments with the support of RLS staff.

Activity 3.1.1.e – Host and Facilitate Community Engagement Events

The community meetings planned by RLS for the project will provide community members and other stakeholders with the opportunity to interact directly with project representatives, ask questions, and

express their opinions. If desired, one community meeting will be offered on a virtual platform, in addition to the planned in-person meetings. The combination of online and offline strategies ensures inclusiveness and caters to diverse community preferences and outreach needs.

By implementing this multifaceted public awareness campaign, RLS seeks to create an environment of transparency, accessibility, and collaboration, thereby ensuring that the community is an integral part of the decision-making process surrounding the potential fixed route service in the service area.

Activity 3.1.2 – Rider and Public Surveys

RLS will use surveys designed specifically for the COA to collect quantitative data on transit needs, preferences, and challenges.

Key Tasks:

- ◆ RLS will design and distribute customer and community surveys online. Print surveys will be available upon request.
- ◆ RLS will collaborate with local businesses and community centers to distribute the community survey to a broad audience.
- ◆ RLS will analyze survey results to identify high-level themes, trends, and patterns.

RLS will initiate the design and distribution of both customer and community surveys to gather quantitative data on transit needs, preferences, and challenges. These surveys will be made available both online and in print formats to facilitate accessibility and reach a wider audience. RLS will also collaborate with local businesses and community centers to ensure broad dissemination of the community survey, thereby engaging with a diverse cross-section of the population.



Subsequently, RLS will conduct a thorough analysis of the survey responses, focusing on identifying overarching themes, emerging trends, and notable patterns evident in the collected data. This analysis will provide valuable insights that inform decision-making and strategic planning regarding transit services and infrastructure development.

Activity 3.1.2.a – Conduct an Online Public Survey

To further explore public input on the COA, RLS will prepare an online public survey that will ask relevant questions about transportation needs and solicit a response to aspects of service changes. RLS will provide the online survey service and survey design. A PDF/paper large print version of the survey will be available upon request.

Survey distribution will include all stakeholder groups identified as critical to the COA by GLPTC, which include:

- ◆ Large employers/institutions,
- ◆ Universities/colleges,
- ◆ Human service agencies,
- ◆ Contractors with transit service needs,
- ◆ Transit riders,
- ◆ Elected officials

An online survey approach is a valuable and effective way to supplement other data collection and reach user groups in the community. RLS will target 800 responses to ensure broad and meaningful engagement via this tool. If desired, RLS will collaborate with GLPTC to incentivize survey participation through giveaways or contests for participation (such as a drawing for a gift card to a local store).

Activity 3.1.2.b – Conduct a Customer Survey

RLS will also focus on surveying existing GLPTC riders and other populations with propensity to use transit. To collect GLPTC customer input on current transportation gaps and needs, RLS will prepare a customer survey about current service utilization (by route, time of day, day of week), satisfaction and needs. RLS will print and ship hard-copy surveys to GLPTC with a supply of golf pencils for distribution on buses. RLS will also create a flyer and small handouts with a QR code to offer an online option to customers who prefer to complete the survey online.

Activity 3.1.2.c – Document Survey Input

RLS will meticulously document survey input in order to inform the development of the COA, and provide survey input to GLPTC for further review and consideration in decision-making processes regarding the development of the COA.

RLS will summarize the survey results in detail, with charts and tables representing all responses provided to individual questions. This information will be used to inform the feasibility analysis and will be provided to GLPTC.

Activity 3.1.3 – Community Input Meetings

RLS will organize public meetings to present study objectives and gather community feedback in a convenient and accessible format.

Key Activities:

- ◆ RLS will schedule meetings at diverse locations and times to accommodate the diverse needs of community members.
- ◆ RLS will target meeting attendance groups that are traditionally underserved and underrepresented in transit decision-making processes.
- ◆ RLS will create engaging presentations outlining the purpose, benefits, and potential impact of the COA.
- ◆ RLS will provide ample opportunities for attendees to ask questions and express their opinions and priorities.

- ◆ RLS will provide attendees with an option to attend a virtual meeting to be accessible to underserved groups, such as working single parents, people working shift jobs, or those with mobility limitations.
- ◆ RLS will meticulously document all public feedback and use it to inform the plan’s development.

Activity 3.1.3.a – Host Two to three Public Meetings plus One Virtual Town Hall

RLS will host two to three public input meetings. The presentation for the meetings, and any materials like handouts or display boards, will be provided at least one week in advance to GLPTC and the Advisory Committee for review. One additional meeting will be styled as a virtual Town Hall and will be open and advertised to the public.



Public meetings will provide an opportunity to:

- Inform all interested parties about the importance and purpose of the planning effort;
- Educate all interested parties about GLPTC’s services today, and what service enhancements or extensions could be considered in the plan; and
- Gather input from participants about the unmet needs and gaps in service, and the potential to use new types of service modes.
- Depending on the meeting sizes, RLS proposes to use the World Café methodology for facilitating public discussions around what the fixed route system should look like. The World Café is a structured conversation format that encourages collaborative dialogue and idea exchange in a relaxed and participatory environment. It is intended to engage people in meaningful discussions about a certain issue, promoting diverse viewpoints and collective intelligence.
- Public meetings are generally most strongly attended when held at a convenient time and location for key stakeholders and general public visitors, such as over the lunch hour or at the end of a typical workday. A good meeting location is central and accessible by multiple transportation modes. The public meeting(s) will include a brief presentation by the RLS team and a facilitated discussion with attendees.
- RLS will use low-cost and free methods to advertise the meeting(s) and will work with GLPTC and the Advisory Committee to determine the best use of advertisements. Outreach efforts proven successful in other communities include social media postings about the meeting, flyer displays in key locations and on vehicles, meeting advertisements in community newsletters, and word of mouth from riders and stakeholder organizations.
- During the meeting, RLS will present the report findings and collect public input about transportation needs and the strengths and weaknesses of the existing service. Participants will have an opportunity to voice their concerns and needs, and the RLS team will compile them into a matrix so the participants can start to see trends in their areas of concern.

Activity 3.1.3.b – Host One Business/Employer/University Meeting

RLS recommends that the consultant team conduct one additional meeting with local employers and universities, potentially organized by the local Chamber of Commerce or economic development organization.

This meeting would be structured to provide employers with an opportunity to share their concerns about employee transportation needs and to give input into considerations such as potential routes or operating hours for new or enhanced transit service to accommodate employee needs. The agenda and presentation for this meeting would be similar to those used for the community meetings, but targeted to employment- and school-related concerns.

Activity 3.1.3.c – Document Public Input

RLS will record notes during these events and provide them to GLPTC. RLS will identify high-level themes in the comments and write meeting summaries that provide substantive qualitative input for use during the feasibility analysis.

Activity 3.1.4 – Feedback Analysis and Reporting

RLS will analyze collected data to inform decision-making and compile a comprehensive report.

Key Tasks:

- 1) RLS will employ data analysis techniques to identify common high-level themes, concerns, preferences, and priorities.
- 2) RLS will prepare a comprehensive report summarizing findings, including recommendations for fixed route service implementation.
- 3) RLS will share the report with stakeholders, decision-makers, and the community to maintain transparency.
- 4) RLS and GLPTC will use public feedback to inform plan development.

Task 3.2: Engagement with GLPTC Board of Directors

Facilitated Engagements: RLS will facilitate engagement sessions with GLPTC’s Board of Directors early on in the planning process to obtain feedback and insights on service improvement options and recommendations. The board will have the opportunity to participate in the planning process no less than three times during the goal-setting, information-gathering, and recommendations phases.

RLS will collaborate with GLPTC staff to keep the Board of Directors engaged and informed, ensuring alignment with strategic goals and objectives. Engagement with the Board may include work sessions, presentations, and updates on key project milestones.

Task 3.3: Engagement with GLPTC Staff and Community Partners

RLS will develop and conduct in-person or virtual/telephone interviews with up to 15 key transportation stakeholders. Interview topics will be written and standardized according to a question template. RLS will provide a draft of the survey tool to GLPTC for review and approval prior to scheduling the interviews.

The interviewer will have the necessary level of experience to deviate from the standard list of questions and gather the perspectives and insights of each stakeholder. All interview notes will be provided to GLPTC.

Partner entities including, but not limited to, the City of Lafayette, City of West Lafayette, Tippecanoe County, and the Area Plan Commission will be invited to participate in one-on-one interviews or a group session, depending on the availability of those individuals and GLPTC's preference. RLS will inform them about the purpose and goals of the study, preliminary feedback, and lead a discussion about their goals and objectives for transit in the next five to ten years and beyond.

RLS will also work with GLPTC staff, including interviewing drivers, to understand their perspectives on service changes concerning communications, technology, service modes, training, and to understand what tools will best support service enhancements, mode additions, and other changes.

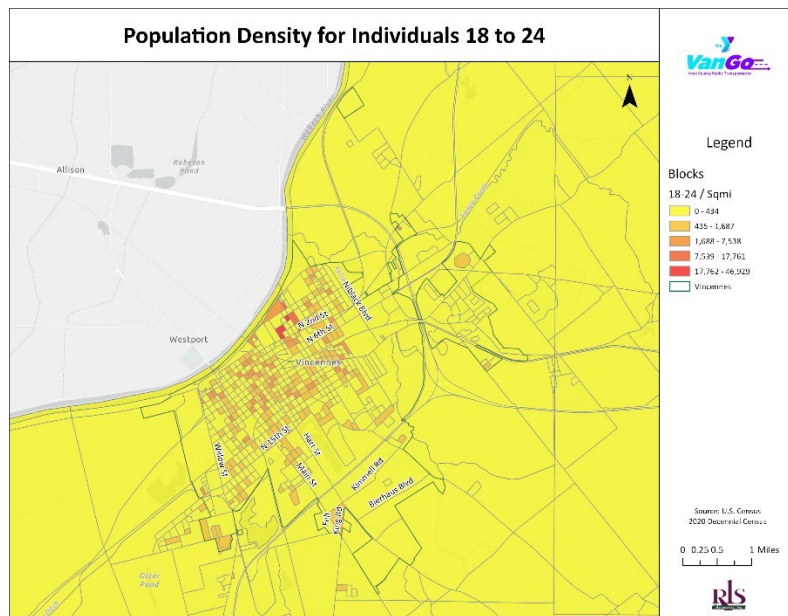
Deliverables: All information collected during Task 3 will be documented and illustrated in Technical Memorandum #2. RLS will make all collected information available to GLPTC and the Advisory Committee for their review and will present the information during Advisory Committee meetings that occur after the subtasks are completed. Key deliverables that RLS will produce during the Public Involvement Process include:

- ♦ Survey instruments
- ♦ Meeting presentations
- ♦ Meeting and survey flyers
- ♦ Meeting attendance lists
- ♦ Meeting notes
- ♦ Summary of meeting input
- ♦ Draft and final survey questions
- ♦ Spreadsheet of survey results
- ♦ Interview notes

Task 4: Proposed System Recommendations

The objective of Task 4 is to provide comprehensive recommendations for optimizing the GLPTC transit system. By conducting demographic analysis, route network evaluation, and other technical assessments, RLS aims to design strategies that improve service efficiency, accessibility, and ridership while meeting the diverse mobility needs of the community.

Task 4.1: Demographic and Socioeconomic Profile



Demographic populations have general characteristics related to their overall potential to become transit riders. These characteristics vary by geographic location depending upon the attractiveness of transit versus other modes, most often the automobile. For areas comparable to the proposed study area where commuters regularly travel to work and run errands by car, the primary transit rider characteristics are zero-vehicle households, households in poverty, individuals with disabilities, young adults, and older adults. Other demographic factors unique to the area will be identified through research.

Socio-economic variables related to transit demand will be compiled, and their densities computed for each Traffic Analysis Zone (if available) or census block group. These data will be compiled from the most current resources. The variables will include, at a minimum:

- 1) Current Population
- 2) Projected Population
- 3) Poverty Levels
- 4) Students
- 5) Older Adults
- 6) People with Disabilities
- 7) Minority Population Groups
- 8) Zero-Vehicle Households
- 9) Community Trip Generators, including Employers, Medical Facilities, Shopping Areas, Affordable Housing, and Schools
- 10) Commuting Patterns using Replica HQ source data collected from various sources and journey to work data from the Census Bureau.

Field observations and stakeholder interviews will identify why geographic areas exhibit high or low transit propensity, if different from the RLS model results. Designing services for these areas, of course, will be done in concert with the overall comprehensive service analysis.

In addition to current demographic information, RLS will research and incorporate analysis of relevant trends and projections in population characteristics such as aging and overall population growth/reduction throughout the service area.

RLS will create maps depicting all demographic data available. Other data, such as town- and county-level population projections, will be used to create charts, graphs and tables. All data will be illustrated in detail in the deliverable report.

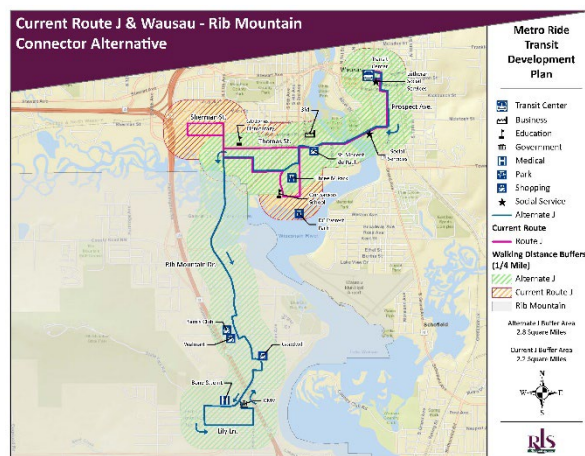
Task 4.2: Route Network Recommendations

RLS will utilize performance metrics such as ridership, productivity, coverage, accessibility, connectivity, speed, and reliability to formulate route structure recommendations. These recommendations will be informed by the findings of Tasks 2, 3, and 4.1, ensuring alignment with community needs and priorities.

A range of four to six service alternatives that will cover all aspects of service will be presented in sufficient detail to be understood by the general public and GLPTC riders. The options will include a complete set of service parameters, including the span of service, headways by time of day, vehicle requirements, paratransit requirements, the potential for alternative vehicles and fuels, revenue hours and miles, running times, and trip distances. In addition, GIS maps showing the alignment of all proposed fixed routes and locations of bus stops and transfer points will be included. The options will also address fleet composition, physical improvements at stops and on vehicles, technology, and other related areas.

Particular emphasis will be placed on three aspects of service:

- 1) Route alignment, frequency, and accessibility to/from areas of high ridership propensity and key locations
- 2) Levels of service to meet transportation needs and latent demand, to include potential trade-offs between of service hours/days, service area, and frequency
- 3) All service concepts will consider the environmental justice impacts to the service area. A tool such as ArcGIS Online may provide a platform for examining the various alternatives.



The RLS project manager and lead planner will visit the community to test drive the alternative routes to improve the understanding of how each route or segment would perform during implementation. The site visit will be timed to be concurrent with an advisory committee meeting, during this meeting RLS will present the draft alternatives for discussion. The committee will be asked to assist with narrowing down the alternatives to a smaller number for further development.

Task 4.3: Transit Station Network Recommendations

The route network recommendations (Task 4.2) will be directly tied to the recommendations for additional transit stations or hubs that facilitate the most efficient and effective service to the hubs of activity, including locations outside of downtown Lafayette. RLS made similar recommendations in a recent Transit Development Plan for Wausau, Wisconsin to reflect the changes in transit demand from areas of Wausau as well as in neighboring cities and towns where shopping destinations and some major employers that were previously located within the City of Wausau had relocated, and housing development had begun to increase. For GLPTC, like with Wausau, the impacts such as permission from local communities to expand or change service routes for the location of hubs will be evaluated. Likewise, the impact on traffic flow that would be created by the new transit stations will be considered and identified. Many factors such as traffic flow, safety, and accessibility will be evaluated in addition to the improvements to bus route efficiency and network effectiveness. Ultimately, the transit station network recommendations will be incorporated into the route network recommendations (Task 4.2).

Task 4.4: Bus Stop Recommendations

RLS will evaluate the current bus stop network and present recommendations to optimize efficiency in the proposed network. Data provided by GLPTC about on/off ridership by stop for the entire system will be valuable data for this task. Recommendations may involve bus stop relocation, consolidation, or removal based on criteria such as ridership levels, accessibility, and service coverage. The RLS team, which includes former transit managers, will evaluate the current bus stop locations with consideration of route schedules, on-time performance, safety, and passenger accessibility. The team will recommend changes, stop consolidation, and new stops (if appropriate). Ultimately, the bus stop recommendations will be incorporated into the route network recommendations (Task 4.2).



Task 4.5: Transit Market Analysis

Experience with transportation short- and long-range plans has shown that even experienced planning organizations and transit systems have uncertainty about which data elements are most useful to small urban transit planning; have confusion on the level of census geography necessary to formulate an appropriate conclusion; and question how best to use such data in the planning of transit services. The exhibit below is a snapshot of basic demographic variables included in RLS’ field-tested model to estimate transit propensity in a small urban community or region. Additional variables tied to universities, employment, and other unique characteristics are added to the model as appropriate for the local community.

Transit Propensity					
Variable	Very Low	Low	Moderate	High	Very High
Zero Vehicles	All of the variables fell below the lower limit	2 of 3 of the variables fell below the lower limit	2.81% - 12.23%	2 of 3 of the variables exceeded the upper limit	All of the variables exceeded the upper limit
Below Poverty			12.69% - 34.74%		
Elderly Population			7.7% - 15.37%		

Source: RLS & Associates, Inc.

The team uses a transit demand model formula to estimate a comparative propensity for transit ridership based on these key demographic factors (and other relevant factors specific to the community). Transit demand measures are depicted on maps and accompanied by detailed narratives. The expert transit consultants will identify the most relevant points revealed by the transit demand analysis and use the data to inform recommended service/operational changes.

To support analysis based on Census data, RLS also offers ReplicaHQ, a comprehensive data resource that draws from disparate datasets from public and private sourced datasets to create a picture of how people travel by all modes of service, purpose, time of day, and demographic characteristics.

Tracts In Lafayette, IN & 2 Other Areas

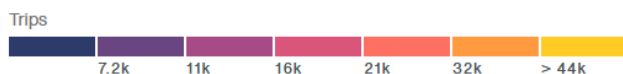
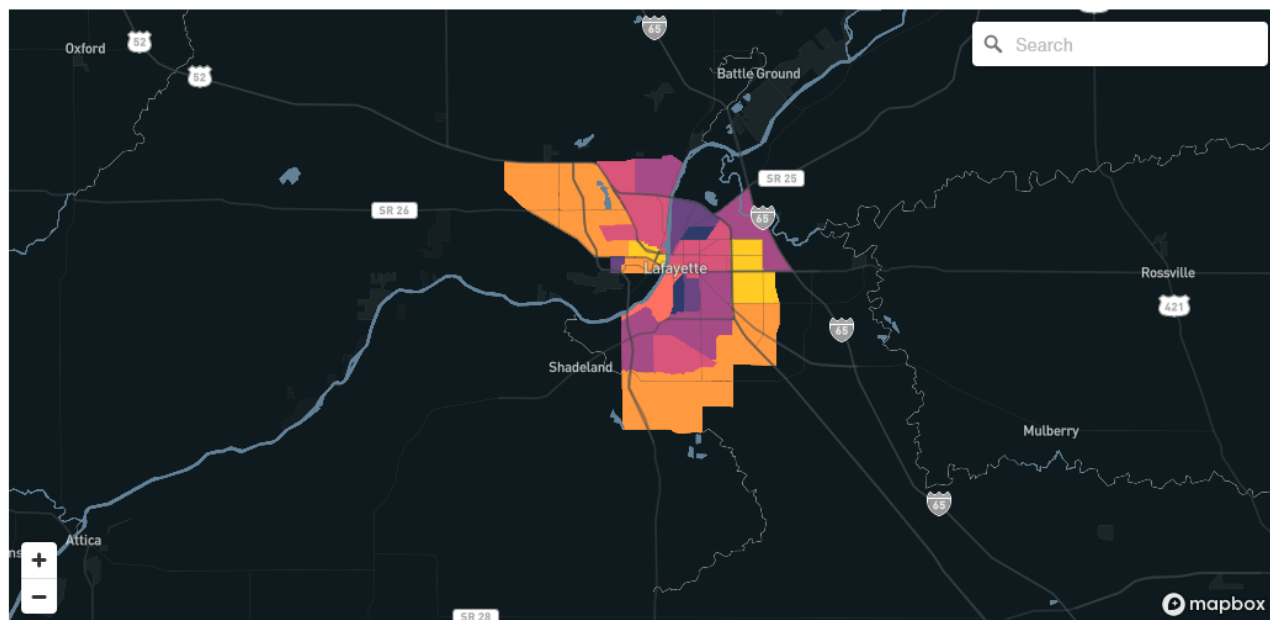


Total trips

Trip volume in this geography, typical weekday

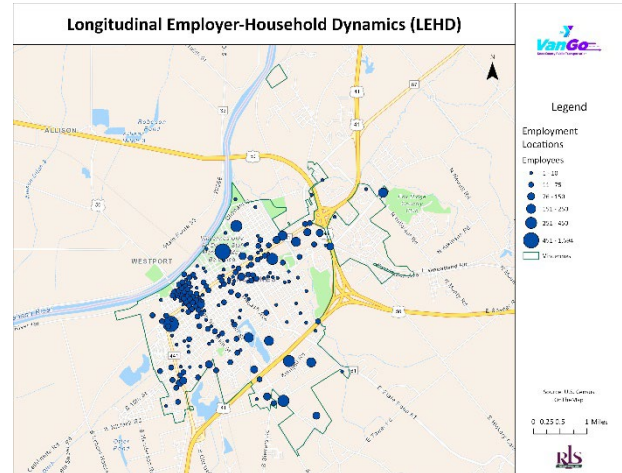
Mar 16, 2024 to Mar 22, 2024

Metric: **Total trips** | Origin/Destination: **Origins** | View as: **Trips**



RLS also offers a team with expertise in utilizing data resources from Esri which is the leading GIS software to create meaningful maps and demographic analysis. Esri data is especially useful in areas with low population density and fewer trip generators.

All of these valuable tools will be utilized to collect specific data about population density for people most likely to use transit (typically older adults, people with low incomes, people with disabilities, zero-car households, and college students), trip generators, and travel patterns. The team also collects Longitudinal Employer-Household Demographics (LEHD) data from the U.S. Census Bureau to identify the location of employers and employees by salary range to project potential areas where entry-level employees live and need to travel daily.



RLS will assess the results of the transit propensity model against the existing GLPTC infrastructure as well as sidewalks, streets, and paths to understand pedestrian accessibility to fixed route services.

Task 4.6: Future Ridership Analysis

Forecasting future ridership is a challenging and important component for planning service design, capacity needs, and budget. RLS will rely primarily on a combination of demographic and socioeconomic conditions compared to current and historic ridership and operating trends. Understanding ridership trends for the past 10 years, in concert with internal (i.e., fare structure, service level changes) and external (i.e., COVID-19 pandemic, employment/unemployment trends, seasons) factors is the basis for predicting future ridership. RLS will make projections based on what would happen if future internal and external factors are similar to past years. The team will also make projections based on scenarios where there are significant changes in the population or economy. Those projections will be applied to the recommended service scenarios.

Task 4.7: Optimal Vehicle Mix Recommendations

RLS will assess the optimal mix of transit vehicles, including 40' buses and 60' articulated buses, to meet expected annual increases in ridership and service demand on the recommended network alternatives. This will ensure efficient and cost-effective vehicle deployment.

Task 4.8: Presentation of Recommendations

RLS will present the recommendations to the GLPTC advisory committee and Board of Directors. Feedback from the groups will be incorporated into the deliverable report. This marks an important point in the planning process when support from local partners is vital to successful implementation (Phase 3).

Deliverable: RLS will provide a Technical Memorandum including analysis and recommendations. The recommendations will be presented to the GLPTC advisory committee and Board of Directors for consideration. The Board and committee will be invited to recommend refinements to the recommendations. Based on the feedback collected from the local participants, RLS will edit the technical memorandum to reflect the desired recommendation. RLS will finalize the report and provide it, along with a final presentation, to GLPTC.

PHASE 3 – TASKS 5 AND 6: IMPLEMENTATION

Task 5: COA Adoption

If selected to perform Phase 3, RLS will further scenarios for service and system improvements that meet the objectives of GLPTC.

Task 5.1: Draft Report and Engagement

The draft report will be a compilation of relevant information presented in Technical Memoranda 1 through 4. It will not be the full duplication of those reports, but rather, a summary of the key facts that supported the development of each recommendation. The draft report will present the benefits and trade-offs of each recommendation, including impacts on customers, staff, capacity of the system, and budget. It will also identify a timeline for each recommended service scenario and a priority phased implementation plan based on available and anticipated resources and projected demand.

Once approved by GLPTC and the Board of Directors, the Draft Final Plan will be presented publicly and opportunities for comment will be provided, in accordance with the GLPTC’s public participation policy. RLS will present in person and will use creative engagement techniques including an online polling platform to accept comments. The GLPTC will advertise and host the public engagement opportunity. Along with the general public, the advisory committee, Board of Directors, and all customers and partners that participated in the planning process will be invited to the public hearing.

If desired, the RLS will also present the draft final plan virtually, separately from the public meeting to the partner entities including the City of Lafayette, City of West Lafayette, Tippecanoe County, and the Area Plan Commission. If it is determined that these organizations do not need separate presentations for the draft final plan and the final plan approval, they will be invited to the public hearing at the draft stage.

Task 5.2: Final Report and Adoption

Once comments are received on the draft final report, the RLS team will make revisions and the final report will be issued. The final COA would be presented for approval to the Board of Directors. The team would present the plan virtually at the regularly scheduled meetings for these groups, and the GLPTC staff would develop the resolution for approval.

Deliverable: The Draft Final Plan will be provided to GLPTC for review and comment. Following the comment period, RLS will present the draft plan at a public meeting, providing presentation materials to

GLPTC for review before the meeting. Following the comment period, RLS will finalize the COA and present it to the Board of Directors. RLS will work with GLPTC to complete the adoption process within GLPTC’s timeline. Upon approval, all document material including reports and attachments, graphic and mapping materials, and survey information will be provided to GLPTC.

Task 6: Follow-On Tasks

The RLS team included in this proposal has direct experience implementing transit service changes. We understand that the hardest part of the planning process comes at implementation time. It is for that reason, that we take time during the planning process to engage with key partners and customers and to design recommendations that address the priorities of the local areas. If desired, RLS is available to assist GLPTC with implementation support for the COA recommendations or the follow-on tasks outlined in the RFP. In particular, RLS has extensive expertise in policies and procedures updates to reflect the COA outcomes, performance monitoring, and data gathering.

EXCEPTIONS

RLS has no exceptions to or deviations from the requirements of the RFP.



Ms. Laura Brown has a diverse background of transit planning and financial management and analysis experience as well as a solid history of experience with rural and urban transit systems planning. An experienced Project Manager, Ms. Brown is RLS' Director of Planning Initiatives, with a concentrated focus in transit service and organizational structure evaluation and design. In this regard, Ms. Brown has directed dozens of high profile projects across the country resulting in the development of short and long range transit plans, State, regional, and locally developed coordinated transportation plans, service evaluations, service assessments, and public outreach activities, including passenger and public surveys.

LAURA BROWN

Chief of Strategic Partnerships/Director of Planning Initiatives

EDUCATION

- M.P.A., Masters of Public Administration, Wright State University, 2000
- B.A., Sociology, The Ohio State University, 1995

YEARS OF TRANSPORTATION EXPERIENCE

23

PUBLICATIONS

- CTAA Transit Fare Pass Toolkit
- FTA Prescription and Over-the-Counter Toolkit
- NCHRP Task 20-65, Task 65: Best Practices for State DOTs to Meet Bus Fleet Replacement and Expansion Needs
- NCHRP Task 20-65, Task 66: State and Local Use of Administrative Resources Provided by the Federal Transit Administration

PROFESSIONAL EXPERIENCE

Chief of Business Development/Director of Planning Initiatives, RLS & Associates, Inc. 2000-2004; 2007 to Present – Ms. Brown's forte is in consensus building and the development of implementable plans with practical solutions at the local, regional and Statewide levels. A few examples include:

- Lead Planner, Central Ohio Employer Transit Route Study (Intel), (2023)
- Project Manager, Ohio Department of Transportation On-Call Transportation Development Plan Task (2023-ongoing)
- Project Manager, Knox County Fixed Route Study (2023)
- Project Manager, Wausau, Wisconsin/Metro Ride Transportation Development Plan (2021)
- Project Manager, Bangor Community Connector Transit Structural Analysis, (2021)
- Project Manager, Seminole Nation of Oklahoma Transit Development Plan, (2023)
- Project Manager, Stark Area Regional Transportation Authority (SARTA) Transit Development Plan (2021)
- Project Manager/Lead Planner, Tennessee DOT Office of Mobility and Accessible Transportation Strategic Plan, (2020-2022)
- Project Manager/ Lead Planner, Vermont Route 30 Transit Feasibility Study.
- Project Manager/Lead Planner, Johnson City Coordinated Plan.
- Project Manager/Lead Planner, Maine DHHS Transportation Program Evaluation (2020)
- Project Manager, West Virginia Department of Transportation On-Call Planning (2022-ongoing)
- Project Manager, Minnesota Department of Transportation Rural Transit Labor Market Analysis (2023-2024)
- Project Manager, Minnesota Department of Transportation Rural Transit Policy Review (2023-2024)
- Project Manager/Lead Planner, Regional Coordinated Transportation Plans for Southwest, Southcentral, and Southeast TN HRAs.
- Project Manager/Lead Planner, Central Chicago RTA Regional Coordinated Transportation Plan Update. (2021)
- Project Manager/Lead Planner, Utah Transit Authority Specialized Transportation Implementation Plan. (2019-2020)
- Planner, Central Indiana Section 5311/5307 Funding Allocation Study. (2019)
- Project Manager and major contributor to 11 Regional West Virginia Regional Coordination Plans (2019).
- Project Manager and lead planner for the Central Midlands Council of Governments Coordinated Human Services Transportation Plan (2019).
- Lead Researcher, Ohio Mobility Transformation, Ohio DOT

LAURA BROWN

Chief of Strategic Partnerships/Director of Planning Initiatives

PROFESSIONAL EXPERIENCE (Continued)

- Project Manager and lead planner for the KYOVA Interstate Planning Commission (KYOVA) Coordinated Public Transit-Human Services Transportation Plan for the Transportation Management Area (TMA) that includes the West Virginia counties of Cabell, Wayne, and the urbanized portion of Putnam County; the urbanized portion of Lawrence County, Ohio; and Boyd and Greenup Counties, Kentucky (2019).
- Project Manager, Statewide Coordinated Transportation Plan in Nevada (2018-2019). Ms. Brown led the overall development of this statewide plan as well as providing on-site public outreach through public meetings and interviews.
- Project Manager, Rock Hill, SC Transit Implementation Plan.
- Project Manager for the Miami Valley Regional Planning Commission Public Transit-Human Services Coordinated Plan Update (2018/19).
- Project Manager, New Hampshire DOT Statewide Coordination Plan (2017). Ms. Brown directed the efforts to update the original 2006 Coordination Plan that was only partially implemented. Working closely with the New Hampshire Department of Transportation Bureau of Rail and Transit and the Statewide Coordinating Council, Ms. Brown provided strategies for continuing and expanding services under the current funding shortages, as well as provide demographic updates and re-visit unmet needs and gaps in services.
- Project Manager for the Gwinnett County Transit (GCT) Plan Task to evaluate Human Services Transportation coordination opportunities that would create efficiencies for the GCT paratransit program (2018).
- Project Manager and major contributor for the Indiana Statewide Coordinated Public Transit-Human Services Transportation Plan and MAP-21 updates under the direction of the Indiana Department of Transportation, Office of Transit (INDOT). The planning process included individual county and regional plans, and the Indianapolis Regional (8 County) Coordinated Public Transit Human Services Transportation Plan. Each plan consisted of a comprehensive community outreach process, including a community survey and several focus groups, alternatives analysis, organizational and service strategy goal development, and implementation plan. Updated plans comply with MAP-21 legislation (2017).
- Lead researcher on the Ohio Statewide and Regional Coordination – Establishment of Regions and Coordination Plan Framework. Ms. Brown worked with ODOT staff to develop Coordination Regions in the state. Regions we developed using quantitative data from ODOT, U.S. Census, and other state and local organizations. Ms. Brown also helped develop a coordination template and toolkit that is being used by local agencies to create a locally coordinated transportation plan (2016).
- Project Manager for the Randolph/Montgomery Cos, NC, Community Connectivity Plan. Evaluating current services and developing new services (fixed routes and demand response) and organizational structure recommendations for the local area and region (2019).
- Project Manager for the Valparaiso Route Study, Valparaiso, IN, and lead researcher for the Wichita Transit Paratransit Assessment.
- Lead reviewer for the New Jersey Title VI reviews, conducting a review of each plan’s required components and preparing detailed findings and recommendations.
- Project Manager for the Gloversville Regional Transportation Plan—analysis of existing fixed route, intercity, and human services transportation productivity and development of recommendations to expand services and streamline the organizational structure.
- Project Manager and lead consultant for the Union County, Ohio and Yankton, SD, respectively, MAP-21 Coordinated Public Transportation-Human Services Plan, and lead consultant for the Matanuska-Susitna Borough (MSB), AK Transit Plan.
- Project Manager and co-Mobility Manager for Kodiak, Alaska.
- Ms. Brown was a lead researcher for two national research projects for the National Cooperative for Highway Research Program. The first project was to gather and analyze data from all 50 State Departments of Transportation regarding state practices for the continued replacement of Section 5310, 5311, and 5311(f) purchased vehicles. The second project involved the study of State DOT administration practices of FTA funded programs (Sections 5310, 5311, and 5311(f)).
- Lead contributor for the Interior Alaska Transit Corridor Project.
- Project Manager and lead contributor to the Fairbanks North Star Borough Mobility Management Plan.
- Project Manager for the Sitka, Alaska 5-Year Plan for Coordination of Human Services Transportation Needs and Services.
- Project Manager and major contributor for the update of the 2008-2014 Coordinated Human Services Transportation Plan for the Municipality of Anchorage (MOA).
- Project Manager for the North Central Wisconsin Workforce Development Board and Stevens Point Transit expansion plan.
- Project Manager for Transportation Development Plans (TDPs) in Niles, MI and Newark, OH.
- Project Manager for the Erie County (Ohio) Board of Developmental Disabilities feasibility study.



Ms. Christy Campoll is an experienced Project Manager as well as Lead Planner and Researcher for RLS' planning team; reviewer for the RLS compliance team; and a former transit manager and transportation vice president for a rural, demand response public transit system in central Indiana. In this latter role, she was directly responsible for the system's demonstrable growth and improved cost-efficiency, expanding access and mobility for older adults, people with disabilities, and low-income residents of Hamilton County, IN.

As an RLS Senior Associate, her projects have included local, regional, and statewide coordination plans, service evaluations, transit development plans, and comprehensive operational assessments, in which her strengths in needs assessment, community outreach, service planning, strategic planning, research, and FTA compliance are an invaluable resource.

CHRISTINA R. CAMPOLL

Senior Associate

EDUCATION

- ◆ Master of Public Affairs, Indiana University – Bloomington, December 2006
- ◆ Bachelor of Arts, Indiana University – Bloomington, August 2001
- ◆ Doctoral Coursework in Organizational Studies, Wright State University – Dayton, OH (2020—Ongoing)

YEARS OF TRANSPORTATION EXPERIENCE

13

PROFESSIONAL EXPERIENCE

Senior Associate, RLS & Associates, Inc. – January 2018 to Present – Some of Ms. Campoll's current and recent project roles include:

- ◆ Project Manager, Richland County, OH Ten-Year Transit Development Plan, to evaluate service effectiveness and propose strategies for cost-efficient expansion over a ten-year horizon (2022-Ongoing)
- ◆ Project Manager, IndyGo Section 5307 Consultant Services, providing oversight program start-up and technical assistance for a large urban bus system incorporating four new suburban FTA funding subrecipients (2021-Ongoing)
- ◆ Project Manager for the Indianapolis Metropolitan Planning Organization Sections 5307/5311 Allocation Analysis, to recommend an approach to funding suballocation and organizational structure among six transit providers (2020-21)
- ◆ Lead Planner for the Plainfield/Guilford Township, IN Transit Plan (2019-20) and the Northern Johnson County, IN Transit Plan (2021) to develop the suburban communities' transit expansion plans
- ◆ Project Manager for 11 Indiana Regional Coordination Plan Updates and 5 Indiana MPO Coordination Plan Updates (2020-2022)
- ◆ Lead Planner/Researcher for the Mobility Ohio project, to align the elements of policy, funding, planning, and technology into a coordinated and enhanced mobility platform among state agencies funding human service transportation, including the implementation of pilot initiatives to expand transportation access, safety and quality in a four-county region of southeast Ohio (2018-Ongoing)
- ◆ Project Manager, "Bus of the Future" Operator Compartment Redesign, a FTA-funded research project to protect bus operators from assault by addressing problematic aspects of current operator workstations and interrelated aspects of bus design (2020-Ongoing)
- ◆ Project Manager, Potomac Valley Transit Authority (PVRTA) Service Evaluation and Facility Expansion Study, to evaluate transit service effectiveness and recommend facility improvements for a five-county transit system in the West Virginia eastern panhandle (2022-Ongoing)
- ◆ Lead Researcher, Lapeer County, MI Transportation Needs Assessment (2021-2022), conducting a community needs assessment for senior and public transportation options
- ◆ Project Manager, Geauga County, OH Transit Development Plan, to develop alternatives for organizational structure and transit service (2022)
- ◆ Project Manager, Preble County, OH and Marion County, OH Transit Feasibility Studies, analyzing and recommending alternatives for start-up public transit systems in two rural Ohio counties (2021-2022)
- ◆ Project Manager for the Sunset Empire Transportation District (Clatsop County, OR) Coordinated Plan (2020)

CHRISTINA CAMPOLL

Senior Associate

PROFESSIONAL EXPERIENCE (Continued)

- ◆ Co-Project Manager for 11 West Virginia Regional Coordination Plan Updates (2018-19)
- ◆ Assistant reviewer for the Oregon DOT and North Carolina DOT compliance review and technical assistance projects (2018-19)
- ◆ Co-Project Manager for the Monroe County, IN Route Optimization Study, a service analysis effort to redesign a rural fixed route (2018-19)
- ◆ Lead Planner for the Tiffin, OH transit expansion project (2018-19)
- ◆ Researcher for the Colorado Association of Transit Agencies Non-Emergency Medical Transportation (NEMT) Study, examining the impact of recent NEMT legislation on public transit systems (2019)
- ◆ Researcher for the rabbitransit Regionalization Effectiveness Study, conducting an evaluation of regionalized transit services (2018)
- ◆ Project Manager, Hancock Co., IN Transportation Needs Survey (2018)
- ◆ Project Manager, Kokomo-Howard County, IN Coordinated Plan (2018)
- ◆ Community input support, including conducting public meetings, stakeholder interviews, and surveys, for multiple projects including the Tennessee Office of Mobility and Accessibility Strategic Plan (2020-21), Central Midlands Council of Governments Coordinated Plan (Columbia, SC—2019), Stark Area Regional Transportation Authority Coordinated Transportation Plan Update (Stark County, OH—2018-19), Nevada Coordinated Transportation Plan Updates (2018), and the Miami Valley Regional Planning Commission Human Services Coordinated Transportation Plan Update (Dayton, OH—2018-19)

Janus Developmental Services

Vice President of Transportation, June 2015—December 2017

- ◆ Hired as Director of Transportation; promoted to Vice President in January 2017
- ◆ Lead transportation department of human services agency (\$1.9 million budget)
- ◆ Supervise two managers, five schedule/dispatch staff and 29 drivers
- ◆ Implement operational changes to demand-responsive public transportation program resulting in increase in annual ridership from 50,579 (2015) to 66,208 (2017), representing a 31% increase in ridership with only 12% increase in costs
- ◆ Launch and manage non-emergency medical transportation program in partnership with Riverview Health hospital system, providing over 12,000 trips per year
- ◆ Collaborate with other agency departments and community organizations on new transportation services
- ◆ Report program activities to funders, elected officials and external stakeholders
- ◆ Provide occasional back-up driving and customer service

Miller Transportation

Scheduled Service Manager, September 2013—April 2015

- ◆ Manage intercity bus, commuter express bus and suburban circulator transportation services of private motorcoach company
- ◆ Develop and implement procedure for reconciliation of ticket sales by agents in two states
- ◆ Develop and implement policies and procedures for scheduled bus service operations
- ◆ Coordinate scheduling and dispatch of drivers and vehicles for scheduled bus service
- ◆ Train and supervise bus drivers in scheduled service operation
- ◆ Resolve service issues in cooperation with drivers, bus terminal agents, mechanical staff and management
- ◆ Assist clients (transit agencies and nonprofit organizations) in development of transportation services

Central Indiana Regional Transportation Authority

Mobility Manager & Program Liaison, June 2010—September 2013

- ◆ Engage transit providers in Central Indiana region in coordination of services to improve cross-county mobility for transportation-disadvantaged individuals
- ◆ Assist Central Indiana residents in identifying public transit options
- ◆ Develop grant proposals to fund public transit programs with budgets of up to \$1.2 million
- ◆ Develop and manage commuter express bus and reverse commute circulator services
- ◆ Manage web development vendor in creation of online transportation resource directory
- ◆ Manage agency compliance with USDOT requirements for recipients of federal funding
- ◆ Serve on project selection committees for USDOT grant awards
- ◆ Coordinate online agency communication including website and social media
- ◆ Assist Executive Director in transportation policy advocacy activities

- ◆ Evaluate transportation programs and recommend strategies to Executive Director and Board of Directors



Ms. Matheny is a seasoned director with over 13 years of experience in the public transportation industry. She has a proven track record of addressing program efficiencies through analysis and revision of organizational practices and procedures including, the introduction of innovative technology solutions and service delivery alternatives. Ms. Matheny brings the ability to effectively manage federal, state and local grants, operations, contracts, and a diverse range of projects and personnel within budget. An example is the implementation of a microtransit service through the RideMICRO program, a pilot project introducing on-demand service to un and underserved areas in three counties within North Carolina. Ms. Matheny is versed in conducting research, managing technology enhancement projects, and securing Federal and State operating and capital improvement grants. Her specialty is creating and executing planning initiatives and programs with an ability to adapt and deliver under changing environments. Ms. Matheny also brings a strong sense of organizational mission and aptitude to lead a team in meeting established goals and objectives.

MEGAN MATHENY

Associate

EDUCATION

- ◆ Master of Public Administration (Concentration in Non-profit Management), University of North Carolina Wilmington, 2012
- ◆ Bachelor of Arts in Political Science, University of Tennessee, Knoxville, 2007

LICENSES AND CERTIFICATIONS

- ◆ Previous, Board of Directors for North Carolina Public Transportation Association
- ◆ Previous, Board of Directors for disAbility Resource Center

YEARS OF TRANSPORTATION EXPERIENCE

13

PROFESSIONAL EXPERIENCE

Associate, RLS & Associates, Inc., May 2022 — Present

Recent and current projects include:

- ◆ Planner, Ohio DOT, Columbiana County Transit Development Plan
- ◆ Planner, Ohio DOT, Geauga County Transit Development Plan
- ◆ Task Lead, Tennessee DOT OMAT Mobility Management Toolkit
- ◆ Co-Project Manager, Cherokee County, SC Transit Feasibility Study
- ◆ Planner, Richland County, OH Ten-Year Transit Development Plan
- ◆ Reviewer, Oregon DOT, Compliance Reviews
- ◆ Secondary Reviewer, FTA, CORTAP Triennial Reviews
- ◆ Project Manager, Mecklenburg County, NC Operations Structure Report
- ◆ Project Manager, City of Durham, Procurement for Transit Management Services
- ◆ Planner, West Virginia DOT, Regional Coordination Plans
- ◆ Planner, Minnesota DOT, Labor Market Reviews
- ◆ Lead Planner, CTAA, Rural Transit Operations Plan (Phillips County, AR)

Deputy Director, Cape Fear Public Transportation Authority, 2017 – 2022

Wave Transit is the public transportation provider for the Cape Fear region offering fixed-route bus, UNCW Seahawk Shuttle, Port City Trolley, ADA accessible van services, and Microtransit services; performing 1.3 million passenger trips annually in 2019.

- ◆ Responsible for administering the Federal Transportation Administration’s (FTA) public transit program for the Wilmington urbanized area.
- ◆ Manages the organization’s Civil Rights Programs and serves as the Americans with Disabilities Act (ADA) compliance officer
- ◆ Plans, directs and oversees daily operations under fixed route bus, ADA paratransit, vehicle maintenance and facility maintenance departments
- ◆ Works with management contractor and vendors to ensure sufficient goods and services are available to maintain fleet of rolling stock to FTA state of good repair standards
- ◆ Develops and implements department goals, objectives, procedures and service standards
- ◆ Maintains departmental standards for safety and ensures adherence with policies, guidance, regulations and schedules
- ◆ Prepares short and long-range planning functions in accordance with adopted plans
- ◆ Manages the Making Waves Foundation, an independent 501(c)3, established by the Authority
- ◆ Responsible for direct and indirect oversight of 130 personnel members
- ◆ Works with key staff to identify and resolve problems

MEGAN MATHENY

Associate

PROFESSIONAL EXPERIENCE (Continued)

Director of Planning and Development, Cape Fear Public Transportation Authority, 2014 – 2017

- ◆ Management and oversight of short-range planning initiatives resulting in operational efficiencies within the transportation service network
- ◆ Manages the Making Waves Foundation, an independent 501(c)3, established by the Authority in 2011
- ◆ Securement and effective management of federal and state grants to ensure services provided within adopted budget
- ◆ Responsible for contract oversight with the University of North Carolina Wilmington for transportation services administered under the UNCW Seahawk Shuttle Program
- ◆ Creation and implementation of capital improvement plans resulting in standard operating procedure with city and state agencies for enhancement of passenger amenities at transit stops

Paratransit Manager, Cape Fear Public Transportation Authority, 2011 – 2014

- ◆ Administration of ADA complementary transportation services under the organization’s Paratransit Department in accordance with federal regulations
- ◆ Responsible for management of contracts with county jurisdictions and community non-profits for performance of 500,000 annual non-emergency medical and other transportation services
- ◆ Direct management of a 27-member team and a fleet of 24 vehicles



Ms. Perales’ diverse legal, higher education administration and transit planning background bring a unique perspective to her work in transit planning and transit-related compliance. In her role at VIA, Michelle served on several procurement committees to evaluate bidders’ compliance with federal guidelines. During law school, she served as a Truancy Diversion Judge in the Family Court of Clark County, NV, where she evaluated and monitored compliance with district attendance policy. She also interned with Board Member Brittanie Watkins of the Nevada Gaming Control Board, where she conducted research around gaming regulation and enforcement of Nevada gaming law. Additionally, Michelle worked in support of the Alamo Colleges’ Board of Trustees in her role as Deputy to the Chancellor. Michelle’s prior experience as a manager of direct reports, facilitator of the 7 Habits of Highly Effective People and mediator have also prepared her to effectively communicate with teams and train audiences with varying levels of subject matter knowledge.

MICHELLE CHARISMA PERALES

Associate

EDUCATION

- ◆ Juris Doctor, William S. Boyd School of Law, University of Nevada Las Vegas, *magna cum laude*, 2020
- ◆ Master of Arts, Public Policy and Administration, Northwestern University, 2012
- ◆ Bachelor of Science, Urban and Regional Studies, Cornell University, 2000

CERTIFICATIONS

- ◆ Certified Change Management Practitioner, Prosci
- ◆ Certified in the 7 Habits of Highly Effective People, Franklin Covey
- ◆ Certified in the Four Disciplines of Execution, Franklin Covey
- ◆ Certified Mediator, Texas, St. Mary’s University
- ◆ Certified Performance Excellence Examiner, Quality Texas

YEARS OF TRANSPORTATION EXPERIENCE

9

PROFESSIONAL EXPERIENCE

Associate, RLS & Associates, Inc., June 2023 — Present – Current projects include:

- ◆ Lead Planner, KYOVA Coordinated Human Service-Public Transit Coordination Plan
- ◆ Lead Planner and Outreach Expert, Coshocton County, OH Transit Development Plan
- ◆ Planner and Outreach Expert, Knox County, OH Transit Development Plan
- ◆ Planner and Outreach Expert, Dixon and Rochelle, IL Fixed Route Feasibility Studies
- ◆ Conduct research, data collection and analysis for Fairfield County, Ohio transit initiative
- ◆ Conduct research on change management process for Wilmington, Ohio Transit System
- ◆ Planner and Outreach Assistant, Midland County, MI Transit Plan
- ◆ Lead Reviewer, Arizona DOT Subrecipient Compliance Reviews
- ◆ Secondary Reviewer, Oregon DOT Subrecipient Compliance Reviews
- ◆ Federal Transit Administration (FTA) Secondary Triennial Reviewer and workshop presenter

Law Clerk, Nevada Legal Services, June 2019 – November 2019

- ◆ Represented tenants in eviction court and assisted clients with the denial or termination of their public benefits.
- ◆ Attended administrative and judicial hearings, and interviewed clients and conducted in-depth legal research.
- ◆ Assisted the Tenants’ Rights Center, and participated in community outreach, trainings and legal workshops.

Deputy to the Chancellor, Alamo Colleges District - Office of the Chancellor, February 2015—May 2019

- ◆ Was directly responsible for managing strategic, operational and logistics planning and execution, handling multifaceted administrative issues, and overseeing high-performing personnel.
- ◆ Worked closely with the Board of Trustees to support governance and operational functions of the district. Also worked with the Board to ensure district compliance with legal and regulatory requirements.

Director of Community Partnerships, Alamo Colleges District - Office of the Chancellor, September 2012—February 2015

- ◆ Initiated and managed summits and meetings on integration between the Alamo Colleges and the Independent School Districts (ISDs) and the charter districts in the Alamo Colleges’ service area.

MICHELLE CHARISMA PERALES

Associate

PROFESSIONAL EXPERIENCE (Continued)

- ◆ Provided guidance to the district and colleges on effective communication and public engagement strategies designed to strengthen the Alamo Colleges' relationship with internal stakeholders and surrounding communities.

VIA Primo Public Information Officer, VIA Metropolitan Transit Authority, February 2012—September 2012

- ◆ Was selected to serve in a temporary capacity as the BRT project's Public Information Officer (PIO).
- ◆ Developed, implemented, and evaluated a comprehensive public education and outreach plan for the introduction, construction, and service launch of VIA's and Bexar County's first high capacity BRT line.
- ◆ Kept public informed of construction progress of in-line stations and affiliated South Texas Medical Center Transit Center (STMCTC) project throughout the year-long construction process through the use of social media, a Primo project hotline and grassroots community outreach.
- ◆ Served as liaison between VIA's Strategic Planning and Project Development team, private contractors, elected officials and neighborhood and community associations.
- ◆ Effectively delivered informational presentations about the Primo project and the larger benefits of public transit to neighborhood and community associations and other citizens groups in a variety of formats.
- ◆ Worked with elected officials at all levels of government (local, state, and federal) to resolve concerns about the Primo project addressed by their constituents in a transparent and responsive manner.
- ◆ Developed and distributed in-house a variety of marketing and community outreach materials.
- ◆ Organized and facilitated large-scale public engagement forums.

Community Planner, VIA Metropolitan Transit Authority, May 2005 - September 2012





- ◆ Worked to improve citizen quality of life through the use and expansion of public transit services and the development of walkable communities in the City of San Antonio.
- ◆ Collaborated with Metropolitan and Regional Planning Organizations (MPO, RPO), federal, state and city governments, neighborhood and community-based associations, business and industry leaders and other key stakeholder groups to make communities more livable by co-designing plans to organize mass transit services.
- ◆ Worked with environmental and disability advocacy groups to promote sustainable, environmentally sensitive and accessible transit development and operations in the San Antonio community.
- ◆ Connected community stakeholders with the transit agency's programs, policies and resources. Facilitated interactions between government officials and constituencies and VIA leadership.
- ◆ Effectively responded to and resolved citizen inquiries and complaints. Provided VIA briefings and community relations at state and local town halls and neighborhood and community association meetings.

Community Outreach Coordinator, VIA Metropolitan Transit Authority, July 2004 - November 2004

- ◆ Managed an educational outreach campaign for the Advanced Transportation District (ATD) referendum which called for a local option sales tax of a ¼ cent to support advanced transportation.
- ◆ Coordinated amongst the three key ATD government entities; the City of San Antonio (COSA), the Texas Department of Transportation (TXDOT), and VIA to ensure that the campaign aligned with the language of Senate Bill 769 which created the special district.
- ◆ Achievements:
 - ◆ Coordinated an internal ATD Speakers Bureau consisting of both VIA staff and Board members, maintained a calendar

AFFILIATIONS

- | | |
|--|--|
| ◆ William S. Boyd School of Law Public Interest Law Association – Fundraising Volunteer | ◆ Member |
| ◆ William S. Boyd School of Law Dispute Resolution Society , Student Member | ◆ Truancy Diversion Program Judge, Clark County Family Court |
| ◆ Criminal & Eviction Record Sealing Workshops, Nevada Legal Services – Student Attorney | ◆ Cornell Alumni Ambassadors Admissions Network (CAAAN) San Antonio – Chair |
| ◆ Tenants’ Rights Center, Nevada Legal Services – Student Attorney | ◆ Cornell Alumni Student Mentoring Program (CASMP) – Mentor |
| ◆ American Bar Association – Student Member | ◆ People Active in Community Effort (PACE) San Antonio – President |
| ◆ Clark County Bar Association – Student Member | ◆ Long Term Care Council of San Antonio/Bexar County – Events Committee Chair |
| ◆ Southern Nevada Association of Women Attorneys – Student | ◆ Conference of Minority Transportation Officials (COMTO) San Antonio Chapter – Vice President |

-  805-708-6824
-  Tom_Roberts09@comcast.net
-  Sacramento, CA
-  LinkedIn: Tom Roberts

EXPERTISE

Fixed-route, Commuter, and Rural Transit
 Micro-transit, Carshare, and TNC's
 Paratransit, ADA Eligibility, Travel Training
 Finance, Budget, IT, Human Resources
 Fleet Management & Clean Air Vehicles
 Alternative Transportation and Parking
 Transportation Planning & Contract Mgt.
 Alternative Transportation and Parking
 FTA, TDA, Caltrans Grants and Management
 Overall Work Programs, DBE, and NTD
 Marketing Campaigns / Media Relations
 Community / Stakeholder Engagement

EDUCATION

Master of Business Administration
University of Phoenix

BS: Public Administration / Urban Planning
CSU Dominguez Hills

ADVOCACY

Civic engagement focused on issues and programs impacting youth, low-income families, seniors, persons with disabilities, homelessness, social justice, and sustainable communities.

Dynamic Executive Bringing Leadership, Innovation and Sound Financial Management to the Transit Industry.

C-Suite Experience: CEO, CFO, COO

From redesigning five transit systems, to being a pioneer in paratransit, mobility management, alternative transportation and parking, I have dedicated nearly 30 years to bringing innovation to the transportation industry. I am proud to have served many years on the Board of CalACT and honored to have been named "Transportation Manager of the Year for the United States."

EXPERIENCE

Chief Executive Officer / Chief Operating Officer

Acorn Enterprises / Cameron Park, CA / July 2020 – December 2022

Acorn Enterprises' purpose is to diversify economic opportunities for Native American Tribal families. As the organization's first interim Chief Executive Officer and Chief Operating Officer, developed the infrastructure for future growth and transitioned the organization from a volunteer endeavor to a professionally managed corporation.

Having been laid off from Paratransit, Inc. due to a massive funding loss, I accepted this interim role to build the organization until the venture could be transitioned to Tribal management. During my tenure I developed the first strategic plan and budget, and established: the corporate governance and offices; Accounting and Human Resources departments; employee benefits; and procurement policies.

Deputy Executive Director

Paratransit, Inc. / Sacramento, CA / March 2017 – October 2019

Paratransit, Inc. an industry leader in Mobility Management. Responsibilities included business development; strategic planning; providing executive leadership and supervision of field offices around the country.

- Supervised field offices in Boston, Honolulu, Spokane, and Stockton
- Restructured the agency's Mobility Management Services Division
- Improved operational efficiencies and implemented cost savings
- Developed business plan for strategic growth
- Closed and sold a non-revenue generating venture to the private sector
- Negotiated and secured new multi-million-dollar contracts
- Prepared RFPs, federal grants, and operations manuals
- Rebranded agency services and developed web site
- Served as liaison with public agencies
- Prepared presentations and reports for the Board of Directors

LEADERSHIP

Transportation Manager of the Year, USA
Community Transportation Association of America

Transportation Agency of the Year
California Association for Coordinated Transportation

Recognition for Contributions to Transit
Santa Barbara Metropolitan Transit District

Commendations for Service
California State Senate and Assembly

Commendations for Service
Santa Barbara County Board of Supervisors

Agency Executive of the Year
Santa Barbara Human Services Association

"Two-time "Local Hero"
Santa Barbara Independent

Humanitarian Award
Greater Santa Barbara Community Association

Distinguished Service Award
South Coast Coordinating Council

DEI

I have had a longstanding commitment to diversity, equity and inclusion:

- Commissioned first study on reaching Latino elders
- Hired bilingual/bicultural outreach staff
- Incorporated sexual orientation into surveys
- Addressed gender-based pay inequities
- Served on a County Human Relations Commission
- Drafted a city HIV non-discrimination ordinance
- Served on the Founding Board, Prosperity Pathway

AFFILIATIONS

Board, Prosperity Pathway
Sacramento, CA, 2023 – Present

Board, Nonprofits United
Statewide, CA, 2016 – 2019; 1989 – 1995

Board, CalACT
Statewide, 2011 – 2015; 1988 – 2005

Member, Civil Grand Jury
County of Santa Barbara, 2006 - 2007
GLPTC Board Packet Pg.71

EXPERIENCE



Chief Financial Officer / Chief Operating Officer
Vivalon / San Rafael, CA / July 2015 – February 2017

Vivalon (formerly Whistlestop), provides ADA paratransit and contract transportation services for older adults and persons with disabilities. As the CFO/COO, responsibilities included oversight of the Finance, Information Technology, Training and Human Resources departments, as well as facilities, operations and administration of this multi-program agency.

- Improved operational efficiencies / significantly reduced overtime costs
- Developed strategic plan, budget tracking, service metrics
- Introduced HR software and training protocols/materials
- Managed multi-million-dollar contracts
- Served as liaison to public agencies and stakeholder groups
- Prepared presentations and reports for the Board of Directors

Manager of Public Transit / Programming and Planning / Finance
Napa Valley Transportation Authority / Napa, CA / June 2009 – July 2015

The Napa Valley Transportation Authority is a Joint Powers Authority that provides planning and mobility services encompassing five cities and the unincorporated portions of Napa County. Responsibilities included: developing the agency budget and Overall Work Program; transportation planning; funding and oversight of capital projects and their construction; securing state and federal funding; grants management; managing the Disadvantaged Business Enterprise program; the management and administration for all local, countywide and regional services.

- Recovered millions of federal dollars considered "lost" to the agency
- Secured millions of dollars in state, federal and regional funds
- Launched Express services to BART, Vallejo Ferry, Capital Corridor
- Redesigned 5 transit systems / Increased ridership by over 100%
- Introduced Micro-transit, "Where's my bus?", GPS, Clipper Card, Passenger Counters and new fareboxes
- Replaced over half the transit fleet, developed Park and Ride lots and a new Transit Center
- Introduced *Vehicle Sharing Program* to assist social service agencies get their clients to programs and *Mileage Reimbursement Program* to assist rural residents gain access to food and medical care
- Restructured *ADA Paratransit* and *Taxi Voucher programs* to eliminate fraud, reduce costs, and better assist program participants
- Designed and implemented multiple multi-media marketing campaigns
- Established service policies and standards
- Overhauled agency Disadvantaged Business Program
- Served as liaison to public agencies and stakeholder groups
- Prepared presentations and reports for the Board of Directors

Additional 17 Years Experience

During the 1990's and into the new millennium, I served **17 years** as the **Executive Director** and **Chief Financial Officer** of a **Consolidated Transportation Service Agency** and **Director of Transportation Services** for a major university. In these roles, I provided a variety of transportation and alternative transportation services and pioneered new technology and industry innovations that would be replicated around the country and the world.

PROPOSAL FORM

Proposer: RLS & Associates, Inc.

Name Robbie L. Sarles

Name of Authorized Representative 

Signature of Authorized Representative
President

Title 3131 South Dixie Hwy., Suite 545, Dayton, Ohio 45439

Address, including Zip Code

937-299-5007

Telephone Number

Fax Number

Please note if a prompt payment discount is offered.

_____ % @ _____ days

REPRESENTATIONS AND CERTIFICATIONS

REPRESENTATIONS

Proposer's firm is as: (check or complete all applicable boxes)

- an individual
- a partnership
- a non-profit organization
- a corporation, incorporated under the laws of the State of Ohio
- a limited liability corporation (LLC)
- other, _____

CERTIFICATIONS

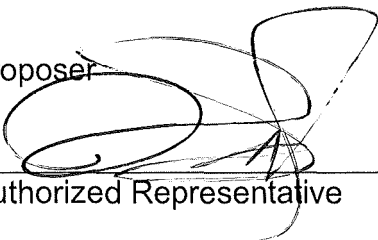
(check applicable box)

1. Covenants Against

Gratuities:

Neither Proposer nor any of its employees, representatives or agents have offered or given gratuities or will offer or give gratuities (in the form of entertainment, gifts or otherwise) to any director, officer, or employee of CityBus with the view toward securing favorable treatment in the awarding, amending, or the making of any determination with respect to Proposer selection or the performance of the Contract.

The undersigned Proposer certifies that the foregoing is true.

Proposer 

Authorized Representative

March 29, 2024

Date

PROPOSAL ADDENDA

Addenda:

The undersigned acknowledges receipt of the following addenda to the

document: Addendum No. Response to Questions, Dated 3/26/24

Addendum No. Clarification and Due Date Extension, Dated 3/28/24

Addendum No. _____, Dated _____


Failure to acknowledge receipt of all addenda may cause the proposal to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the offer.

The undersigned understands that any conditions stated above, clarifications made to above or information submitted on or with this form other than that requested, will render proposal unresponsive.

Robbie L. Sarles, RLS & Associates, Inc.

(Name of Individual, Partnership or Corporation)

3131 South Dixie Highway, Suite 545, Dayton, Ohio 45439


(Authorized Signature)

President
(Title)

March 29, 2024

937-299-5007

(Date)

(Telephone)

AGREEMENT OF SERVICES

TO: Greater Lafayette Public Transportation
Corporation 1250 Canal Road
Lafayette, IN 47904

The undersigned hereby agrees to furnish the services as listed below in accordance with the specifications on file with the Greater Lafayette Public Transportation Corporation, which have been carefully examined and attached hereto.

Signed: _____

Printed Name: Robbie L. Sarles Title: President

Date: March 29, 2024 Telephone: 937-299-5007

For (Company): RLS & Associates, Inc.

Address: 3131 South Dixie Highway, Suite 545, Dayton, Ohio 45439

CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT

All primary participants in contracts over \$25,000 shall be required to execute the certification listed below.

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third-party contract), RLS & Associates, Inc. certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(If the primary participant (applicant for an FTA grant, or cooperative agreement, or potential third-party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.)

THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTACT), CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

The undersigned chief legal counsel for the RLS & Associates, Inc. hereby certifies that
(entity)
the RLS & Associates, Inc. has authority under State and local law to comply with the
subject (entity)
assurances and that the certification above has been legally made.

LOBBYING

Modifications have been made to the Clause pursuant to Section 10 of the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. §1601, *et seq.*]

Lobbying Certification and Disclosure of Lobbying Activities for third party contractors are mandated by 31 U.S.C. 1352(b)(5), as amended by Section 10 of the Lobbying Disclosure Act of 1995, and DOT implementing regulation, "New Restrictions on Lobbying," at 49 C.F.R. §20.110(d)

Language in Lobbying Certification is mandated by 49 C.F.R. Part 19, Appendix A, Section 7, which provides that contractors file the certification required by 49 C.F.R. Part 20.

Modifications have been made to the Lobbying Certification pursuant to Section 10 of the Lobbying Disclosure Act of 1995.

Use of "Disclosure of Lobbying Activities," Standard Form-LLL set forth in Appendix B of 49 C.F.R. Part 20, as amended by "Government wide Guidance For New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96) is mandated by 49 C.F.R. Part 20.

Byrd Anti-Lobbying Amendment, 31 U.S.C. §1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. §1601, *et seq.*] - Contractors who apply or proposal for an award of \$100,000 or more shall file the certification required by 49 C.F.R. part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress or State legislature, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. §1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. §1352. Such disclosures are forwarded from tier to tier up to CityBus.

49 C.F.R. PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

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

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

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

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

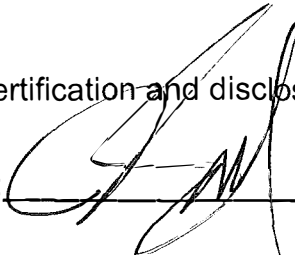
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act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

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

The Contractor, accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31

U.S.C. §3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official:



Name and Title of Contractor's Authorized Official:

Robbie L. Sarles, President

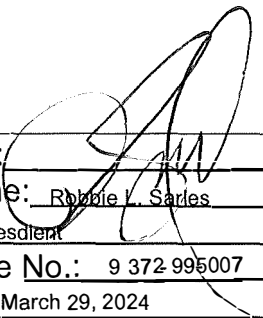
Date:

March 29, 2024

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352. For this RFQ, in Boxes 1, 2 and 3 – circle A; in Box 4 – put the Bidding firm’s name and address; Boxes 5, 7, 8 and 9 – leave blank; Box 6 has already been completed; Box 10 – put NA if Bidding firm does NOT participate in lobbying; Box 11 - read and complete neighboring box.

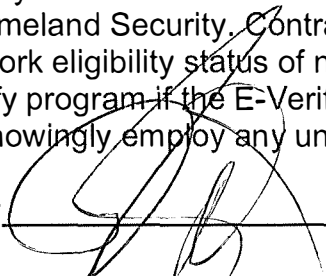
<p>1. Type of Federal Action: (circle one)</p> <ul style="list-style-type: none"> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance 	<p>2. Status of Federal Action: (circle one)</p> <ul style="list-style-type: none"> a. bid/offer/application b. initial award c. post-award
<p>3. Report Type: (circle one)</p> <ul style="list-style-type: none"> a. initial filing b. material change <p>For Material Change Only: year _____ quarter _____ date of last report _____</p>	<p>4. Name and Address of Reporting Entity:</p> <p>Prime</p> <p>Sub-awardee</p> <p>Tier _____, <i>if known:</i></p> <p>Congressional District, <i>if known:</i></p>
<p>5. If Reporting Entity in No. 4 is a Sub-awardee, Enter Name and Address of Prime:</p> <p>Congressional District, <i>if known:</i></p>	<p>6. Federal Department/Agency:</p>
<p>a. Federal Program Name/Description: CFDA Number, <i>if applicable:</i></p>	<p>8. Federal Action Number, <i>if known:</i></p>
<p>9. Award Amount, <i>if known:</i></p> <p>\$ _____</p>	<p>10. a. Name and Address of Lobbying Registrant (<i>if individual, last name, first name, MI</i>):</p> <p>b. Individual Performing Services (<i>including address if different from No. 10a</i>) (<i>last name, first name, MI</i>):</p>

<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure</p>	<p>Signature: </p> <p>Print Name: <u>Robbie L. Sables</u></p> <p>Title: <u>President</u></p> <p>Telephone No.: <u>9 372 996007</u></p> <p>Date: <u>March 29, 2024</u></p>
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<p>shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	
<p>Federal Use Only:</p>	<p>Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)</p>

INDIANA E-VERIFY AFFIDAVIT

Contractor shall, in accordance with I.C. § 22-5-1.7, enroll and verify work eligibility status of all newly hired employees of Contractor through the E-Verify program or any other work authorization program approved by the United States Department of Homeland Security or the Department of Homeland Security. Contractor further understands that it is not required to verify work eligibility status of newly hired employees of Contractor through the E-Verify program if the E-Verify program no longer exists. Contractor certifies that it does not knowingly employ any unauthorized aliens.

Signature of Contractor's Authorized Official:  _____

Name and Title of Contractor's Authorized Official: Robbie L. Sarles, President

Date: March 29, 2024 _____



RFP 2024-5 Comprehensive Operations Analysis

**Submitted To:
Greater Lafayette Public
Transportation Corporation
(CityBus)**



**Submitted by:
RLS & Associates, Inc.
3131 S. Dixie Drive, Suite 545
Dayton, OH 45439
Phone: (937) 299-5007
Email: rls@rlsandassoc.com**

Cost Proposal

April 5, 2024

Bryan D. Smith, CEO
 Greater Lafayette Public Transportation Corporation
 1250 Canal Road
 Lafayette, IN 47904
bsmith@gocitybus.com

Dear Mr. Smith:

REQUEST FOR PROPOSAL FOR GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
 COMPREHENSIVE OPERATIONS ANALYSIS

RLS & Associates, Inc. (RLS) is pleased to submit to the Greater Lafayette Public Transportation Corporation (GLPTC) its proposal to develop a Comprehensive Operations Analysis (COA). This proposal is to provide the transit system with in-depth community and customer engagement and data-driven service analysis. The scope of work includes an exploration of service alternatives and a set of recommendations that enhance the operations and sustainability of the GLPTC transit system. RLS believes that its balance of expertise and background in transit evaluation and analysis, combined with transit planning and knowledge of Federal regulations necessary for a recommendation of any service or changes are a true match for GLPTC, your partners, customers, and riders, who will be the direct beneficiaries of any identified improvements.


Throughout the firm's 36-year history, RLS has focused on providing invaluable transit planning in Indiana and nationwide and has a complete appreciation for the significant efforts that must be made after the transit plan is complete. Usually, the most challenging part of service planning is the actual implementation of the plan. Securing the appropriate revenue, hiring the appropriate staffing levels, bringing in the right community partners, securing sufficient revenue, and building trust among all partners and riders requires diligence and focus. The RLS team will provide GLPTC with the necessary information and tools during the planning process so that implementation after the plan is complete, will be streamlined and successful.

The RLS team includes three former transit system managers, including one former Indiana transit system manager, as well as transit planning and community engagement experts. We believe that this team bridges real-world perspectives and planning for the development of sustainable plans.

The RLS team includes Independent Consultant Tom Roberts as a subject matter expert. Tom brings national expertise in transit and community development planning.

RLS is a woman-owned and operated business, and Disadvantaged Business Enterprise (DBE). As President of RLS & Associates, Inc., I am authorized to negotiate this offer. You may contact me at (937) 299-5007, email at rlsasc@rlsandassoc.com, or mail at 3131 South Dixie Highway, Suite 545, Dayton, Ohio 45439.

Respectfully submitted,



Robbie L. Sarles, President
RLS & Associates, Inc.

Enclosure

COST PROPOSAL

RLS has an unparalleled reputation in providing high-level services while remaining on, or under budget. Project management is achieved by using quality tools and dedicating expert staff to appropriate tasks.

The cost estimates by task including labor, travel, materials, indirect costs, and fees are included in the cost proposal on the following pages. The initial budget sheet includes the budget for Phases 1 and 2 (Tasks 1 through 4). The second sheet includes costs for Task 5. The final budget sheet provides the total overall budget summary including all costs associated with labor and direct expenses for Tasks 1 through 5. RLS understands that Task 5 is an additional task that is expected to exceed the maximum budget quoted by CityBus of \$100,000. The grand total budget by task is summarized in Table 1 below.

Table 1: Total Proposed Budget by Task

Total Overall Budget By Task	
Task Name	Total Task Budget
Task 1	\$ 17,387.49
Task 2	\$ 16,923.88
Task 3	\$ 39,134.71
Task 4	\$ 23,778.40
Task 5	\$ 17,872.02
Grand Total	\$ 115,096.49

In addition to on-site work, the RLS Project Manager and key staff will be available for bi-weekly project check-in meetings, as directed. Monthly progress reports will also be provided.

The proposed budget prices are firm but the number of hours per task and direct expenses associated with the project are negotiable and can be modified through further conversations with GLPTC during contract negotiations.

Table 1: Proposed Budget Phases 1 and 2

CONSULTANT'S LABOR									
Personnel	Direct Hourly Rate	Task 1 Project Management	Task 2 High-Level System Analysis	Task 3.1 Engagement with Customers	Task 3.2 Engagement with Board	Task 3.3 Engagement with Staff & Partners	Task 4 Proposed System Recommendations	Total Hours	Total Cost
L. Brown, Project Manager	\$ 62.50	80	20	40	12	6	80	238	\$ 14,875.00
C. Campoll, Planner 1	\$ 56.67	16		12	16	16	10	70	\$ 3,966.90
M. Matheny, Planner 2	\$ 54.58	4	40			32	30	106	\$ 5,785.48
M. Perales, Planner & Outreach	\$ 42.31	4		85				89	\$ 3,765.59
Z. Kincade, GIS & Data Analysis	\$ 43.61	2	32	60			16	110	\$ 4,797.10
J. Black, QA Editor	\$ 42.77		8	4			8	20	\$ 855.40
Total Hours		106	100	201	28	54	144	633	\$ 34,045.47
Total Task Labor Cost		\$ 6,381.50	\$ 5,170.88	\$ 9,564.07	\$ 1,656.72	\$ 3,028.28	\$ 8,244.02		\$ 34,045.47
Fringe (or Overhead) for Labor	85.0%	\$ 5,425.55	\$ 4,396.28	\$ 8,131.37	\$ 1,408.54	\$ 2,574.64	\$ 7,009.07		\$ 28,945.45
Total Labor with Fringe		\$ 11,807.05	\$ 9,567.16	\$ 17,695.44	\$ 3,065.26	\$ 5,602.92	\$ 15,253.09		\$ 62,990.92

REIMBURSABLE EXPENSES									
Description		Task 1 Project Management	Task 2 High-Level System Analysis	Task 3.1 Engagement with Customers	Task 3.2 Engagement with Board	Task 3.3 Engagement with Staff & Partners	Task 4 Proposed System Recommendations		Total Cost
Airfare		\$ 600.00		\$ 600.00	\$ 600.00				\$ 1,800.00
Lodging		\$ 444.00		\$ 1,110.00	\$ 555.00				\$ 2,109.00
Subsistence		\$ 256.00		\$ 640.00	\$ 320.00				\$ 1,216.00
Car Rental		\$ 300.00		\$ 500.00	\$ 500.00				\$ 1,300.00
Auto Mileage/Fuel/Parking		\$ 239.73		\$ 239.73	\$ 120.00				\$ 599.46
Printing/Media Purchases				\$ 3,500.00	\$ 40.00				\$ 3,540.00
Tecnology/GIS Data				\$ 100.00		\$ 30.00	\$ 600.00		\$ 730.00
Total Reimbursable Expenses		\$ 1,839.73	\$ -	\$ 6,689.73	\$ 2,135.00	\$ 30.00	\$ 600.00		\$ 11,294.46

GRAND TOTAL									
Description		Task 1 Project Management	Task 2 High-Level System Analysis	Task 3.1 Engagement with Customers	Task 3.2 Engagement with Board	Task 3.3 Engagement with Staff & Partners	Task 4 Proposed System Recommendations		Total Cost
Total Consultant Cost		\$ 11,807.05	\$ 9,567.16	\$ 17,695.44	\$ 3,065.26	\$ 5,602.92	\$ 15,253.09		\$ 62,990.92
Fixed Fee (10%)	10.0%	\$ 1,180.71	\$ 956.72	\$ 1,769.54	\$ 306.53	\$ 560.29	\$ 1,525.31		\$ 6,299.10
Subtotal		\$ 12,987.76	\$ 10,523.88	\$ 19,464.98	\$ 3,371.79	\$ 6,163.21	\$ 16,778.40		\$ 69,290.02
Tom Roberts (IC)	\$160/hour	\$ 1,280.00	\$ 3,200.00		\$ 640.00		\$ 3,200.00		\$ 8,320.00
Reimbursable Expenses		\$ 3,119.73	\$ 3,200.00	\$ 6,689.73	\$ 2,775.00	\$ 30.00	\$ 3,800.00		\$ 19,614.46
GRAND TOTAL TASKS 1 - 4		\$ 17,387.49	\$ 16,923.88	\$ 26,154.71	\$ 6,786.79	\$ 6,193.21	\$ 23,778.40		\$ 97,224.48
PERCENT OF TOTAL PROJECT		18%	17%	27%	7%	6%	24%		

Phase 3, Task 5

CONSULTANT'S LABOR					
Personnel	Direct Hourly Rate	Task 5.1	Task 5.2	Total Hours	Total Cost
		Draft Report and Engagement	Final Report and Adoption		
L. Brown, Project Manager	\$ 62.50	30	6	36	\$ 2,250.00
C. Campoll, Planner 1	\$ 56.67	30	4	34	\$ 1,926.78
M. Matheny, Planner 2	\$ 54.58			0	\$ -
M. Perales, Planner & Outreach	\$ 42.31	10		10	\$ 423.10
Z. Kincade, GIS & Data Analysis	\$ 43.61	8		8	\$ 348.88
J. Black, QA Editor	\$ 42.77	4	6	10	\$ 427.70
Total Hours		82	16	98	\$ 5,376.46
Total Task Labor Cost		\$ 4,518.16	\$ 858.30		\$ 5,376.46
Fringe (or Overhead) for Labor	85.0%	\$ 3,841.34	\$ 729.73		\$ 4,571.07
Total Labor with Fringe		\$ 8,359.50	\$ 1,588.03		\$ 9,947.53

Description	Task 5.1	Task 5.2	Total Cost
	Draft Report and Engagement	Final Report and Adoption	
Airfare	\$ 600.00		\$ 600.00
Lodging	\$ 444.00		\$ 444.00
Subsistence	\$ 256.00		\$ 256.00
Car Rental	\$ 300.00		\$ 300.00
Auto Mileage/Fuel/Parking	\$ 239.73		\$ 239.73
Printing/Media Purchases	\$ 2,500.00		\$ 2,500.00
Tecnology/GIS Data	\$ 30.00		\$ 30.00
Total Reimbursable Expenses	\$ 4,369.73	\$ -	\$ 4,369.73

		Task 5.1	Task 5.2	Total Cost
		Draft Report and Engagement	Final Report and Adoption	
Total Consultant Cost		\$ 8,359.50	\$ 1,588.03	\$ 9,947.53
Fixed Fee (10%)	10.0%	\$ 835.95	\$ 158.80	\$ 994.76
Subtotal		\$ 9,195.45	\$ 1,746.83	\$ 10,942.29
Tom Roberts (IC)	\$160/hour	\$ 1,280.00		\$ 1,280.00
Reimbursable Expenses		\$ 5,649.73	\$ -	\$ 5,649.73
GRAND TOTAL TASK 5		\$ 16,125.18	\$ 1,746.83	\$ 17,872.02
PERCENT OF TOTAL PROJECT		90%	10%	

**MASTER SERVICES AGREEMENT
BETWEEN GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION
AND _____**

This Agreement is made by and between Greater Lafayette Public Transportation Corporation, 1250 Canal Road, Lafayette, Indiana 47904, hereinafter referred to as GLPTC and _____, hereinafter referred to as Consultant, and collectively referred to as (the "Parties").

In consideration of our mutual promises and understandings as hereinafter set forth, it is mutually understood and agreed as follows:

1. Term:

- a. The term of this Agreement shall be effective _____ through _____, unless terminated sooner as provided herein.

2. Scope:

- a. During the term of this Agreement, Consultant shall provide to GLPTC the professional services (the "Services") set forth in Attachment(s) or referred to in future attachments stated as Scope of Work(s) ("SOW") which shall be executed by duly authorized individuals of both GLPTC and Consultant and numbered sequentially as deemed necessary by GLPTC.
- b. Consultant will be readily available to provide and complete the Services in accordance with a mutually acceptable schedule.
- c. Consultant agrees that, in furnishing the Services, it shall be acting as an independent contractor in relation to GLPTC and not as an employee or other agent of GLPTC.
- d. Consultant shall have no authority to act for or on behalf of GLPTC or to bind GLPTC without GLPTC's prior express written consent. Consultant acknowledges that it is responsible for its own federal, state, and local income, social security, unemployment, and all other applicable taxes.

3. Compensation:

- a. The fee for the services defined in Section 3 above shall be in accordance with a current service fee and discount schedule as identified in the SOW and will not exceed or aggregate total of \$_____.
- b. Pay on a schedule, laid out in the SOW.

4. Consultant Personnel:

- a. Consultant shall, at all times, employ qualified and sufficient personnel to perform the contracted services in the manner and within the period of time requested by GLPTC. Consultant further understands that GLPTC has relied on the qualifications and experience of Consultant personnel as the primary basis for awarding this Agreement.

5. No Federal Government Obligation to Third Parties:

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

6. Program Fraud and False or Fraudulent Statements or Related Acts:

- a. The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 *et seq.* and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.
- b. The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. chapter 53, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5323(l) on the Contractor, to the extent the Federal Government deems appropriate.
- c. The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

7. Access to Records and Reports:

- a. Record Retention. The Contractor will retain and will require its subcontractors of all tiers to retain, complete and readily accessible records related in whole or

in part to the contract, including, but not limited to, data, documents, reports, statistics, sub-agreements, leases, subcontracts, arrangements, other third-party agreements of any type, and supporting materials related to those records.

- b. **Retention Period.** The Contractor agrees to comply with the record retention requirements in accordance with 2 C.F.R. § 200.333. The Contractor shall maintain all books, records, accounts and reports required under this Contract for a period of at not less than three (3) years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case records shall be maintained until the disposition of all such litigation, appeals, claims or exceptions related thereto.
- c. **Access to Records.** The Contractor agrees to provide sufficient access to FTA and its contractors to inspect and audit records and information related to performance of this contract as reasonably may be required.
- d. **Access to the Sites of Performance.** The Contractor agrees to permit FTA and its contractors' access to the sites of performance under this contract as reasonably may be required.

8. Public Disclosure of Proposals and Materials:

- a. Access to government records, including those held by CityBus, is governed by the State of Indiana.
- b. Proposals, documents, and material pertaining to this RFP become the property of CityBus and shall be open to public inspection.
- c. Proposers are advised that any Proposals, documents, and material they submit to CityBus in response to this RFP or in pursuit of a government-funded contract are open to public inspection. This includes, but is not limited to, Proposals, documents, and material that the Proposer may deem to be confidential or proprietary in nature.
- d. Under the State of Indiana Freedom of Information Act (FOIA), CityBus is obligated to provide access to, or copies of, material it has in its possession when another party makes a FOIA request. CityBus is not allowed to withhold or redact material that the Proposer may find sensitive even if the Proposer identifies the material as confidential, propriety, trade secret, etc.
- e. Proposers should assume that any material they submit to CityBus will be shared with the public.
- f. CityBus will not notify Proposers or Contractors when a FOIA request is made for information it provided to CityBus.

- g. In the event that CityBus needs to view confidential or proprietary information such as, but not limited to, financial statements, schematics, designs, etc., CityBus will view the material in person. In such cases, the Proposer may be required to bring the material to CityBus's offices for viewing. At other times, CityBus staff may view the material in the Proposer's place of business or at another site.
- h. It is the Proposer's responsibility to provide as complete a Proposal as possible so that CityBus may properly evaluate the Proposer for selection of award. Proposers are invited to indicate in their Proposal or other documents that material pertinent to the Proposer's ability or capacity is available for viewing. However, Proposals that, in CityBus's sole opinion, are too heavily dependent on viewing material and provide little written material on which CityBus may evaluate the Proposer, may receive lower evaluation scores and the Proposer will not be considered further.
- i. CityBus is under no obligation to meet with or view material from Proposers whose Proposals do not fall within a competitive range after evaluation.

9. Publicity:

- a. All publicity releases or releases of reports, papers, articles, maps, or other documents in any way concerning this Contract, which the Contractor or any of its subcontractors' desire to make for purposes of public announcement, in whole or in part, shall be subject to approval by the CityBus's Project Manager, or designee, prior to release.

10. Contract Documents and Precedence :

- a. The documents embodying the legally binding obligations between CityBus and the Contractor for the work to be performed under the Contract consist of the documents listed below. The Contract documents constituting the Contract between CityBus and the Contractor are intended to be complementary so that what is required by any one of them shall be as binding as if called for by all of them. In the event of any conflicting provisions or requirements within the several parts of the Contract Documents, they shall take precedence in the following order:
 - i. The Contract, together with any written change orders or amendments executed subsequent to the Contract, attached exhibits which are part of the Contract as well as documents incorporated in the Contract by reference.
 - ii. CityBus's Specifications and all Terms and Conditions incorporated in the Contract by reference.
 - iii. The Contractor's Proposal, as accepted by CityBus.

- b. CityBus's Solicitation Package

- c. In CityBus’s discretion, an agreement covering terms appropriate for a Contract of this nature not covered in this Request for Proposal and the Contractor’s Proposal.

11. Contractor Change:

- a. Any proposed change in this Contract shall be submitted to CityBus for its prior approval.

12. Written Change Orders:

- a. Oral change orders are not permitted. No change in this Contract shall be made unless the Contracting Officer gives prior written approval therefore. The Contractor shall be liable for all costs resulting from, and/or for satisfactorily correcting, any specification change not properly ordered by written modification to the Contract and signed by the Contracting Officer.

13. Change Order Procedure:

- a. As soon as reasonably possible but no later than thirty (30) calendar days after receipt of the written change order to modify the contract, the Contractor shall submit to the Contracting Officer a detailed price and schedule proposal for the work to be performed. This proposal shall be accepted or modified by negotiations between the Contractor and the Contracting Officer. At the time a detailed modification shall be executed in writing by both parties. Disagreements that cannot be resolved within negotiations shall be resolved in accordance with the contract disputes clause.

14. Price Adjustment for Regulatory Changes:

- a. If price adjustment is indicated, either upward or downward, it shall be negotiated between CityBus and the Contractor for changes that are mandatory as a result of legislation or regulations that are promulgated and become effective after the Due Date. Such price adjustment may be audited, where required.

15. Parties:

- a. The parties to the contract are the Procuring Agency and the Offeror as set out in the accepted Offer.

16. Succession:

- a. The Contract will be binding on the parties, their successors, and assigns.

17. Changes to Federal Laws and Regulations:

- a. The contractor understands that Federal laws, regulations, policies, and related administrative practices applicable to this Agreement on the date the Agreement was executed may be modified from time to time.
- b. The contractor agrees that the most recent of such Federal requirements will govern the administration of this Agreement at any particular time, except if there is sufficient evidence in the Agreement of a contrary intent. Likewise, new

Federal laws, regulations, policies, and administrative practices may be established after the date the Agreement has been executed and may apply to this Agreement.

- c. To achieve compliance with changing Federal requirements, the contractor agrees to include in all agreements with subrecipients and third-party contracts financed with FTA assistance specific notice that Federal requirements may change, and the changed requirements will apply to the project as required. All standards or limits set forth in this Agreement to be observed in the performance of the Project are minimum requirements.

18. Termination for Convenience:

- a. GLPTC, by written notice, may terminate this contract, in whole or in part, when it is in GLPTC's interest. If this contract is terminated, GLPTC shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

19. Termination for Default:

- a. If the Contractor fails to deliver supplies or to perform the services within the time specified in this contract or any extension, or if the Contractor fails to comply with any other provisions of this contract, GLPTC may terminate this contract for default. GLPTC shall terminate by delivering to the Contractor a Notice of Termination specifying the nature of the default. The Contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner or performance set forth in this contract.
- b. If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of GLPTC.

20. Opportunity to Cure:

- a. GLPTC, in its sole discretion may, in the case of a termination for breach or default, allow the Contractor [an appropriately short period of time] in which to cure the defect. In such case, the Notice of Termination will state the time period in which cure is permitted and other appropriate conditions.
- b. If Contractor fails to remedy to GLPTC's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within [10 days] after receipt by Contractor of written notice from GLPTC setting forth the nature of said breach or default, GLPTC shall have the right to terminate the contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude GLPTC from also pursuing all available remedies against Contractor and its sureties for said breach or default.

21. Waiver of Remedies for any Breach:

- a. In the event that GLPTC elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this contract, such waiver by GLPTC shall not limit GLPTC's remedies for any succeeding breach of that or of any other covenant, term, or condition of this contract.

22. Civil Rights and Equal Opportunity:

- a. GLPTC is an Equal Opportunity Employer. As such, GLPTC agrees to comply with all applicable Federal civil rights laws and implementing regulations. Apart from inconsistent requirements imposed by Federal laws or regulations, GLPTC agrees to comply with the requirements of 49 U.S.C. § 5323(h) (3) by not using any Federal assistance awarded by FTA to support procurements using exclusionary or discriminatory specifications.
- b. Under this Agreement, the Contractor shall at all times comply with the following requirements and shall include these requirements in each subcontract entered into as part thereof.

23. Nondiscrimination:

- a. In accordance with Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, disability, or age. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

24. Race, Color, Religion, National Origin, Sex:

- a. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e *et seq.*, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. chapter 60, and Executive Order No. 11246, "Equal Employment Opportunity in Federal Employment," September 24, 1965, 42 U.S.C. § 2000e note, as amended by any later Executive Order that amends or supersedes it, referenced in 42 U.S.C. § 2000e note.
- b. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, or sex (including sexual orientation and gender identity). Such action shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- c. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

25. Age:

- a. In accordance with the Age Discrimination in Employment Act, 29 U.S.C. §§ 621-634, U.S. Equal Employment Opportunity Commission (U.S. EEOC) regulations, “Age Discrimination in Employment Act,” 29 C.F.R. part 1625, the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 *et seq.*, U.S. Health and Human Services regulations, “Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance,” 45 C.F.R. part 90, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

26. Disabilities:

- a. In accordance with section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 *et seq.*, the Architectural Barriers Act of 1968, as amended, 42 U.S.C. § 4151 *et seq.*, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against individuals on the basis of disability. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

27. Disadvantaged Business Enterprise (DBE):

- a. The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 C.F.R. part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as GLPTC deems appropriate, which may include, but is not limited to:
 - i. Withholding monthly progress payments;
 - ii. Assessing sanctions;
 - iii. Liquidated damages; and/or
 - iv. Disqualifying the contractor from future bidding as non-responsible. 49 C.F.R. § 26.13(b).

28. Prohibition of Discrimination in State Contracts:

- a. In accordance with I.C. 22-9-1-1, *et seq.*, The contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or as a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Further, the contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of a disability that is unrelated to the individual’s ability to perform the duties of a

particular job or position. A breach of the above covenants shall be regarded as a material breach of this contract.

- b. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- c. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
- d. The contractor or their collective bargaining representative will send to each labor union or representative of workers with which they have a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the contractor's commitments.
- e. The contractor will comply with all relevant published rules, regulations, directives, and orders of the Indiana Civil Rights Commission, which may be in effect prior to the taking of proposals for any individual state project.
- f. The contractor will furnish and file compliance reports within such time as upon such forms as provided by the Indiana Civil Rights Commission, said forms may also elicit information as the practices, program, and employment statistics of each subcontractor as well as the contractor themselves, and said contractor will permit access to their books, records, and accounts by the Indiana Civil Rights Commission and/or its agent, for purposes of investigation to ascertain compliance with this contract and relevant with rules, regulations, and orders of the Indiana Civil Rights Commission.
- g. In the event that the Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this agreement, the Civil Rights Commission may, as part of its order based upon such findings, certify said findings to the Administrative Board of the State of Indiana, which Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, and including the governing boards of institutions of higher education, until the contractor complies with said order of the Civil Rights Commission. Notice of said declaration of future ineligibility may

from, any Agreement or purchase connected with an action by the governmental entity which such person serves, with certain stated exceptions. Accordingly, if any person having any interest in Consultant is an officer or employee of GLPTC, disclosure of this fact must be made so that the possible application of this statute may be investigated.

41. Registration:

- a. Indiana business corporation law requires that certain foreign corporations (i.e., corporations not incorporated under Indiana law) organized for profit, if not already qualified to transact business in Indiana, must procure a certificate of admission from the Secretary of State of Indiana, before transacting any business in said State. Information concerning this statute and its administration, and penalties for non-compliance, may be obtained through the Office of the Secretary of State.

42. Force Majeure:

- a. In the event that either party is unable to perform any of its obligations under this Agreement or to enjoy its benefits because of natural disaster, epidemic, pandemic or decrees of governmental bodies not the fault of the affected party (hereinafter referenced to as a "Force Majeure Event"), the party who has been so affected shall immediately give notice to the other party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of nonperformance exceeds thirty (30) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Agreement with immediate effect.

43. Survival:

- a. The following sections shall survive termination of this Agreement:
 - i. No Federal Government Obligation to Third Parties**
 - ii. Access to Records and Reports**
 - iii. Incorporation of FTA Terms**
 - iv. Indemnification**

44. Notices:

- a. Any notice or other correspondence required or permitted to be given pursuant to this Agreement will be in writing and will be deemed to have been given if: (a) served personally, (b) sent by facsimile with confirmation of receipt, or (c) sent by first class mail, postage prepaid, to the addresses set forth below or to such other addresses as either party hereto may designate by notice to the other party.

GLPTC
 Greater Lafayette Public Transportation Corp.
 1250 Canal Road

Consultant Information



Hopthru

Scope of Work for CityBus

February 14th, 2024

Created by: Cole Calhoun (cole@hopthru.com, 206-495-0225)

Background

Executive Summary:

Hopthru is a data management and analysis platform for transit. Utilizing passenger counting hardware already installed on your fleet, Hopthru automates the extraction, processing, and importing of data so that you can easily derive the insights you need.

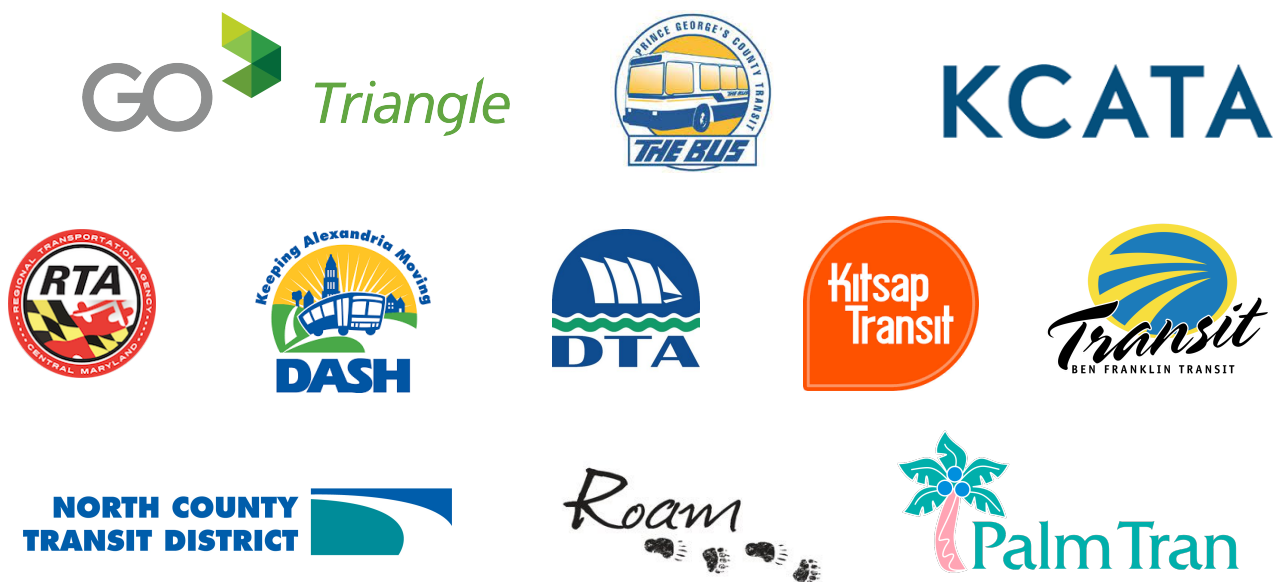
The platform consists of three modules: Hopthru Cleanse, Hopthru Diagnostics, and Hopthru Analyze.

Hopthru Cleanse builds trust in the quality of your data by maintaining the accuracy thresholds required for NTD certification.

Hopthru Diagnostics allows staff to have a holistic picture of hardware health.

Hopthru Analyze allows you to instantaneously identify and diagnose operational inefficiencies across your service area.

You're in good company:



Project Goals

1. Enable CityBus to certify their APCs for NTD reporting

Complete the NTD certification process using Hoptaru Cleanse's data processing.

2. Automatically detect and diagnose malfunctioning APCs

Diagnostic reporting will monitor and notify staff to vehicles that have either not been reporting, or have been reporting anomalies.

Hopthru Cleanse

Hopthru Cleanse is an intelligent data cleaning platform specifically tailored for APCs. Cleanse consists of three main components described below:

1. Correlation

Once raw data is collected, it must be enriched with schedule information through a process called data correlation. This is how raw counts (ons/off, time stamp and bus ID) are assigned to routes, trips and stops. Strong correlation is the foundation of good APC data.

2. Data Discards at the Event Level

Because APCs count everything, even the healthiest hardware will require some data to be discarded. Whether it be events at the bus yard or driver events at a layover, it can be safely assumed that a portion of recorded events were not generated by actual passengers.

Cleaning methods have traditionally focused on discarding entire trips or blocks based on pre-determined business rules. For example, some agencies might discard the entire trip if the discrepancy between boardings and alightings is greater than 15%. To their surprise, this can have a large effect on coverage scores and can result in as many as 10%-50% of all run trips being discarded. Hopthru does not agree with this methodology and believes it allows for far too many false negatives.

Instead, Hopthru discards at the event level. Based on the characteristics of each event, we assign a confidence value that determines the likelihood the event was generated by an actual passenger. If the confidence value is low enough, we'll discard the individual event.

This method greatly improves coverage scores and provides the agency with a much more complete dataset.

3. Expansion

Whether it's due to hardware malfunction, network loss, or other unforeseen errors, it is possible to lose events that actually occurred. Data expansion fills in these gaps using historical averages.

Unlike traditional methods, Hopthru's expansion algorithm fills data in at the stop level of each trip, allowing it to be reliably used for planning purposes.

Hopthru's expansion algorithm will be approved by a qualified statistician in accordance with NTD guidelines so that it can be used in NTD reporting.

Hopthru Diagnostics

Quality APC data is the result of good software and healthy hardware. Hopthru's Diagnostic Reporting will allow CityBus to:

- Quickly understand the health of its hardware.
- Be notified when vehicles have not been reporting, or have been reporting anomalies.
- Prioritize issues based on severity.

The screenshot shows a web application interface for 'Hopthru Diagnostics'. On the left is a 'Settings' sidebar with categories: General (Profile, Team), Your agency (Routes, Stops, Tags, Vehicles, Vehicle issues), and Data (Unlinked data, Linked data, Export). The main content area is titled 'Vehicle issues' and has tabs for 'Issues' and 'Muted'. Below the tabs are filters: 'Custom', '01/01/21 - 12/31/22 (Everyday - All day)', 'Status: Unresolved', and 'Event types: All'. There is a search bar 'Search vehicles' and an info icon. A table displays 20 issues (9 shown):

<input type="checkbox"/>	Vehicle ↑	Status	Event	First seen	Last seen		
<input type="checkbox"/>	VID001	Unresolved	No data	2022/01/05	2022/01/07	Mute	Open vehicle details
<input type="checkbox"/>	VID002	Unresolved	Partial data	2022/02/01	2022/02/02	Mute	Open vehicle details
<input type="checkbox"/>	VID003	Unresolved	No data	2022/01/10	2022/01/11	Mute	Open vehicle details
<input type="checkbox"/>	VID004	Unresolved	Load imbalance	2022/02/10	2022/05/01	Mute	Open vehicle details
<input type="checkbox"/>	VID005	Unresolved	No data	2022/05/02	2022/07/10	Mute	Open vehicle details
<input type="checkbox"/>	VID006	Unresolved	No data	2022/01/11	2022/05/04	Mute	Open vehicle details
<input type="checkbox"/>	VID007	Unresolved	Load imbalance	2022/01/01	2022/10/01	Mute	Open vehicle details
<input type="checkbox"/>	VID008	Unresolved	No data	2022/01/06	2022/05/03	Mute	Open vehicle details
<input type="checkbox"/>	VID009	Unresolved	Partial data	2021/01/05	2022/01/01	Mute	Open vehicle details

NTD Certification Services

In addition to the software necessary to produce clean data, Hopthru provides the services necessary to achieve NTD Certification.

1. Manual Sampling

Hopthru will generate a random sampling plan in accordance to the NTD guidelines. If Hopthru staff can be provided with the corresponding security camera footage, we can remotely count boardings and alightings to compare against data produced by Hopthru Cleanse.

2. Expansion Algorithm Approved by Qualified Statistician

Hopthru's expansion algorithm will be approved by a qualified statistician in accordance with NTD guidelines so that it can be used in NTD reporting.

3. NTD Submission Package

Hopthru will furnish a submission package on behalf of CityBus.

Implementation timeline (estimated)

Event	Month 1	Month 2	Month 3	Month 4
Hopthru Cleanse Integration	x			
Data QA / Trip Sampling	x	x	x	
NTD Thresholds Met			x	
Hopthru Analyze External QA				x
Go-live				x

References

RTA (Regional Transportation Agency of Central Maryland) (Savage, MD):

- Name: Ryan Mayers
- Title: Planning and Special Projects Manager
- Email: ryan.mayers@transitrta.com
- Phone: 301.957.3603

Palm Tran (West Palm Beach, FL)

- Name: Christian Londono
- Title: Manager of Performance Management
- Email: clondono@pbcgov.org
- Phone: 561.841.4312

NCTD (North County Transit District) (Oceanside, CA):

- Name: Katie Persons
- Title: Director of Service Planning
- Email: kpersons@nctd.org
- Phone: 760.966.6683

Greensboro Transit Authority (Greensboro, NC)

- Name: Gray (William) Johnston
- Title: Transit Planner
- Email: william.johnston@greensboro-nc.gov
- Phone: 336.333.6848

Things to note:

General Terms

- We use a Software as a Service (SaaS) model with annual subscriptions per product. There are no hosting or maintenance fees.
- Subscriptions include unlimited users within your agency.
- We believe in data access and availability. As long as your agency is a paying customer, you will have easy access to download any data from Hopthru's system.
- For Cleanse customers, Hopthru will attain a minimum precision level of 95% for Unlinked Passenger Trips and Passenger Miles Traveled as defined by the [NTD](#).

Technical Requirements (Hopthru Cleanse)

In order to power Hopthru Cleanse, Hopthru requires the three data sets listed below:

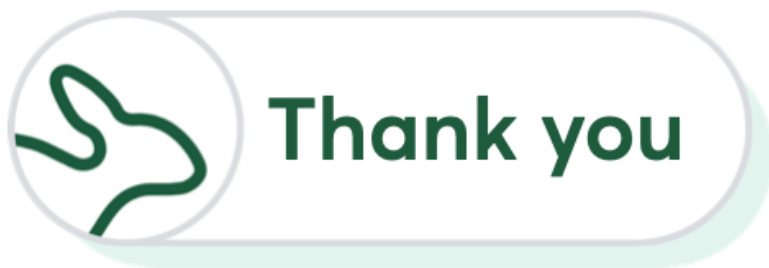
1. Up-to-date static GTFS
2. Vehicle Assignments (likely from your AVL system)
 - Vehicle -> block assignments for a given day
3. Raw APC Event Data
 - We'll need these required fields [as listed here](#):
 - Vehicle_ID
 - Lat/Lng
 - Timestamp
 - Ons
 - Offs

Data Validation (Hopthru Cleanse)

- In order to successfully test and validate Hopthru's algorithms on CityBus's data, we will need the following:
 - A random sampling of manually validated counts, at the stop level, by trip (gathered by video camera footage, hand counts, or another approved counting method). Hopthru can provide this if the agency would like to proceed with the NTD certification package.
 - GTFS, Vehicle Assignments, and Raw APC data from the same dates as the validated counts

Support Plan

- You will be assigned a dedicated Customer Success Manager.
- Your Customer Success Manager will create a success roadmap for your team, including a comprehensive on-boarding process.
- We pride ourselves on having the best support team in the industry and we'll never charge you for our time. Always feel free to reach out with questions, comments, or suggestions on how we can better serve you. We respond to requests in one business day.



Account Manager:

Cole Calhoun (cole@hophtru.com, 206.495.0225)



Pricing Proposal
 Quotation #: 24614232
 Created On: 3/13/2024
 Valid Until: 5/17/2024

Greater Lafayette Public Transportation Corporation

Inside Account Executive

Bryan Smith

1250 Canal Road Lafayette
 Lafayette, IN 47902
 United States
 Phone: (765) 420-2941
 Fax:
 Email: bsmith@gocitybus.com

David Rifkin

290 Davidson Ave
 Somerset, NJ 08873
 Phone: 732-868-8775
 Fax:
 Email: david_rifkin@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Hopthru Diagnostics Software Module - Annual Subscription - Up to 50 VOMS Hopthru, Inc. - Part#: NPN-HOPTH-DIAGN-A Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02 Note: o Software Modules shall be automatically renewed for additional one-year periods with an annual price increase of 10%, unless either party requests termination at least 30 days prior to the end of the then-current term.	1	\$14,187.56	\$14,187.56
2 Hopthru Cleanse Software Module - Annual Subscription - Up to 50 VOMS Hopthru, Inc. - Part#: NPN-HOPTH-CLEAN-A Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02 Note: o Software Modules shall be automatically renewed for additional one-year periods with an annual price increase of 10%, unless either party requests termination at least 30 days prior to the end of the then-current term.	1	\$26,382.32	\$26,382.32
3 NTD Certification Services Hopthru, Inc. - Part#: NPN-HOPTH-NTD-A Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02	1	\$9,319.31	\$9,319.31
4 Integration Fee Hopthru, Inc. - Part#: NPN-HOPTH-INTEG-A Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02	1	\$0.00	\$0.00
		Total	\$49,889.19

Additional Comments

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

o Software Modules shall be automatically renewed for additional one-year periods with an annual price increase of 10%, unless either party requests termination at least 30 days prior to the end of the then-current term.

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

**CITY BUS --- CLAIMS LISTING FOR
MARCH 21, 2024 THROUGH APRIL 24, 2024**

Claims UNDER \$20,000 (For Board to select 5 or more for audit)

CLAIM#	VENDOR NAME	CLAIM REASON	AMOUNT
39455	VECTREN	UTILITIES	\$1,958.11
39456	CITY OF LAFAYETTE	UTILITIES	\$191.95
39457	FRONTIER	UTILITIES	\$352.71
39458	COMCAST	UTILITIES	\$1,751.50
39459	CITY OF LAFAYETTE	UTILITIES	\$353.35
39460	T-MOBILE	UTILITIES	\$877.14
39461	CITY OF LAFAYETTE	UTILITIES	\$386.25
39462	VECTREN	UTILITIES	\$4,813.98
39463	AL WARREN OIL CO	INVENTORY	\$2,679.92
39464	ALL STAR SECURITY	CONTRACTUAL SERVICE	\$675.00
39465	CHEMSTATION	INVENTORY	\$1,430.00
39466	CINTAS	CONTRACTUAL SERVICE	\$956.56
39467	CINTAS - LEASED UNIFORMS	CONTRACTUAL SERVICE	\$502.90
39468	CUMMINS SALES & SERVICE	INVENTORY	\$1,913.37
39469	EXTERIOR VIEW	CONTRACTUAL SERVICE	\$1,647.30
39470 **	FAIRMOUNT DOORS	CAPITAL ITEMS	\$2,775.00
39471 **	GILLIG	CAPITAL ITEMS	\$4,051.16
39472	JIMS GARAGE	CONTRACTUAL SERVICE	\$980.00
39473	LAFAYETTE AUTO SUPPLY	INVENTORY	\$624.20
39474	LH INDUSTRIAL SUPPLIES	SUPPLIES	\$17.36
39475	MIDWEST TRANSIT EQUIPMENT	INVENTORY	\$1,264.54
39476	LINDE GAS & EQUIPMENT	SUPPLIES	\$156.61
39477	OLSTEN STAFFING	CONTRACTUAL SERVICE	\$11,560.25
39478 **	SCHEID DIESEL	CAPITAL ITEMS	\$2,934.90
39479	STAPLES	SUPPLIES	\$961.96
39480 **	THE AFTERMARKET PARTS CO	CAPITAL ITEMS	\$6,601.79
39481	THERMO KING	INVENTORY	\$882.24
39482 **	CHAMPAIGN-URBANA MASS TRANS.	CAPITAL ITEMS	\$15,000.00
39483	LEVEL365	UTILITIES	\$1,372.18
39484	SWITZER, SAMANTHA	TUITION REIMBURSEMENT	\$2,490.00
39485	MCDONALD, JULIE	UNIFORM ALLOWANCE	\$100.00
39486	MICROSOFT	CONTRACTUAL SERVICE	\$710.09
39487	PRINCIPAL LIFE INSURANCE	INSURANCE	\$17,598.43
39488	ACCIDENT FUND	INSURANCE	\$10,070.40
39490	CENTERPOINT ENERGY	UTILITIES	\$692.86
39491	MULHAUPTS	CONTRACTUAL SERVICE	\$560.70
39492	GWYN NEWSOME	CONTRACTUAL SERVICE	\$1,350.00
39493	ICC BUSINESS	SUPPLIES	\$38.52
39494	BALL EGGLESTON	ATTORNEY FEES	\$5,554.50
39495	LH INDUSTRIAL SUPPLIES	SUPPLIES	\$816.78
39496	CINTAS	UNIFORMS - LEASED	\$1,218.30
39497	CENTER FOR TRANSPORTATION & ENVIRONMENT	CAPITAL ITEMS	\$9,500.00
39498 **	GILLIG	CAPITAL ITEMS	\$811.96
39499 **	CUMMINS SALES & SERVICE	CAPITAL ITEMS	\$85.96

**CITY BUS --- CLAIMS LISTING FOR
MARCH 21, 2024 THROUGH APRIL 24, 2024**

Claims UNDER \$20,000 (For Board to select 5 or more for audit)

CLAIM#	VENDOR NAME	CLAIM REASON	AMOUNT
39502	RAMP	CREDIT CARD	\$8,830.28
39503	CORPORATE PAYMENT SYSTEMS	CREDIT CARD	\$16,427.46
39504	DUKE ENERGY	UTILITIES	\$7,783.49
39505	SUPERFLEET	CREDIT CARD - GASOLINE	\$3,139.79
39506	GRAN-IT CONSULTING	CONTRACTUAL SERVICE	\$10,900.00
39507	REPBULIC SERVICES	CONTRACTUAL SERVICE	\$166.40
39508	CITY OF LAFAYETTE	UTILITIES	\$222.91
39509	CENTER POINT ENERGY	UTILITIES	\$610.94
39510	CITY OF W. LAFAYETTE	UTILITIES	\$129.40
39512	MOUNCE, RYAN	TOOL ALLOWANCE	\$323.04
39513	JOHNSTON, LYLE	TOOL ALLOWANCE	\$214.95
39514	JOHNSTON, LYLE	DEDUCTIBLE REIMBURSEMENT	\$200.00
39515	SUMMERS, KRISTIE	UNIFORM ALLOWANCE	\$100.00
39516	CITY OF W. LAFAYETTE	UTILITIES	\$129.40
39517	VERIZON WIRELESS	UTILITIES	\$206.66
39518	CITY OF LAFAYETTE	UTILITIES	\$1,538.78
39519	CITY OF W. LAFAYETTE	UTILITIES	\$129.40
39520	FRONTIER	UTILITIES	\$379.29
39521	CITY OF LAFAYETTE	UTILITIES	\$386.25
39522	COMCAST	UTILITIES	\$353.35
39523	STAPLES	SUPPLIES	\$216.12

TOTAL: \$173,658.64

Claims OVER \$20,000 (For Board approval)

39489	UNITED HEALTHCARE	INSURANCE	\$125,127.25
39500 **	TRIPSPARK	CAPITAL ITEMS	\$30,694.93
39501	GREGORY & APPEL	INSURANCE	\$118,093.00
39511	CONSTELLATION	UTILITIES	\$26,119.08
39524	NULL TANK LINES	INVENTORY	\$21,679.03
39525 **	LAMMCO	CAPITAL ITEMS	\$47,780.00

TOTAL: \$369,493.29

CLAIMS TOTAL: \$543,151.93

Payroll Total for Mar-24 \$ 969,222.79

Summary	Pay Date 2/9/2024	Pay Date 2/23/2024	Board Members	Grand Total
Gross Wages	\$375,631.21	\$345,019.74	\$200.00	\$720,850.95
Employer Taxes	\$28,713.54	\$26,080.93		\$54,794.47
Employer Fringe Benerfits	\$95,665.88	\$97,911.49		\$193,577.37
Total Payroll	\$500,010.63	\$469,012.16	\$200.00	\$969,222.79

Employer Details	Pay Date 2/9/2024	Pay Date 2/23/2024	Total
Employer Taxes:			
FICA/Medicare	\$27,872.05	\$25,526.51	\$53,398.56
SUTA	\$841.49	\$554.42	\$1,395.91
	\$28,713.54	\$26,080.93	\$54,794.47
Employer Fringe Benefits:			
PERF Contributions	\$40,480.06	\$37,688.78	\$78,168.84
Health/Dental/Vision/Life	\$52,672.30	\$52,261.78	\$104,934.08
HAS Contributions	\$0.00	\$0.00	\$0.00
Other Fringes	\$2,513.52	\$7,960.93	\$10,474.45
	\$95,665.88	\$97,911.49	\$193,577.37

CEO REPORT TO GLPTC BOARD OF DIRECTORS

MEETING DATE: APRIL 24, 2024

CEO

APTA Legislative conference was a success, with some interesting nuggets:

- Transit Oriented Development (TOD) that includes affordable housing now has no local match requirement
- Enhanced technical assistance is available from the Build America Center to advise local stakeholders on options under TIFIA and RRIF loan programs
- Congressionally directed spending is coming back around, where we may be able to submit specific projects to our House or Senate members for inclusion in an appropriations bill.

The Public Transit Council of Indiana (PTCI) is setting legislative priorities, and they are:

- Educate on the value of public transportation
- Eliminate county boundary limits for urban PTC's
- Improve state funding (PMTF)
- Improve local funding options for PTC's

As part of the education element, I proposed including an economic impact study. I'm leading that effort and will get pricing to do a Greater Lafayette specific study separate from the statewide effort.

I will be traveling at the end of the month to the APTA Mobility conference in Portland, OR. I have been asked to be on a panel of small operators that have started a zero-emission project to share our experience.

FINANCE

- Trained the team about the new credit card system. The team has started to use the new cards, which bring the benefits of financial savings, easy online processing, and transparency of spendings. The purchase approval/requisitions related to credit card purchases will be done online.
- Annual finance audit has started. The team has provided all documents of information requested by the auditors. Will have a status update later this month.
- FleetNet upgrade to EMTS system has started. Preliminary dry run has been conducted and the team has been trained about the difference between the two systems. The new system is effective on 4/16. Will identify and solve any issues if any.
- NTD annual report is being worked on, expected to complete the submission by 4/30.
- Have reviewed grant applications with FTA regional office. FY2024 5307 apportionment is \$6,549,742.

HUMAN RESOURCES

- Attended the FTA Drug and Alcohol Training in Atlanta.
- Attended Tippecanoe County Employee Connection Series: Bridging the Gaps in Workplace Mental Health and Substance Use Disorder Resources.

- Currently taking applications for Fixed Route Operator position for training class to begin 5-28-24.
- Currently taking applications for additional positions for Demand Response Access Operator and C Level Mechanic.
- Hosted Equitable 457b enrollment meeting for staff.
- Hosted Sam's Club for discount membership to staff.

MAINTENANCE

- New 2024 New Flyer Radio, CAD/AVL install underway.
- Used Champaign 60 ft buses are being repainted and readied for service.
- 5006 engine rebuild completed.

OPERATIONS

- We welcomed our new "C" shift weekend dispatcher.
- The summer work bid is now complete and out to bid for drivers to choose shifts. New system runcutting system (Remix) was used by Theresa Anthrop and Mary Borrelli after initial training. With the help of Randy Anderson, we have the bid out probably the earliest it has been in years.
- We have a new group of drivers in the Drivers Communications sessions. All participants are eager and willing to give ideas to help CityBus become better. Our second session with this group is this Wednesday.
- The new class added 6 drivers to our ranks. All drivers seem to be adjusting well to our system.

CUSTOMER EXPERIENCE

- Customer Satisfaction Survey is underway through May 3, 2024. The survey should help us learn what we're doing right and what we need to improve. Soliciting input from our customers is an important part of our ongoing improvement process throughout the agency.
- Working with Purdue University to prepare for SY2024-25 service on campus and prepare for changes related to the new service agreement.
- Updates to our graphic standards, website, bus stop signage, and printed schedule materials are ongoing as we seek to improve our branding and marketing efforts.

SAFETY

- Attended the 17th Annual Drug and Alcohol Conference in Atlanta.
- Reviewing recent FTA rulemaking which will require revisions to the PTASP.
- Organized and hosted a meeting with community leaders to discuss building a team to address mental health support and security improvements at the CityBus Center.
- Attended the Artificial Intelligence Webinar put on by DISA, our 3rd party Drug and Alcohol Administrator.

TRAINING

- Coordinated a De-Escalation training with the Lafayette Police Department. All supervisors, CBC staff, and select managers will be trained in de-escalation techniques and edged weapon defense by LPD Officer Jeremy O'Donnell.

- I will be drafting a plan to better utilize bus operator trainers during the new operator training cycles. The intent is to free up safety and training resources.

INFORMATION TECHNOLOGY

- The Avail FleetNet (ERP system) to ETMS Conversion Project is on schedule. System cutover began April 15th and is expected to be completed April 16th. No issues have been identified to date.
- Testing of two different cellular based radio communication systems began March 25th. Coverage and voice quality have been very good. Critical functionality limitations have identified with both systems. These limitations must be resolved before either system would be considered a viable solution.

PROFIT AND LOSS STATEMENT
GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

OPERATING REVENUE	Mar-24	Mar-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED
PASSENGER FARES	\$ 303,446.08	\$ 338,703.18	-10.41%	\$ 891,292.46	\$ 1,000,481.06	-10.91%	\$ 2,993,912
ADVERTISING INCOME	15,416.67	18,717.31	-17.63%	35,750.01	39,166.44	-8.72%	239,728
INTEREST INCOME	31,750.82	18,255.19	73.93%	106,845.55	58,817.47	81.66%	23,048
MISC. INCOME	6,297.59	5,284.06	19.18%	17,779.77	24,619.88	-27.78%	200,000
	\$ 356,911.16	\$ 380,959.74	-6.31%	\$ 1,051,667.79	\$ 1,123,084.85	-6.36%	\$ 3,456,688

REVENUE MILES	162,852	169,776	-4.08%	499,611	468,244	6.70%
REVENUE HOURS	12,986	13,548	-4.15%	40,125	37,617	6.67%

OPERATING EXPENSE	Mar-24	Mar-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED	BALANCE	CPM/M	CPM/Y
PERSONNEL										
OPERATOR WAGES	\$ 557,256.68	\$ 563,987.53	-1.19%	\$ 1,624,349.40	\$ 1,591,813.74	2.04%	\$ 6,869,884	\$ (5,245,535)	3.42	3.25
ADMINISTRATIVE WAGES	159,163.70	116,394.50	36.75%	449,043.76	340,942.41	31.71%	2,099,054	\$ (1,650,010)	0.98	0.90
MAINTENANCE WAGES	75,831.86	67,369.57	12.56%	221,020.18	196,776.27	12.32%	920,315	\$ (699,295)	0.47	0.44
FICA TAX	58,672.44	55,515.70	5.69%	169,936.45	156,911.12	8.30%	756,528	\$ (586,591)	0.36	0.34
PERF	86,257.56	76,728.43	12.42%	251,753.69	221,168.61	13.83%	1,170,568	\$ (918,814)	0.53	0.50
LIFE & HEALTH INSURANCE	130,983.85	110,526.97	18.51%	383,442.55	351,437.87	9.11%	2,330,241	\$ (1,946,798)	0.80	0.77
UNEMPLOYMENT INSURANCE	1,277.41	(631.26)	-302.36%	17,048.58	16,637.04	2.47%	70,000	\$ (52,951)	0.01	0.03
WORK COMP INSURANCE	10,070.40	8,426.50	19.51%	30,211.20	25,279.50	19.51%	135,303	\$ (105,092)	0.06	0.06
UNIFORMS	3,146.84	1,838.17	71.19%	12,087.68	3,205.27	277.12%	50,000	\$ (37,912)	0.02	0.02
FRINGE BENEFITS	11,136.72	16,903.94	-34.12%	21,757.00	19,713.38	10.37%	114,568	\$ (92,811)	0.07	0.04
	1,093,797.46	1,017,060.05	7.55%	3,180,650.49	2,923,885.21	8.78%	14,516,461	\$ (11,335,811)		

COMMODITIES										
DIESEL FUEL	13,045.11	18,835.90	-30.74%	40,293.40	51,071.40	-21.10%	310,492	\$ (270,199)	0.08	0.08
CNG FUEL	34,684.78	37,154.39	-6.65%	113,073.12	121,611.87	-7.02%	570,738	\$ (457,665)	0.21	0.23
GASOLINE	190.73	2,143.84	-91.10%	1,819.49	4,848.46	-62.47%	22,953	\$ (21,134)	0.00	0.00
LUBRICANTS	2,871.93	3,738.11	-23.17%	8,370.46	7,963.57	5.11%	43,886	\$ (35,515)	0.02	0.02
REPAIR PARTS--STOCK	11,460.40	33,185.91	-65.47%	37,185.51	73,788.17	-49.61%	300,000	\$ (262,814)	0.07	0.07
REPAIR PARTS--FIXED EQUIP	-	-	0.00%	-	26.08	-100.00%	10,000	\$ (10,000)	0.00	0.00
TIRES & BATTERIES	-	678.58	-100.00%	1,320.01	1,648.54	-19.93%	14,326	\$ (13,006)	0.00	0.00
CLEANING SUPPLIES	2,273.13	3,330.35	-31.75%	7,989.64	5,477.37	45.87%	20,469	\$ (12,479)	0.01	0.02
BUILDING MATERIALS	-	9,653.31	-100.00%	126.21	12,153.26	-98.96%	26,892	\$ (26,765)	0.00	0.00
POSTAGE & FREIGHT	473.18	1,007.60	-53.04%	819.36	2,190.19	-62.59%	8,066	\$ (7,246)	0.00	0.00
OFFICE SUPPLIES	1,057.51	2,678.86	-60.52%	9,260.31	6,013.81	53.98%	22,469	\$ (13,208)	0.01	0.02
MAT & SUPP--NOT BILL.	11,710.49	11,252.61	4.07%	27,447.81	20,800.28	31.96%	95,937	\$ (68,489)	0.07	0.05
MAT & SUPPLIES--BILLABLE	-	-	0.00%	-	20.84	-100.00%	320	\$ (320)	0.00	0.00
MAT & SUPPLIES--MAINT	-	700.00	-100.00%	(900.00)	700.00	-228.57%	2,437	\$ (3,337)	0.00	0.00
	77,767.26	124,359.46	-37.47%	246,805.32	308,313.84	-19.95%	1,448,983	\$ (1,202,178)		

SERVICES & CHARGES										
ATTORNEY & AUDIT FEES	5,694.00	1,092.00	421.43%	10,512.50	4,695.00	123.91%	150,000	\$ (139,488)	0.03	0.02
CONTRACT MAINTENANCE	36,524.11	57,450.49	-36.43%	99,515.37	115,358.59	-13.73%	531,762	\$ (432,247)	0.22	0.20
CUSTODIAL SERVICES	4,784.00	4,160.00	15.00%	9,568.00	12,480.00	-23.33%	69,885	\$ (60,317)	0.03	0.02
CONTRACTUAL SERVICES	47,058.04	44,411.02	5.96%	88,357.26	89,350.63	-1.11%	550,000	\$ (461,643)	0.29	0.18
UTILITIES--TELEPHONE	1,724.89	506.56	240.51%	4,362.92	1,055.95	313.17%	4,684	\$ (321)	0.01	0.01
UTILITIES--ELECTRIC	(4,172.63)	6,522.74	-163.97%	3,134.78	16,845.18	-81.39%	75,000	\$ (71,865)	-0.03	0.01
UTILITIES--WATER & SEWAGE	2,315.38	3,115.22	-25.68%	8,902.95	9,353.75	-4.82%	35,219	\$ (26,316)	0.01	0.02
UTILITIES--GAS HEAT	9,897.26	6,666.10	48.47%	11,549.61	14,285.80	-19.15%	68,372	\$ (56,822)	0.06	0.02
ADVERTISING & PROMOTION	3,196.77	7,288.42	-56.14%	19,778.33	17,920.58	10.37%	150,000	\$ (130,222)	0.02	0.04
EXTERIOR ADVERTISING	-	351.00	-100.00%	-	8,351.00	-100.00%	10,000	\$ (10,000)	0.00	0.00
PRINTING	2,649.00	100.57	2533.99%	19,795.65	418.53	4629.80%	30,000	\$ (10,204)	0.02	0.04
ADVERTISING FEES	(1.00)	-	0.00%	1.00	30.72	-96.74%	3,000	\$ (2,999)	0.00	0.00
DUES & SUBSCRIPTIONS	1,075.00	1,080.00	-0.46%	6,271.76	8,205.76	-23.57%	56,207	\$ (49,755)	0.01	0.01
TRAVEL & MEETINGS	7,120.22	5,216.30	36.50%	17,477.97	12,348.65	41.54%	66,347	\$ (48,869)	0.04	0.03
PREMIUM PL & PD INSURANCE	45,667.67	39,596.72	15.33%	145,667.67	117,120.66	24.37%	600,000	\$ (454,332)	0.28	0.29
PAYOUTS--PL & PD INS.	12,000.00	8,333.33	44.00%	36,000.00	24,999.99	44.00%	150,000	\$ (114,000)	0.07	0.07
RECOVERY/PHYSICAL DAMAGE	-	(3,692.48)	-100.00%	-	(26,189.68)	-100.00%	-	\$ -	0.00	0.00
OTHER CORPORATE INS.	200.00	16,007.00	-98.75%	2,500.00	30,409.00	-91.78%	94,523	\$ (92,023)	0.00	0.01
VEHICLE REGISTRATION	75.00	-	0.00%	75.00	-	0.00%	1,000	\$ (925)	0.00	0.00
INTEREST--SHORT TERM	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
BAD DEBT EXPENSE	-	18,195.27	-100.00%	-	18,195.27	-100.00%	5,000	\$ (5,000)	0.00	0.00
MISCELLANEOUS EXPENSE	749.76	731.00	2.57%	2,454.51	1,877.32	30.75%	-	\$ 2,455	0.00	0.00
ACA TAXES & FEES	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
CASH (OVER)/SHORT	-	-	0.00%	-	-	0.00%	-	\$ -	0.00	0.00
	176,557.47	217,131.26	-18.69%	485,925.28	477,112.70	1.85%	2,650,819	\$ (2,164,894)		

TOTAL EXPENSES	\$ 1,348,122.19	\$ 1,358,550.77	-0.77%	\$ 3,913,381.09	\$ 3,709,311.75	5.50%	\$ 18,616,264	\$ (14,702,882)	8.28	7.83
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OTHER INCOME	Mar-24	Mar-23	%DIFF/MO	YTD2024	YTD2023	%DIFF	BUDGETED
COUNTY PROPERTY TAX	\$ 229,421.50	\$ 155,796.52	47.26%	\$ 688,264.50	\$ 549,207.29	25.32%	\$ 3,254,501
LOCAL INCOME TAX	67,915.58	64,385.17	5.48%	203,746.74	193,155.51	5.48%	772,697
STATE OPERATING GRANT	-	-	0.00%	-	-	0.00%	4,353,657
FEDERAL OPERATING GRANT	-	-	0.00%	-	-	0.00%	5,302,721
CARES ACT OPERATING GRANT	-	-	0.00%	-	-	0.00%	-
FAMILIES FIRST COVID-19 TAX CR	-	-	0.00%	-	-	0.00%	-
ALTERNATIVE FUEL TAX CREDIT	-	195,028.50	-100.00%	-	195,028.50	-100.00%	-
FEDERAL PLANNING GRANT	1,024,717.00	-	0.00%	1,041,575.00	-	0.00%	-
STATE/LOCAL CONTRIBUTION	-	-	0.00%	-	-	0.00%	-
TOTAL OTHER INCOME	\$ 1,322,054.08	\$ 415,210.19	218.41%	\$ 1,933,586.24	\$ 937,391.30	106.27%	\$ 13,683,576

OTHER EXPENSES	Mar-24	Mar-23	YTD2024	YTD2023
(GAIN)/LOSS--ASSET DISPOSAL	\$ -	\$ -	\$ (517.92)	\$ -
INTERGOVERNMENTAL FUNDS XFE	\$ -	\$ -	\$ -	\$ -
DEPRECIATION EXPENSE	307,927.43	276,704.91	885,205.17	852,588.27
TOTAL OTHER EXPENSES	\$ 307,927.43	\$ 276,704.91	\$ 884,687.25	\$ 852,588.27

	Mar-24	Mar-23	YTD2024	YTD2023
NET PROFIT/(LOSS)	\$ 22,915.62	\$ (839,085.75)	\$ (1,812,814.31)	\$ (2,501,423.87)

REVENUE COMPARISON

March 2024

	March 2024	March 2023	% DIFF	YTD2024	YTD2023	YTD2024
NON-CONTRACT REVENUE						
CASH FARES	\$ 16,523.26	\$ 15,058.85	9.72%	\$ 45,771.83	\$ 45,857.31	-0.19%
TOKENS	176.00	1,935.00	-90.90%	5,003.50	3,990.00	25.40%
REGULAR PASS	12,068.00	13,132.00	-8.10%	35,364.00	37,590.00	-5.92%
DAY PASS	4,292.00	2,768.00	55.06%	8,716.00	8,338.00	4.53%
ELDERLY/DISABLED	2,094.00	2,190.00	-4.38%	6,880.00	6,290.00	9.38%
YOUTH PASS	-	-	0.00%	-	-	0.00%
TOTAL NON-CONTRACT	\$ 35,153.26	\$ 35,083.85	0.20%	\$ 101,735.33	\$ 102,065.31	-0.32%
TOTAL WITH ACCESS	\$ 46,695.28	\$ 38,738.69	20.54%	\$ 123,206.06	\$ 116,789.76	5.49%
CONTRACT REVENUE						
CAMPUS	\$ 170,151.80	\$ 218,345.32	-22.07%	\$ 510,455.40	\$ 667,879.79	-23.57%
IVY TECH	-	-	0.00%	-	-	0.00%
WLSC	-	-	0.00%	-	-	0.00%
APARTMENTS	86,599.00	81,619.17	6.10%	257,631.00	215,811.51	19.38%
WABASH NATIONAL	-	-	0.00%	-	-	0.00%
TRIPPERS	-	-	0.00%	-	-	0.00%
SUPPLEMENTAL SVC.	-	-	0.00%	-	-	0.00%
TOTAL CONTRACT	\$ 256,750.80	\$ 299,964.49	-14.41%	\$ 768,086.40	\$ 883,691.30	-13.08%
AUXILIARY REVENUE						
EXTERIOR ADVER.	\$ 15,416.67	\$ 18,717.31	-17.63%	\$ 35,750.01	\$ 39,166.44	-8.72%
MISC / CONCESSIONS	6,297.59	5,284.06	19.18%	17,779.77	24,619.88	-27.78%
TOTAL AUXILIARY	\$ 21,714.26	\$ 24,001.37	-9.53%	\$ 53,529.78	\$ 63,786.32	-16.08%
INTEREST REVENUE						
INTEREST	\$ 31,750.82	\$ 18,255.19	73.93%	\$ 106,845.55	\$ 58,817.47	81.66%
	\$ 31,750.82	\$ 18,255.19	73.93%	\$ 106,845.55	\$ 58,817.47	81.66%
TOTAL REVENUE WITHOUT ACCESS						
	March 2024	March 2023	% DIFF	YTD2024	YTD2023	YTD2024
NON-CONTRACT	\$ 35,153.26	\$ 35,083.85	0.20%	\$ 101,735.33	\$ 102,065.31	-0.32%
CONTRACT	256,750.80	299,964.49	-14.41%	768,086.40	883,691.30	-13.08%
AUXILIARY	21,714.26	24,001.37	-9.53%	53,529.78	63,786.32	-16.08%
INTEREST	31,750.82	18,255.19	73.93%	106,845.55	58,817.47	81.66%
	\$ 345,369.14	\$ 377,304.90	-8.46%	\$ 1,030,197.06	\$ 1,108,360.40	-7.05%
TOTAL REVENUE WITH ACCESS						
	March 2024	March 2023	% DIFF	YTD2024	YTD2023	YTD2024
ALL SOURCES	\$ 345,369.14	\$ 377,304.90	-8.46%	\$ 1,030,197.06	\$ 1,108,360.40	-7.05%
ACCESS	11,542.02	3,654.84	215.80%	21,470.73	14,724.45	45.82%
TOTAL REVENUE	\$ 356,911.16	\$ 380,959.74	-6.31%	\$ 1,051,667.79	\$ 1,123,084.85	-6.36%

BALANCE SHEET

GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

A S S E T S	Dec-23		Current		L I A B I L I T I E S	Dec-23		Current	
CASH & CASH ITEMS					PAYABLES				
CASH IN BANK-GENERAL FUND	7,771,587.59	4,108,388.39			TRADE PAYABLES	-	-	-	-
CASH IN PAYROLL ACCOUNT-GEN FD	725,793.73	840,518.85			ACCOUNTS PAYABLE	914,837.42	213,149.28		
LEVY EXCESS FUND	-	-			ACCOUNTS PAYABLE - CNG UTILITIES	177,610.05	204,462.07		
WORKING FUNDS	-	-			TOTAL PAYABLES	1,092,447.47	417,611.35		
UNITED HEALTHCARE HRA IMPREST-GEN FD	-	-			ACCRUED PAYROLL LIABILITIES				
HEALTHCARE IMPREST-GEN FD	-	-			ACCRUED WAGES PAYABLE	281,727.23	402,247.15		
RAINY DAY FUND	256,256.66	256,256.66			ACCR COMPENSATED ABSENCES PAYABLE	269,723.32	269,723.32		
TOTAL CASH & CASH ITEMS	8,753,637.98	5,205,163.90			DEDUCTIONS-AUTO	-	-		
RECEIVABLES					UNION DUES WITHHELD	1,872.70	3,094.35		
ACCOUNTS RECEIVABLE	133,289.70	47,650.82			DEDUCTION-FICA/MEDICARE EE	-	-		
SHOP INVENTORY	-	-			DEDUCTION-UNION DUES	-	-		
A/R - CITY OF LAFAYETTE	-	-			DEDUCTION-WELLNESS	336.81	524.31		
CONTRACT RECEIVABLE-PURDUE	897,995.02	1,408,610.42			DEDUCTION-HEALTH INSURANCE	11,414.68	(7,980.12)		
A/R-TICKET VENDING MACHINE COLLECTIONS	5,471.00	2,679.00			DEDUCTION-HEALTH INS - COBRA	-	-		
A/R - OFF-SITE PASS SALES COLLECTIONS	-	-			DEDUCTION - CHARITABLE DONATIONS	-	-		
ACCTS RECV-EMPLOYEE P/R WASH	-	-			DEDUCTION - LIBERTY NATIONAL	-	8,658.46		
A/R CAPITAL GRANTS-FTA	369,863.00	-			DEDUCTION-GARNISHMENTS	827.61	(76.03)		
A/R OPERATING ASSISTANCE-FTA	-	-			DEDUCTION-UNITED WAY	403.00	435.00		
A/R TAX DRAW-COUNTY/LOCAL	-	688,264.50			DEDUCTION-CABLE	-	-		
A/R GRANTS-STATE	-	-			DEDUCTION-PERF EE	3,026.00	8,896.10		
A/R PLANNING ASSISTANCE-FTA	-	-			DEDUCTION-SUPPORT	-	-		
A/R OPERATING ASSISTANCE-STATE	-	-			DEDUCTION-EE LOANS	350.08	801.48		
A/R FEDERAL TAX CREDITS	328,395.00	328,395.00			DEDUCTION-BOSTON MUTUAL	121.68	200.66		
PROPERTY TAX RECEIVABLE	3,128,409.00	3,128,409.00			DEFERRED COMPENSATION	1,302.11	3,453.26		
TOTAL RECEIVABLES	4,863,422.72	5,604,008.74			ACCRUED PERF PAYABLE ER	5,889.53	27,563.03		
MATERIALS & SUPPLIES INVENTORY					TOTAL PAYROLL LIABILITIES	576,994.75	717,540.97		
BUS PARTS INVENTORY	334,269.73	324,655.79			ACCRUED TAX LIABILITIES				
PARTS INVENTORY-CLEARING ACCT	-	-			FIT TAXES	46,944.93	104,745.72		
DIESEL & GASOLINE INVENTORY	17,151.23	16,366.97			FICA/MEDICARE	26,755.39	26,755.39		
OIL, LUBE, ANTIFREEZE INVENTORY	87,470.97	95,253.24			STATE TAX	-	-		
TIRES, TUBES, BATTERIES INVENTORY	2,564.86	5,981.88			STATE UNEMPLOYMENT TAX	-	-		
FACILITIES PARTS INVENTORY	29,997.08	29,997.08			COUNTY TAX	-	-		
TOTAL MATERIALS & SUPPLIES INVENTORY	471,453.87	472,254.96			TOTAL TAX LIABILITIES	73,700.32	131,501.11		
TANGIBLE PROPERTY TRANSIT OPS					SHORT TERM DEBT				
REVENUE EQUIPMENT	28,172,233.66	28,231,098.08			SHORT TERM DEBT	-	-		
SUPPORT VEHICLES	582,095.86	582,095.86			AUTO INSURANCE PAYOUT LIABILITY	-	44,458.82		
BUILDING & STRUCTURE	19,532,013.68	19,686,688.40			WORKERMAN COMP INSURANCE PAYOUT LIABILITY	-	-		
EQUIPMENT SHOP & GARAGE	442,572.16	452,039.16			INSURANCE PAYOUT LIABILITY	10,000.00	10,000.00		
REVENUE COLLECTION FAREBOX	1,729,463.34	1,729,463.34			ACCRUED INTEREST PAYABLE - BANK OF AMERICA-CNG	-	-		
COMMUNICATIONS EQUIPMENT	690,498.35	808,786.22			TOTAL SHORT TERM DEBT	10,000.00	54,458.82		
OFFICE EQUIPMENT & FURNISHINGS	391,044.90	393,158.68			OTHER CURRENT LIABILITIES				
CONSTR. IN PROGRESS-SHOP	32,539.95	45,064.73			UNREDEEMED TOKENS	-	-		
CONSTR. IN PROGRESS - HYDROGEN	39,500.00	74,000.00			UNREDEEMED REGULAR PASSES	-	-		
CONSTR. IN PROGRESS - PROJECTS	705,968.47	1,776,396.98			UNREDEEMED DAY PASSES	-	-		
CONSTR. IN PROGRESS - SHELTERS	308,105.14	324,369.64			UNREDEEMED E & D PASSES	-	-		
LAND	926,471.26	926,471.26			UNREDEEMED SEMESTER PASSES	-	-		
TOTAL PROPERTY COST	53,552,506.77	55,029,632.35			UNREDEEMED LOOP PASSES	-	-		
ACC DEPR-REVENUE EQUIPMENT					DEFERRED REVENUE-COUNTY/LOCAL	-	-		
ACC DEPR-SUPPORT VEHICLES	(15,324,585.92)	(15,930,498.90)			DEFERRED REVENUE-ADVERTISING & PAINTED TRANSIT	4,583.31	1,833.30		
ACC DEPR-BUILDING & STRUCTURE	(464,998.58)	(474,141.72)			FEDERAL TAX PAYABLE	-	-		
ACC DEPR-EQUIPMENT SHOP & GARAGE	(8,977,499.76)	(9,172,227.95)			UNREDEEMED 50 FARESAVERS	-	-		
ACC DEPR-REVENUE COLLECTION FAREBOX	(473,826.31)	(488,672.62)			UNREDEEMED PASS STUDENT	-	-		
ACC DEPR-COMMUNICATIONS EQUIPMENT	(1,609,762.07)	(1,625,066.30)			UNREDEEMED REVENUE	-	-		
ACC DEPR-OFFICE EQUIPMENT & FURNISHINGS	(137,275.11)	(168,671.54)			UNREDEEMED TVM CHG/STRD VALUE CARDS	8,358.00	8,442.00		
ACC DEPR-CONSTR IN PROGRESS-WLAF	(223,722.56)	(237,078.53)			NET PENSION LIABILITY	3,906,652.00	3,906,652.00		
ACC DEPR-CONSTR IN PROGRESS-LAF	-	-			TOTAL OTHER CURRENT LIABILITIES	3,919,593.31	3,916,927.30		
TOTAL ACCUMULATED DEPRECIATION	(27,211,670.31)	(28,096,357.56)			LONG-TERM DEBT				
TOTAL PROPERTY LESS DEPRECIATION	26,340,836.46	26,933,274.79			BANK OF AMERICA LONG-TERM PAYABLE-CNG	-	-		
SPECIAL FUNDS					TOTAL LONG-TERM DEBT	-	-		
SPECIAL FUNDS	-	-			ESTIMATED LIABILITIES				
BONDS & INTEREST CASH ACCT	-	-			FTA EST RES FOR ENCUMBRANCES	-	-		
INVESTMENTS-BON & INTEREST FUND	-	-			TOTAL ESTIMATED LIABILITIES	-	-		
ACA MLR PREMIUM REBATE	-	-			DEFERRED CREDITS				
BUS AUTO INS CASH FUND	400,000.00	400,000.00			DEFERRED CR - MYERS PED BRIDGE PROJECT	-	-		
PAYROLL ACCRUAL	-	-			TOTAL DEFERRED CREDITS	-	-		
DIRECTOR & OFFICERS SPEC CASH	74,870.36	74,870.36			DEFERRED INFLOWS				
ELTF DEDUCTIBLE FUNDS	15,000.00	15,000.00			DEFERRED INFLOW - EXPECTED AND ACTUAL EXPERIENCE	14,858.00	14,858.00		
INVESTMENTS	-	-			DEFERRED INFLOW - EXPECTED AND ACTUAL INV EARNINGS	-	-		
CUMULATIVE CAPITAL FUND	1,062,814.48	1,062,814.48			DEFERRED INFLOW - PROPORTIONATE SHARE	100,262.00	100,262.00		
CAPITAL IMPROV RESERVE FUND	-	-			DEFERRED INFLOW - ASSUMPTIONS	167,140.00	167,140.00		
CAPITAL IMPROV. INVESTMENTS	-	-			DEFERRED INFLOW FROM PROPERTY TAXES	3,128,409.00	3,128,409.00		
TOTAL SPECIAL FUNDS	1,552,684.84	1,552,684.84			TOTAL DEFERRED INFLOWS	3,410,669.00	3,410,669.00		
OTHER ASSETS					CONTRIBUTIONS				
PRE-PAID INSURANCE	44,559.33	16,783.66			INVESTMENTS IN TRANSIT SYS-LAF	24,682.75	24,682.75		
PRE-PAID EXPENSES	138,176.83	135,545.04			FED GOVERN CAP GRANT SEC 3 (5309)	23,056,883.82	23,056,883.82		
PRE-PAID HEALTH INSURANCE	-	-			FED GOVERN CAP GRANT SEC 5	2,633,996.56	2,633,996.56		
OTHER ACCRUALS	-	-			FED GOVERN CAP GRANT SEC 9 (5307)	43,879,641.65	43,879,641.65		
TOTAL OTHER ASSETS	182,736.16	152,328.70			STATE CAP GRANT CONTRIBUTION	788,343.85	788,343.85		
DEFERRED OUTFLOWS					STATE CAP GRANT SEC 9	657,682.35	657,682.35		
DEFERRED OUTFLOW - PERF EMPLOYER CONTRIBUTIONS	425,367.00	425,367.00			STATE CAP GRANT SEC 5	601,488.98	601,488.98		
DEFERRED OUTFLOW - PROPORTIONATE SHARE	185,471.00	185,471.00			CONTRIBUTIONS NON GOVERNMENTAL	-	-		
DEFERRED OUTFLOW - EXPECTED AND ACTUAL EXPERIENCE	84,242.00	84,242.00			ACCUMULATED EARNINGS/LOSSES	(36,855,014.78)	(38,665,374.58)		
DEFERRED OUTFLOW - EXPECTED AND ACTUAL INV EAR	482,122.00	482,122.00			TOTAL CONTRIBUTIONS	34,787,705.18	32,977,345.38		
DEFERRED OUTFLOW - CHANGE IN ASSUMPTION	529,136.00	529,136.00			TOTAL LIABILITIES & CONTRIBUTIONS	43,871,110.03	41,626,053.93		
TOTAL DEFERRED OUTFLOWS	1,706,338.00	1,706,338.00							
TOTAL ASSETS	43,871,110.03	41,626,053.93							

Mar 2024

EXPENDITURES TO DATE AND REMAINING BUDGET
 GREATER LAFAYETTE PUBLIC TRANSPORTATION CORPORATION

Budget to date 25.0%

	BUDGET FY2024	Budget to Date	Expenditures to Date	Expenditures to Date %	Remaining Budget
PERSONNEL					
Operator Wages	6,869,884	1,717,471	1,624,349	23.6%	5,245,535
Administrative Wages	2,099,054	524,764	449,044	21.4%	1,650,010
Maintenance Wages	920,315	230,079	221,020	24.0%	699,295
FICA	756,528	189,132	169,936	22.5%	586,591
PERF	1,170,568	292,642	251,754	21.5%	918,814
Life & Health Insurance	2,330,241	582,560	383,443	16.5%	1,946,798
Unemployment Insurance	70,000	17,500	17,049	24.4%	52,951
Work Comp Insurance	135,303	33,826	30,211	22.3%	105,092
Uniform Rental and Cleaning	50,000	12,500	12,088	24.2%	37,912
Tool Allowance/Fringe Benefits	114,568	28,642	21,757	19.0%	92,811
Affordable Care Act Fees	-	-	-	0.0%	-
	14,516,461	3,629,115	3,180,650	21.9%	11,335,811
COMMODITIES					
Diesel Fuel	310,492	77,623	40,293	13.0%	270,199
Natural Gas Fuel	570,738	142,684	113,073	19.8%	457,665
Gasoline	22,953	5,738	1,819	7.9%	21,134
Oil & Antifreeze	43,886	10,971	8,370	19.1%	35,515
Repair Parts, Revenue Vehicles	300,000	75,000	37,186	12.4%	262,814
Repair Parts, Fixed Equipment	10,000	2,500	-	0.0%	10,000
Tires and Batteries	14,326	3,581	1,320	9.2%	13,006
Cleaning Supplies	20,469	5,117	7,990	39.0%	12,479
Building Materials	26,892	6,723	126	0.5%	26,765
Postage & Freight	8,066	2,016	819	10.2%	7,246
Office Supplies	22,469	5,617	9,260	41.2%	13,208
Other Materials, General Business	95,937	23,984	27,448	28.6%	68,489
Other Materials, Billable	320	80	-	0.0%	320
Other Materials, Maintenance	2,437	609	(900)	-36.9%	3,337
	1,448,983	362,246	246,805	17.0%	1,202,178
SERVICES & CHARGES					
Attorney & Audit	150,000	37,500	10,513	7.0%	139,488
Contract Maintenance	531,762	132,941	99,515	18.7%	432,247
Custodial Services	69,885	17,471	9,568	13.7%	60,317
Contractual Services	550,000	137,500	88,357	16.1%	461,643
Utilities, Telephone	4,684	1,171	4,363	93.2%	321
Utility Expense, Electric	75,000	18,750	3,135	4.2%	71,865
Utility Expense, Water & Sewage	35,219	8,805	8,903	25.3%	26,316
Utilities, Natural Gas Heat	68,372	17,093	11,550	16.9%	56,822
Advertising & Promotions	150,000	37,500	19,778	13.2%	130,222
Exterior Advertising	10,000	2,500	-	0.0%	10,000
Printing	30,000	7,500	19,796	66.0%	10,204
Advertising Fees (Legal Ads)	3,000	750	1	0.0%	2,999
Dues & Subscriptions	56,027	14,007	6,272	11.2%	49,755
Travel & Meeting Expenses	66,347	16,587	17,478	26.3%	48,869
Premium on PL & PD	600,000	150,000	145,668	24.3%	454,332
Payouts PL & PD	150,000	37,500	36,000	24.0%	114,000
Recovery/physical Damage		-	-	0.0%	-
Other Corporate Ins	94,523	23,631	2,500	2.6%	92,023
Vehicle Registration	1,000	250	75	7.5%	925
Interest - Short Term	-	-	-	0.0%	-
Bad Debt Expense	5,000	1,250	-	0.0%	5,000
Misc. Expense	7,292	1,823	2,455	33.7%	4,838
Cash (over)/short	-	-	-	0.0%	-
	2,658,111	664,528	485,925	18.3%	2,172,186
TOTAL OPERATING EXPENSES	18,623,556	4,655,889	3,913,381	21.0%	14,710,175

March 2024

Route	RouteName	Passengers	Total Miles	Total Hours	P/Mi	%DIFF FROM 23	P/Hrs	%DIFF FROM 23
1A	Market Square	20,324	14,118.25	1,053.90	1.44	▲ 24.06%	19.28	■ -2.89%
1B	Salisbury	33,574	10,045.23	844.73	3.34	■ 8.71%	39.75	■ 6.95%
2A	Schuyler Ave	5,412	3,728.70	302.18	1.45	■ 2.43%	17.91	■ -7.11%
2B	Union St	6,030	3,729.70	331.85	1.62	■ 2.72%	18.17	■ -4.23%
3	Lafayette Square	14,084	10,924.66	754.51	1.29	▲ 49.88%	18.67	■ -1.33%
4A	Tippecanoe Mall	11,610	6,458.92	615.57	1.80	■ 14.68%	18.86	■ -3.27%
4B	Purdue West	77,937	11,757.98	871.52	6.63	▲ 67.58%	89.43	■ -7.88%
5	Happy Hollow	16,602	7,309.34	480.98	2.27	■ 11.88%	34.52	■ -6.44%
6A	Fourth St	15,018	11,864.36	734.15	1.27	■ 12.94%	20.46	■ 1.09%
6B	South 9th	4,746	4,678.19	338.03	1.01	■ 11.51%	14.04	■ -5.59%
7	South St	18,744	9,372.49	782.48	2.00	▲ 16.14%	23.95	■ -5.11%
8	Klondike Express	10,031	7,155.36	480.50	1.40	■ -5.93%	20.88	■ -0.12%
9	Park East	2,553	4,537.43	305.10	0.56	■ 9.63%	8.37	■ -7.67%
10	Northwestern	21,935	6,470.01	544.64	3.39	■ 7.83%	40.27	■ -0.72%
23	Connector	24,877	8,471.69	700.38	2.94	▲ 32.36%	35.52	▲ 32.93%
Others	Others	110	N/A	N/A	N/A	N/A	N/A	N/A
Sub Total:		283,587	120,622.31	9,140.52	2.35	▲ 25.38%	31.03	■ -0.69%
13	Silver Loop	46,343	3,466.56	488.83	13.37	■ -10.88%	94.80	■ -14.21%
14	Black Loop	1,846	888.41	95.17	2.08	N/A	N/A	N/A
15	Tower Acres	29,263	4,057.73	524.11	7.21	■ 1.28%	55.83	■ -9.15%
20	South Campus Loop	1,312	1,359.31	173.00	0.97	N/A	N/A	N/A
28	Gold Loop	18,956	2,899.48	359.73	6.54	▲ 18.64%	52.70	▼ -23.31%
Sub Total:		97,720	12,671.49	1,640.84	7.71	■ 3.66%	59.55	▼ -17.05%
21A	Lark & Alight	22,827	5,064.51	375.38	4.51	▲ 28.80%	60.81	■ -14.69%
24	Redpoint	5,364	3,283.80	183.50	1.63	▲ 46.99%	29.23	▼ -28.15%
35	Lindberg Express	25,280	6,440.72	514.44	3.93	▼ -33.58%	49.14	■ -7.83%
Sub Total:		53,471	14,789.03	1,073.32	3.62	■ -5.08%	49.82	■ -14.38%
MB Total:		434,778	148,083	11,855	2.94	■ 9.66%	36.68	■ 10.18%
DR	ACCESS/FLEX	3,190	14,769	1,131	0.22	■ 1.33%	2.82	■ -2.99%
Demand Response Total:		3,190	14,769	1,131	0.22	■ 1.33%	2.82	■ -2.99%
Grand Total:		437,968	162,852	12,986	2.69	■ 9.44%	33.73	■ 9.52%

March 2024

Route	RouteName	Passengers
1A	Market Square	20,324
1B	Salisbury	33,574
2A	Schuyler Ave	5,412
2B	Union St	6,030
3	Lafayette Square	14,084
4A	Tippecanoe Mall	11,610
4B	Purdue West	77,937
5	Happy Hollow	16,602
6A	Fourth St	15,018
6B	South 9th	4,746
7	South St	18,744
8	Klondike Express	10,031
9	Park East	2,553
10	Northwestern	21,935
23	Connector	24,877
Others	Others	110
Sub Total:		283,587

13	Silver Loop	46,343
14	Black Loop	1,846
15	Tower Acres	29,263
20	South Campus Loop	1,312
28	Gold Loop	18,956
Sub Total:		97,720

21A	Lark & Alight	22,827
24	Redpoint	5,364
35	Lindberg Express	25,280
Sub Total:		53,471

MB Total:		434,778
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DR	ACCESS/FLEX	3,190
Demand Response Total:		3,190

Grand Total:		437,968
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March 2023

	RouteName	Passengers
1A	Market Square	16,819
1B	Salisbury	31,962
2A	Schuyler Ave	5,653
2B	Union St	6,152
3	Lafayette Square	9,369
4A	Tippecanoe Mall	10,399
4B	Purdue West	49,385
5	Happy Hollow	14,982
6A	Fourth St	13,435
6B	South 9th	4,334
7	South St	16,644
8	Klondike Express	9,286
9	Park East	2,449
10	Northwestern	21,697
23	Connector	13,819
Others	Others	0
Sub Total:		226,385

13	Silver Loop	58,680
15	Tower Acres	33,844
17	Ross Ade	3,330
28	Gold Loop	24,075
Sub Total:		119,929

21A	Lark & Alight	21,290
24	Redpoint	5,242
35	Lindberg Express	41,108
Sub Total:		67,640

MB Total:		413,954
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DR	ACCESS/FLEX	3,233
Demand Response Total:		3,233

Grand Total:		417,187
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OPERATIONS REPORT

Mar-24

	2024 MONTH	2023 MONTH	2024 YTD	2023 YTD
MILES	162,852	169,776	495,819	486,782
PAID HOURS	17,850	18,279	52,214	43,884

	2024	2023	YTD 2024	YTD 2023	% DIFF MO	% DIFF YTD
ACCIDENTS	2	6	8	11	▬ -66.67%	▲ -27.27%
PER 100,000 MILES	1.23	3.53	1.61	2.26	▬ -65.25%	▲ -28.60%
PREVENTABLE	2	3	2	3	▲ -33.33%	▲ -33.33%
PER 100,000 MILES	1.23	1.77	0.40	0.62	▲ -30.50%	▬ -34.55%
NON-PREVENTABLE	0	3	0	3	▼ -100.00%	▼ -100.00%
PER 100,000 MILES	0.00	1.77	0.00	0.62	▼ -100.00%	▼ -100.00%
OVERTIME IN HOURS	3,177	3,285	8,694	10,166	▲ -3.28%	▲ -14.48%
% OF OVERTIME HOURS	17.8%	18.0%	16.7%	23.2%	▲ -0.95%	▲ -28.12%
SAFETY MEETINGS	1	1	3	3		

NO PAY HOURS: 460.57

**ROADCALLS
2024**

	Feb-24	Feb-23	% DIFF
MECHANICAL	6	3	▼ 66.67%
OTHER	0	0	#DIV/0!
DELAYS	0	0	#DIV/0!
TOTAL-MONTH	6	3	▼ 66.67%
TOTAL-YTD	20	5	▲ 80.00%

BUS#	LOCATION	PROBLEM	TIME	DATE	MECH OR OTHER
1902		Injector		3/11/2024	M
8005		Fuel Leak		3/14/2024	M
4003		Ignition Coil		3/16/2024	M
4006		Hub Bearing		3/22/2024	M
5009		Water Pump		3/23/2024	M
6005		Air Spring		3/30/2024	M

DIESEL COST COMPARISON FOR 2023 (CURRENT YEAR VS LAST YEAR)

Month	Total Gallons 2024	Total Gallons 2023	% Difference	Avg Cost Gallon 2024	Avg Cost Gallon 2023	Different per Gallon
JAN	4,613	5,492	▼ -16.01%	\$4.0800	\$3.4600	▼ \$0.6200
FEB	5,749	7,746	▼ -25.78%	\$6.0500	\$2.9800	▲ \$3.0700
MAR	3,415	459	▲ 644.01%	\$2.7600	\$2.9800	▼ -\$0.2200
APR			#DIV/0!			▼ \$0.0000
MAY			#DIV/0!			▼ \$0.0000
JUN			#DIV/0!			▼ \$0.0000
JUL			#DIV/0!			▼ \$0.0000
AUG			#DIV/0!			▼ \$0.0000
SEP			#DIV/0!			▼ \$0.0000
OCT			#DIV/0!			▼ \$0.0000
NOV			#DIV/0!			▼ \$0.0000
DEC			#DIV/0!			▼ \$0.0000
TOTAL	13,777	13,697	▼ 0.58%	\$12.8900	\$9.4200	▲ \$3.4700

CNG ACCESS BUSES

Month	Total DGE Used 2024	Total DGE Used 2023	% Difference
JAN	980	1,765	▼ -44.4759%
FEB	1,167	1,775	▲ -34.2535%
MAR	1,738	2,311	▲ -24.7945%
APR			#DIV/0!
MAY			#DIV/0!
JUN			#DIV/0!
JUL			#DIV/0!
AUG			#DIV/0!
SEP			#DIV/0!
OCT			#DIV/0!
NOV			#DIV/0!
DEC			#DIV/0!
TOTAL	3,885	5,851	▲ -33.6011%

CNG Fixed Routes

Month	Total DGE Used 2024	Total DGE Used 2023	% Difference
JAN	36,520	32,405	▲ 12.6987%
FEB	40,356	32,677	▲ 23.4997%
MAR	38,553	37,727	▼ 2.1894%
APR			#DIV/0!
MAY			#DIV/0!
JUN			#DIV/0!
JUL			#DIV/0!
AUG			#DIV/0!
SEP			#DIV/0!
OCT			#DIV/0!
NOV			#DIV/0!
DEC			#DIV/0!
TOTAL	115,429	102,809	▲ 12.2752%