



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

**June 26, 2026, at 8:00 a.m.
In the Board of County Commissioners Room
located in the Gunnison County Courthouse,
200 East Virginia Avenue in Gunnison.**

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

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

Also, three or more RTA Board Members may attend the monthly Mayor/Manager meetings, which are held at noon on the first Thursday of each month – call Scott Truex at 970-275-0111 for the next meeting location.



AGENDA – JUNE 26, 2026
GUNNISON VALLEY TRANSPORTATION AUTHORITY
GUNNISON COUNTY COURTHOUSE
COMMISSIONERS' CHAMBERS – 8:00 A.M.

8:00 A. INTRODUCTION

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

- B. ADOPTION OF THE AGENDA
- C. APPROVAL OF MAY 22, 2026 MEETING MINUTES
- D. FINANCIAL REPORT
- E. CORRESPONDENCE - None
- F. OLD BUSINESS
 - 1) Air program reports (with local passenger estimates)
 - 2) Bus program reports

REGULAR AGENDA

8:05 F. OLD BUSINESS - continued

- 3) Airport update – Rick Lamport
- 4) Tourism and Prosperity Partnership report – Andrew Sandstrom
- 5) Air service update – Bill Tomcich
- 6) Executive Director’s report – Scott Truex

8:35 G. PUBLIC COMMENT PERIOD (At this time, members of the public may provide comments to the Board on topics that are not on the agenda. Any questions will be received as comments and potentially responded to by the appropriate staff or Board member, following the meeting. Per Colorado Open Meetings Law, no Board discussion or action will take place until a later date, unless an emergency situation is deemed to exist by the GVRTA Attorney. Each speaker has a time limit of 5 minutes to facilitate efficiency in the conduct of the meeting and to allow an equal opportunity for everyone wishing to speak.)

8:40 H. COMMENTS FROM BOARD MEMBERS & STAFF

8:45 I. NEW BUSINESS

- 1) Adoption of updated GVRTA mission statement – Scott Truex – **motion & decision requested**
- 2) Adoption of new GVRTA Procurement Policies and Standards – Scott Truex – **motion & decision requested**

- 3) Re-authorization for the GVRTA Executive Director to electronically sign Grant contracts with CDOT using DocuSign on behalf of the Gunnison Valley Transportation Authority – Scott Truex – **motion & decision**
- 4) Update from the design committee regarding the transit center project at 301 W. Tomichi Avenue – discussion – Matt Schwartz, Liz Smith, and Leia Morrison.
- 5) Approval of revised bus window art for Six-Points – Scott Truex – **motion & decision requested**
- 6) Corridor planning project update – Scott Truex
- 7) Decision regarding 12-month extension of contract with Destination Systems, LLC for commuter bus service from November, 2026 through October, 2027 – Scott Truex – discussion and **possible motion & decision**
- 8) Authorization for the Executive Director to sign a contract with Davey Coach to purchase three 30 passenger buses – Scott Truex – **motion & decision requested**
- 9) Informational items requested at the April 3, 2026 Retreat – discussion – Scott Truex
 - a. Core bus service levels
 - b. Core air service levels
 - c. Analysis of service hours and costs for:
 - i. The current RTA service
 - ii. The current Mt. Express service
 - d. Pro-Forma cost estimates for the following possible future services:
 - i. Gunnison City Circulator
 - ii. Airport service (could be several options)
 - iii. ADA/Paratransit service (required if we provide fixed route service)
 - iv. Expansion of current service to West Gunnison and/or the Airport
 - v. This will include potential impacts to the quality of the current service.
 - vi. Montrose bus service.
 - e. Cost-per-passenger analysis of what could happen if we decided to charge nominal fares on the commuter bus service.
 - f. Comparison of costs for contracting commuter bus service vs bringing the service in house
 - g. Report on Western Slope transit agencies
 - h. Draft statement on why the GVRTA owns and provides employee housing
 - i. Draft statement on energy efficiency

9:55 J. ADJOURNMENT OF REGULAR MEETING

All times are approximate – the meeting may move more quickly or more slowly than indicated.
 Next meeting – August 14th at 8:00 a.m. in the Mt. CB Council Chambers.

GUNNISON VALLEY TRANSPORTATION AUTHORITY

MEETING MINUTES

May 22, 2026

Town of Crested Butte, Town Council Meeting Room

A. INTRODUCTION

Matt Schwartz called the meeting to order at 8:03 am

Board members in attendance: Matt Schwartz, Liz Smith (ZOOM), Laura Puckett Daniels (ZOOM), Ian Billick, Diego Plata (ZOOM), Steve Morris, Nicholas Kempin (ZOOM)

Scott Truex, Leia Morrison, Mike Patterson, Bill Tomcich (ZOOM), Andrew Sandstrom, Kathy Fogo (ZOOM), and community members are also present.

CONSENT AGENDA

B. ADOPTION OF THE AGENDA

C. APPROVAL OF THE APRIL 3, 2026 MEETING MINUTES

D. EXECUTIVE DIRECTOR'S FINANCIAL REPORT

E. CORRESPONDENCE

F. OLD BUSINESS

1) Air program reports

2) Bus program reports

Steve Morris ***moved to approve the consent agenda.*** Ian Billick seconded the motion.

The motion passed unanimously. **Zoom Time Stamp 8:03 am**

F. OLD BUSINESS CONTINUED

3) Airport Update **8:03 am**

Rick Lamport provided Scott Truex with the update for the board on airport news and Scott shared that with the board.

4) Tourism and Prosperity Partnership (TAPP) report **8:04 am**

Andrew Sandstrom shared the Tourism and Prosperity Partnership Report.

5) Air Service Update **8:09 am**

Bill Tomcich gave the air service update.

6) Executive Director's Report **8:13 am**

Scott Truex gave the Executive Director's report.

Public Comment **8:27 am**

There was no public comment.

Comments from Board & Staff **8:28 am**

I. New Business **8:28 am**

1) Ratification of expenditure of up to \$11,500 for a new wheelchair lift for GVH senior bus **8:28 am**

Ian Billick ***moved to approve an expenditure of up to \$12,500 for a new wheelchair lift from GVH senior bus.*** Liz Smith seconded the motion. The motion passed unanimously.

2) Approval of 2027 FTA Section 5311 Operating Grant Project Description and Budget **8:30 am**

Ian Billick ***moved to approve the 2026 FTA Section 5311 Operating Grant project Description and Budget.*** Diego Plata seconded the motion. The motion passed unanimously.

3) Authorization of Board Chair to sign 2027 FTA Section 5311 Operating Grant sponsorship letter and commitment of local match **8:31 am**

Liz Smith ***moved to authorize the board chair to sign the 2027 FTA Section 5311 Operating Grant sponsorship letter and commitment of local match.*** Ian Billick seconded the motion. The motion passed unanimously.

4) Request for authorization of the purchase of a bus shelter for the Gunnison Recreation Center Bus Stop **8:32 am**

Steve Morris ***moved to authorize the payment of up to \$21,700 to the Tolar Manufacturing Company for a new 17' transit shelter with solar lights and a bench.*** Ian Billick seconded the motion. The motion passed unanimously.

5) Update from the design committee regarding the transit center project at 301 W. Tomichi Avenue **8:35 am**

Scott Truex, Liz Smith and Matt Schwartz provided an update on the design committee progress. The Board discussed a change of scope removing on-site parking and a change of bathroom designs.

6) Takeaways from the April 3, 2026 Board retreat **8:42 am**

The board discussed the takeaways from the board retreat.

Ian Billick ***moved to approve the takeaways as described in the packet.*** Laura Puckett Daniels seconded the motion. The motion passed unanimously.

7) Informational items from the April 3, 2026, Retreat **8:53 am**

The board discussed some of the list of takeaways including: MRG Payments vs Sales Tax Revenues over time, Powers of the GVRTA under Colorado state statutes, voter-approved ballot questions, and the current IGA, Senior transportation service description, and Future possible update of the mission statement.

The meeting adjourned at **8:56 am**

Next meeting – June 26th at 8:00 a.m. in the Gunnison County Courthouse.



April, 2026 - Financial Report:

This report was prepared for the GVRTA Board of Directors on June 17, 2026 with information provided by the County Finance Department and shows posted revenues through April, 2026 and expenditures through April, 2026.

Sales Tax Revenues:




Gunnison Valley Transportation Authority Sales Tax Revenues									
Month	2023	2024	2025	Budget 2026	Actual 2026	% vs Budget	% Change 25-26	Projected 2026	
Jan	\$ 471,041	\$ 471,261	\$ 458,136	\$ 472,000	\$ 427,251.51	-9.5%	-6.7%	\$ 427,251	
Feb	\$ 484,914	\$ 503,629	\$ 524,134	\$ 540,000	\$ 520,832.86	-3.5%	-0.6%	\$ 520,833	
Mar	\$ 537,816	\$ 518,936	\$ 542,008	\$ 558,000	\$ 561,048.11	0.5%	3.5%	\$ 561,048	
April	\$ 296,774	\$ 300,108	\$ 346,929	\$ 357,000	\$ 351,068.98	-1.7%	1.2%	\$ 351,069	
May	\$ 371,561	\$ 389,756	\$ 417,393	\$ 430,000				\$ 430,000	
June	\$ 544,420	\$ 583,054	\$ 607,788	\$ 626,000				\$ 626,000	
July	\$ 753,805	\$ 708,783	\$ 801,953	\$ 826,000				\$ 826,000	
Aug	\$ 631,167	\$ 667,642	\$ 666,978	\$ 687,000				\$ 687,000	
Sept	\$ 598,134	\$ 602,517	\$ 611,928	\$ 634,000				\$ 634,000	
Oct	\$ 447,192	\$ 525,608	\$ 465,656	\$ 475,000				\$ 475,000	
Nov	\$ 387,207	\$ 374,552	\$ 379,600	\$ 411,000				\$ 411,000	
Dec	\$ 528,949	\$ 567,885	\$ 582,643	\$ 561,000				\$ 561,000	
Year-to-date	\$ 1,790,545	\$ 1,793,934	\$ 1,871,207	\$ 1,927,000	\$ 1,860,201.46	-3.5%	-0.6%		
Full Year	\$ 6,052,980	\$ 6,213,731	\$ 6,405,146	\$ 6,577,000		-1.0%	1.6%	\$ 6,510,201	

Gunnison Valley Transportation Authority Financial Report - April, 2026				
	YTD Actual	2026 Budget	Revisions	2026 Projected
Distribution of Sales Tax Revenues among GVRTA funds	\$ 1,860,201.46	\$ 6,577,000	\$ (66,799)	\$ 6,510,201
Sales Tax to General Fund	\$ 560,201.46	\$ 4,213,000	\$ (116,799)	\$ 4,096,201
Sales Tax to Capital Fund	\$ 1,300,000.00	\$ 1,250,000	\$ 50,000	\$ 1,300,000
Sales Tax to Air Command Fund	\$ -	\$ 650,000	\$ -	\$ 650,000
Sales Tax to Senior Transportation Fund	\$ -	\$ 464,000	\$ -	\$ 464,000
	\$ 1,860,201.46	\$ 6,577,000	\$ (66,799)	\$ 6,510,201

GVRTA Fund Reports:

GVRTA General Fund Financial Report - April, 2026	YTD Actual	2026 Budget	Revisions	2026 Projected
Beginning Fund Balance	\$ 3,231,958	\$ 3,040,489	\$ 191,469	\$ 3,231,958
Revenues				
Sales Tax Revenues	\$ 560,201.46	\$ 4,213,000	\$ (116,799)	\$ 4,096,201
Sales Tax - Clerk	\$ 12,733.18	\$ 40,000	\$ -	\$ 40,000
Interest Charges	\$ 161.06	\$ 1,000	\$ -	\$ 1,000
Other Fines	\$ 11.92	\$ 1,000	\$ -	\$ 1,000
Insurance - coverage for damage to Unit B Chipeta	\$ 26,634.34	\$ -	\$ 26,634	\$ 26,634
Rental Income - West Evans Maintenance Facility	\$ 8,800.00	\$ 26,400	\$ -	\$ 26,400
Rental Income - Solstice and Lazy K Housing Units	\$ 32,400.00	\$ 97,200	\$ -	\$ 97,200
Earnings on Investments	\$ 21,765.36	\$ 100,000	\$ -	\$ 100,000
CTE A&O Clean Transit Enterprise Service Expansion Op. Grant		\$ -		
5311 A & O FTA 5311 Admin. & Operating Grants	\$ 371,122.00	\$ 378,000	\$ 19	\$ 378,019
Total Revenues	\$ 1,033,829.32	\$ 4,856,600	\$ (90,146)	\$ 4,766,454
Expenditures:				
Postage		\$ 100	\$ -	\$ 100
Supplies & Equipment Under \$4,000	\$ 2,644.23	\$ 4,000	\$ -	\$ 4,000
Bus Registrations	\$ 225.52	\$ -	\$ 226	\$ 226
Building Repair and Maintenance	\$ 33,889.67	\$ 40,000	\$ 26,634	\$ 66,634
Travel - Transportation	\$ 115.15	\$ 6,000	\$ -	\$ 6,000
Travel - Meals	\$ 215.75	\$ 5,000	\$ -	\$ 5,000
Travel - Lodging	\$ 241.26	\$ 5,000	\$ -	\$ 5,000
Legal Services	\$ 7,011.17	\$ 10,000	\$ 11,000	\$ 21,000
Contracted Temp. Help - GTFS & RAE	\$ 870.00	\$ 58,000	\$ (50,000)	\$ 8,000
Contract SVcs - Social Firekeeper, Swiftly, Bus Stops	\$ 19,250.00	\$ 85,000	\$ -	\$ 85,000
Management Services - TMS	\$ 44,791.65	\$ 107,500	\$ -	\$ 107,500
Meetings - Registrations	\$ 1,180.00	\$ 2,000	\$ -	\$ 2,000
State Fees	\$ 3,875.58	\$ 30,000	\$ -	\$ 30,000
County Treasurer's Fees	\$ 20,713.81	\$ 77,000	\$ 346	\$ 77,346
Late Night Taxi & Bustang Services		\$ 173,000	\$ -	\$ 173,000
Advertising, Notices, Public Outreach & Website	\$ 3,323.38	\$ 15,000	\$ -	\$ 15,000
Dues & Memberships - CASTA and POA Memberships	\$ 24,940.70	\$ 33,000	\$ -	\$ 33,000
Auditing		\$ 13,905	\$ -	\$ 13,905
Insurance & Bonds	\$ 22,223.46	\$ 25,000	\$ -	\$ 25,000
Utilities	\$ 58.18	\$ 1,000	\$ -	\$ 1,000
Investment Commissions/Fees		\$ 100	\$ -	\$ 100
Transfer to County General Fund - Finance Dept.	\$ 4,833.32	\$ 14,500	\$ -	\$ 14,500
5311 - A Management Services - TMS	\$ 44,791.65	\$ 107,500	\$ -	\$ 107,500
5311 - A Bus Operations Manager - Ecovatus	\$ 33,750.00	\$ 81,000	\$ -	\$ 81,000
5311 - o Diesel Fuel	\$ 108,458.84	\$ 250,000	\$ 165,000	\$ 415,000
5311 - o CNG Fuel	\$ 72,903.43	\$ 300,000	\$ (70,000)	\$ 230,000
5311 - o Repair & Maintenance - Vehicles	\$ 125,842.10	\$ 673,000	\$ -	\$ 673,000
5311 - o Purchased Transportation Services	\$ 1,168,244.29	\$ 3,400,000	\$ (317,517)	\$ 3,082,483
Total Expenditures	\$ 1,744,393.14	\$ 5,516,605	\$ (234,311)	\$ 5,282,294
Ending General Fund Balance	\$ 2,521,394	\$ 2,380,484	\$ 335,634	\$ 2,716,118
Report shows posted revenues through April and expenditures through April.				
Report prepared by Scott Truex with information from the County Finance department on June 17, 2026.				

GVRTA Fund Reports:

 GVRTA Capital Reserve Fund Financial Report - April, 2026		YTD Actual	2026 Budget	Revisions	2026 Projected
Beginning Fund Balance		\$ 347,807	\$ 336,762	\$ 11,045	\$ 347,807
Revenues:					
5339 - c	Federal Section 5339(a) CCCP G-1046	\$ -	\$ 1,426,924	\$ (10,378)	\$ 1,416,546
	Federal Section 5339(b) Disc. G-1047	\$ 1,511,980.85	\$ 1,516,108	\$ (4,127)	\$ 1,511,981
	State SB267 Grant for Facility G-3591	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000
	CTE Grants for expansion of service G-1045		\$ 739,000	\$ (5,000)	\$ 734,000
	Sales Tax Revenues	\$ 1,300,000.00	\$ 1,250,000	\$ 50,000	\$ 1,300,000
Total Revenues		\$ 2,811,980.85	\$ 5,932,032	\$ 30,495	\$ 5,962,527
Expenditures:					
5339 - c	Bus Purchases - G1046	\$ 1,748,407.80	\$ 1,776,921	\$ (6,238)	\$ 1,770,683
5339 - c	Bus Purchases - G-1047	\$ 1,778,800.42	\$ 1,776,921	\$ 1,879	\$ 1,778,800
CTE - c	Bus Purchases - Three smaller buses- G-1045		\$ 1,020,000	\$ 15,000	\$ 1,035,000
	Bus Purchase (Local)	\$ 10,963.57	\$ 3,500	\$ 7,464	\$ 10,964
SB 267	Facility Design & Construction	\$ 11,354.63	\$ 1,500,000	\$ -	\$ 1,500,000
	Housing/Land Purchases		\$ -	\$ -	\$ -
	Capital Improvements		\$ 185,200	\$ -	\$ 185,200
Total Expenditures		\$ 3,549,526.42	\$ 6,262,542	\$ 18,105	\$ 6,280,647
Ending Fund Balance		\$ (389,739)	\$ 6,252	\$ 23,435	\$ 29,687
Report shows posted revenues through April and expenditures through April.					
Report prepared by Scott Truex with information from the County Finance department on June 17, 2026.					
 GVRTA Air Command Fund Financial Report - April, 2026		YTD Actual	2026 Budget	Revisions	2026 Projected
Beginning Fund Balance		\$ 1,992,456	\$ 1,991,957	\$ 499	\$ 1,992,456
Revenues:					
	Sales Tax Revenues	\$ -	\$ 650,000	\$ -	\$ 650,000
	SCASD Grant		\$ -	\$ -	\$ -
Total Revenues		\$ -	\$ 650,000	\$ -	\$ 650,000
Expenditures:					
	Airline Guarantees - Houston	\$ 204,352.00	\$ 204,352	\$ -	\$ 204,352
	Professional Services - Tomcich Travel	\$ 44,455.79	\$ 111,000	\$ (1,000)	\$ 110,000
	Gunnison County - Airport Airline Mechanic Subsidy		\$ 60,000	\$ -	\$ 60,000
	Airline Guarantees - ORD	\$ 308,004.00	\$ 308,004	\$ -	\$ 308,004
Total Expenditures		\$ 556,811.79	\$ 683,356	\$ (1,000)	\$ 682,356
Ending Fund Balance		\$ 1,435,644	\$ 1,958,601	\$ 1,499	\$ 1,960,100
Report shows posted revenues through April and expenditures through April.					
Report prepared by Scott Truex with information from the County Finance department on June 17, 2026.					
 GVRTA Senior Transportation Fund Financial Report - April, 2026		YTD Actual	2026 Budget	Revisions	2026 Projected
Beginning Fund Balance		\$ 367,939	\$ 386,454	\$ (18,515)	\$ 367,939
Revenues:					
	Sales Tax Revenues	\$ -	\$ 464,000	\$ -	\$ 464,000
Total Revenues		\$ -	\$ 464,000	\$ -	\$ 464,000
Expenditures:					
	Capital Expenses		\$ -	\$ 11,799	\$ 11,799
	Contracted Services	\$ 168,018.78	\$ 460,000	\$ 44,000	\$ 504,000
Total Expenditures		\$ 168,018.78	\$ 460,000	\$ 55,799	\$ 515,799
Ending Fund Balance		\$ 199,920	\$ 390,454	\$ (74,314)	\$ 316,140
Report shows posted revenues through April and expenditures through April.					
Report prepared by Scott Truex with information from the County Finance department on June 17, 2026.					

Summary of all Funds

GVRTA Total Revenues and Expenditures Financial Report - April, 2026	YTD Actual	2026 Budget	Revisions	2026 Projected
Beginning Fund Balance	\$ 5,940,160	\$ 5,755,662	\$ 184,498	\$ 5,940,160
Revenues:	\$ 3,845,810	\$ 11,902,632	\$ (59,651)	\$ 11,842,981
Expenditures:	\$ 6,018,750	\$ 12,922,503	\$ (161,407)	\$ 12,761,096
Ending Fund Balance	\$ 3,767,220	\$ 4,735,791	\$ 286,254	\$ 5,022,045

Report shows posted revenues through April and expenditures through April.
Report prepared by Scott Truex with information from the County Finance department on June 17, 2026.

GVRTA Summary of all Funds Financial Report - April, 2026	2026 Actual Beginning Balance	YTD Current Balances	2026 Budget Ending Balance	Revisions	2026 Projected Ending Balance
Fund Balances					
Unrestricted General Fund Balance	\$ 3,231,958	\$ 2,521,394	\$ 2,380,484	\$ 335,634	\$ 2,716,118
Capital Reserve Fund Balance	\$ 347,807	\$ (389,739)	\$ 6,252	\$ 23,435	\$ 29,687
Air Command Fund Balance	\$ 1,992,456	\$ 1,435,644	\$ 1,958,601	\$ 1,499	\$ 1,960,100
Senior Transportation Fund Balance	\$ 367,939	\$ 199,920	\$ 390,454	\$ (74,314)	\$ 316,140
Total Fund Balance	\$ 5,940,160	\$ 3,767,220	\$ 4,735,791	\$ 286,254	\$ 5,022,045

Report shows posted revenues through April and expenditures through April.
Report prepared by Scott Truex with information from the County Finance department on June 17, 2026.

GVRTA Housing Report and Housing Contributions to General Fund:

Gunnison Valley Transportation Authority							2026												
GVRTA Housing Status Report																			
	Year Built	Year Purchased	Initial Cost	Major Repairs	Total Cost	Occupied													
						J	F	M	A	M	J	J	A	S	O	N	D		
Solstice Unit G 118 7th St, CB	1993	2022	\$ 602,911	\$ -	\$ 602,911	X	X	X	X	X									
Lazy K 117 Chipeta Ct Unit A	2022	2022	\$ 357,932	\$ -	\$ 357,932	X	X	X	X										
Lazy K 117 Chipeta Ct Unit B	2022	2022	\$ 357,932	\$ -	\$ 357,932				X	X									
Lazy K 117 Chipeta Ct Unit C	2022	2022	\$ 357,932	\$ -	\$ 357,932					X									
Lazy K 117 Chipeta Ct Unit D	2022	2022	\$ 357,932	\$ -	\$ 357,932	X	X	X	X	X									
Lazy K 117 Chipeta Ct Unit E	2022	2022	\$ 357,932	\$ -	\$ 357,932	X	X	X	X	X									
Lazy K 104 Ouray Ln Unit A	2023	2023	\$ 417,997	\$ -	\$ 417,997	X													
Lazy K 107 Ouray Ln Unit A	2023	2023	\$ 407,786	\$ -	\$ 407,786					X									
Lazy K 110 Ouray Ln Unit A	2023	2023	\$ 425,336	\$ -	\$ 425,336	X	X	X	X	X									
			\$ 3,643,689	\$ -	\$ 3,643,689	6	5	5	6	7									

GVRTA Housing: Revenues and Expenses	2022	2023	2024	2025	YTD 2026	Total
Rental Income	\$ 6,269	\$ 46,121	\$ 83,651	\$ 93,773	\$ 32,400	\$ 262,214
Expenses						
Lazy K POA Dues	\$ -	\$ 3,506	\$ 5,004	\$ 5,562	\$ 5,562	\$ 19,634
Solstice POA Dues	\$ 499	\$ 6,336	\$ 6,336	\$ 6,336	\$ 6,780	\$ 26,287
Utiilities (unocc. units)	\$ -	\$ 9,538	\$ 4,589	\$ 1,532	\$ -	\$ 15,659
Minor repairs & Maint.	\$ -	\$ -	\$ -	\$ 3,666	\$ 23,591	\$ 27,258
Insurance Deductible	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
Total Expenses	\$ 499	\$ 19,380	\$ 15,929	\$ 17,096	\$ 45,933	\$ 98,837
Added to General Fund	\$ 5,770	\$ 26,741	\$ 67,722	\$ 76,677	\$ (13,533)	\$ 163,377

GVRTA Capital Assets & Bus Fleet:

Gunnison Valley Transportation Authority GVRTA List of Capital Assets		
Year completed	Description	Cost
2008	Gunnison City Bus Shelters	\$ 6,000
2018	Tall Texan Bus Stops	\$ 141,062
2018	Ohio Creek Bus Stops	\$ 156,593
2019	North Valley Bus Stops	\$ 465,997
2020	905 W. Evans Facility	\$ 1,109,879
2020	Almont Bus Stops	\$ 170,800
2022	Lazy K Five-Plex	\$ 1,789,659
2022	Solstice Condominiums, Unit G	\$ 602,911
2023	Gunnison City Bus Shelters	\$ 77,228
2023	Lazy K 104A, 107A, and 110A	\$ 1,251,119
2023	500 S. 9th Street bus storage lot	\$ 323,033
2023	905 W. Evans Concrete Apron	\$ 313,470
2024	Whetstone Bus Storage Facility	\$ 4,311,279
2024	Gunnison City Bus Shelters	\$ 41,227
2024	301 W. Tomichi Lot	\$ 812,298
2024	Improvements to CBS Bus Stop	\$ 120,850
Total cost of assets:		\$ 11,693,405

2026 GVRTA Bus Fleet			Initial	Grant	Grant	Local	12-Yr dep.	2026	Odometer
Bus #	Year	Fuel	Price	Source	Funding	Funding	Current	Replacement	(1/1/26)
							Value	Cost	
504	2016	Diesel	\$ 532,856	Fed 5311	\$ 426,299	\$ 106,557	\$ 177,954	\$ 874,204	733,340
505	2016	Diesel	\$ 521,029	N/A	\$ -	\$ 521,029	\$ 173,686	\$ 874,204	689,099
506	2017	CNG	\$ 695,159	DOLA	\$ 167,924	\$ 527,235	\$ 231,719	\$ 874,204	582,510
503	2018	CNG	\$ 701,900	Fed 5339	\$ 561,520	\$ 140,380	\$ 292,458	\$ 874,204	543,688
502	2019	CNG	\$ 714,935	State SB-228	\$ 571,948	\$ 142,987	\$ 357,467	\$ 874,204	554,887
501	2019	CNG	\$ 714,935	Fed 5339	\$ 571,948	\$ 142,987	\$ 357,467	\$ 874,204	549,865
500	2020	CNG	\$ 751,781	Fed 5339/VW	\$ 623,940	\$ 127,841	\$ 438,182	\$ 874,204	418,118
507	2021	CNG	\$ 754,935	State-FASTER	\$ 603,948	\$ 150,987	\$ 503,289	\$ 874,204	363,228
508	2023	CNG	\$ 771,300	Fed 5339	\$ 730,000	\$ 41,300	\$ 706,925	\$ 874,204	249,854
509	2023	CNG	\$ 771,300	Fed 5339	\$ 730,000	\$ 41,300	\$ 707,025	\$ 874,204	268,377
510	2026	Diesel	\$ 874,204	N/A	\$ -	\$ 874,204	\$ 801,416	\$ 874,204	3,479
511	2026	Diesel	\$ 874,204	Fed 5339	\$ 743,073	\$ 131,131	\$ 874,204	\$ 874,204	1,443
512	2026	Diesel	\$ 874,204	Fed 5339	\$ 743,073	\$ 131,131	\$ 874,204	\$ 874,204	1,592
513	2026	Diesel	\$ 874,204	Fed 5339	\$ 699,363	\$ 174,841	\$ 874,204	\$ 874,204	1,480
514	2026	Diesel	\$ 874,204	Fed 5339	\$ 699,363	\$ 174,841	\$ 874,204	\$ 874,204	1,454
Totals			\$ 11,301,150		\$ 7,872,399	\$ 3,428,751	\$ 8,244,404	\$ 13,113,060	
					70%	30%			

RTA Board of Directors Meeting, June 2026

Air Program Report – Bill Tomcich

May Operational Results: (United / SkyWest only as the only GUC operator in May)

- **Operations:** 100% of scheduled flights completed (one overnight delay), 89% on-time.
- **Loads:** 7,769 total passengers / 75% load factor – up +23% over last year’s prior record May, up +98% over May 2024 and a new all-time May record for GUC.

Current Published Schedules through Summer & Fall 2026:

- **United from DEN:** 3x daily May 21 – Oct 24, then 2x daily Oct 25 – Dec 16.
- **United from IAH:** 2x/week (Fri-Sat in / Sat-Sun out Jun 5 – Sep 20)d.
- **American from DFW:** One daily (A319) Jun 18 – Sep 8.
- **JSX from DAL:**
 - June 11 – 29: 10x/week (2x daily five days per week, except just one on Sun, Jun 14)
 - July 1-9: 8x/week (one trip daily + one extra on Thu, Jul 2)
 - July 10-31: 10x/week (one trip daily + 2nd trip Fr/Sat/Sun)
 - August 1 – Sep 7: 5x/week (daily except Tue/Wed)

Booking Trends:

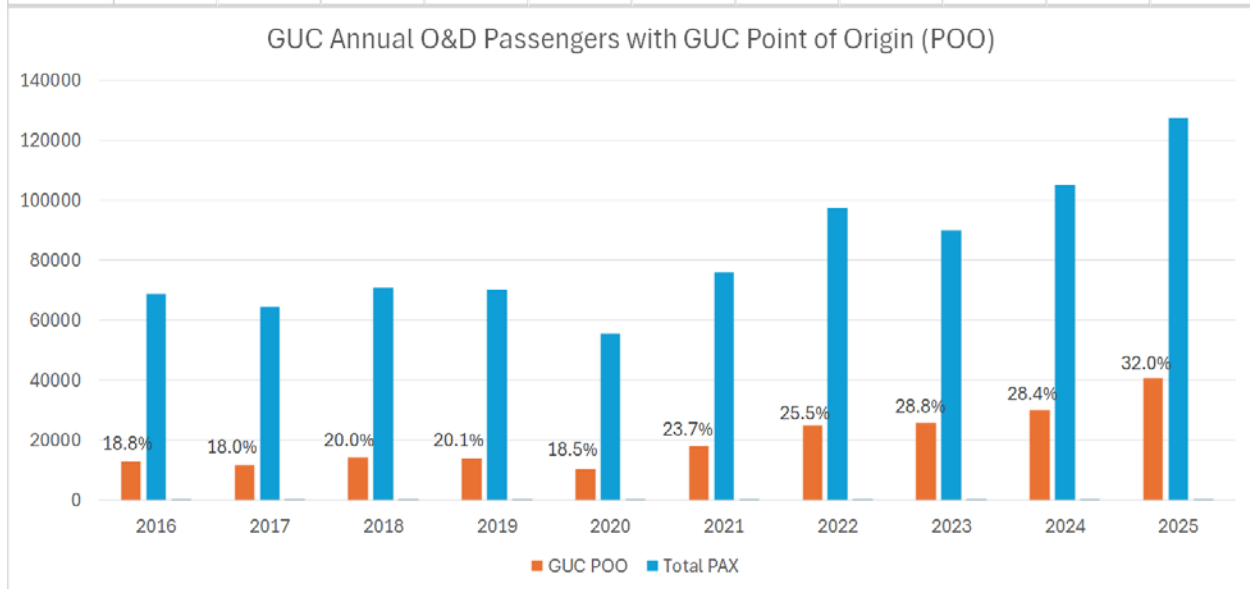
- **June:** With United pacing nicely ahead of last year for the month despite American adding new daily nonstops from DFW effective last Thursday, June 18, this month is clearly pacing towards another record June for GUC.
- **July and August:** Combined bookings for UA & AA are expected to exceed last year’s levels by a considerable margin.
- **September:** Early future bookings are pacing strongly ahead.

Looking Ahead Towards Next Winter:

- American has published their planned winter schedules, replacing CRJ700s flown by SkyWest last winter with mainline Airbus 319s for a total YOY capacity increase of +27% over what was planned last winter.
- United has published a virtually identical schedule to what was flown last winter, but is now working on a proposal for expanded flying from ORD.
- JSX is not planning a return to GUC for this winter, but is open to continuing conversations about a possible winter return in the future.

Gunnison Crested Butte Airport (GUC) Annual O&D Passengers w GUC Point of Origin (POO)

GUC Total Bi-Directional Passengers (In & Out)											
Month	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	% Chg
GUC POO	12912	11594	14117	14058	10298	17987	24880	25850	29847	40715	215.3%
Other POO	55892	52726	56485	56005	45367	57835	72549	63921	75307	86691	55.1%
Total PAX	68804	64320	70602	70063	55665	75822	97429	89771	105154	127406	85.2%
% GUC POO	18.8%	18.0%	20.0%	20.1%	18.5%	23.7%	25.5%	28.8%	28.4%	32.0%	





Bus program reports – May, 2026

Passengers by Month

Ridership on the GVRTA Gunnison - Crested Butte Commuter Bus Route 2026								2025			Year over Year	
Month	Total Passengers	Bus Trips	Service Hours	Service Miles	Days	Riders Per Trip	Riders Per Day	Riders	Riders Per Trip	Riders Per Day	Total Riders Change	Percent Riders Change
January	40,900	2,502	3,228	84,040	31	16.3	1,319.4	49,484	20.0	1,596.3	(8,584)	-17.3%
February	38,093	2,256	2,661	75,676	28	16.9	1,360.5	47,763	21.2	1,647.0	(9,670)	-20.2%
March	35,717	2,442	2,881	81,244	31	14.6	1,152.2	48,338	19.3	1,559.3	(12,621)	-26.1%
April	19,005	2,011	2,383	67,154	30	9.5	633.5	23,103	11.2	770.1	(4,098)	-17.7%
May	20,243	2,001	2,357	66,423	31	10.1	653.0	19,030	9.3	613.9	1,213	6.4%
June												
July												
August												
September												
October												
November												
December												
Total	153,958	11,212	13,510	374,537	151	13.7	1,019.6	187,718			(33,760)	-18.0%

GVRTA GHG Emissions Analysis														
GHG Emissions Produced and Reduced by the GVRTA					Kg of CO2 Emissions Created by GVRTA	CO2 Kg Emissions Created if all trips in Single Occupancy Vehicles (SOV)	GVRTA Total Kg of CO2 Emissions Reduction vs. SOV	Kg CO2 Red. per Pass.	Kg of NOx Emissions Created by GVRTA	NOx Kg Emissions Created if all trips in Single Occupancy Vehicles (SOV)	GVRTA Total Kg of NOx Emissions Reduction vs. SOV	Kg NOx Red. per Pass.	GVRTA Total Kg of Methane Emissions Reduction	Kg Methane Reduct. per Pass.
2026	Passengers Carried	1-Way Bus Trips	RNG Used (GGE)	Diesel Used (gallons)										
January	40,900	2,502	11,342	5,705	133,216	528,696	395,480	9.669	266	7,971	7,705	0.188	22,539	0.551
February	38,093	2,256	8,478	6,316	120,466	492,411	371,945	9.764	290	7,424	7,134	0.187	16,848	0.442
March	35,717	2,442	8,153	6,805	123,287	461,697	338,410	9.475	312	6,961	6,649	0.186	16,202	0.454
April	19,005	2,011	2,910	7,108	91,644	245,669	154,025	8.104	320	3,704	3,384	0.178	5,784	0.304
May	20,243	2,001	3,277	7,366	96,695	261,672	164,977	8.150	332	3,945	3,613	0.179	6,512	0.322
June														
July														
August														
September														
October														
November														
December														
Total	153,958	11,212	34,161	33,300	565,307	1,990,145	1,424,838	9.255	1,521	30,006	28,486	0.185	67,885	0.441

Automobile emissions vs. GVRTA bus emissions:

3.90 automobile trips create the same amount of CO2 as the average GVRTA bus trip.

One car trip creates the same amount of NOx as 1.44 average GVRTA bus trips.

The RTA averaged 13.7 passengers per bus in this time period.

Notes for Calculations:

Each one way trip by bus creates approximately 50.420 Kg of CO2 emissions and

0.1356 Kg of NOx emissions.

Each one-way trip by automobile creates approximately 12.927 Kg of CO2 emissions and

0.1950 Kg of NOx emissions.



Notes & Assumptions:

RNG = Renewable or Recaptured Compressed Natural Gas (CNG)

GGE = Gasoline Gallon Equivalents (One GGE = 1.25 Therms of CNG)

One GGE of RNG used creates approximately 6.625 Kg of CO2 emissions and 0.001035 Kg of NOx emissions.

One Gallon of Diesel fuel used creates approximately 10.18 Kg of CO2 emissions and 0.0446 Kg of NOx emissions.

A gasoline powered automobile traveling 32 miles creates approximately 12.927 Kg of CO2 and 0.195 Kg of NOx per trip (assuming average of 22 MPG.)

The GVRTA purchases RNG credits which allows us to use methane from various sources such as landfills, wastewater treatment, food and animal waste as well as methane that otherwise would have been vented into the atmosphere.

According to the UN, over a 20-year period, Methane released into the atmosphere without being used is 80 times more potent in terms of causing warming than carbon dioxide.

Each GGE of CNG contains 1.9872 Kg of methane.

By purchasing renewable methane credits, the GVRTA prevents the gas from being released into the atmosphere thereby reducing methane emissions.

Passengers by Stop – Spring, Summer, & Fall, 2026

2026 Spring, Summer, & Fall RTA Bus Boardings by Bus Stop																			Northbound	
Month	# of days	Gunnison Rec Center	Gunnison County Library	Gunnison Comm. Schools	11th & Virginia	Safeway Spruce & Hwy50	Teller & Hwy50	WCU Colorado & Ohio	Denver & Hwy135	Spencer & Hwy135	Tall Texan	Ohio Creek	Almont	ON CB South	OFF CB South	Riverland	Brush Creek	Riverbend	CB 4-Way	Total Northbound Passengers
April	25	1,025	306	657	746	889	707	381	685	919	193	157	241	600	322	39	68	34	272	7,919
May	31	951	445	833	1,177	1,159	914	550	960	1,437	329	253	372	1,025	508	48	137	65	414	11,069
June	30																			-
July	31																			-
August	31																			-
September	30																			-
October	31																			-
November	24																			-
Total	233	1,976	751	1,490	1,923	2,048	1,621	931	1,645	2,356	522	410	613	1,625	830	87	205	99	686	18,988
Avg / Day		8.5	3.2	6.4	8.3	8.8	7.0	4.0	7.1	10.1	2.2	1.8	2.6	7.0	3.6	0.4	0.9	0.4	2.9	81.5

2026 Spring, Summer, & Fall RTA Bus Boardings by Bus Stop														Southbound	
Month	# of days	Mt CB Transit Center	CB 4-Way	Riverbend	Brush Creek	Riverland	ON CB South	OFF CB South	Almont	Ohio Creek	Tall Texan	Gunnison Rec Center	Total Southbound Passengers		
April	25	1,174	3,224	84	203	152	470	763	198	62	322	151	6,040		
May	31	1,815	5,248	104	211	240	594	1,417	359	99	370	134	9,174		
June	30												-		
July	31												-		
August	31												-		
September	30												-		
October	31												-		
November	24												-		
Total	233	2,989	8,472	188	414	392	1,064	2,180	557	161	692	285	15,214		
Avg / Day		12.8	36.4	0.8	1.8	1.7	4.6	9.4	2.4	0.7	3.0	1.2	65.3		

Passenger Boardings by Time – Northbound – Spring, Summer, & Fall, 2026

Gunnison Valley RTA Passengers by Time - Spring, Summer, Fall, 2026										
Departing	Northbound									
Rec. Center	April	May	June	July	Aug	Sept	Oct	Nov	Total	
5:21 AM	62	169							231	
5:51 AM	83	123							206	
6:21 AM	350	418							768	
6:56 AM	472	837							1,309	
7:26 AM	353	597							950	
7:56 AM	325	421							746	
8:26 AM	227	324							551	
9:01 AM	313	446							759	
9:31 AM	213	279							492	
10:01 AM	167	224							391	
10:31 AM	210	274							484	
11:01 AM	194	289							483	
11:36 AM	222	337							559	
12:06 PM	225	291							516	
12:36 PM	228	304							532	
1:06 PM	280	339							619	
1:41 PM	252	402							654	
2:11 PM	331	455							786	
2:41 PM	406	511							917	
3:11 PM	334	431							765	
3:46 PM	420	504							924	
4:16 PM	335	417							752	
4:46 PM	310	436							746	
5:16 PM	285	361							646	
5:46 PM	232	352							584	
6:16 PM	172	264							436	
6:51 PM	144	243							387	
7:21 PM	150	239							389	
7:51 PM	174	159							333	
8:21 PM	119	226							345	
8:56 PM	159	144							303	
9:26 PM	102	130							232	
9:56 PM	70	123							193	
Total	7,919	11,069	-	-	-	-	-	-	18,988	

Average Riders per Bus - Spring, Summer, Fall, 2026										
Departing	Northbound									
Rec. Center	April	May	June	July	Aug	Sept	Oct	Nov	Total	
5:21 AM	2.5	5.5							4.1	
5:51 AM	3.3	4.0							3.7	
6:21 AM	14.0	13.5							13.7	
6:56 AM	18.9	27.0							23.4	
7:26 AM	14.1	19.3							17.0	
7:56 AM	13.0	13.6							13.3	
8:26 AM	9.1	10.5							9.8	
9:01 AM	12.5	14.4							13.6	
9:31 AM	8.5	9.0							8.8	
10:01 AM	6.7	7.2							7.0	
10:31 AM	8.4	8.8							8.6	
11:01 AM	7.8	9.3							8.6	
11:36 AM	8.9	10.9							10.0	
12:06 PM	9.0	9.4							9.2	
12:36 PM	9.1	9.8							9.5	
1:06 PM	11.2	10.9							11.1	
1:41 PM	10.1	13.0							11.7	
2:11 PM	13.2	14.7							14.0	
2:41 PM	16.2	16.5							16.4	
3:11 PM	13.4	13.9							13.7	
3:46 PM	16.8	16.3							16.5	
4:16 PM	13.4	13.5							13.4	
4:46 PM	12.4	14.1							13.3	
5:16 PM	11.4	11.6							11.5	
5:46 PM	9.3	11.4							10.4	
6:16 PM	6.9	8.5							7.8	
6:51 PM	5.8	7.8							6.9	
7:21 PM	6.0	7.7							6.9	
7:51 PM	7.0	5.1							5.9	
8:21 PM	4.8	7.3							6.2	
8:56 PM	6.4	4.6							5.4	
9:26 PM	4.1	4.2							4.1	
9:56 PM	2.8	4.0							3.4	
Total	9.6	10.8	-	-	-	-	-	-	10.3	

Passenger Boardings by Time - Southbound – Spring, Summer, & Fall, 2026

Southbound										Southbound									
Departing Mt. CB	April	May	June	July	Aug	Sept	Oct	Nov	Total	Departing Mt. CB	April	May	June	July	Aug	Sept	Oct	Nov	Total
6:40 AM	135	146							281	6:40 AM	5.4	4.7							5.0
7:10 AM	244	226							470	7:10 AM	9.8	7.3							8.4
7:40 AM	144	185							329	7:40 AM	5.8	6.0							5.9
8:15 AM	103	116							219	8:15 AM	4.1	3.7							3.9
8:45 AM	111	136							247	8:45 AM	4.4	4.4							4.4
9:15 AM	105	132							237	9:15 AM	4.2	4.3							4.2
9:45 AM	105	143							248	9:45 AM	4.2	4.6							4.4
10:20 AM	118	138							256	10:20 AM	4.7	4.5							4.6
10:50 AM	146	148							294	10:50 AM	5.8	4.8							5.3
11:20 AM	97	146							243	11:20 AM	3.9	4.7							4.3
11:50 AM	135	183							318	11:50 AM	5.4	5.9							5.7
12:20 PM	146	227							373	12:20 PM	5.8	7.3							6.7
12:55 PM	182	211							393	12:55 PM	7.3	6.8							7.0
1:25 PM	139	208							347	1:25 PM	5.6	6.7							6.2
1:55 PM	283	427							710	1:55 PM	11.3	13.8							12.7
2:25 PM	221	297							518	2:25 PM	8.8	9.6							9.3
3:00 PM	244	386							630	3:00 PM	9.8	12.5							11.3
3:30 PM	215	384							599	3:30 PM	8.6	12.4							10.7
4:00 PM	568	944							1,512	4:00 PM	22.7	30.5							27.0
4:30 PM	428	616							1,044	4:30 PM	17.1	19.9							18.6
5:05 PM	434	654							1,088	5:05 PM	17.4	21.1							19.4
5:35 PM	246	372							618	5:35 PM	9.8	12.0							11.0
6:05 PM	217	435							652	6:05 PM	8.7	14.0							11.6
6:35 PM	168	302							470	6:35 PM	6.7	9.7							8.4
7:05 PM	154	266							420	7:05 PM	6.2	8.6							7.5
7:35 PM	87	179							266	7:35 PM	3.5	5.8							4.8
8:10 PM	148	288							436	8:10 PM	5.9	9.3							7.8
8:40 PM	214	294							508	8:40 PM	8.6	9.5							9.1
9:10 PM	161	267							428	9:10 PM	6.4	8.6							7.6
9:40 PM	96	254							350	9:40 PM	3.8	8.2							6.3
10:20 PM	117	161							278	10:20 PM	4.7	5.2							5.0
11:00 PM	97	209							306	11:00 PM	3.9	6.7							5.5
11:30 PM	32	94							126	11:30 PM	1.3	3.0							2.3
Total	6,040	9,174	-	-	-	-	-	-	15,214	Total	7.3	9.0							8.2
Overall Total	13,959	20,243	-	-	-	-	-	-	34,202	Overall Total	8.5	9.9							9.3

Spring, Summer, Fall - 2026 GVRTA On-Time Performance

Southbound - From Crested Butte 4-Way										
	# of Days	Planned # of Trips	Missed Trips	Actual # of Trips	Percentage of Missed Trips	Percentage of Actual Trips				
						Zero to 5 minutes late	Zero to 10 minutes late	Zero to 15 minutes late	More than 15 minutes	Not Tracked
April	25	825	22	803	2.7%	95.9%	99.1%	99.4%	0.1%	0.5%
May	31	1,023	23	1,000	2.2%	95.2%	98.9%	99.3%	0.2%	0.5%
June										
July										
August										
September										
October										
November										
Total	56	1,848	45	1,803	2.4%	95.5%	99.0%	99.3%	0.2%	0.5%

Northbound - From Spencer and Hwy 135										
	# of Days	Planned # of Trips	Missed Trips	Actual # of Trips	Percentage of Missed Trips	Percentage of Actual Trips				
						Zero to 5 minutes late	Zero to 10 minutes late	Zero to 15 minutes late	More than 15 minutes	Not Tracked
April	25	825	21	804	2.5%	90.2%	97.4%	98.0%	0.4%	1.6%
May	31	1,023	22	1,001	2.2%	90.5%	96.8%	97.7%	0.4%	1.9%
June										
July										
August										
September										
October										
November										
Total	56	1,848	43	1,805	2.3%	90.4%	97.1%	97.8%	0.4%	1.8%
Average:					2.4%	92.9%	98.0%	98.6%	0.3%	1.1%

Missed Runs - May

Date	Lap	Time	Type	Description
5/2/2026	L1	6:16:00 PM	Missed Lap	Driver shortage
5/3/2026		11:30:00 AM	Accident	511-Sideswiped parked pickup truck in the Alta parking lot.
5/3/2026		10:00:00 PM	Incident	511-Ambulance called for passenger who fell to floor unconscious
5/4/2026	L1	6:16:00 PM	Missed Lap	Driver shortage
5/6/2026		10:30:00 PM	Incident	512-Police escorted passenger off the bus after he was woken up and started cussing at driver
5/7/2026	M1	6:51:00 PM	Missed Lap	Driver shortage
5/7/2026	M2	8:56:00 PM	Missed Lap	Driver shortage
5/8/2026	D1	6:51:00 AM	Missed Lap	Driver shortage
5/8/2026	I1	1:06:00 PM	Missed Lap	Driver shortage
5/8/2026	I3	5:16:00 PM	Missed Lap	Driver shortage
5/8/2026	M2	8:56:00 PM	Missed Lap	Driver shortage
5/9/2026	M1	6:51:00 PM	Missed Lap	Driver shortage
5/9/2026	M2	8:56:00 PM	Missed Lap	Driver shortage
5/10/2026	B1	5:51:00 AM	Missed Lap	Driver shortage
5/10/2026	B2	7:56:00 AM	Missed Lap	Driver shortage
5/10/2026	B3	10:31:00 AM	Missed Lap	Driver shortage
5/14/2026		12:34:57 AM	Accident	514-Collision with deer at mile marker 25 on Highway 135
5/14/2026	B1	5:51:00 AM	Missed Lap	Driver shortage
5/15/2026	H2	4:00:00 PM	Missed Lap	Partial Lap, Mechanical
5/16/2026	C1	6:21:00 AM	Missed Lap	Driver shortage
5/16/2026	C2	8:26:00 AM	Missed Lap	Driver shortage
5/17/2026	L2	8:21:00 AM	Missed Lap	Driver shortage
5/21/2026	L1	6:16:00 PM	Missed Lap	Driver shortage
5/21/2026	L2	8:21:00 PM	Missed Lap	Driver shortage
5/24/2026		10:56:00 AM	Incident	511-Driverside rear tag tire came off in South Crested Butte
5/24/2026	E2	11:36:00 AM	Missed Lap	Mechanical
5/29/2026	M2	8:56:00 PM	Missed Lap	Driver shortage
5/30/2026	M2	8:56:00 PM	Missed Lap	Driver shortage

2026 Miles per Bus:

Miles / Bus 2026	5311 2017-D	Local 2017-D	DOLA 2017-C	5339 2018-C	SB-228 2019-C	5339 2019-C	5339/VW 2020-C	FASTER 2021-C	5339 2023-C	5339 2023-C	Local 2026-D	5339 2026-D	5339 2026-D	5339 2026-D	5339 2026-D	AEX Buses
Bus #	#504	#505	#506	#503	#502	#501	#500	#507	#508	#509	#510	#511	#512	#513	#514	
January	6,747	9,666	5,374	9,625	7,592	135	9,087	1,268	9,302	2,593	10,011	8,269	3,796			2,520
February	1,713	8,155	616	8,002	5,527	0	8,245	0	8,926	810	11,179	10,147	9,622			4,075
March	3,418	11,940	0	5,914	3,772	0	6,594	2,913	9,391	2,944	7,454	11,384	11,014	4,367		932
April	5,615	8,018	0	1,849	0	0	1,553	2,279	3,279	0	8,972	10,090	9,205	8,193	6,297	315
May	4,642	5,047	0	1,828	1,684	0	2,143	3,974	236	5,284	9,137	6,806	10,040	8,981	9,621	896
June																
July																
August																
September																
October																
November																
December																
Total	22,135	42,826	5,990	27,218	18,575	135	27,622	10,434	31,134	11,631	46,753	46,696	43,677	21,541	15,918	8,738

2026 Repairs per Bus:

Repairs / Bus 2026	5311 2017-D	Local 2017-D	DOLA 2017-C	5339 2018-C	SB-228 2019-C	5339 2019-C	5339/VW 2020-C	FASTER 2021-C	5339 2023-C	5339 2023-C	Local 2025-D	5339 2026-D	5339 2026-D	5339 2026-D	5339 2026-D	Inventory & Fleet	Total
Bus #	#504	#505	#506	#503	#502	#501	#500	#507	#508	#509	#510	#511	#512	#513	#514		
January	\$ 9,594	\$ -	\$ 840	\$ 105	\$ 105	\$ (2,126)	\$ 105	\$ -	\$ 630	\$ -						\$ 20,476	\$ 29,729
February	\$ 2,520	\$ 1,125	\$ -	\$ -	\$ 1,358	\$ 3,326	\$ 2,117	\$ -	\$ 105	\$ -	\$ -	\$ -	\$ 525			\$ 9,426	\$ 19,977
March	\$ 3,236	\$ 991	\$ 3,309	\$ 2,849	\$ 1,307	\$ 5,360	\$ 2,357	\$ 1,807	\$ 2,310	\$ 1,957	\$ 1,470	\$ 630	\$ 1,328	\$ 649		\$ 27,442	\$ 52,925
April	\$ 1,105	\$ 630	\$ 4,077	\$ 315	\$ 788	\$ -	\$ 189	\$ 148	\$ 17	\$ 420	\$ 735	\$ -	\$ -	\$ -	\$ -	\$ 15,522	\$ 23,211
May	\$ 951	\$ 8,261	\$ 698	\$ 630	\$ 315	\$ 846	\$ 2,238	\$ 495	\$ 2,665	\$ 108	\$ 105	\$ 945	\$ 735	\$ 525	\$ 461	\$ 23,883	\$ 41,090
June																	
July																	
August																	
September																	
October																	
November																	
December																	
Total	\$ 17,406	\$ 11,007	\$ 8,924	\$ 3,899	\$ 3,873	\$ 7,406	\$ 7,006	\$ 2,450	\$ 5,727	\$ 2,485	\$ 2,310	\$ 1,575	\$ 2,588	\$ 1,174	\$ 461	\$ 96,749	\$ 166,932

Senior Transportation Report

Ridership on the RTA Funded Senior Services - 2026									
Month	GVH Riders	MX Riders	Total Riders	GVH Miles	MX Miles	Total Miles	GVH Invoices	MX Invoices	Total Invoices
January	954	304	1,258	2,638	5,955	8,593	\$ 24,042	\$ 15,911	\$ 39,953
February	958	264	1,222	2,567	5,794	8,361	\$ 27,723	\$ 15,317	\$ 43,040
March	981	306	1,287	2,760	7,144	9,904	\$ 27,623	\$ 18,593	\$ 46,216
April	1,029	278	1,307	3,013	5,508	8,521	\$ 25,921	\$ 12,887	\$ 38,808
May	822		822	2,771		2,771	\$ 26,285		\$ 26,285
June			-			-			\$ -
July			-			-			\$ -
August			-			-			\$ -
September			-			-			\$ -
October			-			-			\$ -
November			-			-			\$ -
December			-			-			\$ -
Total	4,744	1,152	5,896	13,749	24,401	38,150	\$ 131,594	\$ 62,708	\$ 194,302

GVRTA Fleet Replacement Schedule										
Larger MCI Commuter Coach Fleet (57-61 Passengers)										
Bus Number	Fuel	Year Purchased	Funding Source	Expansion/ Replacement	Current Mileage 3/1/2026	Year transferred to spare fleet	Projected mileage at transfer	Retirement Year	Projected mileage at retirement	
Current fleet										
504	Deisel	2017	5311	Expansion	755,475	2026	734,000	2028	754,000	
505	Deisel	2017	Local	Expansion	731,925	2026	689,000	2028	709,000	
506	CNG	2017	Local/DOLA	Expansion	588,500	2027	655,000	2029	675,000	
503	CNG	2018	5339	Replace BB	570,906	2027	616,000	2029	688,000	
502	CNG	2019	State	Replace BB	573,462	2028	689,000	2029	699,000	
501	CNG	2019	5339	Replace BB	550,000	2028	684,000	2031	714,000	
500	CNG	2020	5339/VW	Replace BB	445,740	2029	622,000	2031	642,000	
507	CNG	2021	State	Expansion	373,662	2030	639,000	2032	669,000	
508	CNG	2023	5339 Disc	Expansion	280,988	2031	642,000	2033	672,000	
509	CNG	2023	5339 Disc	Expansion	280,008	2031	649,000	2033	679,000	
510	Deisel	2025	Local	Expansion	50,232	2033	680,000	2035	710,000	
511	Deisel	2026	5339	Replace 504	48,139	2034	680,000	2036	710,000	
512	Deisel	2026	5339	Replace 505	45,140	2034	680,000	2036	710,000	
513	Deisel	2026	5339	Expansion	23,021	2035	680,000	2037	710,000	
514	Deisel	2026	5339	Expansion	17,383	2035	680,000	2037	710,000	
Future projected purchases										
515	Deisel	2027	5339	Replace 506	-	2036	680,000	2038	710,000	
516	Deisel	2027	5339 Disc	Expansion	-	2036	680,000	2038	710,000	
517	Deisel	2027	5339 Disc	Expansion	-	2036	680,000	2038	710,000	
518	Deisel	2028	5339	Replace 503	-	2037	680,000	2039	710,000	
519	TBD	2029	TBD	Replace 501	-	2038	680,000	2040	710,000	
520	TBD	2029	TBD	Replace 502	-	2038	680,000	2040	710,000	
521	TBD	2030	TBD	Replace 500	-	2039	680,000	2041	710,000	
522	TBD	2031	TBD	Replace 507	-	2040	680,000	2042	710,000	
523	TBD	2031	TBD	Expansion	-	2040	680,000	2042	710,000	
Smaller Cutaway Fleet (approx. 30 Passenger)										
Bus Number	Fuel	Year Purchased	Funding Source		Current Mileage	Year transferred to spare fleet	Projected mileage at transfer	Retirement Year	Projected mileage at retirement	
Future purchases										
551	Deisel	2026/27	CTE		-	2032	348,000	2034	378,000	
552	Deisel	2026/27	CTE		-	2032	358,000	2034	388,000	
553	Deisel	2026/27	CTE		-	2032	358,000	2034	388,000	

Fleet Replacement Schedule

	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
#504	In service	Spare	Retired													
#505	In service	Spare	Retired													
#506	In service	Spare	Retired													
#503	In service	Spare	Retired													
#502	In service		Spare	Retired												
#501	In service		Spare	Retired												
#500	In service			Spare	Retired											
#507	In service			Spare	Retired											
#508	In service				Spare	Retired										
#509	In service				Spare	Retired										
#510	In service					Spare	Retired									
#511	In service						Spare	Retired								
#512	In service						Spare	Retired								
#513	In service							Spare	Retired							
#514	In service							Spare	Retired							
#515	In service								Spare	Retired						
#516	In service								Spare	Retired						
#517	In service								Spare	Retired						
#518	In service									Spare	Retired					
#519	In service										Spare	Retired				
#520	In service										Spare	Retired				
#521	In service											Spare	Retired			
#551	In service						Spare	Retired								
#552	In service						Spare	Retired								
#553	In service						Spare	Retired								



Executive Director’s Report

June 26, 2026 Board Meeting Packet

May ridership numbers:

- In May, we carried 20,243 people – which was up 6% from last May.
- Year to date, we are still down about 18%.

Grant updates:

All of the grants continue to move through their respective processes more or less as expected and I’ve included a chart below for quick reference as to where each grant is in the process:

- We received our reimbursement of \$1,511,981 for expansion coaches 511 & 512 and the grant closeout was approved on May 28th.
- Our 2026 operating grant of \$378,019 has been fully received and the grant was closed out on June 11th.
- We have requested reimbursement for \$1,398,726 for coaches 513 and 514. We will also be submitting a reimbursement request for the training program that will take place in July before we close out this grant.
- I have submitted our first reimbursement request for our SB-267 grant for the transit center. I expect to have the funds from that request prior to our next meeting.
- We have executed the grant contract from CDOT for \$734k in CTE funds which should cover approximately 72% of the cost of purchasing three new smaller buses in late 2026 or early 2027.
- I approved a scope of work and am waiting for a contract to be offered by CDOT for \$768,557 in FTA Section 5339(b) grant funding to replace coach #506.
- We received our award letter for the \$1,508,000 in Congressionally Directed Spending to purchase two new expansion coaches. We are waiting for a scope of work and then a grant contract for this grant.
- We received an award letter and are waiting for a scope of work for \$723,340 in FTA Section 5339(a) grant funding to replace coach #503.
- I submitted the application for our 2027 operating grant of \$389,359. I expect to have this contact in place by the end of this year.

Current GVRTA Grants

	Type	CDOT Budget Number	CDOT Amount	Application Submitted	Award letter	Milestones & Risk Assessment	Scope of Work Approved	Contract Executed	PCR Approved	PA Approved	First REQ submitted	Last REQ submitted	Closeout Requested	Closeout Approved
5339(a) - 2 replacement buses 513 & 514	Capital	16132	\$ 1,426,924	4/5/2024	10/7/2024	10/2/8/24	1/22/2025	2/18/2025	3/31/2025	5/8/2025	6/5/2026			
SB267 - Gunnison Transit Center	Capital	16248	\$ 1,000,000			2/6/2025	10/27/2025	10/29/2025	12/11/2025	2/23/2026	6/5/2026			
CTE - FASTER - 3 BOC expansion buses	Capital	17120	\$ 734,000	8/14/2025	1/28/2026	2/6/2026	3/26/2026	6/17/2026						
5339(b) - 1 replacement bus 515 - repl 506	Capital	17147	\$ 768,557	7/8/2025	2/19/2026		3/5/2026	6/4/2026						
CDS - 5339(b) - 2 expansion buses 516 & 517	Capital	TBD	\$ 1,508,000	3/14/2025	6/4/2026	6/15/2026								
5339(a) - 1 replacement bus 518 - repl 503	Capital	17168	\$ 723,340	12/3/2025	5/22/2026	5/27/2026								
5311 Operating Grant - 2027	Operating	TBD	\$ 389,359	5/22/2026										

Other matters:

Here are a few other items that I wanted to let you know about:

- Sales tax revenues for the year have been corrected in the latest financial report. There was a mistake in collections where a jurisdiction code was inverted and we were receiving some funds that were meant for another jurisdiction.
 - The revised (and accurate) numbers show that sales tax revenues for the first four months of 2026 are down 0.6% from the previous year and 3.5% from budget. I will monitor this trend and keep you posted. Revenues from the Spring and Summer months could help offset some of this loss.
- We have executed the contract with CDOT regarding for our subsidy of the second daily Bustang Outrider bus to Denver.
- We received our fuel tax refund for the first quarter after a short and clean audit by the Department of Revenue.
- We will be replacing the wheelchair lift in bus #509 at a cost of about \$28,000, which will be included in the R&M – Vehciles line item in the budget.
- We are adding an electrical circuit and upgrading some of the other circuits in the maintenance facility. The Building Repair and Maintenance line item will be over budget, but that is primarily due to the repairs done on Unit B at the five-plex and is offset by the insurance reimbursement of \$26,634.
- We had a representative from MCI come to the shop to look at some power and HVAC issues we are having on the CNG buses and to update the software on some of our new buses.
 - 500, 502 and 509 will be looked at by Peterbilt (from Grand Junction) in our shop this week and some of them may need engine rebuilds and/or the transmissions overhauled.
 - I will update you at the next meeting on the outcomes of this research and what the costs will be.
- A representative from Allison Transmissions will be in the shop this week looking at bus 507 to see if we can fix the misfires and low power issues with that vehicle.
- We are also having some difficulties getting the destination sign fixed under warranty for bus 512. I hope to be able to update you about that at this meeting.
- MCI will be at our shop for four days during the week of July 10th to complete the second round of mechanical/operational training on our new buses. I am planning to request a reimbursement on our grant for buses 513 and 514 for 80% of the cost of the training sessions.
- We have completed the annual reporting for the National Transit Database for our services in 2025.
- We have completed the audit process and I hope to have the 2025 Financial Audit finalized before the deadline of July 31st and in front of you for acceptance at the next Board meeting.



MEMO

June 26, 2026 Board Meeting Packet

To: GVRTA Board of Directors

From Scott Truex, Executive Director

Re: Update of the GVRTA mission statement

Board Members,

Here is the proposed updated version of the GVRTA mission statement for your consideration:

“The mission of the Gunnison Valley Transportation Authority (RTA) is to provide and improve air transportation to and from the Gunnison-Crested Butte Regional Airport on a year-round basis, to provide a long term and energy efficient public transit system between the north and south ends of the Highway 135 corridor along with other mass transit options for the community, and to provide senior and human services transportation to the Gunnison Valley community.”

After any edits, I would request a ***motion to adopt the new version of the GVRTA mission statement as presented (or as amended)***.

Thank you,
Scott Truex
Executive Director



MEMO

June 26, 2026 Board Meeting Packet

To: GVRTA Board of Directors

From Scott Truex, Executive Director

Re: Update of GVRTA Procurement Policies and Standards

Board Members,

On the next pages, please find an updated Procurement Policies and Standards (both a redline version and clean copy) for your review. Below are the highlights that I've identified in the document and I look forward to your feedback.

- Purchases are split into levels (per FTA thresholds) which have been updated since we adopted the last policy.
 - Micro-purchases less than \$15,000 require a simple process and the approval of the Executive Director.
 - Small purchases between \$15k and \$350k require three quotes to be obtained – with exceptions as described in the policy.
 - Formal RFPs or Sealed Bids are used for purchases of over \$350k.
- The Executive Director may approve contracts/purchases of less than \$100k.
- The Board of Directors must approve contracts/purchases of more than \$100k.
- Our Contractor for Transportation Services (Destination Systems) is allowed to purchase parts and fluids directly from approved vendors using the GVRTA sales tax exempt accounts.
 - For invoices less than \$15k from approved vendors, the Contractor may purchase parts without notifying the GVRTA Executive Director.
 - For invoices of more than \$15k or from vendors not yet approved, the Contractor must obtain approval from the GVRTA Executive Director prior to purchase.
- The GVRTA may purchase through the State Purchasing Contract and through Cooperative Purchasing Agreements.
- Air Service Contracts are considered sole source contracts.

If you would like any larger edits, we can postpone this item to the next meeting, but if you only have smaller edits, I would request a ***motion to adopt the new version of the GVRTA Procurement Policies and Standards as presented (or as amended).***

Thank you,
 Scott Truex
 Executive Director

Gunnison Valley Transportation Authority ([GVRTA](#)) Transit System Procurement Policies and Standards

12/7/2018 [Revised](#) [6/26/2026](#)

Overview

As a grantee of Federal Financial Assistance Funds (FFAF), through a pass-through recipient of FFAF through the Colorado Department of Transportation (CDOT), the Gunnison Valley RTA ([“GVRTA”](#)) Transit System is required to have procurement policies and procedures in place.

In order to meet the mandatory standards of the FTA Circular 4220.1F, a grantee’s policies and procedures must direct ~~staff~~ [the GVRTA](#) to perform all procurements in a manner compatible with the federal standard. It is the express goal of the ~~Gunnison Valley~~ [GVRTA](#) to enact and exercise Procurement Policies and Standards that are in line with the federal standards, complies with all Federal and State regulations (specifically Federal Title 49 - Part 18 Subpart C, Section 18.36 Procurement & the State of Colorado Procurement Code and Rules), and satisfies all of the requirements of a grantee of FFAF.

[This Procurement Policy applies to all procurements by the GVRTA, whether as a grantee of federal funding or utilizing non-federal funding sources. If non-federal funds are being used for a procurement, the procurement method, procedures, and purchasing thresholds contained herein remain the same. However, federal grantee requirements and certain federal laws may not be applicable to a particular procurement and the GVRTA may disregard the non-applicable requirements.](#)

Procurement Standards

- 1) Maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of the contract or purchase order.
- 2) Maintain a written code of standards of conduct governing the performance of ~~their~~ [employees](#) ~~GVRTA representatives~~ engaged in the award and administration of contracts. (Refer to State of Colorado Code of Ethics ~~and the RTA Code of Ethics~~ as adopted).
- 3) Maintain procedures that provide for the review of proposed procurements to avoid purchase of unnecessary or duplicative items.
 - a) Enter into state or local intergovernmental agreements for procurement ~~use~~ of common goods and services.
 - b) Use surplus property and equipment (federal and/or state) whenever such use is feasible and reduces project cost.
- 4) Use value-engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.
- 5) Make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- 6) Maintain records sufficient to detail the significant history of the procurement, to include:
 - a) Rationale for the method of procurement
 - b) Selection of contract type
 - c) Contractor selection or rejection
 - d) Basis for the contract price
 - e) Other items as applicable

7) Maintain protest procedures to handle and resolve disputes relating to procurements.

8) All procurement transactions shall be conducted in a manner providing full and open competition.

9) Maintain written selection procedures for procurement transactions.

10) Ensure that all pre-qualified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.

11) Method procurements to be followed:

- a) Micro-purchases - \$~~4015~~,000 or less. Purchases below \$~~4015~~,000 may be made without obtaining competitive quotations and are exempt from Buy America requirements. There should be equitable distribution among qualified suppliers and no splitting of procurements to avoid competition. Documentation must show that the price is fair and reasonable and how this determination was derived. This can include an informal research of the Internet for similar goods, buyer experience for usual and customary pricing of certain items, etc.

Note: the Davis-Bacon Act applies to construction contracts of \$2,000 or more.

- b) Small Purchase - \$~~4015~~,001 – \$~~249349~~,999. These require relatively simple and informal procurement methods for securing services, supplies or other property that do not cost more than \$~~249349~~,999. If small purchase products are used, price or rate quotation shall be obtained from at least three sources. Quotations will be in writing for goods in excess of \$~~4015~~,000 and for services in excess of \$25,000.

- c) Formal Sealed Bids - \$~~250350~~,000 or more. Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. This method is preferred for procuring construction. If this method is used the following requirements apply:

- i) Must be publicly advertised.
- ii) Must give at least 4 days for bidders to respond.
- iii) Must include any specifications and pertinent attachments to all bidders to respond properly.
- iv) All bids will be publicly opened at the time and place prescribed in the invitation for bid.
- v) A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder.

vi) Any or all bids may be rejected if there is a sound documented reason.

d) Competitive Proposals. Generally used when conditions are not appropriate for the use of sealed bids. If this method is used the following requirements apply:

- i) Request for proposals will be publicized.
- ii) Identify all evaluation factors and their relative importance.
- iii) Proposals will be solicited from an adequate number of qualified sources.
- iv) Have a method for conducting technical evaluation of the proposals received and for selecting awardees.
- v) Awards will be made to the responsible firm whose proposal is most advantageous to the program, with the price and other factors considered.
- vi) May be used for qualifications-based procurement of architectural and engineering (A&E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected. Note – the method, where price is not used as a selection factor, can only be used in procurement of A&E professional services. It cannot be used to purchase other types of services through A&E firms.

e) Noncompetitive Proposals. This method may only be used when the award of a contract is infeasible under the other three methods and the following circumstances apply:

- i) The item is available only from a single source.
- ii) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- iii) The awarding agency authorizes noncompetitive proposals.
- iv) After solicitation of a number of sources, competition is determined inadequate.

12) In compliance with federal laws as exist or are amended from time to time: Small, Minority, and Women owned business enterprises and labor surplus area firms. Take affirmative steps to assure that minority and women business enterprises and labor surplus area firms are used when possible.

- i) Placing qualified firms on solicitation lists.
- ii) Assuring that firms are solicited whenever they are potential sources.
- iii) Dividing total quantities to permit maximum participation.
- iv) Establishing delivery schedules, where the requirement permits, which encourages participation by Small, Minority and Women owned firms.
- v) Using the services of the Small Business Administration, Minority Business Development Agency of the Department of Commerce, and/or other agencies that qualify disadvantaged business enterprises.

13) Bonding Requirements – For construction or facility improvement contracts or subcontracts exceeding \$100,000.

Policies & Procedures for FTA Related Procurement

This document has been prepared in accordance with the Federal Transit Administration's (FTA) procurement policies. Please reference the FTA's Master Agreement for changes, assistance, and clarification. The Master Agreement contains standard terms and conditions governing the administration of a Project supported with Federal assistance awarded by the Federal Transit Administration (FTA) through a Grant Agreement or Cooperative Agreement with the Recipient, or supported through a loan, loan guarantee, or line of credit provided by FTA. Also, please refer to The FTA's Best Practices Procurement Manual for procurement assistance, contract clauses and provisions.

Written Record of Procurement History

The Purchasing Agent shall maintain records detailing the history of each FTA associated procurement.

These records shall be placed in the master file and include:

- The rationale for the method of procurement;
- Selection of contract type;
- Reasons for contractor selection or rejection; and
- The basis for the contract price.

Procurement documentation files

Where appropriate, the file contains:

- Purchase request, acquisition planning information, and other pre-solicitation documents
- Evidence of availability of funds
- Rationale for the method of procurement (negotiations, formal advertising)
- List of sources solicited
- Independent cost estimate
- Description of work/scope of services
- Copies of published notices of proposed contract action
- Copy of the solicitation, all addenda, and all amendments
- Liquidated damages determination
- An abstract of each offer or quote
- Contractor's contingent fee representation and other certifications and representations
- Source selection documentation if applicable
- Contracting Officer's determination of contractor responsiveness and responsibility
- Cost or pricing data
- Determination that price is fair and reasonable including an analysis of the cost and price data,
- Purchase Requisition indicating availability of funding
- Notice of award
- Notice to unsuccessful bidders or offerors and record of any debriefing,
- Record of any protest
- Bid, Performance, Payment, or other bond documents, and notices to sureties
- Required insurance documents, and
- Notice to proceed

Contract Administration File

Where appropriate, the file contains:

- Purchasing Tracking Progress Sheet
- Executed purchased order contract and notice of award
- Bond-related documents (if applicable)
- Insurance documentation
- Post-award correspondence
- Notice to proceed
- Approvals or disapprovals of waivers and deviations
- Modifications and changes in the terms or conditions of the contract, including a rationale for the change, determinations regarding their scope, and cost/price analysis of any price increases or decreases.

In order to ensure a sound and complete agreement, the Purchasing Agent will ensure the *Contract/Purchase Order File Index* is accurate, complete, and included in the master file.

Awards to Responsible Contractors

The [Gunnison Valley GVRTA](#) shall make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed agreement. Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

Methods of Solicitation and Selection

The methods of solicitation and selection allowed within the Federal contractual sphere¹ are listed in § 9 of FTA Circular 4420.1E

You may chooseChoices:

- micro purchases only for contract amounts less than \$~~40~~15,000;
- small purchase procedures only for contract amounts less than the simplified acquisition threshold (currently \$~~249~~349,999);
- sealed bids where:
 - ~~you have~~there is a complete, adequate, and realistic specification or purchase description
 - two or more responsible bidders are willing and able to compete
 - the procurement lends itself to a firm fixed price contract and the selection can be made primarily on the basis of price
 - no discussion with bidders is needed after receipt of offers;
- competitive proposals; or
- noncompetitive proposals (sole source) procurement only if ~~you~~the [GVRTA](#) can justify not soliciting additional competition in the manner explicitly defined in FTA Circular 4420.1E §9f.
- best value for contracts which indicate that the best value or the proposal which offers the greatest business value based upon an analysis of a tradeoff of qualitative technical factors and price/cost to derive which proposals represents the “best value” to the [Gunnison Valley GVRTA](#)’s procurement.

Micro-Purchases

Procurement by micro-purchases are those purchases under \$~~40~~15,000. Purchases below that threshold may be made without obtaining competitive quotations if the grantee determines that the price is fair and reasonable. Such purchases are exempt from Buy America requirements.

There should be equitable distribution among qualified suppliers, and no splitting of procurements to avoid competition. The Davis-Bacon Act applies to construction contracts over \$2,000. Minimum documentation required: A determination that the price is fair and reasonable and how this determination was derived must be completed prior to the issuance of an award. This determination shall be placed in the master procurement file for the project or procurement.

Small Purchases

Small purchase procedures are to be used if the services, supplies, or other property cost between \$~~4015~~,000 and \$~~249349~~,999. If small purchases procedures are used, price or rate quotations shall be obtained from at least three qualified sources and documentation placed into the master procurement file for the project or procurement prior to the issuance of an award.

Sealed Bids/Invitation for Bid (IFB)

Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

Note: Sealed bids are evaluated ~~by the procuring department~~ for compliance with bid specifications, responsible and responsive bidders, verification of pricing, fund availability, etc.

- (1) In order for sealed bidding to be feasible, the following conditions should be present:
 - a. A complete, adequate, and realistic specification or purchase description is available;
 - b. Two or more responsible bidders are willing and able to compete effectively for the business;
 - c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
 - d. No discussion with bidders is needed.

- (2) If this procurement method is used, the following requirements apply:
 - a. The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time to prepare bids prior to the date set for opening the bids;
 - b. The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services sought in order for the bidder to properly respond;
 - c. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - d. The *Bid Summary Sheet*, *Bid Checklist*, and *Bid Cost Factors Forms* will be placed in the master file;
 - e. A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. When specified in bidding documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest;

- (3) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

- (4) The ~~procuring department~~GVRTA may reject any and/or all bids, if there is a sound documented business reason. The ~~procuring department~~GRVTA rejecting lower bids than the bid being accepted for award must provide a detailed written Determination of Findings outlining the reasons for

rejection for inclusion in the master file.

- (5) The sealed bid method is the preferred method for procuring construction if the conditions in paragraph (1) above apply. In determining which proposals is most advantageous, grantees may award (if consistent with State law) to the proposer whose proposals offer the greatest business value to the Agency based upon an analysis of a tradeoff of qualitative technical factors and price/cost to derive which proposal represents the “best value” to the Procuring Agency. If the grantee elects to use the best value selection method as the basis for award, however, the solicitation must contain language which establishes that an award will be made on a “best value” basis.

Competitive Proposal/Request for Proposals (RFP)

The competitive proposal method of procurement is normally conducted with more than one source submitting an offer or proposal. Either a fixed price or cost reimbursement type contract is awarded. This method of procurement is generally used when conditions are not appropriate for the use of sealed bids (i.e. when descriptions of experience, education, expertise, availability of services, etc, are necessary for evaluation).

If this procurement method is used the following requirements apply:

- (1) Requests for proposals will be publicized.
- (2) All evaluation factors will be identified and included along with their relative importance in the RFP. If scores are based on a uniform scale (i.e. 1-10, or 1-100), it is best to define in advance levels of compliance, skills, or proximity to the ideal that each step of the scale represents. ~~(i.e.)~~ a bachelor's degree is worth 25 points, a master's degree is worth 50 points, and a doctorate is worth 100 points)
- (3) Proposals will be solicited from an adequate number of qualified sources.
- (4) [Departments-GVRTA](#) must have a written method in place for conducting technical evaluations of the proposals received and for selecting awardees. This documentation must be submitted to the master file for inclusion.
- (3) Awards will be made to the responsible firm whose proposal is most advantageous to the grantee's program with price and other factors considered. Other factors may include labor rates, specifications, labor hours, and delivery schedule. Documentation of the award justification should clearly identify key determination factors.

Architectural and Engineering Services (A&E)

[Departments-GVRTA](#) shall use competitive proposal procedures based on the Brooks Act, paragraph 9-5e, when contracting for A&E services as defined in 40 U.S.C. §541 and 40 U.S.C. §5325(d).. The Brooks Act is federal policy relating to the selection of firms individuals to perform architectural, engineering, and related services. Other types of services considered A&E services include program management, construction management, feasibility studies, preliminary engineering design, surveying, mapping, and services which require performance by a registered or licensed architect or engineer. [The Brooks Act applies regardless of whether federal dollars are supporting the project.](#)

The Brooks Act requires that:

- (1) An offeror's qualifications are evaluated;
- (2) Price must be **excluded** as an evaluation factor;
- (3) Negotiations be conducted with only the most qualified offeror; and

- (4) Failing agreement on price, negotiations with the next most qualified offeror be conducted until a contract award can be made to the most qualified offeror whose price is fair and reasonable to the grantee. This "qualifications based procurement method" can only be used for the procurement of A&E services. This method of procurement cannot be used to obtain other types of services even though a firm that provides A&E services is also a potential source to perform other types of services.

National Intelligent Transportation Systems Architecture and Standards.

When requesting services for transportation system architecture, the Gunnison Valley RTA must ensure all offerors/bidders agree to conform, to the extent applicable, to the Intelligent Transportation System Architecture and Standards under the FHWA final rule, and with FTA Notice, "FTA National (ITS) Architecture Policy on Transit Projects and other subsequent Federal directives that may be issued.

Noncompetitive Proposals (Sole Source).

Sole Source procurements are accomplished through solicitation or acceptance of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. A contract amendment or change order that is not within the scope of the original contract is considered a sole source procurement that must comply with this subparagraph.

- (1) Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and **at least one** of the following circumstances applies:
 - (a) The item is available only from a single source;
 - (b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - (c) FTA authorizes noncompetitive negotiations;
 - (d) After solicitation of a number of sources, competition determined inadequate; or
 - (e) The item is an associated capital maintenance item as defined in 49 U.S.C. §5307(a)(1) that is procured directly from the original manufacturer or supplier of the item to be replaced. The grantee must first certify in writing to FTA: (i) that such manufacturer or supplier is the only source for such item; and (ii) that the price of such item is no higher than the price paid for such item by like customers.
- (2) A cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profit, is required.

[Air service contracts are deemed sole service contracts in that service beneficial to the GVRTA district is typically offered only by one airline, or if a different airline, on a negotiated basis or one season basis.](#)

Best Value

Best Value is a selection process in which proposals contain both price and qualitative components, and award is based upon a combination of price and qualitative considerations. Qualitative considerations may include technical design, technical approach, quality of proposed personnel, and /or management plan. The award selection is based upon consideration of a combination of technical and price factors to determine the offer deemed most advantageous and of the greatest value to the ~~Gunnison Valley~~ GVRTA.

The Traditional Construction Process - Design/Bid/Build

It has been traditional in the construction industry to employ an *architect/engineer (A/E)* to complete a detailed design of the entire project before soliciting bids from construction contractors. This traditional approach is known as *sequential design and construction*. This sequential design/construction approach requires that a detailed design package of the entire project be complete before bids are solicited from construction contractors. Following award of the construction contract, the A/E is often retained by the owner for the construction phase, and acts as the owner's agent, to inspect the construction work to ensure that the structures are built according to the designs and specifications.

Advantages - A major advantage of the sequential design and construction approach is that complex or one-of-a-kind projects can be thoroughly planned and thought through before construction begins. The traditional approach thus produces, in the design phase of the project, the most accurate estimate of final project costs, and this is an advantage of the traditional technique. If problems are encountered with design aspects for the latter stages of the project, the earlier design features or phases can be modified before any construction work has been done, thus avoiding construction contractor claims and delays.

Another advantage is that the Agency is given a fixed price for completion of the entire project before construction begins. There may also be advantages in obtaining the necessary financing and project approvals. Overall management of the project should also be simplified by this approach.

Disadvantages - *Sequential design and construction* requires a longer time to complete the project than *phased design and construction ("fast tracking")*. And since time pressures are often the most intense issues confronting the Agency, the sequential method may not be feasible. Alternative contracting approaches have arisen to shorten the project completion time. These include *phased design and construction ("fast tracking")*, which often involves the use of a *construction manager*, and *turnkey (design-build)* contracting.

A *Noncompetitive Procurement Justification* and the *Sole Source Cost Analysis* must be completed and submitted for inclusion in the project master file prior to proceeding with this type of procurement.

WRITTEN PROTEST PROCEDURES

A. GENERAL DEFINITIONS

1. The procedures established hereunder shall be available to contractors for the purpose of handling and resolving disputes relating to procurements hereunder. A protestor must exhaust all administrative remedies hereunder before pursuing a protest in any court of law. Where applicable, any information received under such procedures shall be disclosed to the Federal Transit Administration ("FTA") and a protestor must exhaust all administrative remedies before pursuing a protest with the FTA.

2. The term "contractor" means any person, firm, or corporation, which has contracted or seeks to contract with the Gunnison Valley RTA.

3. The term "hearing officer" shall mean a person, appointed by the Board of Directors of the RTA, to hear and decide allegations made by any contractor relating to procurements hereunder.

4. A "pre-bid or solicitation phase protest" is a written protest received prior to the bid opening or proposal due date.

5- A "pre-award protest" is a protest against making an award and is received after receipt of proposals or bids, but before award of a contract.

6. A "post-award protest" is a protest received after award of a contract.

7. A "performance protest" is a protest received during or after the execution of a contract.

B. FILING OF PROTESTS

1. Pre-Bid Protest

Any Contractor may file a written protest of the procurement procedures involved herein, with the RTA's Executive Director at least five (5) working days before the bid opening or proposal due date.

2. Pre-Award Protest

Any Contractor may file a written protest against the RTA's making of an award after the RTA's receipt of bids or proposals within ten (10) working days after the notification of a conditional award of a contract by the RTA.

3. Post-Award Protest

Any contractor may file a written protest of the procurement procedures involved herein, with the RTA's Executive Director, at least five (5) working days after the date of the RTA's issuance of a contract award to a contractor with respect to any Bid/RFP/RFQ.

4. Performance Protest

Any contractor may file a written protest of the procurement procedures involved herein, with the RTA's Executive Director, at least five (5) working days after the date of the RTA's Decision regarding an issue with respect to the vendor's ability to perform under the terms of the contract.

5. Each protest must clearly state:

- a. The name, address, and telephone number of the protester;
- b. The solicitation/contract number or description thereof.
- c. A statement of all of the grounds upon which the protest is made.

6. Protests are to be in written form and filed by certified mail, return receipt requested or by personal delivery by 4:30pm on or before the due date at:

Executive Director
Gunnison Valley RTA
PO Box 39
507 Maroon Ave.
Crested Butte, CO 81224

If protests are filed by personal delivery, the protestor must obtain a time-stamped receipt copy of the protest from the GVRTA as proof of the date and time of the filing of the protest. It is the Protester's sole responsibility to provide said copy at the time of filing.

C. HEARING PROCEDURE

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

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

3. The Hearing Officer shall address, in his/her determination, each material issue raised in the protest.

4. The Hearing Officer's determination shall be final and binding upon all parties upon issuance.

5. Within (5) working days from its receipt of the decision of the Hearing Officer, a protestor may request reconsideration of the decision, using the same procedure described in Section B.5 above. The request for reconsideration shall be addressed to the Executive Director, Gunnison Valley RTA, PO Box 39, 507 Maroon Ave., Crested Butte, CO 81224. The request for reconsideration shall set forth all of the grounds upon which the request is made.

6. The Hearing officer shall issue a written decision on the request for reconsideration within ten (10) calendar days of receipt thereof and state in the decision the reasons for the granting or denial of the request.

D. REVIEW OF PROTEST BY FTA

1. Where applicable, review of protests by FTA will be limited to the RTA's failure to have or follow its protest procedures, or its failure to review a complaint or protest. An appeal to FTA must be received by the cognizant FTA Regional or Headquarters Office within five (5) working days of the date the protestor knew or should have known of the violation and/or five (5) days after the protestor knows or has reason to know that the RTA has

failed to render a final decision. Such appeal must be filed in accordance with all FTA rules and regulations, and Section 7(i) j of FTA Circular 4220.1D., as periodically updated. The FTA may allow a request for reconsideration if data becomes available that was not previously known, or if there has been an error of law or regulation. Violations of Federal law or regulation will be handled by the complaint process stated within that law or regulation. Violations of state or local regulations will be under the jurisdiction of state or local authorities.

2. Post-determination protests may include allegations that the RTA failed to have or follow written protest procedures.

Protest Procedures

- ~~1. The procedures established hereunder shall be available to contractors for the purpose of handling and resolving disputes relating to procurements hereunder. A protestor must exhaust all administrative remedies hereunder before pursuing a protest in any court of law. Where applicable, any information received under such procedures shall be disclosed to the Federal Transit Administration (“FTA”) and a protestor must exhaust all administrative remedies before pursuing a protest with the FTA.~~
- ~~2. The term “contractor” means any person, firm, or corporation, which has contracted or seeks to contract (bidder or proposer) with the Gunnison Valley RTA.~~
- ~~3. The term “hearing officer” shall mean a person, appointed by the Mayor, to hear and decide allegations made by any contractor relating to procurements hereunder.~~

Hearing Procedure

- ~~1. Any contractor may file a written protest of the procurement procedures involved herein, with the Gunnison Valley RTA’s procuring agent, within ten (10) days of the date of the Gunnison Valley RTA’s Decision regarding a selection of a contractor with respect to a Bid/RFP/RFQ.~~
- ~~2. A hearing shall be conducted by the Gunnison Valley RTA. The hearing officer shall issue a written decision within ninety (90) days of the last date of such hearing and state in the decision the reasons for the action taken.~~
- ~~3. Where applicable, review of protests by FTA will be limited to the Gunnison Valley RTA’s failure to have or follow its procedures, or its failure to review a complaint or protest. An appeal to FTA must be received by the cognizant FTA regional or Headquarters Office within five (5) working days of the date the protestor knew or should have known of the violation.~~

~~See the RTA’s supplemental written protest procedures document attached as Attachment 1.~~

Costing and Pricing

Ensuring Most Efficient and Economic Purchase

Departments, GVRTA during their-its annual budget process, should determine the procurement actions necessary to sustain their-its operations through the fiscal year. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase and to avoid purchase of unnecessary or duplicative items. Where appropriate, an analysis will be

made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach. The ~~Gunnison Valley~~ GVRTA considers various procurement sources to ensure economical purchases including, but not limited to GSA, State of Colorado, the Colorado Association of State Transit Agencies, and municipal cooperatives, which are expressly authorized by this policy.

Independent Cost Estimates

~~Departments~~ GVRTA must perform a cost or price analysis in connection with every procurement action, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation (FTA Circular 4420.1E Sec.10). ~~Departments~~ GVRTA must make independent estimates before receiving bids or proposals. These estimates may be obtained from published competitive prices, results of competitive procurements, historical prices and trends, or by ~~Purchasing Department~~ estimates or outside estimators.

The *Cost and Price Analysis Form* must be completed prior to issuing any solicitation.

1. Cost Analysis

- a. A cost analysis must be performed when the offeror is required to submit the elements (~~i.e., Labor~~, ~~i.e., Labor~~ Hours, Overhead, Materials, etc.) of the estimated cost, e.g., under professional consulting and architectural and engineering services contracts.
- b. A cost analysis will be necessary when adequate price competition is lacking and for sole source procurements, including contract modifications or change orders, unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or on the basis of prices set by law or regulation.

2. Price Analysis

- a. A price analysis may be used in all other instances to determine the reasonableness of the proposed contract price.

3. Profit

- a. ~~Departments~~ GVRTA will negotiate profit as a separate element of the price for each contract in which there is no price competition ~~and in all cases~~ and, in all cases, where cost analysis is performed.
- b. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Federal Cost Principles

Costs or prices based on estimated costs for contracts under grants will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal cost principles. The Purchasing Agent may reference their own cost principles that comply with applicable Federal cost principles.

Cost Plus Percentage of Cost Prohibited

The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

Full and Open Competition

The principle of full and open competition has one primary and two secondary purposes. The primary purpose is to obtain the best quality and service at minimum cost. In other words, to get the best buy. The secondary purposes are to guard against favoritism and profiteering at public expense and to provide equal opportunities to participate in public business to every potential offeror.

[Departments-GVRTA](#) must conduct all procurement in a manner providing full and open competition. This policy assures that all responsible bidders are permitted to compete for the procurement. In the case of sole or single source procurement, justification for use of the source must be documented. Also see Sole Source Contracting Section.

Contracts with a value of more than \$~~100~~350,000 shall be awarded by sealed bid or by the competitive and noncompetitive proposal process unless there is an explicit exception.²

[Departments-GVRTA](#) must refrain from the following practices, which are deemed restrictive of competition:

- a. Unreasonable requirements placed on firms in order for them to qualify to do business;
- b. Unnecessary experience and excessive bonding requirements;
- c. Noncompetitive pricing practices between firms or between affiliated companies;
- d. Noncompetitive awards to any person or firm on retainer contracts;
- e. Organizational conflicts of interest;
- f. Restrictive use of brand names;
- g. Any arbitrary action in the procurement process; and
- h. Geographic preferences.³

² - FTA Circular 4220.1E §9, 49 CFR

³ - Geographic preference is permitted in certain narrow situations, including principally where part of a legal licensing requirement and for architects and engineers; FTA Circular 4220.1E, §8.b.

[Departments-GVRTA](#) must keep meticulous procurement and contract files.

Bonding Requirements

For those construction or facility improvement contracts or subcontracts exceeding \$100,000, FTA may accept the bonding policy and requirements of the grantee, provided FTA determined that the policy and requirements adequately protect the Federal interest. FTA has determined that grantee policies and requirements that meet the following minimum criteria adequately protect the Federal interest. Please refer to the FTA Bonding Requirements paragraph 11, as cited below.

- a. A bid guarantee from each bidder equivalent to five (5) percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified;
- b. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract; and
- c. A payment bond on the part of the contractor. A payment bond is one executed in connection with a contract to assure payment, as required by law, of all persons supplying

labor and material in the execution of the work provided for in the contract. Payment bond amounts determined to adequately protect the federal interest are as follows:

- (1) Fifty percent of the contract price if the contract price is not more than \$1 million;
- (2) Forty percent of the contract price if the contract price is more than \$1 million but not more than \$5 million; or
- (3) Two and a half million dollars if the contract price is more than \$5 million.

d. A Grantee may seek FTA approval of its bonding policy and requirements if they do not comply with these criteria.

[For non-federally funded or assisted projects, the GVRTA shall be bound by Sections 38-26-105 and 38-26-106, C.R.S.](#)

Brand Name or Equals

Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not contain features unduly restricting competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used.

~~Departments-GVRTA~~ shall use a "brand name or equal" description only when it cannot provide an adequate specification or more detailed description, without performing an inspection and analysis, in time for the acquisition under consideration. Further, ~~a department wishing to use "brand name or equal" must carefully identify its~~ minimum needs ~~and must be~~ clearly set forth ~~with~~ those salient physical and functional characteristics of the brand name product in the solicitation.

Conflicts of Interest

Employees or agents of the ~~Gunnison Valley-GVRTA~~ are prohibited from participating in the selection, award, or administration of contracts or sub-agreements supported by federal funds if a real or apparent conflict of interest exists.

The following language must be included in all RFPs for design and evaluation services covered under this section. This statement prohibits contractors from bidding on follow-up (add on) construction work resulting from the design.

"In order to prevent real or apparent conflicts of interest, the ~~Gunnison Valley-GVRTA~~ prohibits contractors that have participated in FTA-funded design or evaluation services from bidding on any resulting construction work, services, or capital equipment purchases. All specifications prepared by design consultants must be written in such a manner that any reasonable, competent contractor could understand the requirement and perform the work"

Geographic Preferences

~~Departments-GVRTA~~ shall conduct procurements in a manner that prohibits the use of statutory or administratively imposed in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. This does not preempt State licensing laws. However, geographic location may be a selection criterion in procurements for architectural and engineering

(A&E) services, provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Written Selection Procedures

To ensure all procurements are awarded in a fair and equitable manner, all solicitations shall:

- a. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.
- b. Identify all requirements that offerors must fulfill and all other factors to be used in evaluating bids or proposals.

Evaluators and reviewers must follow the established criteria when rating the proposals.

Prequalification of Bidders

~~The procuring department~~ [GVRTA](#) shall ensure that all lists of prequalified persons, firms, or products that are used in acquiring goods and services are current and include enough qualified sources to ensure maximum full and open competition. In addition, the [Gunnison Valley GVRTA](#) shall not preclude potential bidders from qualifying during the solicitation period, which is from issuance of the solicitation to its closing date.

Advertising and Publicizing Solicitation

IFBs and RFPs must be publicly advertised and publicized (respectively) at least fourteen (14) days prior to the solicitation's due date. A longer time period is suggested for larger, more complex procurements.

Outreach efforts must be made using diverse resources such as the Internet and mailing lists coupled with widely circulated publications.

IFBs must be issued with sufficient time to prepare bids prior to the date set for opening the bids. Further, the invitation for bids will include any specifications and pertinent attachments and shall properly define the items or services sought in order for the bidder to properly respond. RFPs must identify all evaluation factors along with their relative importance.⁴ The Purchasing Agent shall place copies of all advertising and publicized solicitation material in the related master file.

⁴ - While the IFB requirements of § 9.c.(2) are good practices for both IFBs and RFPs, the evaluation criteria requirement of §9.d.(1) is relevant only to RFPs and is discussed in Section 4.5.1, "Solicitation & Receipt of Proposals."

Contractor Information Form

In accordance with 40 CFR §26.11, the Gunnison Valley RTA shall collect information on the availability of Disadvantaged Business Enterprise (DBE) contractors that seek to work on federally assisted contracts.

Each contractor responding to such a solicitation shall complete the Contractor's Information Form, providing the following data on each contractor and subcontractor:

- a. Firm name;

- b. Firm address;
- c. Firm's status as a DBE or non-DBE;
- d. Age of the firm; and
- e. Annual gross receipts of the firm.

Pre-Bid and Pre-Proposal Conferences

Pre-bid and pre-proposal conferences are generally used in complex acquisitions as a means of briefing prospective offerors and explaining complicated specifications and requirements to them as early as possible after the solicitation has been issued and before offers are received. This is also an open forum for potential respondents to address ambiguities in the solicitation documents that may require clarification. Notice of the conference is included in the solicitation at the time of issuance.

Evaluations of Bid Alternates

When bid alternates are included in a bid or proposal document, these alternates must be evaluated as part of the overall bid. This evaluation must be in a written narrative detailing the contract award and takes the alternate into account in reaching a procurement decision. This evaluation must be documented prior to proceeding with the procurement.

Exercise of Bid Alternates

Bid Alternates may not be exercised unless it is in accordance with the terms and conditions stated in the initial contract. In addition, the [requesting department-GVRTA](#) must have made a determination that the alternate price is better than the market price or that the option price is more advantageous. Full written documentation supporting this determination must be submitted to the master file.

Types of Contracts

General

All FTA related procurements must use the *Contract/Purchase Order File Index Forms* as provided in the appendix. These checklists will be used by the Purchasing Agent to ensure contract clauses and federal flow-down language are included in each contract as required.

Fixed Price v. Cost Reimbursement

Procurement by the Sealed Bid/Invitation For Bids (IFB) method when certain conditions are present.

Among those listed is the condition that:

- a. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- b. Paragraph 9.d of FTA Circular 4420.1E authorizes procurement by the Competitive Proposal/Request for Proposals (RFP) method and either a fixed price or cost reimbursement type contract may be awarded.
- c. Paragraph 7.i of FTA Circular 4420.1E requires that [departments-GVRTA](#) must document ~~its~~[their](#) reasons for selecting the contract type as a part of the written record of procurement history.

d. Paragraph 10.e of FTA Circular 4420.1E prohibits the cost plus a percentage of cost method of contracting.

There are two broad categories of contract types: fixed-price contracts and cost-reimbursement contracts. Within these two families of contract types there are a number of subtypes offering differing degrees of incentives. At the extremes are the firm-fixed-price contract, in which the contractor has complete responsibility for the costs of performance and the resulting profit or loss, and the cost-plus-fixed-fee contract, in which the contractor has virtually no risk for performance costs and the fee (profit) is fixed.

Between these two extremes are the various incentive-type contracts where the degree of cost risk and profit incentive can be tailored to meet almost any specific program situation.

Fixed-price contracts

These contracts are appropriate for acquiring commercial items, or for supplies or services which can be clearly defined with either performance/functional specifications or design specifications, and where performance uncertainties do not impose unreasonably high risks upon the contractor.

Cost-reimbursement contracts

These contracts are one in which the ~~Gunnison Valley G~~VRTA does not contract for the performance of a specified amount of work for a predetermined price, but agrees instead to pay the contractor's reasonable, allocable and allowable costs of performance regardless of whether the work is completed. The ~~Gunnison Valley G~~VRTA/~~Department~~ assumes a high risk of incurring cost overruns, while the contractor has almost no risk of financial losses.

Cost-type contracts are suitable when (a) ~~there is any~~you are unable ~~inability~~ to accurately describe the work to be done, or (b) there is an inability to accurately estimate the costs of performance. If either of these conditions is present, the cost-reimbursement contract is the proper type of contract.

Cost-type contracts are ideally suited to complex requirements because the parties can devote their attention to accomplishing the work rather than on the claims process, which will be significant on larger, complex projects.

Time and Materials Contracts

~~Departments G~~VRTA will use time and materials contracts only:

- (1) After a determination that no other type of contract is suitable; and
- (2) The contract specifies a ceiling price, and the contractor shall not exceed that price except at its own risk.

Labor / Hour Contracts

Labor / hour contracts are a variation of the time and materials contract, differing only in that materials are not supplied by the contractor. ~~You should use t~~This type of contract should be used only when no other would be suitable. The determination and decision needs to be, and you need to document your determination if you choose to use documented when using this type of contract.

Cost Plus Percentage of Cost Contracts (CPPC)

The FTA Circular 4420.1E clearly prohibits the use of this contracting method.

Out of Scope Changes

An “out of scope change” is a contract amendment or change order that is not within the scope of the original contract is considered a sole source procurement. Please use the sole source policies for this type of action. FTA Circular 4220.1E, paragraph 9(f).

Contract Term Limitation

The [Gunnison Valley GVRTA](#) shall not enter into any contract for rolling stock or replacement parts with a period of performance exceeding five (5) years inclusive of options. All other types of contracts (supply, service, leases of real property, revenue and construction, etc.) will be based on sound business judgment. Length of contracts shall be for not more than the amount of time required to accomplish the purpose of the contract, and will also include consideration for competition, pricing, fairness, and public perception.

Once a contract has been awarded, an extension of the contract term length that amounts to an out of scope change, will require a sole source justification.

Revenue Contract

Revenue contracts are those third party contracts whose primary purpose is to either generate revenues in connection with a transit related activity, or to create business opportunities utilizing an FTA funded asset. FTA requires these contracts to be awarded utilizing competitive selection procedures and principles. The extent of and type of competition required is within the discretionary judgment of the [Gunnison Valley GVRTA](#).

Tag-ons

The use of tag-ons, or the addition of work including supplies, equipment or services, that is beyond the scope of the original contract that amounts to a cardinal change as generally interpreted in Federal practice by the various Boards of Contract Appeals, is prohibited and applies to the original buyer as well as to others. In scope “tag-on” changes are not considered tag-ons.

Piggybacking

Piggybacking is an assignment of existing contract rights to purchase supplies, equipment or services.

Piggybacking is permissible when the solicitation document and resultant contract contain an assignability clause that provides for the assignment of all or a portion of the specified deliverables as originally advertised, completed, evaluated, and awarded. If the supplies were solicited, competed and awarded through the use of an indefinite-delivery-indefinite-quantity (IDIQ) contract, then both the solicitation and contract award must contain both a minimum and a maximum quantity that represents the reasonably foreseeable needs of the party(s) to the solicitation and contract. If the [Gunnison Valley GVRTA](#) and another party jointly solicit and award an IDIQ contract, then there must be a total minimum and maximum.

If the [Gunnison Valley GVRTA](#) desires to contract with another party on a Piggyback assignment, the option was must be requested in advance in writing and an approval letter for the Option received from the Contract Holder confirming the option assignment into the master file prior to the procurement advancing.

E-Commerce

E-Commerce is an allowable means to conduct procurements. If an E-Commerce solicitation will be utilized, full and open competition must be addressed in compliance with the Federal Circular 4200.1E. A written procedure will be required prior to use of E-Commerce.

Payments

Advance Payments

FTA does not authorize, and will not participate in funding payments to a contractor prior to the incurrence of costs by the contractor unless prior written concurrence is obtained from FTA.

Progress Payments

Grantees may use progress payments provided the following requirements are followed:

- (1) Progress payments are only made to the contractor for costs incurred in the performance of the contract.
- (2) The grantee must obtain adequate security for progress payments adequate security may include taking title, letter of credit or equivalent means to protect the ~~grantee's interest~~grantee's interest in the progress payment.

Contract Provisions

All contracts shall include provisions to define a sound and complete agreement. In addition, contracts and subcontracts shall contain contractual provisions or conditions that allow for:

- a. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, including sanctions and penalties as may be appropriate. (All contracts in excess of the small purchase threshold.)
- b. Termination for cause and for convenience by the ~~Gunnison Valley GVRTA~~ or subgrantee including the manner by which it will be ~~effected~~affected and the basis for settlement. (All contracts in excess of \$10,000.)
- c. Contracts with a value of \$150,000 or higher shall require a 5% retainage of each progress payment made.

Liquidated Damages Provisions

The ~~Gunnison Valley GVRTA~~ may use liquidated damages if it may reasonably expect to suffer damages (increased costs on project involved) from late completion and the extent or amount of such damages would be difficult or impossible to determine. In order to obtain liquidated damages, the ~~Gunnison Valley GVRTA~~ must suffer an actual loss. The amount of liquidated damages must be reasonable in light of the loss suffered. The assessment for damages shall be at a specific rate per day for each day of overrun in contract time; and the rate must be specified in the third party contract. Any liquidated damages recovered shall be credited to the project account involved unless the FTA permits otherwise.

Architectural and Engineering Services Conflicts of Interest

The following language must be included in all RFPs for design and evaluation services covered under this section. This statement prohibits contractors from bidding on follow-up (add on) construction work resulting from the design.

“In order to prevent real or apparent conflicts of interest, the ~~Gunnison Valley GVRTA~~ prohibits contractors

that have participated in FTA-funded design or evaluation services from bidding on any resulting construction work, services, or capital equipment purchases. All specifications prepared by design consultants must be written in such a manner that any reasonable, competent contractor could understand the requirement and perform the work.”

Buy America

As a condition of responsiveness to bidding for procurements of rolling stock, iron, steel, or manufactured products greater than \$~~400~~150,000 the bidder must submit with the bid or offer, a completed Buy America certificate in accordance with Part 661.6 for steel, iron, and manufactured products, or Part 661.12 for rolling stock (including train control, traction power, and communication equipment). Once submitted the bidder is bound by the certification provided. If the bidder does not submit a certification, the bid shall be considered non-responsive. If the bidder executes certification that it cannot comply but may be eligible for an exception, then the Gunnison Valley GVRTA shall review the circumstances and determine if it should request a waiver from the FTA. There are specific instances included in the regulations for waiver of Buy America provisions including that it is in the public’s best interest, that there are no U.S. products available, or there is a 25 percent price difference between the foreign and domestic products. See FTA’s Buy America web page for additional information on requirements.

http://www.fta.dot.gov/legal/buy_america/14456_ENG_HTML.htm

Lobbying

Contractors who apply or bid for an award of \$100,000 or more must file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each level of FTA fund recipient certifies to the level above it 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, 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 FTA fund recipient must 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 specific Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from each level of fund recipient to the next level of fund recipient until it reaches the grantor. See “Lobbying” as provided in <http://www.fta.dot.gov/library/admin/BPPM/appA1.html#BM10>.

APPROVAL AUTHORITY FOR ANY METHOD OF PROCUREMENT

The following summarizes the approval authority for all GVRTA purchases:

<u>\$0-\$99,000</u>	<u>GVRTA Executive Director</u>
<u>\$100,000 and above</u>	<u>GVRTA Board of Directors</u>

A contractor providing vehicle maintenance and repair under a Service Agreement with the GVRTA may requisition parts, fluids, and other items from vendors approved by the Executive Director for amounts less than \$15,000 per purchase on a GVRTA account with the vendor. Approval from the GVRTA Executive Director is required for amounts over \$15,000 or to use other vendors. All invoices shall be reviewed and approved by the Executive Director before payment.

Attachment 1

~~Gunnison Valley Transportation Authority (RTA) Transit System Procurement Policies and Standards December 7, 2018~~

~~WRITTEN PROTEST PROCEDURES~~

~~A. GENERAL GENERAL DEFINITIONS~~

~~1. The procedures established hereunder shall be available to contractors for the purpose of handling and resolving disputes relating to procurements hereunder. A protestor must exhaust all administrative remedies hereunder before pursuing a protest in any court of law. Where applicable, any information received under such procedures shall be disclosed to the Federal Transit Administration ("FTA") and a protestor must exhaust all administrative remedies before pursuing a protest with the FTA.~~

~~2. The term "contractor" means any person, firm, or corporation, which has contracted or seeks to contract with the Gunnison Valley RTA.~~

~~3. The term "hearing officer" shall mean a person, appointed by the Board of Directors of the RTA, to hear and decide allegations made by any contractor relating to procurements hereunder.~~

~~4. A "pre-bid or solicitation phase protest" is a written protest received prior to the bid opening or proposal due date.~~

~~5. A "pre-award protest" is a protest against making an award and is received after receipt of proposals or bids, but before award of a contract.~~

~~6. A "post-award protest" is a protest received after award of a contract.~~

~~7. A "performance protest" is a protest received during or after the execution of a contract.~~

~~B. FILING OF PROTESTS~~

~~1. Pre-Bid Protest~~

~~Any Contractor may file a written protest of the procurement procedures involved herein, with the RTA's Executive Director at least five (5) working days before the bid opening or proposal due date.~~

~~2. Pre-Award Protest~~

~~Any Contractor may file a written protest against the RTA's making of an award after the RTA's receipt of bids or proposals within ten (10) working days after the notification of a conditional award of a contract by the RTA.~~

~~3. Post-Award Protest~~

~~Any contractor may file a written protest of the procurement procedures involved herein, with the RTA's Executive Director, at least five (5) working days after the date of the RTA's issuance of a contract award to a contractor with respect to any Bid/RFP/RFQ.~~

~~4. Performance Protest~~

~~Any contractor may file a written protest of the procurement procedures involved herein, with the RTA's Executive Director, at least five (5) working days after the date of the RTA's Decision regarding an issue with respect to the vendor's ability to perform under the terms of the contract.~~

~~5. Each protest must clearly state:~~

- ~~a. The name, address, and telephone number of the protester;~~
- ~~b. The solicitation/contract number or description thereof.~~
- ~~c. A statement of all of the grounds upon which the protest is made.~~

~~6. Protests are to be in written form and filed by certified mail, return receipt requested or by personal delivery by 4:30pm on or before the due date at:~~

~~Executive Director
Gunnison Valley RTA
PO Box 39
507 Maroon Ave.
Crested Butte, CO 81224~~

~~If protests are filed by personal delivery, the protestor must obtain a time-stamped receipt copy of the protest from the Department as proof of the date and time of the filing of the protest. It is the Protestor's sole responsibility to provide said copy at the time of filing.~~

~~C. HEARING PROCEDURE~~

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

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

~~3. The Hearing Officer shall address, in his/her determination, each material issue raised in the protest.~~

~~4. The Hearing Officer's determination shall be final and binding upon all parties upon issuance.~~

~~5. Within (5) working days from its receipt of the decision of the Hearing Officer, a protester may request reconsideration of the decision, using the same procedure described in Section B.5 above. The request for reconsideration shall be addressed to the Executive Director, Gunnison Valley RTA, PO Box 39, 507 Maroon Ave., Crested Butte, CO 81224. The request for reconsideration shall set forth all of the grounds upon which the request is made.~~

~~6. The Hearing officer shall issue a written decision on the request for reconsideration within ten (10) calendar days of receipt thereof and state in the decision the reasons for the granting or denial of the request.~~

~~D. REVIEW OF PROTEST BY FTA~~

~~1. Where applicable, review of protests by FTA will be limited to the RTA's failure to have or follow its protest procedures, or its failure to review a complaint or protest. An appeal to FTA must be received by the cognizant FTA Regional or Headquarters Office within five (5) working days of the date the protestor knew or should have known of the violation and/or five (5) days after the protestor knows or has reason to know that the RTA has failed to render a final decision. Such appeal must be filed in accordance with all FTA rules and regulations, and Section 7(i-j) of FTA Circular 4220.1D., as periodically updated. The FTA may allow a request for reconsideration if data becomes available that was not previously known, or if there has been an error of law or regulation. Violations of Federal law or regulation will be handled by the complaint process stated within that law or regulation. Violations of state or local regulations will be under the jurisdiction of state or local authorities.~~

~~2. Post-determination protests may include allegations that the RTA failed to have or follow written protest procedures.~~

Gunnison Valley Transportation Authority (GVRTA) Transit System Procurement Policies and Standards

12/7/2018 Revised 6/26/2026

Overview

As a grantee of Federal Financial Assistance Funds (FFAF), through a pass-through recipient of FFAF through the Colorado Department of Transportation (CDOT), the Gunnison Valley RTA (“GVRTA”) Transit System is required to have procurement policies and procedures in place.

In order to meet the mandatory standards of the FTA Circular 4220.1F, a grantee’s policies and procedures must direct the GVRTA to perform all procurements in a manner compatible with the federal standard. It is the express goal of the GVRTA to enact and exercise Procurement Policies and Standards that are in line with the federal standards, complies with all Federal and State regulations (specifically Federal Title 49 - Part 18 Subpart C, Section 18.36 Procurement & the State of Colorado Procurement Code and Rules), and satisfies all of the requirements of a grantee of FFAF.

This Procurement Policy applies to all procurements by the GVRTA, whether as a grantee of federal funding or utilizing non-federal funding sources. If non-federal funds are being used for a procurement, the procurement method, procedures, and purchasing thresholds contained herein remain the same. However, federal grantee requirements and certain federal laws may not be applicable to a particular procurement and the GVRTA may disregard the non-applicable requirements.

Procurement Standards

- 1) Maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of the contract or purchase order.
- 2) Maintain a written code of standards of conduct governing the performance of GVRTA representatives engaged in the award and administration of contracts. (Refer to State of Colorado Code of Ethics as adopted).
- 3) Maintain procedures that provide for the review of proposed procurements to avoid purchase of unnecessary or duplicative items.
 - a) Enter into state or local intergovernmental agreements for procurement of common goods and services.
 - b) Use surplus property and equipment (federal and/or state) whenever such use is feasible and reduces project cost.
- 4) Use value-engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.
- 5) Make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- 6) Maintain records sufficient to detail the significant history of the procurement, to include:
- a) Rationale for the method of procurement
 - b) Selection of contract type
 - c) Contractor selection or rejection
 - d) Basis for the contract price
 - e) Other items as applicable

7) Maintain protest procedures to handle and resolve disputes relating to procurements.

8) All procurement transactions shall be conducted in a manner providing full and open competition.

9) Maintain written selection procedures for procurement transactions.

10) Ensure that all pre-qualified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.

11) Method procurements to be followed:

- a) Micro-purchases - \$15,000 or less. Purchases below \$15,000 may be made without obtaining competitive quotations and are exempt from Buy America requirements. There should be equitable distribution among qualified suppliers and no splitting of procurements to avoid competition. Documentation must show that the price is fair and reasonable and how this determination was derived. This can include an informal research of the Internet for similar goods, buyer experience for usual and customary pricing of certain items, etc.

Note: the Davis-Bacon Act applies to construction contracts of \$2,000 or more.

- b) Small Purchase - \$15,001 – \$349,999. These require relatively simple and informal procurement methods for securing services, supplies or other property that do not cost more than \$349,999. If small purchase products are used, price or rate quotation shall be obtained from at least three sources. Quotations will be in writing for goods in excess of \$15,000 and for services in excess of \$25,000.

- c) Formal Sealed Bids - \$350,000 or more. Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. This method is preferred for procuring construction. If this method is used the following requirements apply:

- i) Must be publicly advertised.
- ii) Must give at least 4 days for bidders to respond.
- iii) Must include any specifications and pertinent attachments to all bidders to respond properly.
- iv) All bids will be publicly opened at the time and place prescribed in the invitation for bid.
- v) A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder.

- vi) Any or all bids may be rejected if there is a sound documented reason.
- d) Competitive Proposals. Generally used when conditions are not appropriate for the use of sealed bids. If this method is used the following requirements apply:
- i) Request for proposals will be publicized.
 - ii) Identify all evaluation factors and their relative importance.
 - iii) Proposals will be solicited from an adequate number of qualified sources.
 - iv) Have a method for conducting technical evaluation of the proposals received and for selecting awardees.
 - v) Awards will be made to the responsible firm whose proposal is most advantageous to the program, with the price and other factors considered.
 - vi) May be used for qualifications-based procurement of architectural and engineering (A&E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected. Note – the method, where price is not used as a selection factor, can only be used in procurement of A&E professional services. It cannot be used to purchase other types of services through A&E firms.
- e) Noncompetitive Proposals. This method may only be used when the award of a contract is infeasible under the other three methods and the following circumstances apply:
- i) The item is available only from a single source.
 - ii) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
 - iii) The awarding agency authorizes noncompetitive proposals.
 - iv) After solicitation of a number of sources, competition is determined inadequate.
- 12) In compliance with federal laws as exist or are amended from time to time: Small, Minority, and Women owned business enterprises and labor surplus area firms. Take affirmative steps to assure that minority and women business enterprises and labor surplus area firms are used when possible.
- i) Placing qualified firms on solicitation lists.
 - ii) Assuring that firms are solicited whenever they are potential sources.
 - iii) Dividing total quantities to permit maximum participation.
 - iv) Establishing delivery schedules, where the requirement permits, which encourages participation by Small, Minority and Women owned firms.
 - v) Using the services of the Small Business Administration, Minority Business Development Agency of the Department of Commerce, and/or other agencies that qualify disadvantaged business enterprises.
- 13) Bonding Requirements – For construction or facility improvement contracts or subcontracts exceeding \$100,000.

Policies & Procedures for FTA Related Procurement

This document has been prepared in accordance with the Federal Transit Administration's (FTA) procurement policies. Please reference the FTA's Master Agreement for changes, assistance, and clarification. The Master Agreement contains standard terms and conditions governing the administration of a Project supported with Federal assistance awarded by the Federal Transit Administration (FTA) through a Grant Agreement or Cooperative Agreement with the Recipient, or supported through a loan, loan guarantee, or line of credit provided by FTA. Also, please refer to The FTA's Best Practices Procurement Manual for procurement assistance, contract clauses and provisions.

Written Record of Procurement History

The Purchasing Agent shall maintain records detailing the history of each FTA associated procurement.

These records shall be placed in the master file and include:

- The rationale for the method of procurement;
- Selection of contract type;
- Reasons for contractor selection or rejection; and
- The basis for the contract price.

Procurement documentation files

Where appropriate, the file contains:

- Purchase request, acquisition planning information, and other pre-solicitation documents
- Evidence of availability of funds
- Rationale for the method of procurement (negotiations, formal advertising)
- List of sources solicited
- Independent cost estimate
- Description of work/scope of services
- Copies of published notices of proposed contract action
- Copy of the solicitation, all addenda, and all amendments
- Liquidated damages determination
- An abstract of each offer or quote
- Contractor's contingent fee representation and other certifications and representations
- Source selection documentation if applicable
- Contracting Officer's determination of contractor responsiveness and responsibility
- Cost or pricing data
- Determination that price is fair and reasonable including an analysis of the cost and price data,
- Purchase Requisition indicating availability of funding
- Notice of award
- Notice to unsuccessful bidders or offerors and record of any debriefing,
- Record of any protest
- Bid, Performance, Payment, or other bond documents, and notices to sureties
- Required insurance documents, and
- Notice to proceed

Contract Administration File

Where appropriate, the file contains:

- Purchasing Tracking Progress Sheet
- Executed purchased order contract and notice of award
- Bond-related documents (if applicable)
- Insurance documentation
- Post-award correspondence
- Notice to proceed
- Approvals or disapprovals of waivers and deviations
- Modifications and changes in the terms or conditions of the contract, including a rationale for the change, determinations regarding their scope, and cost/price analysis of any price increases or decreases.

In order to ensure a sound and complete agreement, the Purchasing Agent will ensure the *Contract/Purchase Order File Index* is accurate, complete, and included in the master file.

Awards to Responsible Contractors

The GVRTA shall make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed agreement. Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

Methods of Solicitation and Selection

The methods of solicitation and selection allowed within the Federal contractual sphere¹ are listed in § 9 of FTA Circular 4420.1E

Choices:

- micro purchases only for contract amounts less than \$15,000;
- small purchase procedures only for contract amounts less than the simplified acquisition threshold (currently \$349,999);
- sealed bids where:
 - there is a complete, adequate, and realistic specification or purchase description
 - two or more responsible bidders are willing and able to compete
 - the procurement lends itself to a firm fixed price contract and the selection can be made primarily on the basis of price
 - no discussion with bidders is needed after receipt of offers;
- competitive proposals; or
- noncompetitive proposals (sole source) procurement only if the GVRTA can justify not soliciting additional competition in the manner explicitly defined in FTA Circular 4420.1E §9f.
- best value for contracts which indicate that the best value or the proposal which offers the greatest business value based upon an analysis of a tradeoff of qualitative technical factors and price/cost to derive which proposals represents the “best value” to the GVRTA’s procurement.

Micro-Purchases

Procurement by micro-purchases are those purchases under \$15,000. Purchases below that threshold may be made without obtaining competitive quotations if the grantee determines that the price is fair and reasonable. Such purchases are exempt from Buy America requirements. There should be equitable distribution among qualified suppliers, and no splitting of procurements to avoid competition. The Davis-Bacon Act applies to construction contracts over \$2,000.

Minimum documentation required: A determination that the price is fair and reasonable and how this determination was derived must be completed prior to the issuance of an award. This determination shall be placed in the master procurement file for the project or procurement.

Small Purchases

Small purchase procedures are to be used if the services, supplies, or other property cost between \$15,000 and \$349,999. If small purchases procedures are used, price or rate quotations shall be obtained from at least three qualified sources and documentation placed into the master procurement file for the project or procurement prior to the issuance of an award.

Sealed Bids/Invitation for Bid (IFB)

Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

Note: Sealed bids are evaluated for compliance with bid specifications, responsible and responsive bidders, verification of pricing, fund availability, etc.

- (1) In order for sealed bidding to be feasible, the following conditions should be present:
 - a. A complete, adequate, and realistic specification or purchase description is available;
 - b. Two or more responsible bidders are willing and able to compete effectively for the business;
 - c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
 - d. No discussion with bidders is needed.

- (2) If this procurement method is used, the following requirements apply:
 - a. The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time to prepare bids prior to the date set for opening the bids;
 - b. The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services sought in order for the bidder to properly respond;
 - c. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - d. The *Bid Summary Sheet*, *Bid Checklist*, and *Bid Cost Factors Forms* will be placed in the master file;
 - e. A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. When specified in bidding documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest;

- (3) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

- (4) The GVRTA may reject any and/or all bids, if there is a sound documented business reason. The GRVTA rejecting lower bids than the bid being accepted for award must provide a detailed written Determination of Findings outlining the reasons for rejection for inclusion in the master file.

- (5) The sealed bid method is the preferred method for procuring construction if the conditions in paragraph (1) above apply. In determining which proposals is most advantageous, grantees

may award (if consistent with State law) to the proposer whose proposals offer the greatest business value to the Agency based upon an analysis of a tradeoff of qualitative technical factors and price/cost to derive which proposal represents the “best value” to the Procuring Agency. If the grantee elects to use the best value selection method as the basis for award, however, the solicitation must contain language which establishes that an award will be made on a “best value” basis.

Competitive Proposal/Request for Proposals (RFP)

The competitive proposal method of procurement is normally conducted with more than one source submitting an offer or proposal. Either a fixed price or cost reimbursement type contract is awarded. This method of procurement is generally used when conditions are not appropriate for the use of sealed bids (i.e. when descriptions of experience, education, expertise, availability of services, etc, are necessary for evaluation).

If this procurement method is used the following requirements apply:

- (1) Requests for proposals will be publicized.
- (2) All evaluation factors will be identified and included along with their relative importance in the RFP. If scores are based on a uniform scale (i.e. 1-10, or 1-100), it is best to define in advance levels of compliance, skills, or proximity to the ideal that each step of the scale represents. (i.e. a bachelor’s degree is worth 25 points, a master’s degree is worth 50 points, and a doctorate is worth 100 points)
- (3) Proposals will be solicited from an adequate number of qualified sources.
- (4) GVRTA must have a written method in place for conducting technical evaluations of the proposals received and for selecting awardees. This documentation must be submitted to the master file for inclusion.
- (3) Awards will be made to the responsible firm whose proposal is most advantageous to the grantee's program with price and other factors considered. Other factors may include labor rates, specifications, labor hours, and delivery schedule. Documentation of the award justification should clearly identify key determination factors.

Architectural and Engineering Services (A&E)

GVRTA shall use competitive proposal procedures based on the Brooks Act, paragraph 9-5e, when contracting for A&E services as defined in 40 U.S.C. §541 and 40 U.S.C. §5325(d). The Brooks Act is federal policy relating to the selection of firms individuals to perform architectural, engineering, and related services. Other types of services considered A&E services include program management, construction management, feasibility studies, preliminary engineering design, surveying, mapping, and services which require performance by a registered or licensed architect or engineer. The Brooks Act applies regardless of whether federal dollars are supporting the project.

The Brooks Act requires that:

- (1) An offeror's qualifications are evaluated;
- (2) Price must be **excluded** as an evaluation factor;
- (3) Negotiations be conducted with only the most qualified offeror; and
- (4) Failing agreement on price, negotiations with the next most qualified offeror be conducted until a contract award can be made to the most qualified offeror whose price is fair and reasonable to the grantee. This "qualifications based procurement method" can only be used for the procurement of A&E services. This method of procurement cannot be used to obtain other types of services even though a firm that provides A&E services is also a potential source to perform other types of services.

National Intelligent Transportation Systems Architecture and Standards.

When requesting services for transportation system architecture, the Gunnison Valley RTA must ensure all offerors/bidders agree to conform, to the extent applicable, to the Intelligent Transportation System Architecture and Standards under the FHWA final rule, and with FTA Notice, "FTA National (ITS) Architecture Policy on Transit Projects and other subsequent Federal directives that may be issued.

Noncompetitive Proposals (Sole Source).

Sole Source procurements are accomplished through solicitation or acceptance of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. A contract amendment or change order that is not within the scope of the original contract is considered a sole source procurement that must comply with this subparagraph.

- (1) Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and **at least one** of the following circumstances applies:
 - (a) The item is available only from a single source;
 - (b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - (c) FTA authorizes noncompetitive negotiations;
 - (d) After solicitation of a number of sources, competition determined inadequate; or
 - (e) The item is an associated capital maintenance item as defined in 49 U.S.C. §5307(a)(1) that is procured directly from the original manufacturer or supplier of the item to be replaced. The grantee must first certify in writing to FTA: (i) that such manufacturer or supplier is the only source for such item; and (ii) that the price of such item is no higher than the price paid for such item by like customers.
- (2) A cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profit, is required.

Air service contracts are deemed sole service contracts in that service beneficial to the GVRTA district is typically offered only by one airline, or if a different airline, on a negotiated basis or one season basis.

Best Value

Best Value is a selection process in which proposals contain both price and qualitative components, and award is based upon a combination of price and qualitative considerations. Qualitative considerations may include technical design, technical approach, quality of proposed personnel, and /or management plan. The award selection is based upon consideration of a combination of technical and price factors to determine the offer deemed most advantageous and of the greatest value to the GVRTA.

The Traditional Construction Process - Design/Bid/Build

It has been traditional in the construction industry to employ an *architect/engineer (A/E)* to complete a detailed design of the entire project before soliciting bids from construction contractors. This traditional approach is known as *sequential design and construction*. This sequential design/construction approach requires that a detailed design package of the entire project be complete before bids are solicited from construction contractors. Following award of the construction contract, the A/E is often retained by the owner for the construction phase, and

acts as the owner's agent, to inspect the construction work to ensure that the structures are built according to the designs and specifications.

Advantages - A major advantage of the sequential design and construction approach is that complex or one-of-a-kind projects can be thoroughly planned and thought through before construction begins. The traditional approach thus produces, in the design phase of the project, the most accurate estimate of final project costs, and this is an advantage of the traditional technique. If problems are encountered with design aspects for the latter stages of the project, the earlier design features or phases can be modified before any construction work has been done, thus avoiding construction contractor claims and delays.

Another advantage is that the Agency is given a fixed price for completion of the entire project before construction begins. There may also be advantages in obtaining the necessary financing and project approvals. Overall management of the project should also be simplified by this approach.

Disadvantages - *Sequential design and construction* requires a longer time to complete the project than *phased design and construction ("fast tracking")*. And since time pressures are often the most intense issues confronting the Agency, the sequential method may not be feasible. Alternative contracting approaches have arisen to shorten the project completion time. These include *phased design and construction ("fast tracking")*, which often involves the use of a *construction manager*, and *turnkey (design-build)* contracting.

A *Noncompetitive Procurement Justification* and the *Sole Source Cost Analysis* must be completed and submitted for inclusion in the project master file prior to proceeding with this type of procurement.

WRITTEN PROTEST PROCEDURES

A. GENERAL. DEFINITIONS

1, The procedures established hereunder shall be available to contractors for the purpose of handling and resolving disputes relating to procurements hereunder. A protestor must exhaust all administrative remedies hereunder before pursuing a protest in any court of law. Where applicable, any information received under such procedures shall be disclosed to the Federal Transit Administration ("FTA") and a protestor must exhaust all administrative remedies before pursuing a protest with the FTA.

2. The term "contractor" means any person, firm, or corporation, which has contracted or seeks to contract with the Gunnison Valley RTA.

3. The term "hearing officer" shall mean a person, appointed by the Board of Directors of the RTA, to hear and decide allegations made by any contractor relating to procurements hereunder.

4. A "pre-bid or solicitation phase protest" is a written protest received prior to the bid opening or proposal due date.

5- A "pre-award protest" is a protest against making an award and is received after receipt of proposals or bids, but before award of a contract.

6. A "post-award protest" is a protest received after award of a contract.

7. A "performance protest" is a protest received during or after the execution of a contract.

B. FILING OF PROTESTS

1. Pre-Bid Protest

Any Contractor may file a written protest of the procurement procedures involved herein, with the RTA's Executive Director at least five (5) working days before the bid opening or proposal due date.

2. Pre-Award Protest

Any Contractor may file a written protest against the RTA's making of an award after the RTA's receipt of bids or proposals within ten (10) working days after the notification of a conditional award of a contract by the RTA.

3. Post-Award Protest

Any contractor may file a written protest of the procurement procedures involved herein, with the RTA's Executive Director, at least five (5) working days after the date of the RTA's issuance of a contract award to a contractor with respect to any Bid/RFP/RFQ.

4. Performance Protest

Any contractor may file a written protest of the procurement procedures involved herein, with the RTA's Executive Director, at least five (5) working days after the date of the RTA's Decision regarding an issue with respect to the vendor's ability to perform under the terms of the contact.

5. Each protest must clearly state:

- a, The name, address, and telephone number of the protester;
- b. The solicitation/contract number or description thereof.
- c, A statement of all of the grounds upon which the protest is made.

6. Protests are to be in written form and filed by certified mail, return receipt requested or by personal delivery by 4:30pm on or before the due date at:

Executive Director
Gunnison Valley RTA
PO Box 39
507 Maroon Ave.
Crested Butte, CO 81224

If protests are filed by personal delivery, the protestor must obtain a time-stamped

receipt copy of the protest from the GVRTA as proof of the date and time of the filing of the protest. It is the Protester's sole responsibility to provide said copy at the time of filing.

C. HEARING PROCEDURE

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

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

3. The Hearing Officer shall address, in his/her determination, each material issue raised in the protest.

4. The Hearing Officer's determination shall be final and binding upon all parties upon issuance.

5. Within (5) working days from its receipt of the decision of the Hearing Officer, a protester may request reconsideration of the decision, using the same procedure described in Section B.5 above. The request for reconsideration shall be addressed to the Executive Director, Gunnison Valley RTA, PO Box 39, 507 Maroon Ave., Crested Butte, CO 81224. The request for reconsideration shall set forth all of the grounds upon which the request is made.

6. The Hearing officer shall issue a written decision on the request for reconsideration within ten (10) calendar days of receipt thereof and state in the decision the reasons for the granting or denial of the request.

D. REVIEW OF PROTEST BY FTA

1. Where applicable, review of protests by FTA will be limited to the RTA's failure to have or follow its protest procedures, or its failure to review a complaint or protest. An appeal to FTA must be received by the cognizant FTA Regional or Headquarters Office within five (5) working days of the date the protestor knew or should have known of the violation and/or five (5) days after the protestor knows or has reason to know that the RTA has failed to render a final decision. Such appeal must be filed in accordance with all FTA rules and regulations, and Section 7(i j of FTA Circular 4220.1D., as periodically updated. The FTA may allow a request for reconsideration if data becomes available that was not previously known, or if there has been an error of law or regulation. Violations of Federal law or regulation will be handled by the complaint process stated within that law or regulation. Violations of state or local regulations will be under the jurisdiction of state or local authorities.

2. Post-determination protests may include allegations that the RTA failed to have or follow written protest procedures.

Costing and Pricing

Ensuring Most Efficient and Economic Purchase

GVRTA during its annual budget process, should determine the procurement actions necessary to sustain its operations through the fiscal year. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase and to avoid purchase of unnecessary or duplicative items. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach. The GVRTA considers various procurement sources to ensure economical purchases including, but not limited to GSA, State of Colorado, the Colorado Association of State Transit Agencies, and municipal cooperatives, which are expressly authorized by this policy.

Independent Cost Estimates

GVRTA must perform a cost or price analysis in connection with every procurement action, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation (FTA Circular 4420.1E Sec.10). GVRTA must make independent estimates before receiving bids or proposals. These estimates may be obtained from published competitive prices, results of competitive procurements, historical prices and trends, or by estimates or outside estimators.

The *Cost and Price Analysis Form* must be completed prior to issuing any solicitation.

1. Cost Analysis

- a. A cost analysis must be performed when the offeror is required to submit the elements (i.e., Labor Hours, Overhead, Materials, etc.) of the estimated cost, e.g., under professional consulting and architectural and engineering services contracts.
- b. A cost analysis will be necessary when adequate price competition is lacking and for sole source procurements, including contract modifications or change orders, unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or on the basis of prices set by law or regulation.

2. Price Analysis

- a. A price analysis may be used in all other instances to determine the reasonableness of the proposed contract price.

3. Profit

- a. GVRTA will negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed.
- b. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Federal Cost Principles

Costs or prices based on estimated costs for contracts under grants will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal cost principles. The Purchasing Agent may reference their own cost principles that comply with applicable Federal cost principles.

Cost Plus Percentage of Cost Prohibited

The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

Full and Open Competition

The principle of full and open competition has one primary and two secondary purposes. The primary purpose is to obtain the best quality and service at minimum cost. In other words, to get the best buy. The secondary purposes are to guard against favoritism and profiteering at public expense and to provide equal opportunities to participate in public business to every potential offeror.

GVRTA must conduct all procurement in a manner providing full and open competition. This policy assures that all responsible bidders are permitted to compete for the procurement. In the case of sole or single source procurement, justification for use of the source must be documented. Also see Sole Source Contracting Section.

Contracts with a value of more than \$350,000 shall be awarded by sealed bid or by the competitive and noncompetitive proposal process unless there is an explicit exception.²

GVRTA must refrain from the following practices, which are deemed restrictive of competition:

- a. Unreasonable requirements placed on firms in order for them to qualify to do business;
- b. Unnecessary experience and excessive bonding requirements;
- c. Noncompetitive pricing practices between firms or between affiliated companies;
- d. Noncompetitive awards to any person or firm on retainer contracts;
- e. Organizational conflicts of interest;
- f. Restrictive use of brand names;
- g. Any arbitrary action in the procurement process; and
- h. Geographic preferences.³

² - FTA Circular 4220.1E §9, 49 CFR

³ - Geographic preference is permitted in certain narrow situations, including principally where part of a legal licensing requirement and for architects and engineers; FTA Circular 4220.1E, §8.b.

GVRTA must keep meticulous procurement and contract files.

Bonding Requirements

For those construction or facility improvement contracts or subcontracts exceeding \$100,000, FTA may accept the bonding policy and requirements of the grantee, provided FTA determined that the policy and requirements adequately protect the Federal interest. FTA has determined that grantee policies and requirements that meet the following minimum criteria adequately protect the Federal interest. Please refer to the FTA Bonding Requirements paragraph 11, as cited below.

- a. A bid guarantee from each bidder equivalent to five (5) percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified;
- b. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract; and
- c. A payment bond on the part of the contractor. A payment bond is one executed in connection with a contract to assure payment, as required by law, of all persons supplying labor and material in the execution of the work provided for in the contract. Payment bond amounts determined to adequately protect the federal interest are as follows:
 - (1) Fifty percent of the contract price if the contract price is not more than \$1 million;
 - (2) Forty percent of the contract price if the contract price is more than \$1 million but not more than \$5 million; or
 - (3) Two and a half million dollars if the contract price is more than \$5 million.
- d. A Grantee may seek FTA approval of its bonding policy and requirements if they do not comply with these criteria.

For non-federally funded or assisted projects, the GVRTA shall be bound by Sections 38-26-105 and 38-26-106, C.R.S.

Brand Name or Equals

Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not contain features unduly restricting competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used.

GVRTA shall use a "brand name or equal" description only when it cannot provide an adequate specification or more detailed description, without performing an inspection and analysis, in time for the acquisition under consideration. Further, minimum needs must be clearly set forth with those salient physical and functional characteristics of the brand name product in the solicitation.

Conflicts of Interest

Employees or agents of the GVRTA are prohibited from participating in the selection, award, or administration of contracts or sub-agreements supported by federal funds if a real or apparent conflict of interest exists.

The following language must be included in all RFPs for design and evaluation services covered under this section. This statement prohibits contractors from bidding on follow-up (add on) construction work resulting from the design.

"In order to prevent real or apparent conflicts of interest, the GVRTA prohibits contractors that have participated in FTA-funded design or evaluation services from bidding on any resulting construction work, services, or capital equipment purchases. All specifications prepared by design

consultants must be written in such a manner that any reasonable, competent contractor could understand the requirement and perform the work”

Geographic Preferences

GVRTA shall conduct procurements in a manner that prohibits the use of statutory or administratively imposed in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. This does not preempt State licensing laws. However, geographic location may be a selection criterion in procurements for architectural and engineering (A&E) services, provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Written Selection Procedures

To ensure all procurements are awarded in a fair and equitable manner, all solicitations shall:

- a. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.
- b. Identify all requirements that offerors must fulfill and all other factors to be used in evaluating bids or proposals.

Evaluators and reviewers must follow the established criteria when rating the proposals.

Prequalification of Bidders

GVRTA shall ensure that all lists of prequalified persons, firms, or products that are used in acquiring goods and services are current and include enough qualified sources to ensure maximum full and open competition. In addition, the GVRTA shall not preclude potential bidders from qualifying during the solicitation period, which is from issuance of the solicitation to its closing date.

Advertising and Publicizing Solicitation

IFBs and RFPs must be publicly advertised and publicized (respectively) at least fourteen (14) days prior to the solicitation's due date. A longer time period is suggested for larger, more complex procurements.

Outreach efforts must be made using diverse resources such as the Internet and mailing lists coupled with widely circulated publications.

IFBs must be issued with sufficient time to prepare bids prior to the date set for opening the bids. Further, the invitation for bids will include any specifications and pertinent attachments and shall properly define the items or services sought in order for the bidder to properly respond. RFPs must identify all evaluation factors along with their relative importance.⁴ The Purchasing Agent shall place copies of all advertising and publicized solicitation material in the related master file.

⁴ - While the IFB requirements of § 9.c.(2) are good practices for both IFBs and RFPs, the evaluation criteria requirement of §9.d.(1) is relevant only to RFPs and is discussed in Section 4.5.1, "Solicitation & Receipt of Proposals."

Contractor Information Form

In accordance with 40 CFR §26.11, the Gunnison Valley RTA shall collect information on the availability of Disadvantaged Business Enterprise (DBE) contractors that seek to work on federally assisted contracts.

Each contractor responding to such a solicitation shall complete the Contractor's Information Form, providing the following data on each contractor and subcontractor:

- a. Firm name;
- b. Firm address;
- c. Firm's status as a DBE or non-DBE;
- d. Age of the firm; and
- e. Annual gross receipts of the firm.

Pre-Bid and Pre-Proposal Conferences

Pre-bid and pre-proposal conferences are generally used in complex acquisitions as a means of briefing prospective offerors and explaining complicated specifications and requirements to them as early as possible after the solicitation has been issued and before offers are received. This is also an open forum for potential respondents to address ambiguities in the solicitation documents that may require clarification. Notice of the conference is included in the solicitation at the time of issuance.

Evaluations of Bid Alternates

When bid alternates are included in a bid or proposal document, these alternates must be evaluated as part of the overall bid. This evaluation must be in a written narrative detailing the contract award and takes the alternate into account in reaching a procurement decision. This evaluation must be documented prior to proceeding with the procurement.

Exercise of Bid Alternates

Bid Alternates may not be exercised unless it is in accordance with the terms and conditions stated in the initial contract. In addition, the GVRTA must have made a determination that the alternate price is better than the market price or that the option price is more advantageous. Full written documentation supporting this determination must be submitted to the master file.

Types of Contracts

General

All FTA related procurements must use the *Contract/Purchase Order File Index Forms* as provided in the appendix. These checklists will be used by the Purchasing Agent to ensure contract clauses and federal flow-down language are included in each contract as required.

Fixed Price v. Cost Reimbursement

Procurement by the Sealed Bid/Invitation For Bids (IFB) method when certain conditions are present.

Among those listed is the condition that:

- a. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- b. Paragraph 9.d of FTA Circular 4420.1E authorizes procurement by the Competitive Proposal/Request for Proposals (RFP) method and either a fixed price or cost reimbursement type contract may be awarded.
- c. Paragraph 7.i of FTA Circular 4420.1E requires that GVRTA must document its reasons for selecting the contract type as a part of the written record of procurement history.
- d. Paragraph 10.e of FTA Circular 4420.1E prohibits the cost plus a percentage of cost method of contracting.

There are two broad categories of contract types: fixed-price contracts and cost-reimbursement contracts. Within these two families of contract types there are a number of subtypes offering differing degrees of incentives. At the extremes are the firm-fixed-price contract, in which the contractor has complete responsibility for the costs of performance and the resulting profit or loss, and the cost-plus-fixed-fee contract, in which the contractor has virtually no risk for performance costs and the fee (profit) is fixed.

Between these two extremes are the various incentive-type contracts where the degree of cost risk and profit incentive can be tailored to meet almost any specific program situation.

Fixed-price contracts

These contracts are appropriate for acquiring commercial items, or for supplies or services which can be clearly defined with either performance/functional specifications or design specifications, and where performance uncertainties do not impose unreasonably high risks upon the contractor.

Cost-reimbursement contracts

These contracts are one in which the GVRTA does not contract for the performance of a specified amount of work for a predetermined price, but agrees instead to pay the contractor's reasonable, allocable and allowable costs of performance regardless of whether the work is completed. The GVRTA assumes a high risk of incurring cost overruns, while the contractor has almost no risk of financial losses.

Cost-type contracts are suitable when (a) there is an inability to accurately describe the work to be done, or (b) there is an inability to accurately estimate the costs of performance. If either of these conditions is present, the cost-reimbursement contract is the proper type of contract.

Cost-type contracts are ideally suited to complex requirements because the parties can devote their attention to accomplishing the work rather than on the claims process, which will be significant on larger, complex projects.

Time and Materials Contracts

GVRTA will use time and materials contracts only:

- (1) After a determination that no other type of contract is suitable; and
- (2) The contract specifies a ceiling price, and the contractor shall not exceed that price except at its own risk.

Labor / Hour Contracts

Labor / hour contracts are a variation of the time and materials contract, differing only in that materials are not supplied by the contractor. This type of contract should be used only when no other would be suitable. The determination and decision needs to be documented when using this type of contract.

Cost Plus Percentage of Cost Contracts (CPPC)

The FTA Circular 4420.1E clearly prohibits the use of this contracting method.

Out of Scope Changes

An “out of scope change” is a contract amendment or change order that is not within the scope of the original contract is considered a sole source procurement. Please use the sole source policies for this type of action. FTA Circular 4220.1E, paragraph 9(f).

Contract Term Limitation

The GVRTA shall not enter into any contract for rolling stock or replacement parts with a period of performance exceeding five (5) years inclusive of options. All other types of contracts (supply, service, leases of real property, revenue and construction, etc.) will be based on sound business judgment. Length of contracts shall be for not more than the amount of time required to accomplish the purpose of the contract, and will also include consideration for competition, pricing, fairness, and public perception.

Once a contract has been awarded, an extension of the contract term length that amounts to an out of scope change, will require a sole source justification.

Revenue Contract

Revenue contracts are those third party contracts whose primary purpose is to either generate revenues in connection with a transit related activity, or to create business opportunities utilizing an FTA funded asset. FTA requires these contracts to be awarded utilizing competitive selection procedures and principles. The extent of and type of competition required is within the discretionary judgment of the GVRTA.

Tag-ons

The use of tag-ons, or the addition of work including supplies, equipment or services, that is beyond the scope of the original contract that amounts to a cardinal change as generally interpreted in Federal practice by the various Boards of Contract Appeals, is prohibited and applies to the original buyer as well as to others. In scope “tag-on” changes are not considered tag-ons.

Piggybacking

Piggybacking is an assignment of existing contract rights to purchase supplies, equipment or services.

Piggybacking is permissible when the solicitation document and resultant contract contain an assignability clause that provides for the assignment of all or a portion of the specified deliverables as originally advertised, completed, evaluated, and awarded. If the supplies were solicited, competed and awarded through the use of an indefinite-delivery-indefinite-quantity (IDIQ) contract, then both the solicitation and contract award must contain both a minimum and a maximum quantity that represents the reasonably foreseeable needs of the party(s) to the

solicitation and contract. If the GVRTA and another party jointly solicit and award an IDIQ contract, then there must be a total minimum and maximum.

If the GVRTA desires to contract with another party on a Piggyback assignment, the option must be requested in advance in writing and an approval letter for the Option received from the Contract Holder confirming the option assignment into the master file prior to the procurement advancing.

E-Commerce

E-Commerce is an allowable means to conduct procurements. If an E-Commerce solicitation will be utilized, full and open competition must be addressed in compliance with the Federal Circular 4200.1E. A written procedure will be required prior to use of E-Commerce.

Payments

Advance Payments

FTA does not authorize, and will not participate in funding payments to a contractor prior to the incurrence of costs by the contractor unless prior written concurrence is obtained from FTA.

Progress Payments

Grantees may use progress payments provided the following requirements are followed:

- (1) Progress payments are only made to the contractor for costs incurred in the performance of the contract.
- (2) The grantee must obtain adequate security for progress payments adequate security may include taking title, letter of credit or equivalent means to protect the grantee's interest in the progress payment.

Contract Provisions

All contracts shall include provisions to define a sound and complete agreement. In addition, contracts and subcontracts shall contain contractual provisions or conditions that allow for:

- a. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, including sanctions and penalties as may be appropriate. (All contracts in excess of the small purchase threshold.)
- b. Termination for cause and for convenience by the GVRTA or subgrantee including the manner by which it will be affected and the basis for settlement. (All contracts in excess of \$10,000.)
- c. Contracts with a value of \$150,000 or higher shall require a 5% retainage of each progress payment made.

Liquidated Damages Provisions

The GVRTA may use liquidated damages if it may reasonably expect to suffer damages (increased costs on project involved) from late completion and the extent or amount of such damages would be difficult or impossible to determine. In order to obtain liquidated damages, the GVRTA must suffer an actual loss. The amount of liquidated damages must be reasonable in light of the loss suffered. The assessment for damages shall be at a specific rate per day for each day of overrun in contract time; and the rate must be specified in the third party contract. Any liquidated damages recovered shall be credited to the project account involved unless the FTA permits otherwise.

Architectural and Engineering Services Conflicts of Interest

The following language must be included in all RFPs for design and evaluation services covered under this section. This statement prohibits contractors from bidding on follow-up (add on) construction work resulting from the design.

“In order to prevent real or apparent conflicts of interest, the GVRTA prohibits contractors that have participated in FTA-funded design or evaluation services from bidding on any resulting construction work, services, or capital equipment purchases. All specifications prepared by design consultants must be written in such a manner that any reasonable, competent contractor could understand the requirement and perform the work.”

Buy America

As a condition of responsiveness to bidding for procurements of rolling stock, iron, steel, or manufactured products greater than \$150,000 the bidder must submit with the bid or offer, a completed Buy America certificate in accordance with Part 661.6 for steel, iron, and manufactured products, or Part 661.12 for rolling stock (including train control, traction power, and communication equipment). Once submitted the bidder is bound by the certification provided. If the bidder does not submit a certification, the bid shall be considered non-responsive. If the bidder executes certification that it cannot comply but may be eligible for an exception, then the GVRTA shall review the circumstances and determine if it should request a waiver from the FTA. There are specific instances included in the regulations for waiver of Buy America provisions including that it is in the public’s best interest, that there are no U.S. products available, or there is a 25 percent price difference between the foreign and domestic products. See FTA’s Buy America web page for additional information on requirements.

http://www.fta.dot.gov/legal/buy_america/14456_ENG_HTML.htm **Lobbying**

Contractors who apply or bid for an award of \$100,000 or more must file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each level of FTA fund recipient certifies to the level above it 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, 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 FTA fund recipient must 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 specific Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from each level of fund recipient to the next level of fund recipient until it reaches the grantor. See “Lobbying” as provided in <http://www.fta.dot.gov/library/admin/BPPM/appA1.html#BM10>.

APPROVAL AUTHORITY FOR ANY METHOD OF PROCUREMENT

The following summarizes the approval authority for all GVRTA purchases:

\$0-\$99,000	GVRTA Executive Director
\$100,000 and above	GVRTA Board of Directors

A contractor providing vehicle maintenance and repair under a Service Agreement with the GVRTA may requisition parts, fluids, and other items from vendors approved by the Executive Director for amounts less than \$15,000 per purchase on a GVRTA account with the vendor.

Approval from the GVRTA Executive Director is required for amounts over \$15,000 or to use other vendors. All invoices shall be reviewed and approved by the Executive Director before payment.



MEMO

June 26, 2026 Board Meeting Packet

To: GVRTA Board of Directors

From Scott Truex, Executive Director

Re: Re-authorization for the GVRTA Executive Director to electronically sign grant contracts with CDOT

Board Members,

In May of 2020 the Board of Directors granted authorization for me, as the Executive Director, to electronically sign grant contracts with CDOT, and I have since executed 13 grants on behalf of the RTA. The only person that is still on the board from that time is Steve Morris, so I thought it would be prudent to re-confirm with you that this is still an action you are comfortable with me performing.

Grant contracts are managed through the CDOT web portal, COTRAMS and I am the authorized user of the portal, and therefore I am sent the contracts when they are ready for a signature. In most cases, the contracts are the same year after year. When I receive a new contract, I make sure that there are no substantial changes from previous ones, double check the funding source, funding amounts, milestones, and total contract amounts, and if they are all correct, I go ahead and sign the contract electronically. Every once in a while, as with the CTE grant since it is from a new funding source, there are changes to the form of the contract and I ask Kathy to review the contract before I sign it.

An alternative course of action would be to have the Board Chair become a second authorized user on COTRAMS and give them authority to execute the contracts. However, I do think this could be a bit cumbersome since it would mean changing authorized users in the web portal each time a new Chair is appointed and each Chair would need to learn at least part of the COTRAMS system.

A third option would be to have the Board review each contract and make motions authorizing the signing of each grant.

I am open to any of the alternatives, but for simplicity, my recommendation is to continue to follow the process we have currently in place, and therefore, I request a ***motion to authorize the GVRTA Executive Director to continue to electronically sign grant contracts with CDOT using DocuSign.***

I look forward to discussing this with you on Friday.

Thank you,
Scott Truex
Executive Director



MEMO

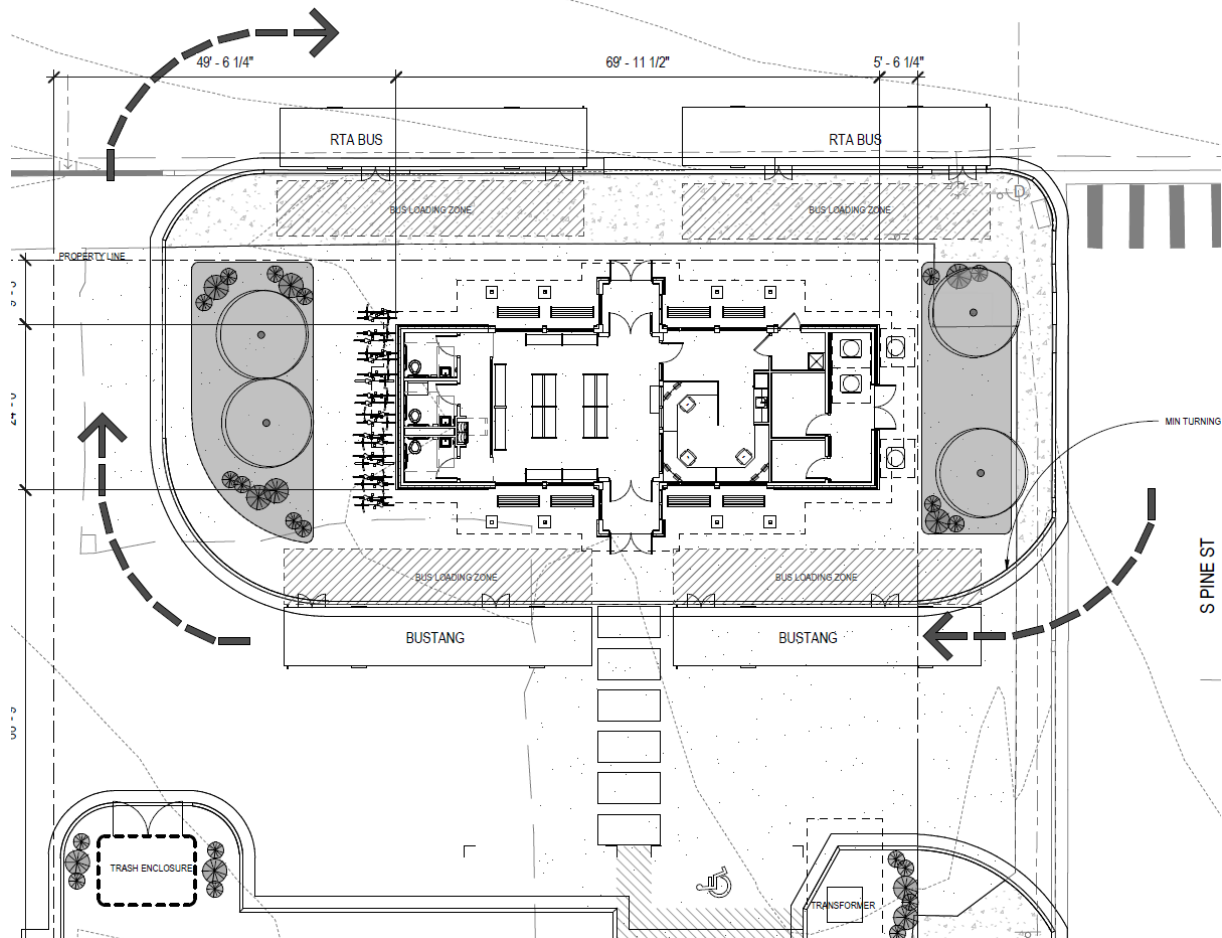
June 26, 2026 Board Meeting Packet
To: GVRTA Board of Directors
From: Scott Truex, Executive Director
Re: Transit Center project update

Board Members,

The Design Committee met with the architects on June 10th and approved the sketch plan below to move forward towards budgeting. The building is about 1,570 square feet. This is a bit larger than we expected due to the needs of the mechanical spaces. We also discussed materials for the building, which will help to get a more accurate estimate of cost.

We should have a first budget estimate in time for the August meeting and we will bring it to you then. I anticipate that we may be above our initial budget, but we won't know until we get the estimate.

Site Plan





MEMO

June 26, 2026 Board Meeting Packet
To: GVRTA Board of Directors
From Scott Truex, Executive Director
Re: New Six-Points Artwork

Board Members,

Six Points has revised their artwork request for installation on the windows of buses 507, 508, and 509. The new artwork is below and if you approve, I request a motion **to authorize approval of the revised Six Points bus window art as presented.**

Where thrifting enhances lives!



JAILHOUSE
Collections

1160 N. Main St., Gunnison. CO | 409 2nd St., Crested Butte, CO
970-641-3081

Thank you,
Scott Truex
Executive Director

Gunnison Valley Corridor Plan

Comprehensive Corridor Plan and Transportation Strategy

Project Overview

Develop a Comprehensive Corridor Plan and transportation strategy for the Colorado Highway 135 (CO 135) corridor from Gunnison to Mt. Crested Butte integrating land use, transportation demand management, multimodal mobility options, utilities, housing, recreation, schools, and environmental protection into a unified long-term vision for the region and land use regulations for unincorporated Gunnison County.

Key Outcomes:

- Tool for updating County plans and regulations
- High-level policy guidance to inform regional plans and regulations for partner agencies

Project Structure and Cooperative Decision-Making

This project is led by Gunnison County with help from a consultant team, led by HDR and including GBSM and Community Planning Strategies (CPS).

Gunnison County Communications Resources

Project Manager

The Gunnison County Project Manager is Hillary Seminick

- hseminick@gunnisoncounty.org
- 970.641.7925

Project Web Site

gunnisoncounty.org/corridorplan



Mailing List | Constant Contact

<https://lp.constantcontactpages.com/sl/aYOPxuq/GVCP>



Project Advisory Committee

The PAC is a staff-level advisory group, non-decision-making, with one primary representative from each partner entity. Each entity may have more than one representative on the PAC, however only one person shall be designated as the Primary Representative for each entity that is responsible for maintaining communications with their entity and the PAC, meeting deadlines, reviewing documents, and other duties to be defined in the Project Charter. The PAC is staffed by representatives from each partner entity:

- Gunnison County
- City of Gunnison
- Town of Crested Butte
- Town of Mt. Crested Butte
- Mountain Express
- Gunnison Valley Regional Transportation Authority (RTA)
- Crested Butte (CB) South Property Owners Association (POA)

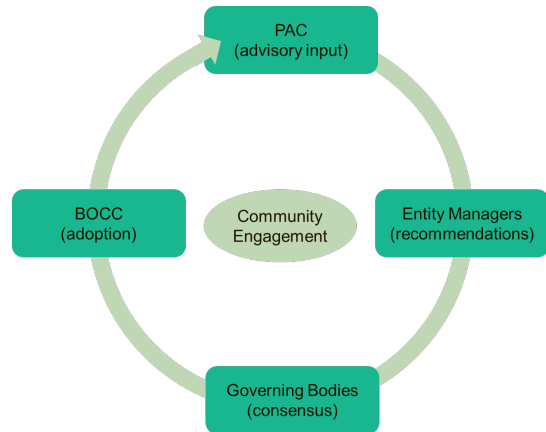
Interjurisdictional Cooperative Decision-Making Process

Step 1: Advisory – PAC: Staff-level input on key plan elements and “regionally significant” topics, e.g. corridor-wide policy recommendations.

Step 2: Recommendations – Managers: Involve entity managers to ensure alignment for recommended plan of action.

Step 3: Consensus – Governing Bodies: Recommendations provided as informal staff updates to the respective governing bodies.

Step 4: Adoption – BOCC: Pre-vetted issues come before the BOCC for formal decision-making.



Community Engagement is central to the process and happens throughout.

Roles and responsibilities that shape the Interjurisdictional Cooperative Decision-Making Process will be defined by the Project Charter.

PAC Project Charter and Guiding Principles

The Project Charter, created in Phase I of the project, establishes how the participating partners work together, make decisions, and share information.

Charter components:

1. Roles and Responsibilities
2. Intended Outcomes and Shared Goals
3. Communication and Issues Management
4. Documenting Feedback and Making Decisions

PAC Roles and Responsibilities

- **RACI Matrix:** A matrix of who is Responsible/Accountable/Consulted/Informed will be developed with the PAC for key activities/workstreams to maintain consistent information sharing and alignment across the partner entities
- **Consistent Briefings:** Elected leadership from each jurisdiction should expect regular updates from their PAC representatives at key planning milestones

- **Policy Direction:** Provide timely feedback at regionally significant milestones:
 - Shared Vision: Affirm alignment and commitment to shared project goals and regional values before technical work begins
 - Scenario Planning: Review and respond to potential corridor scenarios before a preferred approach is selected
 - Plan Finalization: Weigh in on the draft plan before it is finalized, including areas of agreement and concern, as well as implementation strategies/priorities

- **Commitment of Staff Time:** Recurring biweekly virtual meetings (60-90 min) and quarterly in-person meetings (2 hours) will be convened throughout the course of the project to facilitate intergovernmental coordination

- **Two-Way Coordination:** Each PAC rep is responsible for providing timely project input and communicating internally within their respective organization

Intended Outcomes and Shared Goals

Phase 1 of this project will focus on building trust, finding common ground, and establishing a framework for compromise that will carry through all phases of the project. Phase I components will be developed and agreed upon by the PAC.

Phase 1 deliverables will:

- **Define Success and Decision-Making Process:** Confirm how the plan is evaluated and establish roles/responsibilities for cooperatively taking recommendations to decisions.

- **Develop Project Management and Control Plan:** Alignment on scope, schedule, partner communications protocols, intergovernmental coordination, and issues management.

- **Establish Community Engagement Strategy and Participation Plan:** Clear and predictable processes for consistent and repeatable engagement at the appropriate levels and forums – the community engagement plan will identify how partner jurisdiction and community feedback is gathered and incorporated at each planning phase/milestone.

Communication and Issues Management

Unforeseen issues and differences of opinion are going to be a part of this process. Acknowledging how we proactively identify and collaboratively resolve tensions is central to success of the project.

- **Shared Communication Framework:** Consistent communication is mandatory for genuine regional collaboration and coordinated decision-making:
 - Within Organizations: PAC members have equal access to a consistent toolkit of communication materials for internal communications (the appropriate level of internal communication is at the discretion of the respective Primary PAC Representatives)
 - Elected Officials and Leadership: PAC members will also be responsible for using the communications toolkit to consistently brief their governing bodies and prevent leadership from being caught off guard
 - Community-Wide: The project’s communications toolkit will provide each jurisdiction with resources for ensuring consistent and transparent engagement across the valley – a single communications toolkit will be provided to help each jurisdiction share the story of the corridor plan in daily conversations, resulting in a unified, consistent, and transparent message about the plan.
- **Issues Management:** The PAC provides a forum for reconciling staff-level concerns and preventing surprises that can become larger issues. As such, the PAC will discuss and provide feedback related to any material scope/schedule changes.
 - Resolution Process: In the event alignment cannot be reached at the PAC/staff level, each entity’s leadership will have the opportunity to timely document their respective positions at each planning phase/milestone and prior to finalizing project direction.

Documenting Feedback and Making Decisions

The groundwork built in Phase 1 will create a shared understanding of the process that will be consistently drawn upon so that feedback, and how it informs decision-making, is clearly documented and accessible.

- **Transparent Process:** The PAC will meet biweekly to document and stay aligned on how partner and community input is informing the planning process.

- **Review and Feedback Protocol:** If a jurisdiction does not provide feedback within an agreed timeline, it may not be incorporated. This is not punitive. Meaningful participation requires active engagement. Each entity's governing body will have the opportunity to provide feedback during each planning phase. The respective Primary PAC Representatives are responsible for submitting written comments to the County.
- **Definition of Regional Significance:** Elements of the plan that would directly affect a partner jurisdiction's land use regulations, including corridor-wide scenarios and policy recommendations.
- **Endorsement versus Adoption:** Each jurisdiction will not be asked to adopt the plan but rather participate in developing a process that provides a shared vision and can be endorsed to guide future jurisdiction-specific implementation efforts.
- **Minority Reports:** If consensus cannot be reached on a regionally significant topic, each jurisdiction will be afforded the opportunity to document their position in advance of the BOCC adoption process.

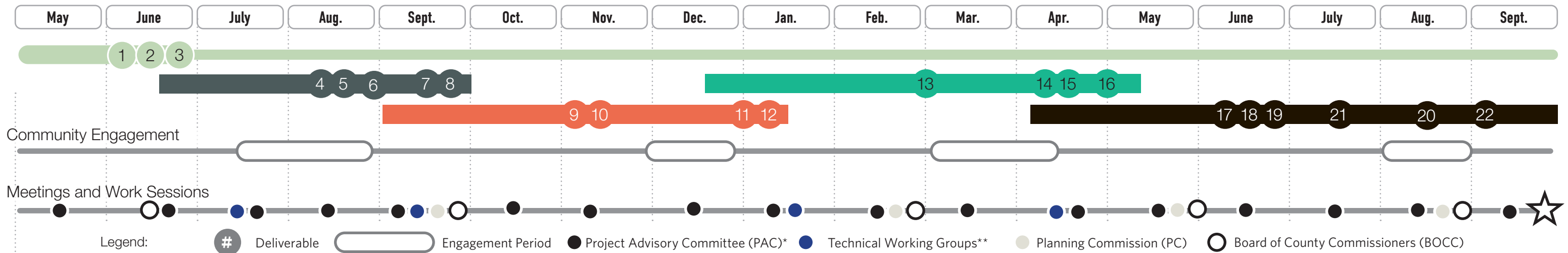
Consensus, Endorsement and Adoption:

The final plan will be adopted by the BOCC. Each entity will have the opportunity to choose to endorse the plan within their jurisdiction.

Project Milestones

Project Phases, Tasks, Deliverables, and Engagement Opportunities by Proposed Completion Schedule

Phase 1: Set Up for Success	Phase 2: Project Discovery	Phase 3: Exploring the Future	Phase 4: Aligning on Direction	Phase 5: From Vision to Action
Tasks 1.1 Project Management and Quality Control 1.2 Confirm Project Goals, Measures of Success, and Decision-Making Framework 1.3 Plan for Engagement and Collaboration	2.1 Establish baseline existing conditions 2.2 Identify Constraints, Opportunities, and Areas of Sensitivity 2.3 Create Shared Values and Case for Action	3.1 Generate Corridor-Wide Scenarios 3.2 Evaluate Scenarios Using Performance Metrics 3.3 Test Implications and Tradeoffs	4.1 Create Preferred Corridor Approach 4.2 Stress-Test the Preferred Direction 4.3 Develop Preliminary Policy Guidance	5.1 Develop Implementation Strategies and Phasing 5.2 Identify Funding and Partnership Strategies 5.3 Prepare Adoption-Ready Materials
Deliverables 1. Project Management and Quality Control Plan with Refined Schedule and Milestone Matrix 2. Engagement Strategy and Participation Plan, includes PAC charter 3. Project Goals, Measures of Success, and Decision-Making Framework	4. Development, Process, and Code Assessment 5. Peer Analysis Memo 6. Phase 2 Engagement Summary 7. Corridor Constraints, Opportunities, and Areas of Sensitivity Map 8. Project Fact Book and Case for Action	9. Corridor Scenario Framework and Visualization 10. Scenario Evaluation Matrix and Tradeoff Analysis 11. Possible Futures Technical Memorandum 12. Phase 3 Engagement Summary	13. Preferred Corridor Alternative 14. Draft Corridor Policies and Guidelines 15. Access, Growth, Conservation Concept Maps 16. Phase 4 Engagement Summary, includes Stakeholder and Decision-Maker Alignment Summary	17. Implementation and Phasing Matrix 18. Action Plan with Roles and Responsibilities 19. Code and Regulatory Process Recommendations 20. Long-term Interactive GIS Map 21. Draft SH 135 Comprehensive Corridor Plan 22. Final SH 135 Comprehensive Corridor Plan
Engagement Activities <ul style="list-style-type: none"> Project Listening Sessions (BOCC, Planning Commission, County Staff, and Partner Agency Staff) Establish Project Advisory Committee (PAC) and Kick-off meeting Set up project web site 	<ul style="list-style-type: none"> Identify Technical Working Groups Community Listening Sessions Online and In-Person Project Input Opportunities - Focus on needs and issues PAC Meetings BOCC and PC Work Sessions 	<ul style="list-style-type: none"> Interactive Online and In-Person Activities - Focus on tradeoffs and desired future PAC Meetings Technical Work Group Sessions BOCC and PC Work Sessions 	<ul style="list-style-type: none"> Online and In-Person Project Input - Focus on strategies and priorities PAC Meetings BOCC and PC Work Sessions Technical Work Group Sessions 	<ul style="list-style-type: none"> Community Communication - Focus is showing how feedback is integrated and communicating next steps PAC Meetings BOCC and PC Work Sessions



*PAC meets 1 to 3 times per month.

**Technical Working Groups will consist of applicable PAC members, technical experts, and other key stakeholders who will work collaboratively to resolve specific project challenges, i.e., traffic analysis, housing goals, land use, and environmental considerations. TWGs bring multiple perspectives to the table, which leads to improved technical quality; faster and better decision-making; stakeholder buy-in and transparency; and efficient information sharing. TWG recommendations will be reviewed by the PAC.



MEMO

June 26, 2026 Board Meeting Packet

To: GVRTA Board of Directors

From Scott Truex, Executive Director

Re: Contract Extension with Destination Systems

Board Members,

We entered into a new contract for services with Destination Systems, LLC to operate our Commuter Bus service last year. The contract began on November 1st and is for a one-year period. The contract has six options to renew for one year each and it automatically renews for the next year unless we notify Destination Systems by June 30th that we choose not to exercise the option.

I believe that Destination Systems has done a good job operating the system and that they have been a good partner. They helped us by using their resources to keep the system rolling when we had issues with the CNG fueling station last winter and have responded to all of our requests for service improvements.

The current contract will cost approximately \$3.4 million for operations in 2026 and the renewal will increase costs due to the inflation index as well as the planned increase in service starting in April, 2027. The schedule change will increase our operating miles by about 17% in 2027 over 2026. I anticipate that this will result in payments of approximately \$3.9 million in 2027 under the contract extension. Some of this increase will be offset by the CTE operations grant funding which we will start receiving next year.

My recommendation is that the Board of Directors take no action thereby allowing the contract to renew. If you choose to do so, this extension would run from November 1, 2026 through October 31, 2027. If you agree, we don't need to do anything at this time and we will review the possible extension of the contract again next year.

I look forward to hearing your thoughts on Friday.

Scott Truex,
Executive Director
Gunnison Valley RTA



MEMO

June 26, 2026 Board Meeting Packet

To: GVRTA Board of Directors

From Scott Truex, Executive Director

Re: Authorization for the Executive Director to sign a contract with Davey Coach to purchase three 30 passenger buses

Board Members,

As you are aware, we were awarded a grant contract through the Clean Transit Enterprise fund in the amount of \$734,000 to purchase three 30-passenger buses to expand our service next year. The contract for this grant was executed last week.

I believe that our best option is to purchase the vehicles from Davey Coach through a contract with the Denver Regional Council of Governments (DRCOG). DRCOG has completed a contract with Davey Coach to allow agencies to buy buses of the size we are looking for.

DRCOG is the lead agency of a joint purchasing consortium that the GVRTA joined last fall prior to the procurement for this contract. Since I knew we were likely going to be purchasing this type of vehicle, I thought it prudent to add our agency to this consortium so that we would have this option. Therefore, the GVRTA already has authority and approval to purchase off of the contract and use Davey Coach as our provider. This is similar to the process we used to purchase our first eight MCI coaches using a joint procurement with a contract led by RFTA. This process meets all FTA requirements.

I recommend that we move forward by asking CDOT for Purchase Authorization for this method of purchase. The vehicles should cost less than \$350k each and therefore the total should be no more than \$1,050,000.

If you agree, I would request a ***motion to authorize the GVRTA Executive Director to enter into a contract with Davey Coach to purchase three 30 passenger Body on Chassis buses using CTE and local funding through the DRCOG contract for an amount not to exceed \$1,050,000 in total after receiving Purchase Authorization from CDOT.***

Thank you,
Scott Truex
Executive Director



MEMO

June 26, 2026 Board Meeting Packet

To: GVRTA Board of Directors

From Scott Truex, Executive Director

Re: Core Commuter Bus Service Levels

Board Members,

At the retreat in April, you asked me to identify and share what I believe are the core commuter bus service needs of the community. I took this request as essentially asking the question “What is the minimum required bus service necessary to be effective and viable for the community?”

After analyzing the data, discussing this with you and with other community members, and thinking through what our bus service means to the community, I’ve concluded that the definition of core bus service levels for the RTA Commuter Bus include:

- Being able to meet the community’s expectations.
- Making sure our passengers’ can get to and from their destinations when they need to.
- Keeping the service viable from an operations perspective.

Using these metrics, I believe that the core commuter bus service levels that we need to provide are running the bus on half-hour headways year-round and decreasing the headways to fifteen minutes during peak times in the winter season. This also happens to be the current level of service that we are providing.

It is possible to reduce the service to less than half-hour headways in the spring and fall, but that means restaffing at the beginning of both the summer and winter seasons. This has proven difficult in the past and that is one of the reasons that we currently have only two schedule changes.

Almost every season when we have had to increase the schedule, we have had hiccups in the new schedule due to struggles with finding enough drivers. Adding consistency to the schedule allows for more stable employment and decreases uncertainty for both our passengers and drivers.

Another option I’ve considered was running the same half-hour schedule year-round. However, this just doesn’t provide enough service in the winter to accommodate our passengers getting to and from work.

I analyzed the raw data from January, 2024 to determine how many people would not have been able to board the bus if we not run the 15-minute headways during peak times. I chose

January, 2024 since this was our peak month for ridership while we were running the fifteen-minute peak headway schedule.

If we had not provided peak-time 15-minute headways in January, 2024, we would have left approximately 4,557 passengers at our bus stops during that month. There was not a single day where we would have been able to accommodate everyone who wanted to board the bus. On January 24th, we would have disrupted the least amount of people by only leaving 71 passengers behind. The worst performing day under this metric would have been on January 14th when over 470 passengers wouldn't have been able to board the bus when it arrived.

The concept of providing free bus service includes attempting to capture passengers who have options for travel besides using the bus. These are called "choice riders". If the option of riding the bus is not easy, predictable, safe, and convenient, then choice riders will most often choose other options.

The numbers above show that 15-minute service is imperative during the peak times in the winter. Every time a choice passenger is unable to board the bus, they have a negative experience and are less likely to use the system in the future.

Therefore, in my opinion, the core minimum commuter bus service level required by the community to be effective and viable is half-hour headways year-round with the addition of 15-minute headways during peak times in the winter.

This level of service will cost approximately \$4.85 million to provide in 2026, so this should be the minimum amount budgeted for bus operations (management, fuel, R&M, and purchased services) annually.

I would like to note that we are planning to increase service beyond these levels in the near future and as we do so, the core service level may well ramp up to the new levels that we provide. As we provide more service, more people will likely count on the GVRTA's commuter bus service, expectations will increase, more choice riders will choose the bus, and we will likely be held to higher standards for service going forward.

I look forward to hearing your questions and to our discussion regarding core bus service levels at the meeting on Friday.

Thank you,
Scott Truex
Executive Director



MEMO

June 26, 2026 Board Meeting Packet

To: GVRTA Board of Directors

From Scott Truex, Executive Director

Re: Core Air Service Requirements at GUC

Board Members,

At the retreat in April, you asked our team to identify and share the core air service requirements for the airport to succeed, which we have done to the best of our ability and we have included multiple ways to define core air service.

For your information, and though we are currently at much higher levels, the FAA requires 10,000 passenger boardings for the airport to be classified as a Primary Airport and receive FAA Airport Improvement Program (AIP) entitlement funds. This is an important threshold since the airport has certified that it will perform to certain levels under grant assurances associated with prior funding and continued funding is essential to the operation and success of the airport.

According to the 2025 Colorado Aviation Economic Impact Study, the Gunnison-Crested Butte Regional Airport contributes \$154.9 million and 958 jobs to the local economy. Of this, approximately \$84 million is generated by visitor spending. The results from the studies across all Colorado airports show that airports with more air service have more passenger enplanements, which results in more economic benefit to the community. The airport is currently operating at about 68,000 enplanements per year.

Rick Lamport is in the process of updating the Airport Master Plan and part of that process will include a new passenger leakage study. Reducing the leakage of our passengers to other airports can be a good metric to use to define success and we expect this new study to show that these numbers are improving significantly as compared with all previous studies.

The core service necessary for the airport to be vibrant and healthy and to serve the Gunnison community could be defined as the United Airlines service between Denver and Gunnison. The goal of three round-trips per day between DEN and GUC on a year-round basis is achievable and is currently in place for about 40 weeks in the year (with two trips per day in the spring and fall seasons – which are becoming shorter each year.) Three round-trips per day provides service levels high enough to provide connectivity and redundancy for people flying in and out of the airport to and from anywhere in the world.

Another definition of core service levels could include adding seasonal service to other hubs to the year-round Denver service. Maintaining multiple hub service is a key strategy to keeping the airport viable. It improves redundancy in the case of a weather event in Denver and vastly improves connectivity by providing options for passengers to connect through airports like

Houston, Dallas, and Chicago. Seasonal service to the Texas hubs is also vital to our second homeowner and visitor travelers.

United service to Houston and Chicago complements the Denver service by adding more options for connecting flights along with backup options for travelers. While these services may never expand to year-round, these seasonal flights should be considered part of our core service requirements to make the airport viable.

DFW service on American Airlines accounts for approximately one-third of the winter enplanements at our airport. This summer, American will begin flying daily between Gunnison and DFW for the first time. That winter service to American's largest hub is essential both for the airport and for our community. We may find that the summer service becomes essential as well. Having multiple airlines serve the airport puts downward pressure on ticket prices which decreases passenger leakage to other airports and increases the success of our airport.

To summarize, the core airport service requirements we have identified for the airport to be successful, vibrant, and healthy include:

- Year-round three-times daily service between Gunnison and Denver with seasonal multi-hub and multi-airline service during winter and summer.
 - These services provide convenience, connectivity, redundancy, competition, and options for our community and our guests.
 - The result is a reduction in passenger leakage to other airports which makes our airport more successful.
 - As passenger demand increases due to all of the factors above, the airlines further increase service, which further increases passenger convenience and options.

We are currently in an upward trajectory of service and demand, and the RTA should work to continue this trend by selectively providing incentives to airlines to continue to invest in service to our airport.

I look forward to hearing your questions and to our discussion regarding core air service levels at the meeting on Friday.

Thank you,
Scott Truex
Executive Director



MEMO

June 26, 2026 Board Meeting Packet
To: GVRTA Board of Directors
From Scott Truex, Executive Director
Re: Service Hour Analysis

Board Members,

This memo is in response to your request from the April retreat where you asked me to provide an analysis of our current service hours with a comparison of them, Mountain Express's service hours and the potential new services you wanted to explore. Hopefully this gives you a good understanding of the costs associated with and the scale of our service vs the potential new services we discussed.

This memo focuses on the existing services in the valley and the data derived from this memo will inform the Pro-Forma costs of potential new service, which is the next item on your agenda.

For both the Mountain Express and the GVRTA service analyses, we will use 2025 data.

For the GVRTA Commuter Bus Service, in 2025, we ran a total of 29,778 service hours and 861,434 service miles. The total operating cost to provide this service was \$4,355,000. Therefore, the cost per service hour was \$146.25 and the cost per service mile was \$5.06.

The Mountain Express ran a total of 14,662 service hours and 164,133 service miles on their fixed route services in 2025. Their total operating cost to provide the service was \$2,865,000. Therefore, their cost per service hour was \$195.32 and the cost per service mile was \$17.45.

These numbers do not include capital costs.

I look forward to discussing this and the next agenda item with you all on Friday.

Thank you,
Scott Truex
Executive Director



MEMO

June 26, 2026 Board Meeting Packet

To: GVRTA Board of Directors

From Scott Truex, Executive Director

Re: Pro-Formas & Discussion regarding future potential service

Board Members,

At the retreat in April, you asked me to provide Pro-Formas for various options of service expansion. These included service to West Gunnison, the Airport, a City Circulator (with ADA paratransit service) and service to Montrose.

As in the previous service analysis of the RTA and Mountain Express, all of this data will use 2025 numbers and costs.

Maps with example routes and bus stops for all of the Gunnison services are at the end of this memo. Please keep in mind that these routes are examples only and solely for the purpose of this study to determine costs, miles, and service hours associated with providing these services. Routes and stops would need to be studied much more vigorously and go through a multifaceted public process before any service is implemented.

When considering expansion, it is important to consider the impacts to our current service and the planned expansion of our schedule over the next eighteen months.

The current RTA Commuter Bus route is scheduled to take 125 minutes to complete each lap. This includes approximately 13 minutes of wait time at the Mt. CB Transit Center. This wait time is important for drivers to get a quick break, but also equally important so that buses can get back on schedule during times of heavy traffic or weather. In an ideal world, this trip would only be 120 minutes (2 hours) so that we could easily provide fifteen-minute headways. However, due to the extra five minutes on the route, when we go to a (mostly) fifteen-minute headway schedule in the winter of 2027-28, we will need to run a twenty-minute headway every eighth trip to make the schedule work. I mention this because any additional time/stops that we add to the route would increase the challenge of providing 15-minute headways and also increase the number of buses needed on the route at any one time.

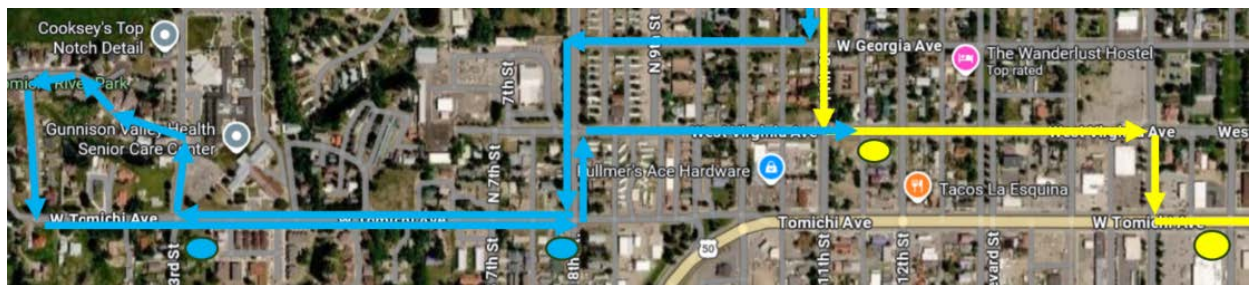
Example GVRTA Route Expansions in the City of Gunnison:

West Gunnison Service Example

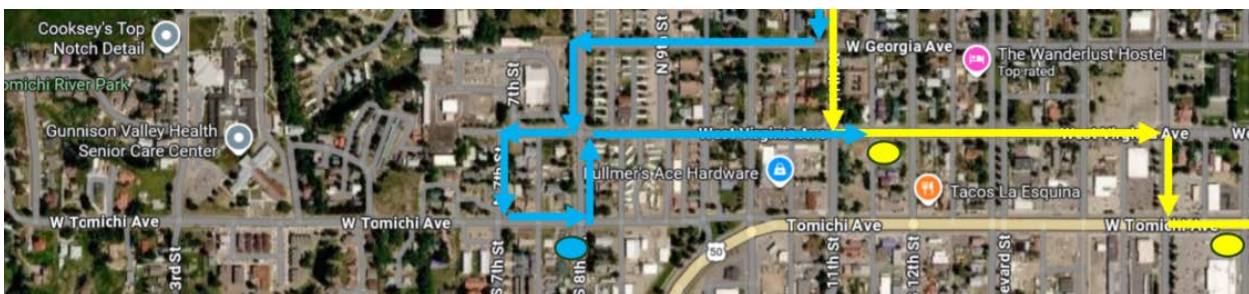
For service to West Gunnison, I've considered two example bus stops for the purposes of this analysis. The first is located at the corner of 8th Street and Tomichi Avenue and the second is at

3rd Street and Tomichi Avenue. Option A includes both stops and Option B only includes the 3rd and Tomichi stop. These example routes are shown in blue on the maps.

For Option A, which serves both intersections, there are a couple of possible obstacles. The first is that GVRTA buses are very large and may not be appropriate for the residential streets near 3rd and Tomichi. Since the buses are large, they cannot turn around easily and therefore a loop needs to be included in the route to make an out and back scenario like this work. Second, the route would need to be extended by 1.9 miles and 11 minutes which would add about 10% to the overall trip time. Third, this example would require an extra bus or two to be on the route at the same time to maintain the 15-minute headways. While making the trip more convenient for West Gunnison residents, this option would inconvenience other passengers commuting between Gunnison and CB/Mt. CB.



Option B serves only the 8th and Tomichi intersection and has less impact on the overall route, but the same concerns apply. While Option B only adds 0.9 miles and five minutes to the total time, it would still make it more difficult to keep to fifteen-minute headways and again, we would need to add an extra bus on the route.



South Gunnison (Airport) Service Example

The other example of an expansion you requested is service to South Gunnison and the Airport. The red route on the maps shows an example of how this could work.

This example has the same scheduling and passenger convenience issues as the West Gunnison service and would extend the route by 1.9 miles and 11 minutes.

For this particular example, other factors would need to be discussed that would impact the route time such as loading and unloading with luggage and amendments to the RTA baggage policy. Therefore, there may be additional route time needed to make this expansion fit into the Commuter Bus Schedule.



Pro Formas for example extensions of GRTA route expansions

The costs below use the GVRTA 2025 cost of \$146.25 per service hour to run the Commuter Bus Service. All of these assume 41 round-trips. (A reminder that we will be expanding to 53 round-trips in the winter of 27-28.)

Impact of Example Route Extensions on Route Miles and Schedule			
	Additional Miles on Route	Additional Time on Route	
West End service to 8th and Tomichi (Option A)	1.93 miles	11 minutes	
West End service to 3rd and Tomichi (Option B)	0.9 miles	5 minutes	
South End Service to Airport	1.36 miles	8 minutes	

Additional Hours Analysis			
	Per Trip	Per Day (Based upon 41 Trips)	Per Year
West End service to 8th and Tomichi (Option A)	11 minutes	7.5 hours	2,744 hours
West End service to 3rd and Tomichi (Option B)	5 minutes	3.4 hours	1,247 hours
South End Service to Airport	8 minutes	5.5 hours	1,995 hours

Additional Miles Analysis

	Per Trip	Per Day (Based upon 41 Trips)	Per Year
West End service to 8th and Tomichi (Option A)	1.93 miles	79 miles	28,882 miles
West End service to 3rd and Tomichi (Option B)	0.9 miles	37 miles	13,468 miles
South End Service to Airport	1.36 miles	56 miles	20,352 miles

Pro Forma Cost of Example Route Extensions

	Per Trip	Per Day (Based upon 41 Trips)	Per Year
West End service to 8th and Tomichi (Option A)	\$27.82	\$1,141	\$416,326
West End service to 3rd and Tomichi (Option B)	\$12.93	\$530	\$193,497
South End Service to Airport	\$19.52	\$800	\$292,117

Capital costs in this analysis assume that the cost of an RTA commuter coach is \$900,000 and that 80% of the costs are covered by grant funding. These costs are amortized over the useful life of the vehicles.

Pro Forma Capital Costs of Example Route Extensions
(Assuming grants for 80% of cost)

	Miles per Year	Cost Per Mile	Amortized Cost per year
West End service to 8th and Tomichi (Option A)	28,882	\$0.26	\$7,509
West End service to 3rd and Tomichi (Option B)	13,468	\$0.26	\$3,502
South End Service to Airport	20,352	\$0.26	\$5,292

Bus Cost: \$900,000 Local Cost: \$180,000 Useful Life: 700,000 miles Local Cost per mile: \$0.26

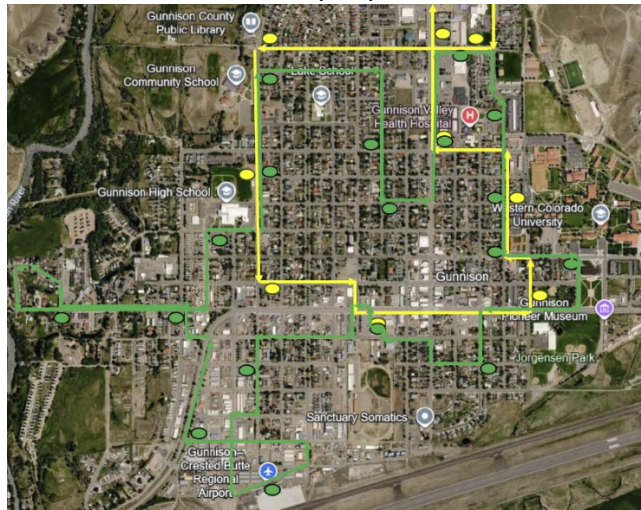
Examples of Gunnison City Circulator Options

Single-route example

The example on the map for a single route shows one route in green circulating through the entire city. Again, this is just one example to show the feasibility of operating a Circulator Bus in Gunnison. This example route is approximately 7.4 miles long and would take approximately 43 minutes to complete a lap. In order to provide 30-minute service, we would need to have two buses on the route at a time. Each bus would run the lap and then take a break at the transit center. We could provide shorter headways by having more buses on the route, but for



this example, I have used 30-minute headways to determine costs, hours, and miles. The primary direction of the loop through the city is clockwise to complement the counter-clockwise direction of the RTA route and allow people to travel both directions through the city.



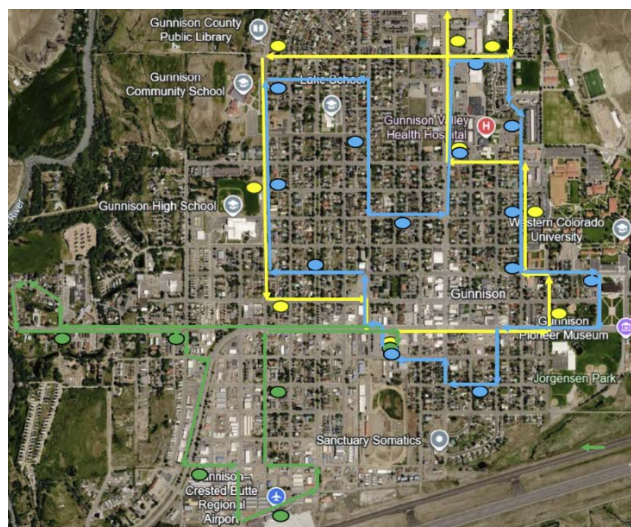
Two-route example

The example of two routes shows a **green** route serving West and South Gunnison (including the airport) and a **blue** route serving the Central and Eastern part of the city.

The **green** route is 3.6 miles long and would take approximately 21 minutes to run a lap. The **blue** route is 4.4 miles and about 26 minutes long.

Each lap can be run on 30-minute headways with one bus assigned to each route. Again, the **blue** route is designed to complement the RTA route to help people travel both directions through the city.

All routes in these scenarios would connect with the RTA and Bustang buses at the new transit center.



Pro Formas for example City of Gunnison Circulator Options

The costs below use the Mountain Express 2025 cost of \$195.32 per service hour to run their Fixed Route Service. All of these assume 32 round-trips, which allows for 30-minute headways from 7:00 a.m. until 11:00 p.m.

Single Circulator Route	Per Trip	Per Day (Based upon 32 Trips)	Per Year
One Route Option (7.4 miles and 43 minutes per trip)	\$140.00	\$4,480	\$1,635,200
Two Circulator Routes			
Two Route Option (3.6 miles and 21 minutes per Green trip)	\$68.36	\$2,188	\$798,445
Two Route Option (4.4 miles and 26 minutes per Blue trip)	\$84.64	\$2,708	\$988,595
Two Route Option - Total Cost		\$4,896	\$1,787,040

Estimated cost of 2 buses providing 30 minute service from 7:30 a.m. until 11:00 p.m.
Cost per service hour based upon Mt. Express fixed route cost of \$195.32 per hour

Annual capital costs assume using 30 passenger cutaway buses which cost \$340,000 each with 80% of the costs covered by grant funding. Costs are amortized over the useful life of the vehicles.

Single Circulator Route	Miles per Year	Cost Per Mile	Ammortized Cost per year
One Route Option	86,432	\$0.23	\$19,879
Two Circulator Routes			
Two Route Option	93,440	\$0.23	\$21,491

Bus Cost: \$340,000 Local Cost: \$68,000 Useful Life: 300,000 miles Local Cost per mile: \$0.23

Examples of Airport Service Options

Example service described in previous options includes

- The example South Gunnison (Airport) service extension.
- The single route example Gunnison Circulator.
- The two-route example Gunnison Circulator.

Example option of Airport Service from the North Valley

Since we are a public entity that accepts federal funding, we are not allowed to provide charter service. This means that we can't provide door-to-door service like Alpine Express, Rocky Rides, Black Canyon Limo, and Dolly's shuttle do.

However, we could serve the airport with fixed route service from the North Valley using a more appropriate (smaller) vehicle than we use on the Commuter Bus route. A route could be designed to start at Mt. Crested Butte and Stop in Crested Butte, CB South, Almont, and a couple of places in Gunnison before going to the Airport and then returning along the same route. The cost per hour of this service would be similar to the service we provide on our Commuter Bus. It would take approximately 2 hours and be about 65 miles round-trip.

In this example, we could run six round trips per day and schedule them as best as possible to coincide with air service connections.

Pro Forma for Example of North Valley – Airport Service

The costs below use the GVRTA 2025 cost of \$146.25 per service hour to run the service. This assumes running six round-trips per day.

Pro Forma Cost of Example Airport - North Valley Service

	Per Trip	Per Day (Based upon 6 Trips)	Per Year
North Valley - Airport Service	\$292.50	\$1,755	\$640,575

Route includes Starting at Mt. CB, then to CB, CB South, Almont, and two stops in Gunnison before going to the Airport and then reversing the route back to Mt. CB.

Pro Forma Capital Cost Airport - North Valley Service

	Miles per Year	Cost Per Mile	Ammortized Cost per year
North Valley - Airport Service	284,700	\$0.23	\$65,481

Bus Cost: \$340,000 Local Cost: \$68,000 Useful Life: 300,000 miles Local Cost per mile: \$0.23

Annual capital costs assume using 30 passenger cutaway buses which cost \$340,000 with 80% of the costs covered by grant funding. Costs are amortized over the useful life of the vehicle.

ADA Paratransit requirements due to providing fixed route service

The GVRTA bus service is considered Commuter Bus service and is therefore exempt from the ADA requirements to provide Paratransit service in addition to our regular service. We do however subsidize the senior transportation services – which are ADA accessible – in the valley which helps a lot of people who are unable to use our Commuter Bus service.

Commuter Bus is defined as "fixed-route bus systems that are primarily connecting outlying areas with a central city through bus service that operates with at least five miles of continuous closed-door service." Furthermore, under Federal Transit Law (e.g., [49 CFR 37.3](#)), they are distinguished from intercity transit by operating wholly within distances typically no more than 100 airline miles apart.

Commuter bus service means fixed route bus service, characterized by service predominantly in one direction during peak periods, limited stops, use of multi-ride tickets, and routes of extended length, usually between the central business district and outlying suburbs. Commuter bus service may also include other service, characterized by a limited route structure, limited stops, and a coordinated relationship to another mode of transportation.

Fixed route bus service is defined as a system of transporting individuals (other than by aircraft), including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including, but not limited to, specified public transportation service, on which a vehicle is operated along a prescribed route according to a fixed schedule.

While Commuter Bus service is exempt from Paratransit requirements, Fixed Route service is required to provide Paratransit service.

FTA rules mandate that agencies running fixed route service offer complementary paratransit services for riders whose disabilities prevent them from using fixed-route buses independently. The service must be provided within a ¼ mile radius of the fixed route and must be available during the scheduled hours of the fixed route service. Rides must be able to be scheduled by certified passengers the day before the requested ride. Paratransit service is typically provided in smaller wheelchair accessible vehicles.

The costs of providing Paratransit services will depend entirely upon the demand for the service. Often, smaller agencies are able to have a supervisor provide the service for very little additional cost, but if full time employees are needed, then the cost could be hundreds of thousands of dollars. More study would be needed in Gunnison to determine the cost to provide this service.

Extending the RTA Commuter Bus service such that it becomes more of a circulator bus in the city could at some point cause the route to be defined as fixed route service. The lines are not

clear, but it is possible that at some point, an argument could be made that the RTA would need to provide Paratransit service.

Pro Forma of Montrose Service Option

For this analysis, I’ve used the service levels proposed by All Points Transit which may be funded by a CTE grant. The idea is to either use Ford Transit vans or Cutaway buses for the service. The smaller Ford Transits are used in this example for the Pro-Forma.

The service would run four round-trips per day and times are to be determined. If the service runs 365 days per year, here are the estimated costs:

Pro Forma Cost of Example Montrose Service

	Per Trip	Per Day (Based upon 4 Trips)	Per Year
Montrose	\$375.00	\$1,500	\$547,500

Cost per service hour estimated at \$125 per hour

Annual capital costs assume using Ford Transit Vans costing \$125,000 with 80% of the costs covered by grant funding. Costs are amortized over the useful life of the vehicle.

Pro Forma Capital Cost of Montrose Service

	Miles per Year	Cost Per Mile	Ammortized Cost per year
Montrose	284,700	\$0.15	\$42,705

Bus Cost: \$120,000 Local Cost: \$24,000 Useful Life: 200,000 miles Local Cost per mile: \$0.12

Comparison of Example Pro Formas

All of the examples studied are shown in the chart below. The current GVRTA Commuter Bus and Mt. Express Fixed Routes are included for comparison.

Pro Forma Costs of All Services and Examples

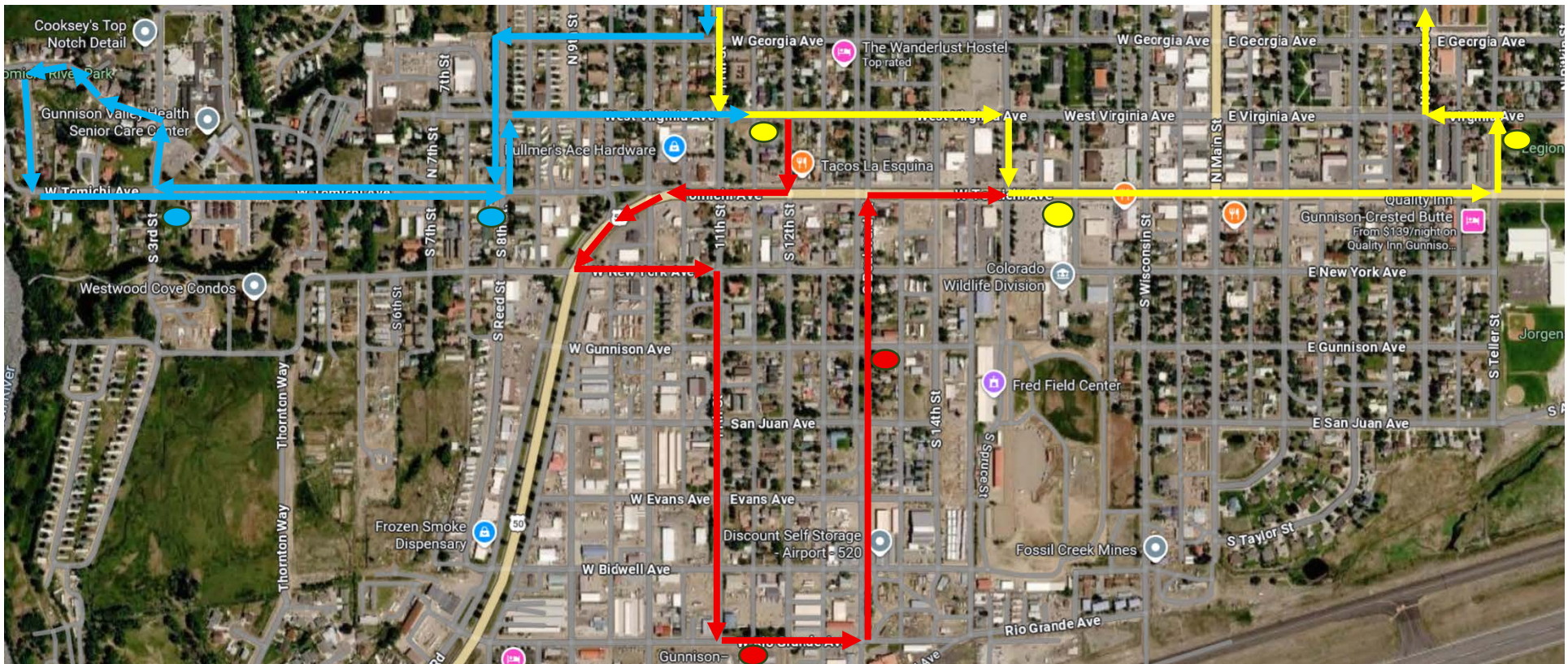
Annual Data (2025 Dollars)

	Service Hours	Service Miles	Operating Cost	Local Annual Capital Costs*	Total Annual Cost
GVRTA Commuter Bus	29,778	861,434	\$4,355,000	\$224,000	\$4,579,000
Mt. Express fixed Route	14,662	164,133	\$2,865,000	\$60,200	\$2,925,200
West End Service Extension Option A	2,744	28,882	\$416,326	\$7,509	\$423,836
West End Service Extension Option B	1,247	13,468	\$193,497	\$3,502	\$196,999
Airport Extention of GVRTA Route	1,995	20,352	\$292,117	\$5,292	\$297,408
Gunnison Circulator - Single Route	8,372	86,432	\$1,635,200	\$19,879	\$1,655,079
Gunnison Circulator - Two Routes	9,149	93,440	\$1,787,040	\$21,491	\$1,808,531
Airport Service From the North Valley	4,380	284,700	\$640,575	\$65,481	\$706,056
Montrose Service	4,380	204,400	\$547,500	\$42,705	\$590,205

*Assumes capital grants of 80% for all bus purchases in all examples.

I hope that this analysis helps to inform your decisions going forward. Larger maps of the various examples discussed within the City of Gunnison are on the following pages.

Thank you,
 Scott Truex
 Executive Director



Current Bus Route →

Current Bus Stops ●

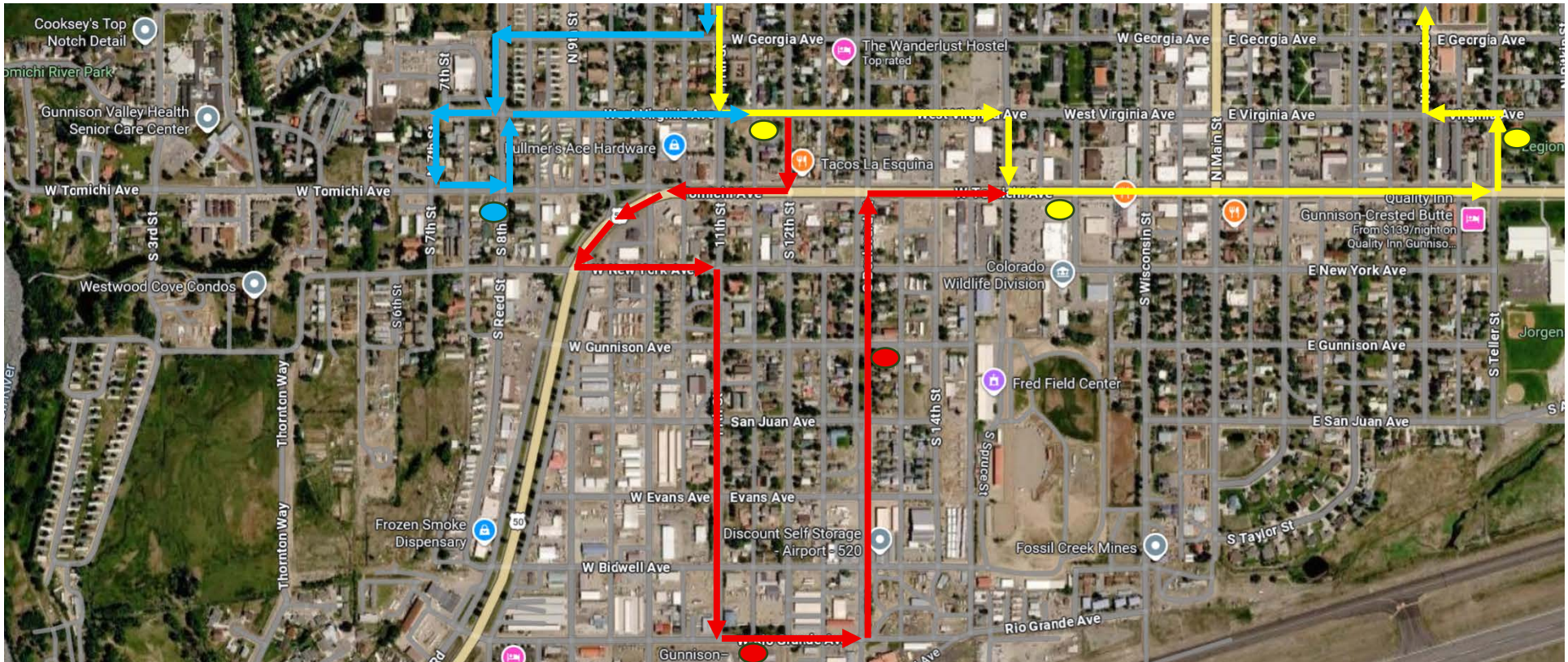
Example West End Addition To Route (Option A) →

Example Additional West End Bus Stops ●

Example South End (Airport) Addition To Route →

Example Additional South End (Airport) Bus Stops ●

Important: This map is for study purposes only to determine costs associated with potentially providing bus service in the City of Gunnison. The route has not been thoroughly studied and this document is only to be used as an example.



Current Bus Route →

Current Bus Stops ●

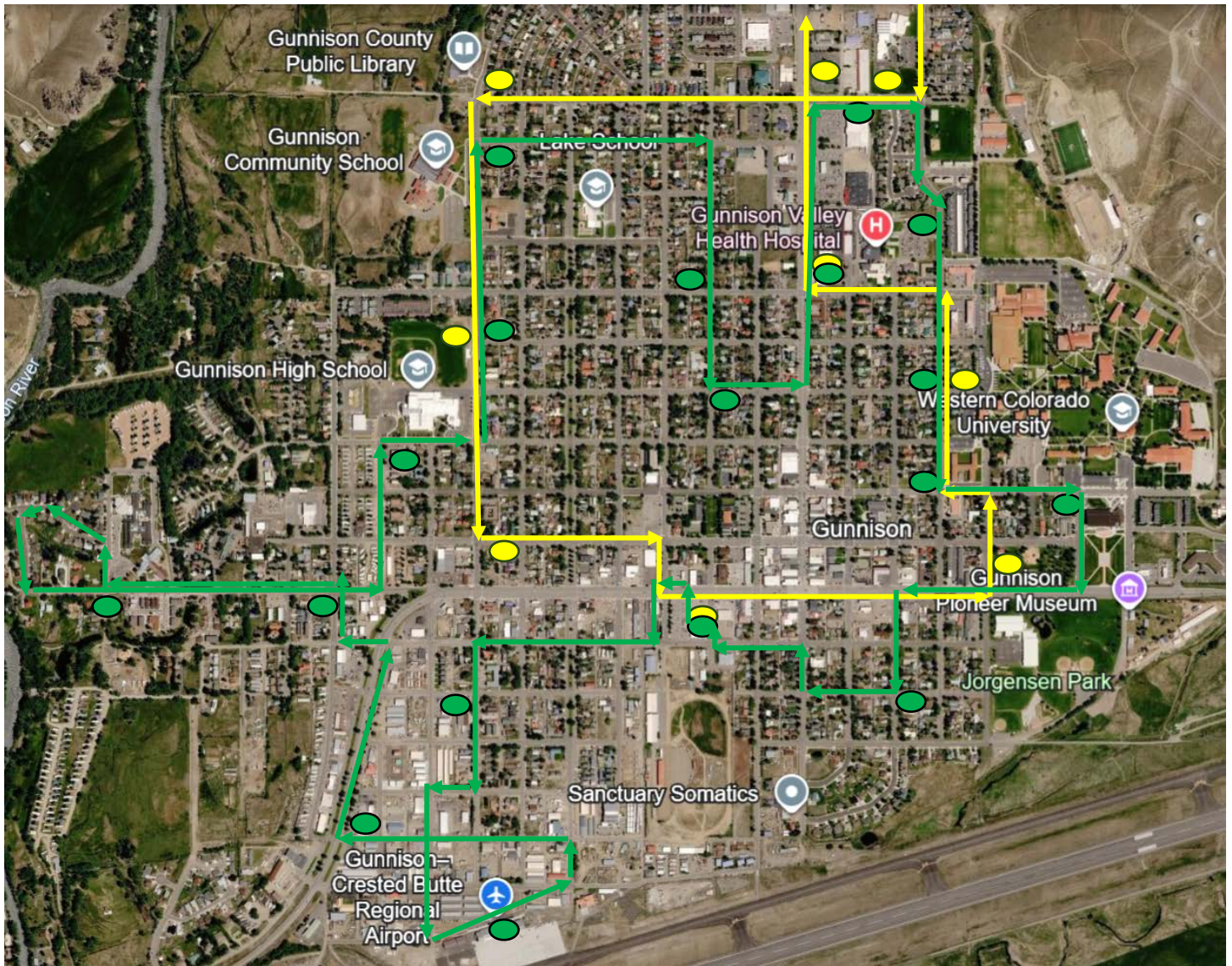
Potential West End Addition To Route (Option B) →

Possible Additional West End Bus Stop ●

Potential South End (Airport) Addition To Route →

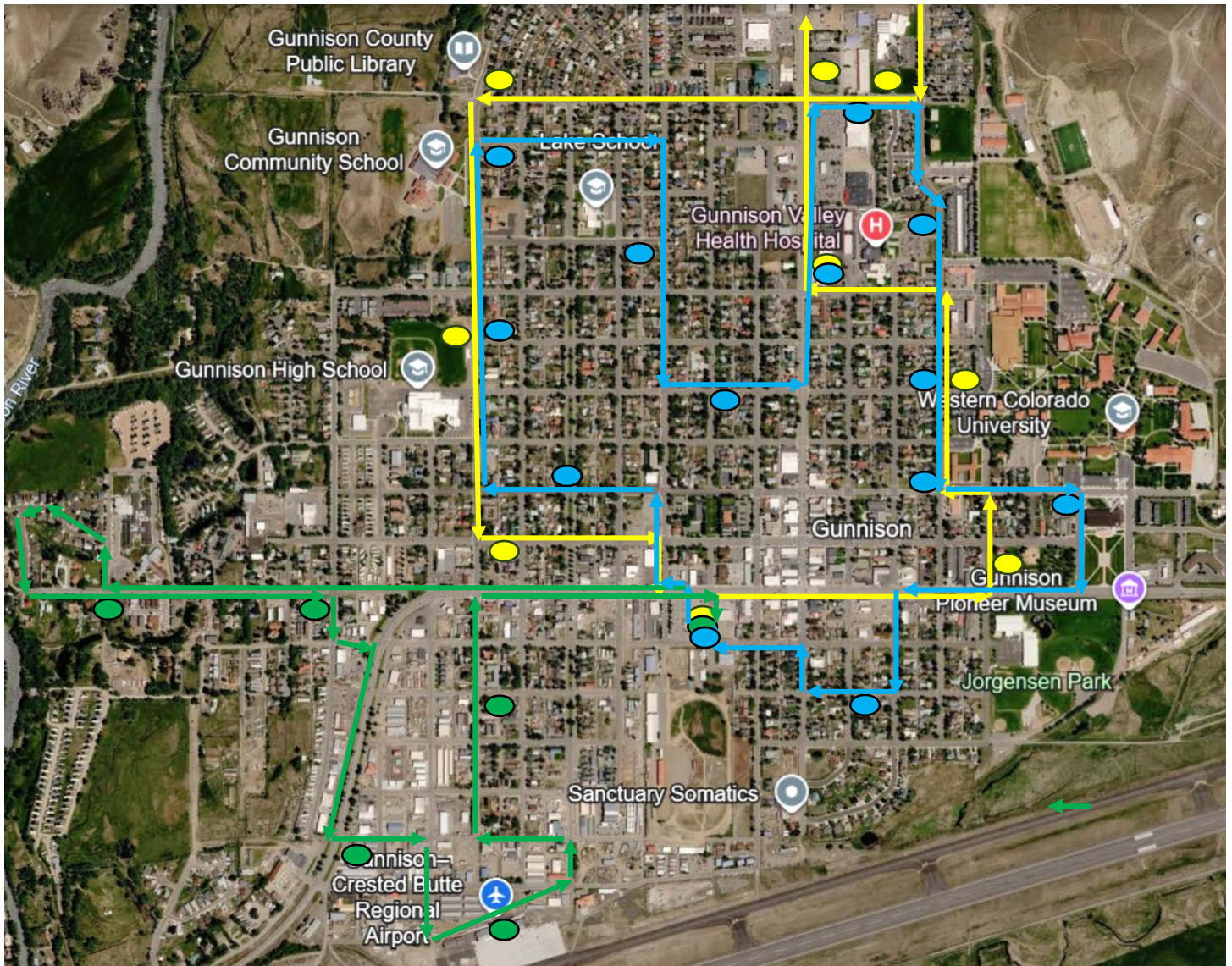
Possible Additional South End Bus Stops ●

Important: This map is for study purposes only to determine costs associated with potentially providing bus service in the City of Gunnison. The route has not been thoroughly studied and this document is only to be used as an example.



- Current GVRTA Commuter Bus Route →
- Current GVRTA Bus Stops ●
- Example Gunnison City Circulator Route →
- Example City Circulator Bus Stops ●

Important: This map is for study purposes only to determine costs associated with potentially providing bus service in the City of Gunnison. The route has not been thoroughly studied and this document is only to be used as an example.



- Current GVRTA Commuter Bus Route →
- Current GVRTA Bus Stops ●
- Example Gunnison City Circulator Routes →
→
- Example City Circulator Bus Stops ● ●

Important: This map is for study purposes only to determine costs associated with potentially providing bus service in the City of Gunnison. The route has not been thoroughly studied and this document is only to be used as an example.



MEMO

June 26, 2026 Board Meeting Packet

To: GVRTA Board of Directors

From Scott Truex, Executive Director

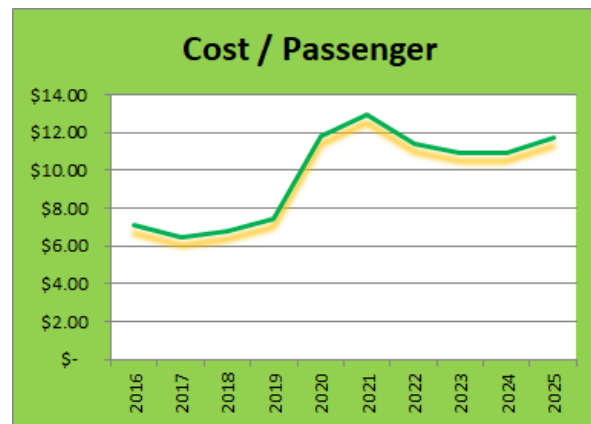
Re: Cost-per-passenger analysis comparing current costs to the costs if we charge nominal fares for the commuter bus service

Board Members,

At the retreat in April, you asked me to provide a cost-per-passenger analysis of what could happen if we decided to charge nominal fares.

To start, I would like to share the charts below which show the cost-per-passenger of the current commuter bus service for the past ten years.

	Operating Costs	Annual Passengers	Cost per Passenger
2016	\$ 1,019,857	144,194	\$ 7.07
2017	\$ 1,131,624	174,839	\$ 6.47
2018	\$ 1,230,886	180,996	\$ 6.80
2019	\$ 1,664,263	224,718	\$ 7.41
2020	\$ 1,653,880	139,679	\$ 11.84
2021	\$ 2,241,755	173,550	\$ 12.92
2022	\$ 2,846,370	249,945	\$ 11.39
2023	\$ 3,583,182	327,692	\$ 10.93
2024	\$ 4,287,560	393,006	\$ 10.91
2025	\$ 4,355,023	370,599	\$ 11.75



When deciding whether or not to collect fares, the first thing to consider is that collecting a fare takes time at each bus stop. Estimates show that collecting fares adds about 12% to 15% to the time it takes to run a bus route. This is called “dwell time.” Since we are a commuter bus with long distances between stops, we can hypothesize that our dwell time would be less and only add about 10% to our time to complete each lap on the route. With respect to costs for this additional dwell time, only a portion of our costs would increase because fuel, R&M, and management would not be impacted. The increase in our costs in 2025 due to dwell time would have been about \$340,000, which is less than 8% of the total operating costs that year.

Next, we need to consider the capital and administrative costs to collect fares. We would need to add fare boxes to the buses and develop a payment system (either cash, credit card, or some sort of fare card.) We would also need to consider the cost of accounting for the revenues. Cash revenues are more expensive to process than card revenues, but cash fare boxes are cheaper than electronic ones. There are also infrastructure costs if we choose to sell bus passes, which would include the passes themselves and machines to add fares to them. If we choose

the least expensive system, we could still expect to pay \$80,000 annually for administrative costs of staffing and to amortize about \$15,000 per year for the capital costs. So, conservatively, it would cost at least \$95,000 per year to collect the fares on top of the dwell time costs.

Research shows that on average, charging a nominal fare of \$2.00 would reduce ridership by between 14% and 35%. For this analysis I've used 25%. From this point, due to the elasticity of bus fares being about -0.4, each increase of 10% would result in another 4% reduction in ridership. In 2011 when we reduced service and charged a \$2.00 fare, our passengers per vehicle trip dropped by 36.6 percent.

With 2025 as the baseline for this analysis, the cost-per-passenger is \$11.75. All dollar amounts are in 2025 dollars.

If we had charged a nominal fare for the service, then we would have raised revenue, but we would also have increased costs and reduced the number of passengers on board our bus service.

This chart shows the theoretical cost-per-passenger in 2025 for various fare levels. I believe that this analysis shows the best-case scenario (least passengers lost due to fare increases) possible.

Fare	Annual Operating Costs	Dwelling Time Costs	Fare Collection Costs	Total Costs	Fare Revenues	Annual Program Cost	Annual Passengers	Cost per Passenger
\$ -	\$ 4,355,023	\$ -	\$ -	\$ 4,355,023	\$ -	\$ 4,355,023	370,599	\$ 11.75
\$ 2.00	\$ 4,355,023	\$ 340,000	\$ 95,000	\$ 4,790,023	\$ 555,899	\$ 4,234,125	277,949	\$ 15.23
\$ 2.20	\$ 4,355,023	\$ 340,000	\$ 95,000	\$ 4,790,023	\$ 587,029	\$ 4,202,994	266,831	\$ 15.75
\$ 2.42	\$ 4,355,023	\$ 340,000	\$ 95,000	\$ 4,790,023	\$ 619,902	\$ 4,170,121	256,158	\$ 16.28
\$ 2.66	\$ 4,355,023	\$ 340,000	\$ 95,000	\$ 4,790,023	\$ 654,617	\$ 4,135,406	245,912	\$ 16.82
\$ 2.93	\$ 4,355,023	\$ 340,000	\$ 95,000	\$ 4,790,023	\$ 691,276	\$ 4,098,747	236,075	\$ 17.36
\$ 3.22	\$ 4,355,023	\$ 340,000	\$ 95,000	\$ 4,790,023	\$ 729,987	\$ 4,060,036	226,632	\$ 17.91
\$ 3.54	\$ 4,355,023	\$ 340,000	\$ 95,000	\$ 4,790,023	\$ 770,866	\$ 4,019,157	217,567	\$ 18.47
\$ 3.90	\$ 4,355,023	\$ 340,000	\$ 95,000	\$ 4,790,023	\$ 814,035	\$ 3,975,988	208,864	\$ 19.04
\$ 4.29	\$ 4,355,023	\$ 340,000	\$ 95,000	\$ 4,790,023	\$ 859,621	\$ 3,930,402	200,510	\$ 19.60
\$ 4.72	\$ 4,355,023	\$ 340,000	\$ 95,000	\$ 4,790,023	\$ 907,759	\$ 3,882,264	192,489	\$ 20.17
\$ 5.19	\$ 4,355,023	\$ 340,000	\$ 95,000	\$ 4,790,023	\$ 958,594	\$ 3,831,429	184,790	\$ 20.73

While the annual program costs are reduced when charging fares, the resulting decrease in ridership is concerning and increases the cost-per-passenger. This lessens the efficiency of the system since there are less passengers on each bus.

I believe that this analysis shows why keeping the system fare free makes sense and I look forward to discussing this with you at the June Board Meeting.

Thank you,
 Scott Truex
 Executive Director





MEMO
 June 26, 2026 Board Meeting Packet
 To: GVRTA Board of Directors
 From: Scott Truex, Executive Director
Re: Cost of providing service through contracting vs bringing the service in house

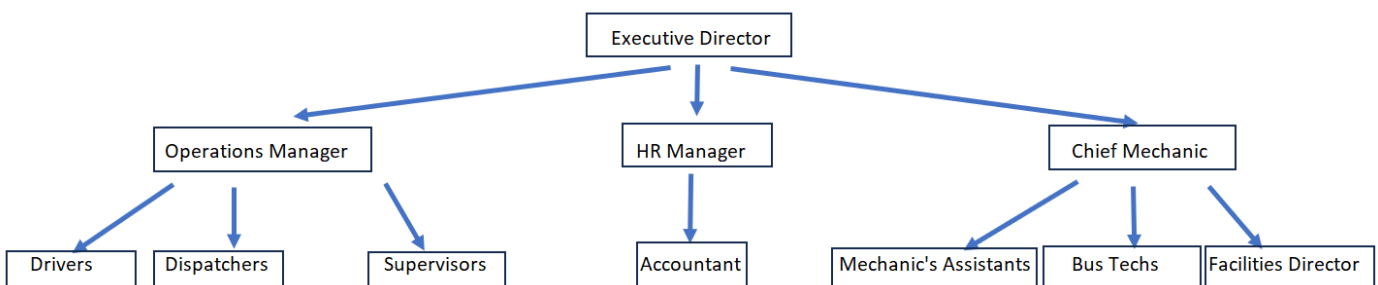
Board Members,

This memo is in response to your request from the April retreat to create an analysis of the costs associated with providing our Commuter Bus service through a contract with the private sector (as we do now) vs. the cost of bringing the service in house.

For the analysis below, I've used the current contract with Destination Systems for the contracting cost and used average salaries for the management positions while rounding up due to cost of living in the valley in order to ensure that the positions would get filled. Wages for drivers are averaged at \$35 per hour which would allow for two employees to earn 106% of the Area Mean Income for a household in Gunnison County. All estimates are in 2026 dollars.

In 2026, the cost of contracting the bus service will be approximately \$3,509,000. This is broken down in your budget as \$3,400,000 in purchased transportation services line item and \$109,000 for the hourly charges for mechanics in the repair and maintenance line item.

If we were to bring the service in house, here is a simple org chart showing the employees that would be needed to provide the currently contracted services:



I've estimated wages for each position, the number of positions for salaried personnel, and the number of hours needed for hourly positions. These estimates are based upon my experience at the RTA and formerly at the Mountain Express.

This analysis shows that we would need approximately 31 full-time and 16 part-time personnel to operate the system.

Here is a breakdown of the calculated number of employees needed.

	Notes	FT	PT	
Executive Director	1 full time	1.00	-	
Operations Manager	1 full time	1.00	-	
HR Manager	1 full time	1.00	-	
Accountant (CPA)	1 full time	1.00	-	
Facilities Manager - maintenance of buildings	Maintains Shops, Housing, and Bus Stops	1.00	-	
Dispatch/Reception/Data entry	6-midnight - 18 hours per day	2.00	2.00	FT = four nines PT = three nines
Supervisors	5:30 - 12:30 x2 - 19 hours per day x 2	4.00	4.00	FT = four 9.5 hour shifts PT = three 9.5 hr shifts
Drivers	41 RT (133 days x 105 hrs) and 33 RT (232 days x 85 hrs)	15.00	10.00	FT = 30 hours or more
Chief Mechanic	1 full time	1.00	-	
Mechanic's Assistant x2	2 full time	2.00	-	
Bus Technicians	2 full time	2.00	-	
Total Employees		31.00	16.00	

For consistency purposes, the estimated cost of wages and benefits below is for 2026 and assumes that we run the current bus schedule. It does not take into account the planned expansion of service.

	Hours	Hourly Wage	Annual Wage
Executive Director			\$ 250,000
Operations Manager			\$ 140,000
HR Manager			\$ 180,000
Accountant (CPA)			\$ 120,000
Facilities Manager - maintenance of buildings			\$ 108,000
Dispatch/Reception/Data entry	6,570	\$ 35.00	\$ 229,950
Supervisors	13,870	\$ 45.00	\$ 624,150
Drivers	33,685	\$ 35.00	\$ 1,178,975
Chief Mechanic			\$ 185,000
Mechanic's Assistant x2			\$ 120,000
Bus Technicians			\$ 120,000
Total Wages			\$ 3,256,075
Benefits (add 31%)			\$ 1,009,383
Total Wages and Benefits			\$ 4,265,458

Beyond these expenses, there are additional costs that the current contractor takes on such as vehicle insurance, snowplowing, utilities, and supplies. If we were to bring the service in-house, these additional costs are estimated at \$220,000 for insurance and \$90,000 for the other costs. There would also be an additional cost for office space of about \$24,000 per year. This would bring the total cost of the service to approximately \$4,599,000 to run the service in-house.

Taking into consideration our current combined costs of \$420,000 for the Executive Director, the Bus Ops Manager, the county finance department, and the mechanics, the total cost of operating the service in-house would be \$4,179,000. This comparison shows the in-house service would cost approximately \$670,000 more than the cost of contracting the service.

In addition, per your request, I've estimated of the costs of purchasing additional rolling stock to ensure consistent service. Since we will be using CTE funding to purchase three new 30 passenger Body on Chassis (BOC) buses in the next year, I suggest that we could purchase two more of them to use as backup spare buses.

We would also need to purchase support vehicles for supervisors and other staff to move around the route and a roadside assistance truck for the mechanics.

Based upon all of these needs, I estimate that we would need the following vehicles to operate the system.

- Two supervisor vehicles
- One mechanic's response truck with equipment
- Two extra 30 passenger BOC buses to use as backup spare buses.

If we were to purchase these vehicles new, the estimated cost would be about \$860,000 (assuming \$40k for supervisor vehicles, \$100k for the truck and \$340k for the BOC buses.)

In conclusion, under these assumptions, it could cost \$860,000 in one-time capital costs and \$670,000 additional per year for operations to bring the service in house.

I hope you find this comparison helps inform your decisions going forward.

Thank you,
Scott Truex
Executive Director



MEMO

June 26, 2026 Board Meeting Packet

To: GVRTA Board of Directors

From Scott Truex, Executive Director

Re: Report on Western Slope Transportation Agencies

Board Members,

At the retreat in April, you asked for a report on how other Western Slope transit agencies provide their services. To this end, I've created the table on the next page and considered four main regions in the Western Slope which have multiple agencies. I've also included the Gunnison Valley and other agencies that provide the only transit service for their region. The regions with multiple agencies are the Roaring Fork, the Vail Valley, the Telluride area, and Summit County.

In the Roaring Fork Valley, transit is dominated by RFTA in terms of size and trips provided. RFTA is also the contractor for the Cities of Aspen and Glenwood Springs. The Town of Snowmass Village operates their own transit service.

In the Vail Valley, CORE Transit (an RTA) has been formed recently and has taken over the operations of ECO Transit. They work in collaboration with the Towns of Avon and Vail, which each operate their own transit service.

Telluride has the San Miguel Authority for Regional Transit (SMART), the Galloping Goose, and Town of Mt. Village Gondola. The Gondola service is replaced under contract with SMART to provide bus service during off-seasons and I believe that this is contracted to the private sector.

In Summit County, the Summit Stage and the Town of Breckenridge each operate their own systems.

Four of the systems are run via a contract for service to the private sector (GVRTA, SMART, Grand Valley Transit, and Winter Park Transit.) Two are operated by a contract for service with RFTA (City of Aspen and Ride Glenwood Springs.) Fourteen systems are run primarily in-house. Several of the agencies that run their systems in-house do contract some of their services out (usually micro-transit and or paratransit services.)

Please see the table on the next page which describes the agencies on the Western Slope in more detail.

Thank you,
Scott Truex
Executive Director

Western Slope Transit Agencies by Region:

	Fixed Route	Commuter Bus	2024 Annual Passengers	2024 Annual Miles	Contracted or In-House
Roaring Fork Valley					
Roaring Fork Transportation Authority (RTA)	X	X	4,765,034	4,713,454	Mostly In-House
City of Aspen Transit	X		Included above		Contracted - RFTA
Snowmass Village Shuttle	X		488,671	356,088	In-House
Ride Glenwood Springs	X		266,588	116,048	Contracted - RFTA
Vail Valley					
Vail Transit	X		2,623,594	794,272	In-House
CORE Transit (RTA) - formerly ECO Transit	X	X	1,027,297	973,285	Mostly In-House
Town of Avon Transit	X		541,155	196,994	Mostly In-House
Telluride Area					
Town of Mountain Village Gondola-Chondola	X		3,179,406	4,174,307	In-House (contracted - off seasons)
Town of Telluride Galloping Goose	X		137,932	76,414	In-House
San Miguel Authority for Regional Transportation (RTA)	X	X	91,120	424,150	Contracted - Destination Systems
Summit County					
Summit Stage	X	X	1,371,582	1,608,148	In-House
Town of Breckenridge Free Ride	X		1,208,760	571,608	In-House
Gunnison Valley					
Crested Butte Mountain Express	X		665,410	269,035	Mostly In-House
Gunnison Valley Regional Transportation Authority (RTA)		X	405,327	897,044	Contracted - Destination Systems
Others					
City of Steamboat Springs	X	X	1,167,813	534,110	Mostly In-House
Grand Valley Transit	X		631,275	956,078	Contracted - MV Transportation
Winter Park Transit	X	X	517,176	542,479	Contracted - Transdev
Durango Transit	X		458,016	556,483	In-House
All points Transit	Flex Route		54,401	596,285	In-House
Archuleta Mt. Express	X	X	9,377	79,769	In-House



MEMO

June 26, 2026 Board Meeting Packet

To: GVRTA Board of Directors

From Scott Truex, Executive Director

Re: Statement on why the GVRTA owns and provides employee housing

Board Members,

At the retreat in April, you requested a statement on why the GVRTA owns and provides employee housing. I've created a draft statement below for your review and consideration.

Gunnison Valley RTA Employee Housing Policy Statement

The Gunnison Valley RTA understands that access to affordable, stable housing is a critical factor in maintaining a dependable and reliable workforce in our community. In the Gunnison Valley, due to the rising cost of both rental and owner-occupied housing, employees of our current contractor Destination Systems (DS) and any future contractors may face significant obstacles finding housing in and around the City of Gunnison or along our Commuter Bus route.

These challenges often create a situation where employees are recruited from outside of our valley (from as far away as Delta) and DS then provides short-term group housing for employees so that they can stay near their workplace during their work week.

Having to commute long distances and having to stay away from home for days at a time can impact employee recruitment, retention, ability to get to work, and overall service reliability.

To support the GVRTA's mission of providing a long term and energy efficient public transit system between the north and south ends of the Highway 135, corridor, the GVRTA has acquired deed-restricted employee housing for eligible DS employees. Owning employee housing serves a legitimate public purpose by:

- Supporting the recruitment of qualified employees for the Commuter Bus service.
- Reducing barriers created by the high cost of housing, or non-existent housing.
- Improving employee retention.
- Enhancing the stability of the DS workforce.
- Improving employee availability to cover shifts due to illness and during severe weather events such as winter storms.
- Ensuring that DS can maintain the number of employees necessary to run the GVRTA Commuter Bus System.

GVRTA employee housing is intended to benefit the GVRTA service and DS employees rather than to generate profit. The GVRTA therefor leases the employee housing units to DS through a master lease and DS manages them in a manner that is fair, transparent, fiscally responsible, and consistent with applicable deed restrictions, regulations, and laws.

By helping DS employees secure safe and affordable housing in the Gunnison Valley, the GVRTA improves DS's ability to provide safe and reliable transportation services to the community. Stable staffing levels contribute directly to service quality, operational efficiency, safety, and the GVRTA's long-term ability to fulfill its mission.

This policy supports the GVRTA's commitment to maintaining a qualified workforce capable of delivering safe, reliable, and accessible public transportation in the Gunnison community.

I look forward to hearing your thoughts on this draft, making any edits you like, and setting this on a future agenda for adoption.

Thank you,
Scott Truex
Executive Director



MEMO

June 26, 2026 Board Meeting Packet

To: GVRTA Board of Directors

From Scott Truex, Executive Director

Re: Statement on energy efficiency in our transit system

Board Members,

At the retreat in April, you asked for a policy statement on energy efficiency as it applies to our transit system. I've created a draft statement below for your review and consideration.

Gunnison Valley RTA Commuter Bus Energy Efficiency Statement

The Gunnison Valley RTA (GVRTA) recognizes that energy efficiency is a critical component of environmental sustainability, public stewardship, and operational excellence. As a provider of Commuter Bus services along the Hwy 135 corridor, GVRTA is committed to incorporating energy-efficient practices, technologies, and decision-making processes throughout its operations and fleet management.

GVRTA shall actively pursue opportunities to improve energy performance by reducing energy waste and implementing cost-effective energy conservation measures. GVRTA shall also pursue maximizing the number of passengers traveling on GVRTA vehicles, thereby increasing energy efficiency by reducing the number of single-occupancy vehicles traveling along the Hwy 135 corridor. Energy efficiency considerations shall be integrated into fleet acquisition, maintenance activities, and daily operations whenever practical and financially responsible.

GVRTA's energy efficiency efforts are intended to:

- Promote increased ridership on the GVRTA Commuter Bus Route.
- Minimize overall energy consumption and associated operating costs.
- Improve the efficiency and performance of transit vehicles and equipment.
- Decrease greenhouse gas emissions and environmental impacts of travel on the Hwy 135 corridor as a whole.
- Promote innovation and the adoption of emerging energy-efficient technologies.
- Demonstrate responsible stewardship of public resources.

To achieve these objectives, the GVRTA will:

- Provide free, safe, reliable, and consistent service on the Hwy 135 Commuter Bus route to encourage more choice passengers to commute via the GVRTA service thereby reducing travel in single occupancy vehicles.

- Evaluate and purchase fuel-efficient and energy-efficient vehicle technologies when operationally and financially feasible for our unique mountain environment.
- Optimize vehicle maintenance practices to maximize fuel economy.
- Reduce unnecessary vehicle idling.
- Consider lifecycle energy costs when purchasing vehicles.

GVRTA will monitor energy use and greenhouse gas emissions, evaluate the effectiveness of energy efficiency initiatives, and pursue continuous improvement. Energy performance data and environmental considerations may be incorporated into operational planning, sustainability reporting, and capital investment decisions as appropriate.

By improving energy efficiency and increasing the number of passengers traveling on GVRTA vehicles, the GVRTA supports fiscal responsibility, reduces environmental impacts, enhances service sustainability, and strengthens its ability to provide reliable, energy efficient public transportation to the Gunnison community.

I look forward to hearing your thoughts on this draft, making any edits you like, and setting this on a future agenda for adoption.

Thank you,
Scott Truex
Executive Director