

CHAPTER 3 – GUIDELINES FOR CAPITAL PROJECTS



**Washington State
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- Vanpool Vans
- ADA Minivans
- ADA Full-sized Vans
- Minibuses
 - Light-duty (van chassis) Cutaways
 - Medium Duty (truck chassis) Cutaways
- Heavy-duty Buses

TYPE OF VEHICLES AWARDED



ADA MINIVAN



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ADA CONVERSION VAN



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MINIBUS (Van chassis)



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MINIBUS (Truck chassis)



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Heavy-duty bus



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PURCHASING VEHICLES

- WSDOT Role
 - Ensure compliance with FTA, State and Agency purchasing requirements
- Agency Role
 - Carry out project as described in Agreement
 - Obtain written approval of all procurement steps from WSDOT
 - Comply with FTA, State, agency and grant agreement procurement requirements



“Capital vehicle and equipment acquisition grants are awarded to satisfy the immediate needs identified in the current biennium. Capital grants where the procurement process has not been initiated in the biennium the funds were awarded shall be deemed as not an immediate need and the organization will be subject to forfeiture of its capital funding. Capital projects may receive an exemption from this requirement only upon written request and WSDOT approval demonstrating the unforeseen circumstances to justify a delay in procurement.”

SATISFACTORY PROGRESS



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- Federal Transit Administration (FTA) requirements – Circular 4220.1F
- http://www.fta.dot.gov/legislation_law/12349.html
- WSDOT and State procurement policies
- Grantee formal procurement policies
- **Written approval from WSDOT**

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BASIC PROCUREMENT REQUIREMENTS



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VEHICLE PROCUREMENT OPTIONS

- **NEW** statewide heavy-duty bus contract **RFP 09214** available in July 2015.
- **NEW** statewide light-duty/medium-duty cutaway bus contract – **RFP 04115** available in September 2015
- Existing statewide ADA van/minivan/specialty vehicle contract – **RFP 02511** available until December 6, 2015.
- Existing statewide passenger van contract **RFP 03613** available until January 1, 2016.
- **NEW** Statewide vehicle lifts & garage equipment **ITB 0814** bids due July 23, 2015.
- Individual agency piggyback contract awarded by another agency or state
- Direct procurement
 - Invitation For Bids (IFB)
 - Request For Proposals (RFP)



- Covers all types of vehicles, fuel types, and a comprehensive list of options.
- Will be available to all transit agencies, tribes, and non-profits.
- Contains all Federal Clauses and Certifications.
- All orders will be provided a DVD with all contract procurement documents or can download off DES website.*

*Grantees must still download Altoona test and retain all post-delivery documents required.

STATEWIDE PROCUREMENT



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- Identify agency contract with assignability clause and available piggybacks
- Obtain copies of all documents connected to procurement “as if you had conducted the procurement yourself”
- Review documents to ensure they contain all FTA required clauses
 - Assignability clause?
- Obtain written approval from WSDOT

INDIVIDUAL AGENCY PIGGYBACK

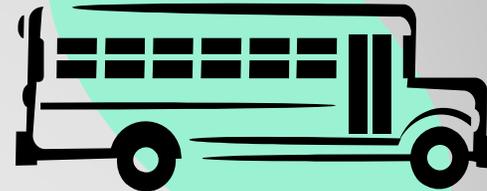


- Open and competitive
- Comply with agency policy & procedure
- Follow state and federal guidance
 - FTA Best Practices Procurement Manual
 - Circular 4220.1F compliant
 - FTA compliant clauses and specifications
- Pre-approval from WSDOT of all steps
 - Policy, procurement, specifications, and contract
 - Obtain written approval from WSDOT

DIRECT PROCUREMENT



- Three types of procurement thresholds for FTA funded procurement
 - Micro purchases < \$3,000
 - Small purchases > \$3,000 and < **\$150,000**
 - Large purchases > **\$150,000**



DIRECT PROCUREMENT



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- Invitation for Bid (IFB)
 - Selection is based on lowest price
 - Minimum of two or more vendors
- Request For Proposals (RFP)
 - Selection is based on “best value” and can also consider non-price factors such as fleet uniformity, reliability, parts availability, etc.
 - ***Social cost of carbon emissions***

DIRECT PROCUREMENT



- Comply with Federal Motor Vehicle Safety Standards (FMVSS)
- Comply with Altoona bus testing requirements
- Meet ADA accessibility requirements
- Contain all FTA clauses and certifications
- Comply with “Buy America” requirement (procurement greater than or equal to \$100,000)
- No Geographic Preference
- Award to Responsive & Responsible Bidder
- 5-year limitation on rolling stock procurements

BASIC REQUIREMENTS

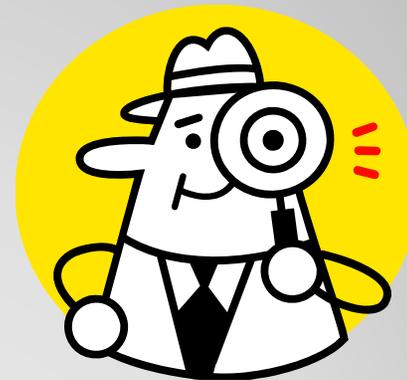


- Plant Inspections
 - Optional for purchases < 20 vehicles
 - 5307 Urban formula funds < 10 vehicles
 - Requires pre-approval by WSDOT to be grant eligible
- Pre-award Certifications
 - Buy America
 - FMVSS
 - Transit Vehicle Manufacturer (TVM)
 - Debarment & Suspension
 - Altoona Bus Testing (If applicable)*
 - *MAP-21 requires new pass/fail bus testing requirement

BASIC REQUIREMENTS



- Post Delivery Certifications
 - Purchaser's Requirement
 - Buy America Certification
 - FMVSS Certification



BASIC REQUIREMENTS



- Vehicles must be inspected and accepted within 15 days of delivery unless a written response is provided to the vendor detailing the deficiencies of the vehicle.
- A letter of acceptance must be in writing.
 - Determines payment due date, early payment discounts, warranty expirations and useful life of vehicle (title retainage).

Vehicle Acceptance



- Conduct a visual inspection at time of delivery.
 - Note any damage or flaws
- Conduct a road test.
 - Third party inspections are an eligible grant expense
- Ensure you are satisfied with vehicle before accepting.

Vehicle Acceptance



- Title must be obtain within 15 days from acceptance
- WSDOT must be listed as the ‘legal owner’ of all grant funded vehicles; Grantee as ‘registered owner’
- WSDOT will release title after the minimum useful life has been satisfied (Appendix E-1)
 - Minimum number of years or mileage, whichever occurs first
 - Vehicle database will calculate release date per vehicle type and reported mileage

VEHICLE TITLE & LICENSING



- All pertinent procurement records
 - Procurement File Checklist, Appendix D-15
 - Maintain procurement records throughout the useful life of the vehicle – plus six years
 - Available during Site Visits and FTA reviews



WHAT IS A PROCUREMENT FILE?



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- Minimum Vehicle Usage Requirements
 - 100 passenger trips per week or
 - 100 revenue service miles per week
 - Where can the vehicles be used?
 - Can we provide additional services?



Vehicle Usage



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- What if the vehicles are no longer needed for the original service?
 - Assign the vehicle to another provider
 - Transfer to a different service area
 - Buy out the grant share



Vehicle Usage



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- What should I know about insurance?
- What if the vehicle is involved in an accident?
 - Contact WSDOT within 5 business days if the vehicle sustains disabling damage (i.e. is removed from service for 10 or more operating days) or it triggers a drug/alcohol test (i.e. fatality or someone transported to hospital)



Insurance and Accidents



- Used to support passenger transportation
- Limited to equipment as shown in Grant Agreement
- Comply with Agency's written purchasing policy, FTA or State funding requirements
- Written approval from WSDOT prior to purchase

OTHER EQUIPMENT PURCHASES



- Guide to Managing Your Public Transportation Grant, Chapter 3
- FTA Best Practices Procurement Manual
 - http://www.fta.dot.gov/funding/thirdpartyprocurement/grants_financing_6037.html
- FTA Circular 4220.1F
 - http://www.fta.dot.gov/legislation_law/12349.html

ADDITIONAL RESOURCES



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- Where is the capital reimbursement request form?
- Required documentation
- How do I complete the capital reimbursement request form?



SHOW ME THE MONEY



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- Personalized form will be sent to you electronically
- The form will be partially completed for your convenience
- The form contains “POP-UP” instructions to assist you in completing the form



Microsoft Excel
Worksheet

CAPITAL REIMBURSEMENT REQUEST FORM



**Washington State
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PUBLIC TRANSPORTATION DIVISION
Consolidated Grant
Capital Equipment and Vehicle Reimbursement Request

Organization Name: _____
 Mailing Address: _____
 City, State, and Zip: _____
 Vendor ID Number: _____

RFP/ITB Publish Date: _____
 Contract Award Date: _____
 Contract Completion Date: _____

Invoice Date: _____
 Agreement Number: _____
 Billing Period: _____
 Invoice Number: 0
 Final Request: _____

If Factory Visit Trip was taken, please fill out the Factory Visit Travel Worksheet to calculate costs. If trip was not taken, attach explanation.

Project A:		Vehicle Purchases Only				Date Accepted	Cost
Equipment Description	VIN/Serial Number	Grantee Vehicle #	Gross Vehicle Weight	Passenger Seats/WC Securements	ADA Access Yes/No		

I hereby certify that the costs shown on this invoice reflect the true and actual costs incurred against this agreement.

Signature: _____ Date: _____
 Type Name of Signatory: _____ Type Signatory's Title: _____

Factory Visit Trip Cost (if applicable): _____
 Total Cost: \$0.00
 Less Local Share (per agreement): _____
 Reimbursement Requested: \$0.00

Email a scan of the signed original with supporting documents to PTDInvoices@wsdot.wa.gov and the assigned Community Liaison
 Subject: 0 0

For WSDOT Only:

Job Number	Work Op	Obj.	Org. Code	Amount	Voucher #

Reviewed by: _____ Date: _____
 Community Liaison
 Approved by: _____ Date: _____
 Business Services Staff

Capital invoice



- Fill out ALL the required fields
- Adequate equipment description
- Eligible costs
- Cash match
- Authorized signature
- Scan & submit electronically to:

PTDInvoices@wsdot.wa.gov

And cc your Community Liaison

Capital Invoice



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- A copy of all vendor invoices
- Post-delivery inspection forms
 - Visual Inspection
 - Road Test
- Post-delivery certification forms*
 - Purchaser's Requirement
 - Buy America
 - FMVSS

* *See handouts*

Required Documentation



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- Copy of the vehicle registration
 - List WSDOT as *legal owner*
- Copy of the insurance certificate
- Copy of your vehicle acceptance letter to the vendor
- Factory visit expense worksheet
 - (if necessary and pre-approved)

Required Documentation



- Within 30 days after WSDOT receives and approves your complete reimbursement request packet



Payment Timeline



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- Incomplete reimbursement documents and information
- Unexplained additional capital cost outside of the scope of the contract
- Incorrect registration of the vehicle
- Missing federal certification and assurances
 - (if applicable)
- Missing authorized signature
- Site visit follow up actions not complete
- Missing quarterly reports



Payment Timeline



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- Who has to have one?
 - All Public Transits Systems
 - All grant funded capital projects
- What is it?
 - Preventative maintenance program based on lowest life-cycle cost methodologies and a physical inventory of assets
 - Website:
www.wsdot.wa.gov/Transit/AssetManagement/Plan.htm



ASSET MANAGEMENT PLAN AND VEHICLE MAINTENANCE PLAN

- **Transits** must have a updated Transit Asset Management plan (AMP) by 7/1/2015
- **Other Capital Grantees** must have a written Vehicle Maintenance Plan (VMP)
 - Separate Guidebook provided
 - Submitted to WSDOT for approval
 - Current Grantees – Sept 30, 2015
 - New Grantees – Before reimbursement for 1st grant vehicle

ASSET MANAGEMENT PLAN AND VEHICLE MAINTENANCE PLAN



- Written Maintenance Plan Covering Grant Funded Vehicles
 - Graduated Preventative Maintenance Program
 - Adopted consistent with grantee's standard procedures
 - Stepped Approach
 - Contact Hiep Tran (tranh@wsdot.wa.gov) for assistance

AMP & VMP REQUIREMENTS



- Mission statement for Maintenance
- Inventory of Assets covered
- Description of PM Program
 - Graduated PM program based on manufacturer's recommendations
 - Adapted to local conditions
 - A description of the your policies and practices
 - A description of the local conditions that effect your PM program
 - Sample inspection sheets used during PM

BASIC AMP & VMP REQUIREMENTS



- A system to identify, track & report
 - Maintenance
 - Repairs
 - Preservation Activities
 - Documentation of work performed
 - A system of warranty recovery

BASIC AMP & VMP REQUIREMENTS



- Capital Vehicle and Equipment

- Capital Vehicle and Equipment Report

NEW

- Combines narrative, milestones and expenditures into one form!
- Lists forms to attach to your capital report
 - DBE (only for non-rolling stock grants)

QUARTERLY REPORTS



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- Physical Equipment and Facility Inventory
 - Covers the following:
 - Facilities
 - Equipment
 - Vehicles

ANNUAL REPORT



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- All quarterly reports are due 30 days after the end of each quarter (October, January, April, July)
- All annual reports are due 45 days after the end of the calendar year (February 15th)

REPORT DUE DATES



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- Reports will ONLY be accepted if they are e-mailed to:
consolidatedgrants@wsdot.wa.gov
- Reports e-mailed to a staff member will not be accepted and considered not received
- Reports must still be received prior to WSDOT paying any invoices that fall on the quarter

**WHERE DO I SEND THE
COMPLETED REPORTS?**



QUESTIONS AND ANSWERS



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