

# The Successful Applicant Workshop Fall 2015

1

OFFICE OF FEDERAL TRANSIT GRANTS PROGRAMS  
DIVISION OF RAIL & MASS TRANSPORTATION  
CALIFORNIA DEPARTMENT OF TRANSPORTATION



*CALTRANS IMPROVES MOBILITY ACROSS CALIFORNIA*

# Federal Transit Administration Transit Grant Program

2

## FTA Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities Program

# Procurement Process

# Procurement Process

4

Overview of the following:

- Vehicle classes, ordering, and delivery
- Vehicle warranty information
- FTA procurement methods for Other Equipment, and 3<sup>rd</sup> Party Contracts

# Procurement Process

5

Vehicle Classes, Ordering and Delivery Process

# Procurement Process: Vehicles Classes

6

What class of vehicle am I getting?

---

- All cutaway vehicles are required to be built with a minimum of 2 wheel chair positions.
  - Class A: Small- 8 ambulatory & 2 wheelchair
  - Class B: Medium- 12 ambulatory & 2 wheelchair
  - Class C: Large- 16 ambulatory & 2 wheelchair
  - Class E: Larger- 20 ambulatory & 2 wheelchair
  - Class D: Minivan- 4 ambulatory & 1 wheelchair

# Procurement Process: Vehicle Classes

7

**Cutaway Chassis:  
Class A, B, C, and E**



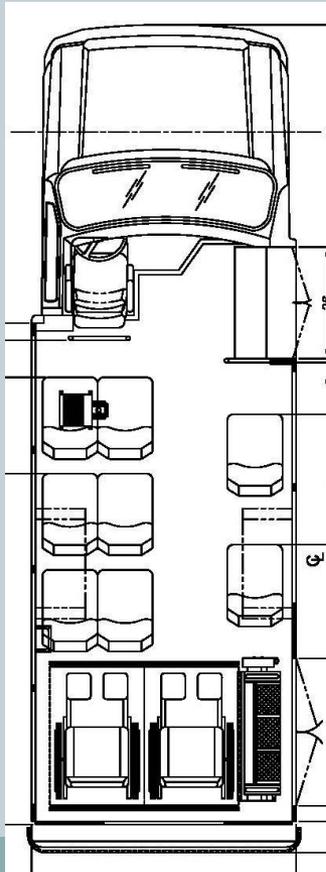
**Minivan:  
Class D**



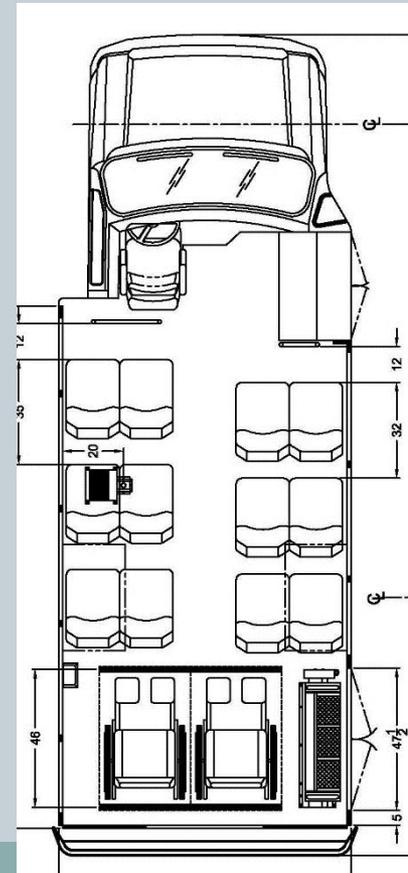
# Procurement Process: Vehicle Classes

8

## Class A: Floor Plan Seating Configuration 8/2



## Class B: Floor Plan Seating Configuration 12/2

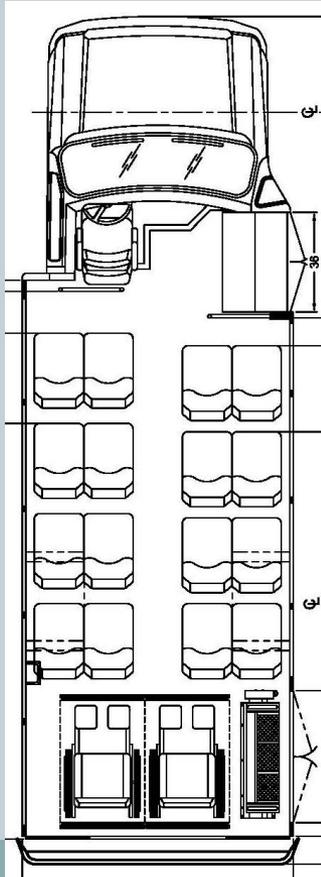


# Procurement Process: Vehicle Classes

9

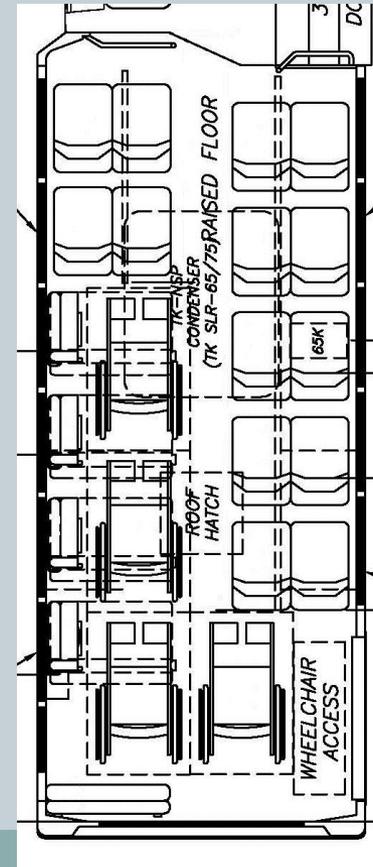
## Class C: Floor Plan

Seating Configuration 16/2



## Class E: Floor Plan

Seating Configuration 20/2

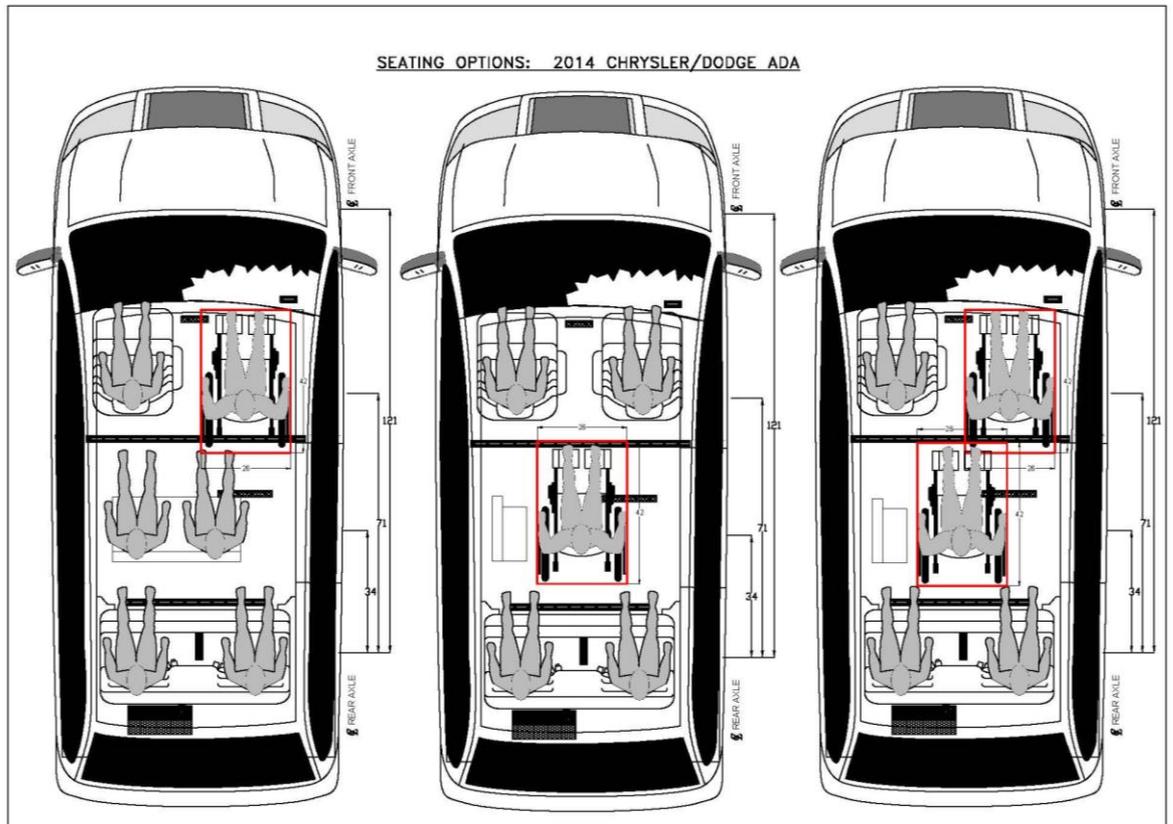


# Procurement Process: Vehicle Classes

10

## Minivan: Class D

## Seating configurations 4/1



# Procurement Process: Vehicle Ordering

11

## How do I order my vehicle?

- After the 5310 Program makes the final award the Procurement Branch will contact the subrecipient to begin the bus ordering process.
- The Procurement Branch will work with the subrecipient agency to prepare a vehicle floor plan that is consistent with the grant award.
- After the 5310 Standard Agreements are fully executed the finalized vehicle quote and floor plan will be sent to the subrecipient agency for final signature and is then ordered.

# Procurement Process: Vehicle Delivery

12

I've ordered my vehicle. When do I get it?

---

- After the vehicle has been ordered it must be custom built and driven to California from the Midwest.
- The dealer then prepares the vehicle for the Caltrans Senior Vehicle Inspector. The dealer will contact Caltrans once the vehicle is ready for inspection.
  - Every vehicle must be inspected by the vehicle inspector to ensure:
    - ✦ Every vehicle is built to contract specification.
    - ✦ Every vehicle meets safety requirements.
    - ✦ Every vehicle is correctly fitted based on the subrecipient agency's quote and floor plan.
- When the vehicle passes Caltrans inspection it is prepared by the dealer to be delivered to the subrecipient agency.
- This entire process can take between 6 to 9+ months.

# Procurement Process: Vehicle Delivery

13

How do I accept my vehicle now that it is ready?

- In accordance with the terms of the Standard Agreement, the subrecipient agency must provide to the dealer proof of insurance prior to receiving the vehicle.
- The final inspection is to be made by the subrecipient agency. If necessary the subrecipient agency should request assistance from the dealer's staff regarding any bus feature that is unfamiliar to the subrecipient.
- The subrecipient agency is responsible to check for loose items, such as tie down restraints, torso pad, etc. that was ordered with the bus to ensure all items have been included and received.
- Once the final inspection is made and accepted the subrecipient agency takes possession of the vehicle.

# Procurement Process

14

## Vehicle Warranty Information

# Vehicle Warranty Information

15

Does my vehicle come with a warranty?

---

- Vehicles come with warranties.
  - Warranty from the component manufacturers
  - Warranty from the chassis manufacturer
- The dealer is the first point of contact for all warranties.
- Upon delivery of your vehicle you will be provided with a warranty information packet that will give you specific information on the warranties for your vehicle.

# Vehicle Warranty Information

16

- The warranty coverage begins once the vehicle has been accepted at its final destination. This is the “delayed warranty” start date. The delay does not include mileage.
  - The warranty generally provides coverage by either duration of time or based on the miles the vehicle has been driven or whichever occurs first.
- Component warranty
  - The dealer is responsible to coordinate warranty issues impacting bus body components of the vehicle.
    - ✦ Seats and seat covers
    - ✦ Tracking
    - ✦ Flooring
    - ✦ Lighting
    - ✦ Auxiliary A/C unit

# Vehicle Warranty Information

17

- StarCraft Bus Manufacturer-  
(800) 348-7440
- Eldorado Bus Manufacturer-  
(800) 850-1287
- Braun Ability Lift-  
(800) 488-0359
- Ricon Lift-  
(800) 322-2884
- Michelin Tire-  
(866) 866-6605
- MOR/ryde Suspension-  
(574) 293-1581
- Dialight Lighting-  
(732) 919-3119
- Freedman Seating-  
(773) 524-2440
- USSC Seating Co.-  
(610) 265-3610
- Altro Flooring-  
(800) 382-0333
- Romeo Rim Bumper-  
(586) 336-5800
- Rosco Mirror North America-  
(800) 227-2095
- Velvac Mirror-  
(800) 783-8871
- Intermotive Vehicle Controls-  
(800) 969-6080
- Q-Straint Surecurement Devices-  
(800) 987-9987
- Transair the A/C Manufacturer  
(800) 673-2446
- American Cooling Technologies  
(877) 228-4247

# Vehicle Warranty Information

18

- **Chassis warranty**
  - The chassis warranty generally will cover all major and minor sub-components of the chassis portion of the vehicle.
    - ✦ Chassis
    - ✦ Under-the-hood components
    - ✦ Transmission

# Procurement Process

19

Procurements Methods for:  
Other Equipment  
and 3<sup>rd</sup> Party Contracts

# Procurement Process

20

## Types of Procurements other than vehicles:

---

- **Other Equipment – 5310 Traditional:**
  - Mobile radios
  - Computer components
  - AVL components
- **3<sup>rd</sup> Party Contracts – 5310 Expanded:**
  - Operating Assistance
  - Mobility Management

# Procurement Process

21

First point of contact for  
*all procurements* including  
vehicles, other equipment, and  
3<sup>rd</sup> party contracts  
is your  
5310 Program Liaison

# Procurement Process

22

## What guides DRMT's Procurement Review?

- Code of Federal Regulations: 2 CFR Part 200,
- FTA Procurement Circular: 4220.1F,
- FTA Best Practices Procurement Manual (BPPM), &
- Standard Agreement: Exhibit C
- State Management Plan

# Procurement Process: Standard Agreement

- Standard Agreement: Exhibit C
  - 44. Procurement:
    - ✦ For all procurements of property, supplies, equipment or services under an FTA assisted grant, the CONTRACTOR shall provide full and open competition.
  - 45. Bid Proposal and Contract Award:
    - ✦ C. All third-party contracts shall include essential elements including: parties, price or rate of compensation, scope of work...
  - 52. STATE Approval of All Third-Party Contracts
    - ✦ E. The STATE shall approve in writing all proposed third-party contract agreements, MOU, or similar documents prior to implementation. The CONTRACTOR agrees that it will not enter into any third-party contracts unless the same are approved in writing by the STATE. Any proposed amendments to such third-party contracts must be approved by the STATE prior to implementation.

# Procurement Process: Thresholds

24

FTA requires a different procurement method based on the value or threshold of the commodity or service being procured.

---

- **FTA Methods & Thresholds**
  - Micro Purchase: less than \$3,000.00
  - Small Purchase: between \$3,000.00 and \$100,000.00
  - Full Solicitation (RFP/IFB): \$100,000.00 or more
- **Local Thresholds**
  - Subrecipient agencies should follow local procurement requirements if they are more stringent than federal thresholds.

# Procurement Process: Thresholds

25

FTA requires a different procurement method based on the value or threshold of the commodity or service being procured.

---

- Any procurement method can be used so long that it meets minimum FTA and/or local thresholds.
  - For example: An mobility management project is estimated to cost \$50,000.00. Under FTA the procurement qualifies as a Small Purchase, but the subrecipient agency may choose to do a full solicitation.

# Procurement Process

26

**Micro Purchase**

# Procurement Process: Micro Purchase

27

## What are FTA's basic guidelines for Micro Purchase?

---

- **Micro Purchase:**
  - Micro Purchase: procurements less than \$3,000.00
  - Self-certifying approval process
    - ✦ Subrecipient agency certifies the price to be fair and reasonable.
    - ✦ Subrecipient agency certifies to not splitting the bid to qualify as a micro purchase.
  - 5310 Program liaison directly processes the self certification from and reimbursement.
  - Detailed guidance and self-certification form available on DMT Procurement webpage.
  - More information found in FTA Circular 4220.1F, Chapter VII, 32.a

# Procurement Process

28

Small Purchase

# Procurement Process: Small Purchase

29

## What are FTA's basic guidelines for Small Purchase?

---

- **Small Purchase:**
  - Small Purchase: procurement from \$3,000.00 and less than \$100,000.00
  - Simplified acquisition process requires:
    - ✦ Price quotations- 3+ preferred
      - 1. Catalog prices,
      - 2. Market research; or
      - 3. Recent purchase of similar goods/services.
  - Agency creates a Small Purchase Independent Cost Estimate (ICE):
    - ✦ Agency Info on Agency Letterhead
    - ✦ Program Info
    - ✦ Scope of Work
    - ✦ Price quotations
    - ✦ Selection and justification
    - ✦ Signature of authorized purchasing agent

# Procurement Process: Small Purchase

30

What are FTA's basic guidelines for Small Purchase?

---

- Detailed guidance and sample Small Purchase ICE can be found on the DMT Procurement webpage.
- Upon approval of the Small Purchase ICE by the Procurement Branch a formal approval letter is sent to subrecipient agency and 5310 Program liaison.
- More information on Small Purchases is found in FTA Circular 4220.1F, Chapter VII, 32.b

# Procurement Process

31

**Full Solicitation**

# Procurement Process: Full Solicitation

32

What are FTA's basic guidelines for a Full Solicitation?

---

- **Full Solicitation (RFP/IFB):**
  - Full Solicitation- Is a Full and Open Competition that is advertised and seeks the best quality product/ service at a minimum cost/price.
  - Full Solicitation Method must be used for procurements for \$100,000.00 or more.
  - RFP- Request for Proposal. Has a *Scope of Work* that describes the desired outcome of the project. (consultant services)
  - IFB- Invitation for Bid. Has *Specifications* that instructs the bidders how to achieve the desired outcome of the project. (commodities)

# Procurement Process: Full Solicitation

33

## What are FTA's basic requirements for a Full Solicitation?

- Full Solicitation (RFP/IFB):
  - Requires Full and open competition. Procurement Branch will review:
    - ✦ Independent Cost Estimate (ICE)
    - ✦ RFP or IFB
    - ✦ Advertising
    - ✦ Bid Selection
    - ✦ Draft Contract/Contract Award
  - Contract requirements:
    - ✦ FTA requires contract clauses (Appendix A.1)
    - ✦ Essential elements of the contract must be stated in the contract including, but not limited to:
      - Parties
      - Price or rate of compensation, scope of work or specification
      - Contract timeline
      - Contract termination
      - Etc.

# Procurement Process: Full Solicitation

34

What are FTA's basic guidelines for a Full Solicitation?

---

- **Full Solicitation (RFP/IFB):**
  - Additional Requirements
    - ✦ State, Department, and Program requirements
  - Procurement Branch processes procurement action.
    - ✦ There are several stages of review for each RFP/IFB:
      - Draft RFP
      - Draft Contract
      - Independent Cost Estimate
      - Bid Selection Process
      - Final award approval
  - Detailed guidance can be found on the DMT Procurement webpage

# Procurement Process: Procurement Planning

35

What is the typical timeline for a subrecipient agency to complete a procurement request?

- Micro Purchase: Can be as little as a few days.
- Small Purchase: One to two weeks.
- Full Solicitation (RFP/IFB): 3 to 9 months.
  - Once the DRMT Procurement Branch receives all the required procurement documentation, review is generally completed in approximately 10 business days, however, the Standard Agreement allows for up to 30 days.

# Procurement Process

36

- Questions?
  
- Webpage:  
<http://www.dot.ca.gov/hq/MassTrans/index.html>  
<http://www.dot.ca.gov/hq/MassTrans/Procurement-Mgmt.html>
  
- Contact Information:
  - Frank Nevitt, Branch Chief:
    - ✦ (916) 654-9495 [frank.nevitt@dot.ca.gov](mailto:frank.nevitt@dot.ca.gov)
  
  - Staff Contacts:
    - ✦ Sharlie Kessler: (916) 654-9986 [sharlie.kessler@dot.ca.gov](mailto:sharlie.kessler@dot.ca.gov)
    - ✦ Ralph Martinez: (916) 654-8631 [ralph.martinez@dot.ca.gov](mailto:ralph.martinez@dot.ca.gov)
    - ✦ Daniel Yerushalmi: (916) 653-3088 [daniel.yerushalmi@dot.ca.gov](mailto:daniel.yerushalmi@dot.ca.gov)
    - ✦ John Cano: (916) 651-8242 [john.cano@dot.ca.gov](mailto:john.cano@dot.ca.gov)