



Tillamook County Transportation District Transportation Advisory Committee Meeting

Participants are welcome to join this meeting virtually.

To attend by phone, please dial: +1 (253) 215-8782 Meeting ID: 854 9741 0531

To attend virtually, please use this link: <https://us02web.zoom.us/j/85497410531>

Thursday, November 4, 2021 @ 1:00pm

1. Call to Order
2. Introductions/ Roll Call
3. Approval of Meeting Minutes from February 9, 2021 (Pgs. 2-4)
4. Review of TAC member roles and responsibilities (Pgs. 5-14)
5. Overview of TCTD Adopted Plans (Pgs. 15-35)
6. 2021 Coordinated Human Services Plan RFP (Pgs. 36-49)
7. STF/STIF Merger
8. Rural Veterans Health Transportation Grant
9. Proposed Meeting Schedule
10. Other Business
11. Adjourn

Tillamook County Transportation District
Transportation Advisory Committee
Tuesday, February 9, 2021 at 2:00pm
3600 Third St., Ste. A Tillamook, Oregon



Meeting Minutes

1. Call to Order

Chris Kell called the meeting to order at 2:00pm

2. Roll Call/Introductions

Present

Carol McAndrew, Senior Citizen Representative
Nick Torres, Veteran's Services Representative
Jeff Hazen, SETD/Neighboring County Transit Service
Chris Kell, Representative of Senior Citizens
Ron Rush, Marie Mills Center/Representative of Disabled Residents

Absent

Erin Skaar, CARE, Inc.
Robin Taylor, General Public
Stacie Zuercher, NW Senior and Disabled Services

TCTD Board

None

TCTD Staff

Doug Pilant, General Manager
Cathy Bond, NW Rides Brokerage Manager/Clerk

Guest

None

3. Approval of Minutes –

Motion by Carol McAndrew to approve the January 19, 2021 meeting minutes.
Motion Seconded by Ron Rush. Chairperson Chris Kell called for further discussion; followed by none, she called for the vote.

MOTION PASSED

By Carol McAndrew, Ron Rush, Jeff Hazen, Nick Torres and Chris Kell.
Erin Skaar, Robin Taylor and Stacie Zeurcher were absent.

4. Old Business

a. Approval of the FY2021-23 STF Application Funding Plan

GM Doug Pilant provided a brief overview of the purpose of the STF program and the process of soliciting projects to be funded. Marie Mills Center was the only applicant, requesting \$35,321. Since there were no other applicants to consider, the balance is being directed to TCTD for admin costs and support of

transit services, \$4,000 and \$96,079 respectively. Jeff Hazen asked if the operations portion is to a specific amount or general operations. GM Doug Pilant explained it will be general operations. The District did not receive an application from Care, Inc. for disabled and senior bus pass program. GM Doug Pilant explained he'll meet with the new CARE executive director about continuing the program in a different form. GM Doug Pilant said the Marie Mill Center and TCTD applications are included in the attached ODOT consolidated application.

Ron Rush declared a conflict of interest since Marie Mills Center is an applicant.

MOTION Made by Jeff Hazen to submit the TAC committees' recommendation to the TCTD Board of Directors to approve the FY 2021-23 Special Transportation Fund (STF) project recommendations as presented. *Motion Seconded* by Chris Kell.

MOTION PASSED

By Carol McAndrew, Jeff Hazen, Nick Torres and Chris Kell.
Ron Rush abstained.
Erin Skaar, Robin Taylor and Stacie Zeurcher were absent.

b. Approval of FY 2021-23 Section 5310 Consolidated Application Funding Plan

GM Doug Pilant explained the purpose of the Section 5310 program. The District also completed a project solicitation process to determine if there were other transportation providers needing funding assistance. Two applications were received. Marie Mills Center for preventative maintenance of their fleet and the purchased transportation program. The \$180,144 balance of the funding was allocated to three (3) TCTD projects: Propane conversion, repair/renovation of TCTD dispatch center and mobility management. GM Doug Pilant explained that he prepared a memo summarizing the projects and with a recommended order of priority. Ron Rush said the purchased transportation program is also a partnership with CARE, Inc. to meet some of their transportation needs.

Ron Rush declared a conflict of interest since Marie Mills Center is an applicant.

MOTION Made by Jeff Hazen to submit the TAC committees' recommendations to approve FY 2021-2023 Section 5310 Plan projects and recommend the TCTD Board authorize the General Manager to submit the Section 5310 application to ODOT. *Motion Seconded* by Carol McAndrew

MOTION PASSED

By Carol McAndrew, Jeff Hazen, Nick Torres and Chris Kell.
Ron Rush abstained.
Erin Skaar, Robin Taylor and Stacie Zeurcher were absent.

5. New Business

a. STF/STIF Consolidation Update –

GM Doug Pilant shared what he believed was the most recent status of the STF/STIF consolidation process. GM Doug Pilant asked Jeff Hazen if he is aware of any upcoming dates. Jeff Hazen has not heard of any dates for the consolidation process but may learn more at the next ODOT Public Transportation Advisory Committee meeting.

b. Future Meeting Date(s)

GM Doug Pilant proposed May-September for a future committee meeting to possibly receive updates for STF phase out and STIF Plan and provide an update on the STIF service enhancement projects. Implementation of the new union contract needs to be completed first. Will provide the TAC an update as more information is available. GM Doug Pilant will reach out to the committee and coordinate a new meeting date.

6. Other Business/Public Comments

Carol McAndrew – Thinks the group is very efficient and thanked Chris Kell for doing a good job of chairing the committee.

Jeff Hazen – He thinks recommendations for STF/STIF consolidation may be ready in the early Fall.

Chris Kell – Everyone is awesome and thanked the committee.

7. Adjournment: Meeting adjourned at 2:22pm.

These minutes approved this 4th Day of November 2021.

ATTEST:

Chris Kell, Committee Chair

Doug Pilant, General Manager



TILLAMOOK COUNTY TRANSPORTATION DISTRICT TRANSPORTATION ADVISORY COMMITTEE BYLAWS

ARTICLE 1 Name

The name of this organization shall be the Tillamook County Transportation District (TCTD) Transportation Advisory Committee (TAC).

The TAC Bylaws are established for the purpose of carrying out the statutory requirements as established under ORS 184.761, and the rules establishing the procedures and requirements for administration of the Statewide Transportation Improvement Fund as set forth under OAR Chapter 732, Division 40, and for FTA Section 5310 grant funds.

ARTICLE 2 Definitions

The following definitions shall apply to the terms used in these bylaws and the tasks of the Transportation Advisory Committee.

Area of Responsibility: The geographic area for which each qualified entity is responsible to provide STIF formula fund money. For a qualified entity that is a transportation district that does not share continuous jurisdictional boundaries with a county, such as TCTD, the Area of Responsibility is the geographic area within the jurisdictional boundaries of the county or counties in which any part of the District is located.

Bicycle and Pedestrian Advocates: Individuals representing either organizations or standing committees associated with local governments within Tillamook County which advocate for and promote bicycle and pedestrian-related issues, goals, projects, or interests, or which exist to advise local government elected officials on matters related to bicycle and/or pedestrian traffic safety and enforcement, pathways and travel lanes, project planning and development, and promote public events.

Employer Representative: Any employee, supervisor, manager, or owner of a business enterprise legally operating within the boundaries of Tillamook County.

Environmental Advocates: Individuals representing either organizations or standing committees associated with local governments within Tillamook County which advocate for any of a wide range of environmental issues, goals, projects, or interests, or which exist to advise local government elected officials on matters related to the environment or to environmental features of public property.

High Percentage of Low-Income Households: A percentage of low-income households, by Census Tract, greater than the overall percentage of low-income households in Oregon, as determined by the most recent data from the U.S. Census Bureau's American Community Survey.

Intercommunity Discretionary Fund: Up to four percent of STIF funds to be disbursed to Public Transportation Providers through a competitive grant funding process, pursuant to ORS 184.758(1)(c).

Local Government Representative: An employee of a County, municipal, or special district governmental organization formed and organized under the Oregon Revised Statutes and operating within the jurisdictional boundaries of Tillamook County.

Low-Income Household: A household whose total income does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services, also known as the Federal Poverty Guidelines. The Federal Poverty Guidelines may be found at <https://www.healthcare.gov/glossary/federal-poverty-level-FPL/> and <https://www.aspe.hhs.gov/poverty-guidelines>

Major Destination: A well-known and commonly recognized destination within Tillamook County, which may either be at one physical location or a group of destination locations within an industry.

Non-Profit Public Transportation Service Provider Representative: A representative of a non-profit transportation service engaged in providing public transportation services within the County, whether or not this entity receives public transportation funding.

Person(s) with Disabilities: Individuals with disabilities which limit or constrain any aspect of their daily life, and may include, but is not necessarily limited to, physical, intellectual, cognitive, developmental, and/or emotional disabilities.

Persons With Limited English Proficiency: Persons as defined in Tillamook County's Title VI Program adopted by the Board of Directors, who did not speak English as their original language and who may have limited proficiency in either speaking or understanding written or spoken English, or both.

Project: A public transportation improvement activity or group of activities eligible for STIF money and a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity or the Agency. Examples of project types include, but are not limited to: discrete activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a particular geographic area or new service, such as a new route that includes purchase of a transit vehicle, and maintenance and operations on the new route.

Public Transportation Service Provider: A Qualified Entity or a city, county, Special District, Intergovernmental Entity, or any other political subdivision of municipal or Public Corporation that provides Public Transportation Services.

Public Transportation Service Provider Representative: A representative of a publicly managed transportation service engaged in providing public transportation services within the County.

Public Transportation Services: Any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.

Qualified Entity: A county in which no part of a Mass Transit District or Transportation District exists, a Mass Transit District, a Transportation District, or an Indian Tribe.

Representative of Educational Institutions: A person who is employed by or on the Board of Directors of a K-12 public school; chartered or state-licensed private K-12 school, community college, university, private college, or trade school operating within the jurisdictional boundaries of Tillamook County.

Representative of Low-Income Individuals: A person representing the needs of low-income transportation system users, and who is familiar through association with groups or individuals with special transportation needs of low-income users.

Representative of Major Destinations: An employee, manager or owner of a destination or representing a destination industry group, or a member of an organization which promotes tourism within Tillamook County generally.

Representative of Persons with Disabilities: A person or employee or volunteer of an entity representing the needs of disabled transportation system users, and who, through association with groups or individuals, or facilities serving persons with disabilities, is familiar with the special transportation needs of disabled users.

Representative of Persons with Limited English Proficiency: A person or employee or volunteer of an entity representing the needs of transportation system users with limited English proficiency, and who is familiar through association with neighborhood groups, local school groups, social service or non-profit agencies, with the transportation needs of limited English proficiency users.

Senior: Persons sixty-five (65) years of age or older.

Senior Representative: A person, who may also be a senior, representing the needs of senior transportation system users, and who is familiar through association with groups or individuals, or facilities serving seniors, with the special transportation needs of senior users.

Social and Human Service Provider Representative: A representative of a social services, human services, or health services agency operating within Tillamook County. Said agency may be a public agency, a non-profit agency, or a not-for-profit institution such as a health center.

Social Equity Advocates: Individuals representing either organizations or standing committees associated with local governments within Tillamook County which advocate for equity for groups of persons who may be disadvantaged due to but not limited to ethnicity; income or other economic circumstances; limited English proficiency; homelessness; citizenship status; gender identity; sexual orientation; or which exist to advise local government elected officials on matters related to equity.

STIF Formula Fund: Up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Oregon Transportation Commission's approval of a STIF Plan, pursuant to ORS 184.758(1)(a).

STIF or Statewide Transportation Improvement Fund: The fund established under ORS 184.751.

STIF Plan: A public transportation improvement plan that is approved by a Governing Body and submitted to Oregon Department of Transportation for review and approval by the Oregon Transportation Commission in order for the Qualified Entity to receive a share of the STIF Formula Fund.

Transit Dependent User: An individual who is dependent on public transportation for mobility due to economic reasons or due to other special transportation needs.

Transportation Advisory Committee: A committee formed by the Qualified Entity to advise and assist the Qualified Entity in carrying out the purposes of the STIF and prioritizing projects to be funded by STIF money received by the Qualified Entity.

ARTICLE 3 Function

Section 1. Purpose: The TAC shall assist the Board of Directors in tasks and duties supporting local and regional transportation services funded through the State Transportation Improvement Fund (STIF) that are allocated to Tillamook County Transportation District, for distribution to Public Transportation Service Providers within and adjacent to TCTD.

Section 2. Major Tasks: The Advisory Committee will:

- Advise TCTD on the development process of STIF Funding Plans;
- Review the proposed distribution of FTA Section 5310 Formula Program money and make recommendations to TCTD;
- Review STIF Discretionary Grant proposals and make recommendations to TCTD;
- Review and prioritize projects proposed to receive STIF Discretionary and Intercommunity Discretionary funds with the District's area of responsibility;
- Develop a process for monitoring and evaluating projects to ensure that Public Transportation Providers that have received funds are applying the funds in accordance with and for the purposes described within their project proposal; and
- As and if requested, and in the manner directed by the Board of Directors, review and advise staff on the methodology for distribution of STIF Formula Program funds allocated to TCTD.

Section 3. STIF Plan Duties: The TAC will perform the tasks consistent with the administrative requirements set forth under OAR Chapter 732, Division 40:

- Hold public meetings to assist and advise staff with the development of the District's STIF Plan, including components of the Plan developed by or for other Public Transportation Service Providers within the District;
- Gather data and seek public input regarding low-income households within the District, including those within the corporate limits of municipalities within the District, and make and publish a determination of where those communities exist for purposes of guiding the STIF Plan;

- Review every project proposed for inclusion in the District's STIF Plan and determine whether to recommend inclusion or rejection of the project for the STIF Plan;
- Advise and assist staff by recommending projects to be included in the STIF Plan; the priority of each project in the Plan; and the level of project funding to be included for each project, consistent with the District's allocation process for the distribution of Formula Fund money;
- Consider the criteria established under OAR Chapter 732, Division 40 when identifying Projects for inclusion in the STIF Plan, including but not limited to: expanded service and frequency in areas with a high percentage of low-income households; improved service connections between communities; reduced fragmentation of service and closure of service gaps; maintenance of existing services; and other factors such as geographic equity;
- Advise staff regarding the opportunities to coordinate STIF funded projects in the Plan with other local or regional transportation programs and services;
- Recommend to the Board of Directors a STIF Plan which includes the prioritization of projects proposed for funding within the Plan;
- Develop processes for review and monitoring of ongoing funded projects and local Plans, which may include reporting and site visits to local public transportation providers receiving STIF project funding; and
- If appropriate, propose changes to policies or practices to ensure that the Public Transportation Service Provider has applied the monies received in accordance with and for the purposes described in the STIF Plan or project proposal, and that the project does not unduly fragment the provision of public transportation services.

ARTICLE 4 Membership

Section 1. Number, Qualifications, and Selection of Members: The Committee shall consist of at least five (5) members appointed directly by the Board of Directors. A list of current members and the interests they represent is attached to these bylaws and will be updated as new appointments are made. Member contact information is considered private and will not be disclosed to any third party unless permission has been provided by the Committee Member.

TAC Members must meet the following criteria:

- Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from TCTD or Tillamook County.
- Be a person who is a member of or represents one or more of the following:
 - Local governments, including land use planners;
 - Public transportation service providers;
 - Non-profit entities that provide public transportation services;

- Neighboring public transportation service providers;
 - Employers;
 - Public health, social and human service providers;
 - Transit users;
 - Transit users who depend on transit for accomplishing daily activities;
 - Individuals age 65 or older;
 - People with disabilities;
 - Low-income individuals;
 - Social equity advocates;
 - Environmental advocates;
 - Bicycle and pedestrian advocates;
 - People with limited English proficiency;
 - Educational institutions; or
 - Major destinations for users of public transit.
- The TAC must include at least one member who is a member of or represents each of the following three groups: (1) low-income individuals, (2) individuals age 65 or older or people with disabilities, and (3) Public Transportation Service Providers or non-profit entities which provide public transportation services.
 - The TAC shall include members from TCTD's area of responsibility, both within and outside district boundaries.
 - The Directors will seek to appoint Committee members who represent the diverse interests, perspectives, geography, and the demographics of the District.

Section 2. Terms of Office: Terms shall be three (3) years. Any member may serve two (2) successive terms if reappointed by the Board of Directors. Terms begin on July 1 and end on June 30. Terms shall be staggered, with no more than three members' terms expiring each year.

Section 3. Member Responsibilities: All Committee members shall regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed and shall fulfill other duties as appointed by the Chairman.

Section 4. Termination of Membership: The Board of Directors may remove Committee members as follows:

- Failure to attend three or more consecutive regular Committee meetings. The Board of Directors may declare a member's position vacant when the member has had three (3) unexcused absences in one year;
- When a member no longer meets the residency requirement;

- For cause following public hearing, for reasons including but not limited to commission of a felony, corruption, intentional violation of open meetings law, failure to declare a conflict of interest, or incompetence.

Section 5. Vacancies: The Board of Directors shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

ARTICLE 5 Officers

The following officers shall be elected from the Committee membership during the first meeting of each calendar year:

Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting.

Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

ARTICLE 6 Subcommittees

Section 1. Creation of Subcommittees: The Committee shall have the power to create subcommittees with such responsibilities as the Committee directs.

Section 2. Naming of Subcommittees: The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

ARTICLE 7 Advisors

The Committee and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, expert guidance and advice, data support and analysis, provide information for and testify in deliberations, and attend meetings to the extent deemed appropriate and approved by the Committee and the Chair.

Calling of advisors by the Committee will be coordinated by the Chair or subcommittee chairs through District staff assigned to the Committee.

ARTICLE 8 Meetings

Section 1. Regular Meetings: Meetings shall be held a minimum of two times per year, but may be held more frequently to carry out the purposes of the Committee. These meetings shall be held in publicly accessible facilities, and shall take place during transit operating hours, to facilitate attendance of interested individuals.

Section 2. Special Meetings: Special meetings may be called by the Chair or by the Board of Directors by giving the members and the press written or verbal notice at least 24 hours before the meeting.

Section 3. Quorum: A simple majority of the appointed, and filled, voting membership shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee.

Section 4. Voting: Each Committee member shall have one vote. In the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting. A Committee member shall not vote on any funding decision in which they are an applicant for funds.

Section 5. Staff: Administrative staff to the Committee shall be determined by the District Manager.

Section 6. Agenda: The Chair, with the assistance of District staff, shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by individual Committee members and/or the Board of Directors. Agendas of all meetings shall be posted in advance as required under existing District policy and filed with the Board of Directors.

Section 7. Notice: All members shall be given written notice of the time, date, location, and purpose of the meetings at least three (3) days before a regular Committee meeting and written or verbal notice one (1) day before a special meeting. In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than one (1) day actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

Section 8. Minutes: Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be posted following all meetings as required under existing District policy and filed with the Board of Directors.

ARTICLE 9

Public Records & Meeting Law and Public Engagement

Section 1. Public Records and Meeting Law: The Committee is a public body for the purposes of ORS Chapter 192 and is subject to the statutory procedures related to Oregon public records and meetings. Pursuant to OAR 732-040-0030(4)(b), written copies of Committee meeting notices, agendas, minutes, and bylaws shall be maintained for six (6) years.

Section 2. Public Engagement: The Committee shall strive to seek public engagement in all its deliberative processes, with particular regard to the selection of projects for inclusion and funding in the District STIF Plan. The Committee will work with District staff to publicize key meetings and hold public forums as needed to ensure maximum public access to information and public participation in priority-setting exercises.

ARTICLE 10

Parliamentary Procedure

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these Bylaws or any special rules of order the Committee shall adopt.

ARTICLE 11

Conflict of Interest

A potential or actual conflict of interest shall be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020), prior to taking any action on the matter causing the conflict. No member shall vote upon any motion which requires declaration of an actual conflict of interest.

ARTICLE 12

Bylaws and Amendments

Section 1. Bylaws: The Committee shall maintain written Bylaws pursuant to OAR 732-040-0030 that include, but are not limited to, name and purpose, number of committee members, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public notice requirements and engagement processes, and the STIF Plan development process and general decision-making criteria.

Section 2. Review of Bylaws: The Committee shall periodically review its Bylaws and update them as required, but no less frequently than every three (3) years. Committee Bylaws will be reviewed by the District Counsel and presented to the Board of Directors for adoption. The Board of Directors may also elect to review Committee Bylaws at any time.

Section 3. Amendments: Committee Bylaws may be amended by the Board of Directors upon its own motion. Prior to an amendment, the Board of Directors may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

Adopted by TILLAMOOK COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS on the 20th day of May 2021.

MEMORANDUM

Date: January 13, 2021 Project #: 24415

To: Doug Pilent
Tillamook County Transportation District
3600 3rd Street, Suite A
Tillamook, OR 97141

From: Susan Wright, PE, PMP and Russ Doubleday

Project: TCTD STIF Plan FY 2021-23

Subject: STIF Goals and Project Priorities

The Tillamook County Transportation District (TCTD) has created a Statewide Transportation Improvement Fund (STIF) Plan to identify priorities for use of the STIF funds, consistent with TCTD's adopted plans, for the next several funding cycles. This memorandum outlines TCTD's mission and goals, recent accomplishments, community/rider input on priority service needs, potential future STIF projects, and costs and financing for these potential projects.

TILLAMOOK COUNTY TRANSIT DISTRICT'S MISSION AND GOALS

TCTD's mission is to "Connect Communities Through Sustainable Transit Services". This mission is pursued through numerous goals, as described in its adopted plans. A brief summary of TCTD's adopted plans and the goals outlined within them is provided below.

- Coordinated Transportation Plan (2016): TCTD has a goal to provide services to seniors, people with disabilities, and low-income people, as these people are often especially reliant on public transit to meet their needs. TCTD's Coordinated Transportation Plan describes the needs of this population in Tillamook County and details service, infrastructure, and coordination strategies to meet those needs.
- Long-Range Transit Development Plan (2016): TCTD's Transit Development Plan describes current transit operations, unmet needs, service alternatives, and a financial plan. It describes TCTD's vision of delivering innovative service and valuing accountability, safety, communication, and service excellence and outlines a 20-year plan to implement this vision.
- Connector Management Plan (2016): TCTD has a goal to improve intercity connection to, from, and within Tillamook County. The Connector Management Plan is the plan outlining improved intercity connections between five agencies in Oregon (TCTD, Sunset Empire Transportation District, Columbia County Rider, Lincoln County Transit, and Benton County Transportation) and

includes strategies each of the five partners can pursue to improve connections. One of the primary purposes of the group is to market and brand each agencies' services as a single system called the NW Connector regional transit service. TCTD's involvement in is critical for the alliance and aids TCTD in the pursuit of its goal to improve intercity connections.

- Intercity Transit Enhancement Plan (2017): The Intercity Transit Enhancement Plan is a TCTD-specific document describing methods to work towards TCTD's goal to improve intercity connections to and from Tillamook County including Portland and Salem through strategies such as interlining with Amtrak and Greyhound to maximize interstate transit connections. It identifies opportunities to improve these connections using schedule modifications and service additions.

The goal of the STIF funding source is to improve or expand public transportation service in Oregon to expand job access, improve mobility, relieve congestion, and reduce greenhouse gas emissions around Oregon. TCTD's goals mirror these goals closely, as improving mobility and expanding job access are key aspects of providing services to seniors, people with disabilities, and low-income people and improving intercity connection to, from, and within Tillamook County. TCTD's concurrent goal of reducing fares to make transit more accessible to the Tillamook County community will also help the agency achieve its mobility and job access goals, will increase ridership and formula funds, and help meet the STIF funding goals, as well.

KEY ACCOMPLISHMENTS

The following highlights some of TCTD's key accomplishments over the past five years:

- Automated Scheduling and Dispatching
 - Scheduling and dispatching of dial-a-ride trips was automated through new dispatch software (Ecolane) and equipping all dial-a-ride vehicles with tablet. Together these allow for real-time dispatching. In addition, TCTD is in the process of implementing SMS texting notifications, real-time mobile app scheduling, and deviated fixed-route scheduling and dispatching. These programs will allow TCTD to manage deviations more efficiently and go paperless for ticketing.
- Pacific City Free Shuttle
 - Beginning in 2017, the Pacific City Free Shuttle operates on weekends in Pacific City between June 29th and September 1st. The Shuttle provides free transportation to and from destinations throughout Pacific City, including the County Boat Launch and Bob Straub Park. Service runs from 9:00 AM to 8:15 PM (Saturdays) or 6:00 PM (Sundays) with 45-minute headways.
- Coastal Connector Improvements
 - The Route 60X (Coastal Connector) had scheduling changes to provide riders with better intercity connections, including to Salem and connections to Cherriots, Greyhound, and Amtrak services, and to Newport and connections to Lincoln County Transit.
- Route 3 Service to Cannon Beach

- TCTD increased service from Tillamook to Cannon Beach from 2 to 4 trips per day on Route 3 as of January 2018, adding time to the route and an additional stop at the North Coast Recreation District in Nehalem. These changes enhanced intercity connections and provide Tillamook County residents better access to jobs and services in Cannon Beach and Seaside.
- Website Improvements
 - The TCTD website has been moved to a joint website for all the NW Transit Alliance (NWOTA) providers. This site has been steadily improved over the last five years. In July 2020, website enhancements were incorporated using an STIF Intercommunity Grant. These enhancements include improved trip planning capabilities (using Open Trip Planner) and the ability for visitors to see what demand response services are available (using new GTFS-Flex data). TCTD continues to make updates to its website – these improvements include synchronization with Open Street Map to provide finer-grain details about the local transportation network to improve bus stop accessibility and incorporating mobile electronic ticketing in partnership with all NWOTA providers.

POTENTIAL FUTURE PROJECTS

Table 1 describes projects identified in TCTD’s adopted plans to address unmet needs throughout the county that may be able to be funded with STIF funds. However, the highest priority for TCTD is to maintain existing service which requires stable funding and maintenance and periodic replacements of the existing fleet.

Table 1. Potential Future Projects

Project	TCTD-Adopted Plan	Goals Addressed by Project
Complete Cloverdale Wayside Transit Center	TCTD Transit Development Plan	Enhance coordination between TCTD and local partners
Create a new driver block that serves Route 2 twice a day and Route 3 three times a day to fill morning and afternoon headway gaps for each route. <i>This route would require an additional bus.</i>		Increase service
Modify Route 3 to better serve Nehalem by adding a stop along Highway 101 to serve existing deviations. In conjunction, modify Route 3 to replace flag stops through Rockaway Beach for a 3-mile zone with designated stops.		
Create new route that serves Pacific City and Tillamook and provides service through Sandlake Road. <i>This route would require an additional bus. This service could extend to Lincoln City to increase the number of trips per day between Lincoln City and Tillamook.</i>		
Modify Route 2 to extend from Netarts to Pacific City and Lincoln City, operating four times per day. Consider serving Oceanside with Dial-A-Ride to connect it to Route 2 and Route 5. (Note: This is not included in the TDP but is a new derivation of the Sandlake Road route in the TDP)		
Eliminate existing Pacific City loop on Route 4 (in tandem with a new Sandlake Road route) and add 5th run on Route 4 to Lincoln City (reduce headways to 3-3.5 hours, rather than 4 hours) – extra 1-2 service hours per day. (Note: Need to coordinate transfers with Sandlake Road route in Lincoln City for Hebo/Beaver/Cloverdale to get to Pacific City or serve these areas with DAR.)		

Add new bus to reduce headways by a factor of two between Tillamook and Lincoln City. <i>This route would require an additional bus.</i>		
Extend Route 1 service later in the evening to allow connections from intercity routes arriving in Tillamook after 6:00pm.	TCTD Intercity Transit Enhancement Plan	Enhance Intercity Connections
Provide a faster trip between Tillamook and Lincoln City by eliminating the diversion into Pacific City on all trips except the first northbound and last southbound trip (to serve work trips originating in Pacific City). Coordinate the schedule for transfers to Route 60X and 70X. Provide several roundtrips each day from Lincoln City to Pacific City.		
Provide three round trips per day to Portland (morning, midday, and late afternoon/evening) and modify the scheduled times to increase the number of interline opportunities with Greyhound and Amtrak and increase the practicality of Route 5 for more types of trips (provides more hours in Portland for a daytrip from Tillamook as well as a same day return trip for trips from Portland to Tillamook).		
Provide more stops in Tillamook, Nehalem, and Manzanita.		
Increase service frequency to high transit use areas on north-south Routes 3 and 4. <i>This route would require an additional bus.</i>	TCTD Coordinated Public Transit-Human Services Transportation Plan	Improve Transportation Service
Increase the frequency of longer distance service on Route 5. <i>This route would require an additional bus.</i>		
Provide personal pick-up and transportation of senior and disabled veterans that live in outlying rural areas to local businesses and community events.		
Increase service in the south part of Tillamook County.		
Increase frequency of service during late evening and night hours.		
Add a bus to serve the north county area for evening shift workers.		
Increase Dial-A-Ride services. <i>This would require additional vehicles.</i> (Note: a reduction in volunteer drivers has reduced DAR service in South County and has increased the need to consider paid DAR drivers)		Improve Transportation Infrastructure
Provide shelters (Oceanside, Tillamook Post Office, Tillamook Bay Community College - Rural Partners Building, Cloverdale Wayside, Cloverdale Health Clinic, Hoquarton Interpretive Center, Goodspeed Park, Garibaldi City Hall, and Champion Park Apartments). (Note: Champion Park Apartments is not included in the CTP plan but is an existing need)		
Provide a bus stop sign and pole at the converted flag stops along Route 3 through Rockaway.		
Provide real-time arrival times at bus shelters and/or via smartphone apps.		Improve Technology
Install Hanover Destination Signs on new buses.		Improve Capital Assets
Continue to enhance reduce fare subsidy programs and/or vouchers (such as the gold token program) to encourage ridership among special needs populations.		

COMMUNITY INPUT

As shown in Table 1, there are a number of different projects that TCTD could use STIF funding to pursue. TCTD gathered community input on transit service enhancement priorities through a public online survey that ran from July 13th through August 15th, 2020. This section documents the feedback received.

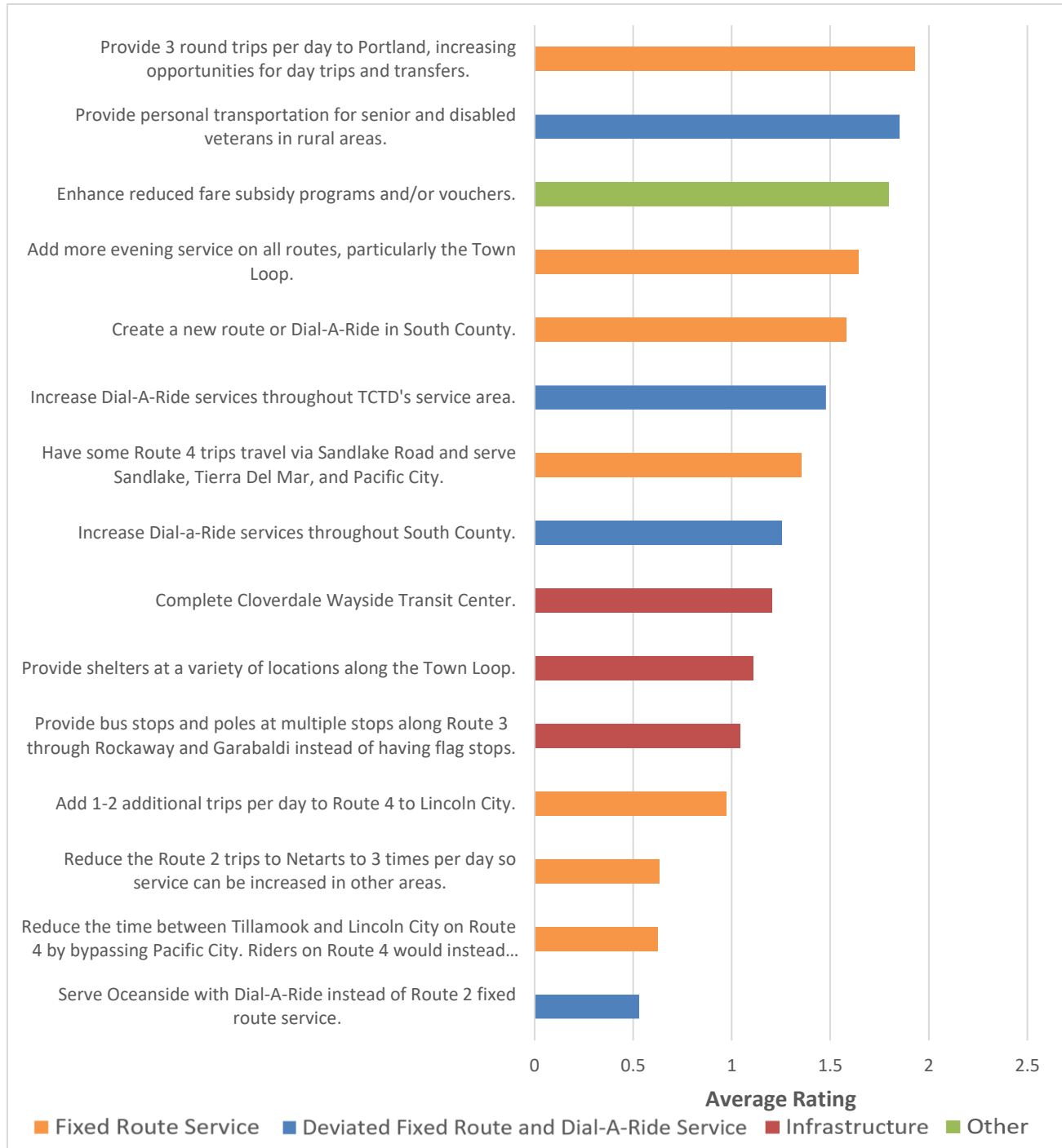
The survey asked respondents to rate their interest in each potential project with ratings ranging from “I would not like this project” to “I would be very interested in this project”. The survey divided the potential projects into four topic areas:

- Fixed Route Service
- Deviated Fixed Route and Dial-A-Ride Service
- Infrastructure
- Other

SURVEY RESULTS

The online survey received 209 responses. Because the survey asked each of the respondents to rate each potential project on the same scale, it is possible to compare the overall ratings assigned to each project. Each response for each project was assigned a value ranging from -1 (“I would not like this project”) to 3 (“I would be very interested in this project”) and the responses for each project were averaged. The results of this scoring system are shown in Table 2.

Table 2. Survey Project Prioritization Results



The 209 survey responses came from 18 ZIP codes across Tillamook, Clatsop, Washington, and Marion counties. Eighty-two comments came from ZIP code 97141, which encompasses the entire city of Tillamook. The top five ZIP codes by number of respondents include 97112 (Beaver, Hebo, Cloverdale), 97136 (Rockaway Beach), 97135 (Pacific City), and 97131 (Nehalem). Five comments were received from ZIP codes outside of Tillamook County. These include comments from Cannon Beach, Salem, Forest Grove, Beaverton, and unincorporated Washington County north of US 26.

Comments

As shown in Table 2, the top 5 projects that survey takers would like to see prioritized are:

- 1) Provide 3 round trips per day to Portland, increasing opportunities for day trips and transfers.
- 2) Provide personal transportation for senior and disabled veterans in rural areas.
- 3) Enhance reduced fare subsidy programs and/or vouchers.
- 4) Add more evening service on all routes, particularly the Town Loop.
- 5) Enhance transit service in south Tillamook County (“South County”).

The survey also offered respondents the opportunity to make open-ended comments on each potential project and to make general comments at the end of the survey. The comments offer insights into why respondents were most interested in the five potential projects listed above.

Provide 3 round trips per day to Portland, increasing opportunities for day trips and transfers

Survey respondents noted the importance of connections between Tillamook County and Portland when commenting on this project. They cited improved access to medical appointments, which are frequently required by portions of the population that can’t drive to Portland and have no place to stay the night in Portland, as the most important rationale for this project. They also cited improved transportation to flights into and out of Portland International Airport and increased job opportunities as important reasons for this project.

Provide personal transportation for senior and disabled veterans in rural areas

Personalized transportation options for the elderly and disabled were an attractive option to survey respondents, as they noted that there are many members of these populations in rural areas of the county and that services for them are broadly lacking right now. They also described the need for non-veteran disabled people to access these types of services. Overall, they believed this would improve access to medical appointments and basic services.

Enhance reduced fare subsidy programs and/or vouchers

Because the population served by TCTD consists of many seniors, disabled people, and low-income people, survey respondents saw this project as very important. They also noted that with the state of the economy because of COVID-19, more people than before may need these kinds of subsidies. Some respondents who currently use subsidies expressed their support for subsidy expansion, describing how they would not be able to use transit without them. Others described that they're aware of people in the county that do not take transit because it is cost prohibitive.

Additionally, STIF rules encourage transit agencies to invest in student transportation. Per the Oregon Administrative Rules (OAR) Chapter 732, "each Qualified Entity is required to spend at least one percent of STIF Formula Fund moneys received each year on student transit services for students in grades 9 through 12, if practicable." TCTD plans to subsidize student transportation for grades 7-12 to improve county mobility and to meet STIF's 1 percent spending requirement for student transportation.

Add more evening service on all routes, particularly the Town Loop.

Survey respondents described how riders who work late currently do not have the option to take transit home from work. Riders described walking and catching rides with friends in lieu of available service. Respondents also noted that many of TCTD's riders do not work typical "9 to 5" jobs and thus are reliant on service outside of peak hours. Other populations that would be helped by this service include students taking night classes at TBCC and senior citizens who may be hesitant to drive at night.

Enhance transit service in South County

Survey respondents noted that South County (and especially Hebo and Cloverdale) is very isolated and underserved. It is also generally lower income, causing more people who need more transportation options. Because of its rural nature, respondents noted that Dial-a-Ride may make more sense, but whether fixed route or Dial-a-Ride, they were enthusiastic about the need for improved service in the area.

COSTS AND FINANCING

This section outlines the costs to implement new service or expand on existing TCTD service, and it also outlines how these proposals could be financed.

Financing

As Table 3 shows, TCTD received approximately \$310,000 in STIF funding for fiscal year 2020. Over the next three fiscal years, funding is projected to remain increase, with projected STIF funding ranging from \$350,000 to \$370,000 per year.

Table 3. STIF Program funding for TCTD

Agency	FY 2019 Received	FY 2020 Received	Projected FY 2021	Projected FY 2022	Projected FY 2023
TCTD	\$164,842	\$309,837	\$361,728	\$352,308	\$371,262

Source: <https://www.oregon.gov/odot/rptd/pages/stif.aspx>

TCTD has already committed and spent the 2019 funds on programs and services that need to be continued. The following describes commitments for the 2020 and future STIF funds to date:

- 1) Fleet replacement local matching money. TCTD estimates that approximately \$75,000 should be set aside annually to ensure that local matches are met for purchasing new vehicles. If the annual fleet replacement costs are below \$75,000 annually, TCTD will transfer the remaining allocation into STIF Capital Reserve.
- 2) Ongoing STIF planning. TCTD estimates that \$25,000 will be spent annually on planning for future service enhancements funded by STIF and other funds.
- 3) Dial-a-Ride benefits. TCTD’s labor agreement resulted in significant increase in wages and in health insurance costs for employees. TCTD expects to spend an additional \$50,000 annually to cover these cost increases.
- 4) Low-Income Bus Pass. TCTD plans to provide Community Action Resource Enterprises, Inc. (CARE) with 10 reduced fare monthly bus passes and 10 full fare monthly bus passes (a \$20 and \$30 value, respectively) each month of the year. This will cost TCTD \$6,000 to maintain.
- 5) Holiday service. TCTD plans to budget around \$13,000 to cover service for three holidays.

Table 4 compares the amount of STIF funding that TCTD received in FY 2019 with spending across these five expenditure areas above. As shown, approximately \$500 of the original FY 2019 STIF allocation was left over after accounting for spending on the above programs.

The first quarter of FY 2020 (not shown in the table below) includes \$33,693 of costs across these expenditure categories.

The second two rows in Table 4 compare the amount of STIF funding that TCTD will receive in FY 2020 against projected expenditures to continue the programs and services described above. The difference is approximately \$141,000, which can be put toward meeting the service enhancement priorities outlined in the survey results. This net dollar amount will fluctuate as projected STIF funding amounts fluctuate as shown in Table 3. Any surpluses should be put into an Operations Reserve Fund to help cover future cost inflation or unforeseen events.

Table 4. FY 2019 STIF Expenditures, and Planned FY 2020 STIF Expenditures

Agency	FY 2019 Received	Capital Costs	STIF Planning Costs	Benefits Costs	Low-Income Pass Costs	Holiday Service Costs	Total Costs
TCTD	\$164,842	\$84,983	\$23,096	\$42,534	\$5,000	\$8,696	\$164,309
Agency	FY 2020 Received	Annual Capital Funding	Annual STIF Planning Costs	Annual Benefits Costs	Annual Low-Income Pass Costs	Annual Holiday Service Costs	Expected Annual Costs
TCTD	\$309,837	\$75,000	\$25,000	\$50,000	\$6,000	\$13,000	\$169,000

Costs

Cost estimates were created for several of the highest priority alternatives from the online survey and from TCTD cost analyses. These costs include annual operating costs and one-time capital costs, if applicable. Costs are divided into groups: additional town loop service, additional service outside of Tillamook, additional transit programs, and cost savings on Route 2.

The tables in each section below include mileage estimates for adding service on each new or added service alternative. The added mileage will inform the need for replacing transit vehicles in the future.

Fare Reduction Programs

TCTD recently completed a fare reduction study, and two findings stood out. In keeping with the goals of the STIF program, TCTD proposes eliminating all transit fares for students in grades 7 through 12 to improve mobility across Tillamook County for these students. The fare reduction study found that implementing this program will cost approximately \$11,000 annually. As stated previously, a Qualified Entity is required to spend at least one percent of the STIF Formula Fund money on student transit services.

Second, TCTD wants to improve mobility across the county in the wake of the COVID-19 pandemic and make transit more accessible for people at all income levels. As a result, TCTD plans to reduce all one-way fares on rides within Tillamook County to \$1. The fare reduction study found that implementing this program will cost approximately \$20,000 annually.

Table 5 shows the cost estimates for these fare reduction programs.

Table 5. Cost Estimates for Fare Reduction Programs

Alternative	Line-Item	Cost	Cost Type
Student Fares	Eliminate fares for all students in grades 7-12	\$11,000	Annual Operating Costs
Reducing Fares Systemwide	Reduce fares to \$1 per trip in Tillamook County to make transit trips more affordable	\$20,000	Annual Operating Costs

Additional Town Loop Service

As described in the *Port of Tillamook Bay Alternatives Analysis Memorandum* for TCTD, the recommended alternative for serving the Port of Tillamook Bay (POTB) is splitting the existing Town Loop route into two routes: an east-west route that mirrors existing service without the north leg on Highway 101, and a north-south route that runs from the Tillamook Creamery to POTB. This analysis assumes no cost savings on the east-west route by removing the north leg on Highway 101, and it calculates that the north-south route will cost approximately \$75,000 a year to operate with 3 runs, approximately \$149,000 a year to operate with 6 runs, and approximately \$299,000 a year to operate with 12 runs (which would maintain existing service levels on Highway 101). Table 6 shows the estimated annual operating costs for the N-S Town Loop service with 3, 6, and 12 daily runs.

Table 6. Cost Estimates for N-S Town Loop Route

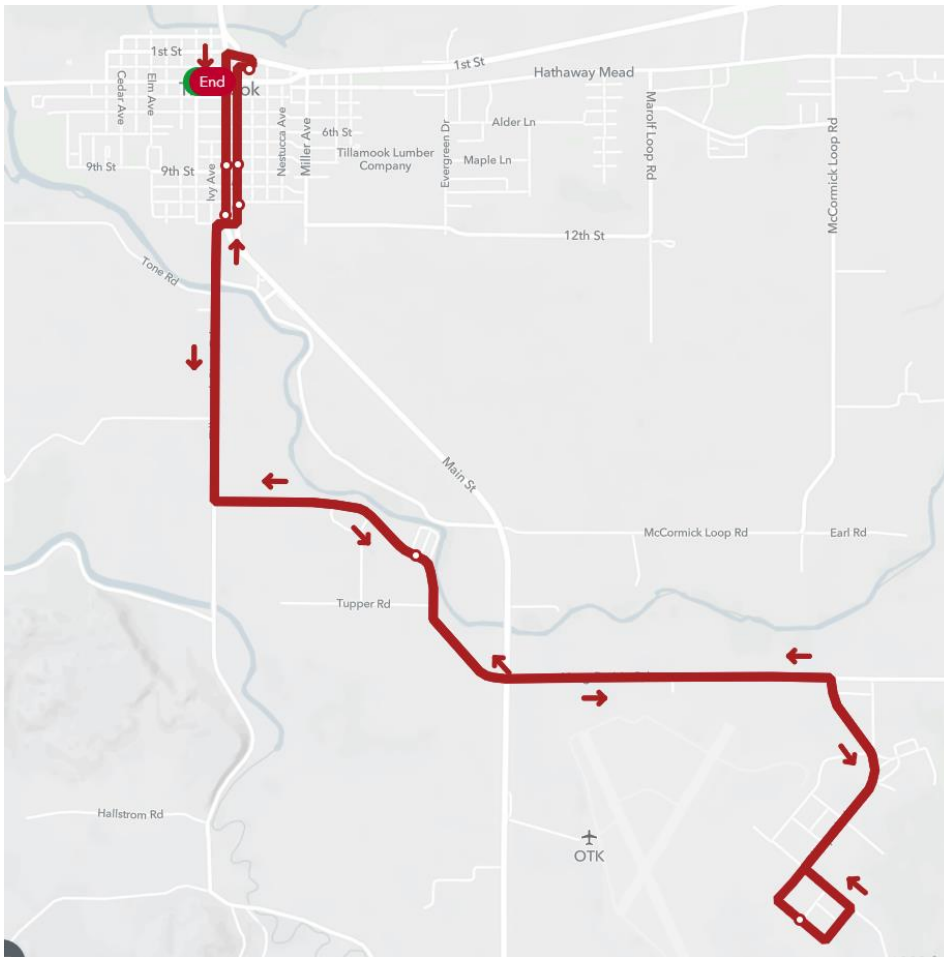
Alternative	Line-Item	Cost	Cost Type
New Tillamook Town Loop (N-S Service)	New Service – 3 new runs	\$74,673	Annual Operating Costs
	<i>Miles per Year on N-S Loop – 3 new runs</i>	<i>16,268 miles</i>	<i>N/A</i>
	New Service – 6 new runs	\$149,347	Annual Operating Costs
	<i>Miles per Year on N-S Loop – 6 new runs</i>	<i>32,537 miles</i>	<i>N/A</i>
	New Service – 12 new runs	\$298,693	Annual Operating Costs
	<i>Miles per Year on N-S Loop – 12 new runs</i>	<i>65,073 miles</i>	<i>N/A</i>

TCTD has determined that the N-S Town Loop service with 12 runs per day as recommended is infeasible in the near term due to the costs. Alternatively, TCTD has discussed keeping the existing Town Loop route configuration in place and adding a new route to cover POTB and Tillamook River Road only. Such a route could be completed in 30 minutes, including a break for the driver at the end of the route. Table 7 shows the estimated annual operating costs for the POTB service, and Figure 1 below shows the proposed alignment for this route. Because the new proposed route can be operated in 30 minutes, twice as many runs can be completed for the same cost as the proposed N-S Town Loop service.

Table 7. Cost Estimates for POTB Service

Alternative	Line-Item	Cost	Cost Type
New Port of Tillamook Bay Service	New Service – 6 new runs	\$74,673	Annual Operating Costs
	<i>Miles per Year on POTB Route – 6 new runs</i>	<i>22,611 miles</i>	<i>N/A</i>
	New Service – 12 new runs	\$149,347	Annual Operating Costs
	<i>Miles per Year on POTB Route – 12 new runs</i>	<i>45,221 miles</i>	<i>N/A</i>

Figure 1. Map of Proposed Port of Tillamook Bay Service



In addition, a top survey response was to add evening hours to Town Loop service. Currently, the Town Loop begins its final run at 6:15pm every day and ends the run at 7:10pm. Adding one additional run on the existing Town Loop route would cost approximately \$25,000 a year, with an additional \$12,000 for the POTB route if that were implemented. Adding two additional runs on the Town Loop route would cost approximately \$50,000 a year, with an additional \$25,000 going to the POTB route, as Table 8 shows.

Table 8. Cost Estimates for Evening Service on Existing Town Loop and Proposed POTB

Alternative	Line-Item	Cost	Cost Type
Added Evening Service on Existing Town Loop – Everyday	1 additional run on Town Loop	\$24,891	Annual Operating Costs
	<i>Added miles per year on Town Loop</i>	<i>4,279 miles</i>	<i>N/A</i>
	2 additional runs on Town Loop	\$49,782	Annual Operating Costs
	<i>Added miles per year on Town Loop</i>	<i>8,558 miles</i>	<i>N/A</i>
Added Evening Service on Proposed POTB Route – Evening	1 additional evening run on potential POTB route	\$12,446	Annual Operating Costs
	<i>Added miles per year on POTB route</i>	<i>3,768 miles</i>	<i>N/A</i>
	2 additional evening runs on potential POTB route	\$24,891	Annual Operating Costs
	<i>Added miles per year on POTB route</i>	<i>7,537 miles</i>	<i>N/A</i>

Additional Service Outside of Tillamook

Two of the most popular survey responses were for adding a third run on the Route 5: Tillamook – Portland and adding a South County dial-a-ride service. Adding a third run on the Tillamook – Portland route costs approximately \$117,000 a year. TCTD is pursuing this route in partnership with Ride Connection. With 5-10 percent farebox recovery and a 50 percent match from TCTD to fund the third daily run, TCTD expects this cost will decrease to \$55,000 a year for the agency.

Enhancing South County transit service would cost approximately \$150,000 a year, as represented by a dial-a-ride program, based on TCTD’s hourly service cost for dial-a-ride in other parts of its service area. Any potential dial-a-ride program would not supplant existing Route 4 service and instead would funnel trips to that route where possible. In the long-term, ridership data on a potential dial-a-ride program could lead to more fixed-route options, including a potential South County circulator shuttle.

TCTD’s transit vehicles cost between \$80,000 and \$220,000, with local match varying from 10.89 percent to 20 percent. The remaining amount is paid for by the state. TCTD recently purchased five new vehicles and three additional vehicles are being lined up for purchase, and some of the vehicles are likely suitable for operating a South County dial-a-ride program.

According to the survey, constructing a south county transfer location and enhancing the reduced fare subsidy programs are the top survey responses for non-route-related responses. The new transfer location is estimated at \$500,000, which does not include costs for real estate acquisition.

Table 9 shows the cost estimates for all of these additional transit investments outside of Tillamook.

Table 9. Cost Estimates for Additional Transit Investment Outside of Tillamook

Alternative	Line-Item	Cost	Cost Type
New Program Costs			
Added Run on Tillamook-Portland Service	Third daily run 7 days a week	\$55,000	Annual Operating Costs
	<i>Added miles per year on additional run</i>	<i>58,688 miles</i>	<i>N/A</i>
Enhanced South County Transit Service	Operating South County dial-a-ride	\$150,592	Annual Operating Costs
New South County Transfer Location	New Transfer Location	\$500,000	One-Time Capital Cost

Cost Savings on Route 2

Route 2 with service from Tillamook to Oceanside and Netarts currently has a significant number of empty runs each day. Reducing the number of runs on this route would provide cost savings that could be allocated to other services or programs.

There are seven runs every day (weekdays and weekends) on Route 2. As Table 10 shows, removing three runs from the route would save approximately \$88,000 annually, and removing four runs from the route would save approximately \$117,000 annually.

TCTD has identified Route 2 as a potential candidate for focused dial-a-ride service in the future. Further study would be needed to determine cost savings for this proposed service transition.

Table 10. Estimated Cost Savings on Route 2

Alternative	Line-Item	Cost	Cost Type
Reducing trips on Route 2: Tillamook – Oceanside - Netarts	3 fewer runs on Route 2 every day	\$87,608	Annual Operating Costs
	<i>Reduced Miles per Year on Route 2</i>	<i>46,611 miles</i>	<i>N/A</i>
	4 fewer runs on Route 2 every day	\$116,810	Annual Operating Costs
	<i>Reduced Miles per Year on Route 2</i>	<i>62,148 miles</i>	<i>N/A</i>

RECOMMENDATIONS

When comparing TCTD’s allocated STIF funding by fiscal year with the expected annual costs (shown in Table 4), the unallocated STIF funding provides the basis for expanding service or programs. Table 11 calculates the unallocated STIF funding for each of the next four fiscal years. The expected annual costs have been projected to grow five percent annually.

Table 11. Leftover STIF Funding After Expected Annual Costs

Fiscal Year	Projected STIF Funding	Allocated Annual STIF Project Costs	Unallocated STIF Funding
Fiscal Year 2020	\$309,837	(\$169,000)	\$140,837
Fiscal Year 2021	\$361,728	(\$177,450)	\$184,278
Fiscal Year 2022	\$352,308	(\$186,323)	\$165,985
Fiscal Year 2023	\$371,262	(\$195,639)	\$175,623

As shown above, there is between approximately \$141,000 in unallocated STIF funding for Fiscal Year 2020, and then approximately \$165,000 to \$184,000 in unallocated STIF funding for each fiscal year from 2021 through 2023 after annual anticipated costs from Table 4 are accounted for.

STIF Project Options

TCTD has a menu of options for how to spend its unallocated STIF funding through Fiscal Year 2023. Table 12 below provides a menu of options for TCTD to consider. Each row, except for the Cloverdale Wayside transfer location, is an annual cost and, if implemented, will need to be included in expected annual costs for all future fiscal years.

Table 12. New Program Costs and Unallocated STIF Funding

Program/Route	Service Change	Estimated Annual Costs/Savings	Priority
New Program Costs			
New Port of Tillamook Bay (POTB) and Tillamook River Road Service	Establish service with 6 runs (30-minute route)	\$74,673	1
	Establish service with 12 runs (30-minute route)	\$149,347	N/A
Student Fares	Eliminate fares for all students in grades 7-12	\$11,000	2

Reducing Fares Systemwide	Reduce fares to \$1 per trip in Tillamook County to make transit trips more affordable	\$20,000	3
Tillamook-Portland Service	Add a third daily run 7 days a week (with Ride Connection)	\$55,000	4
Enhanced South County Transit Service	Establish a dial-a-ride program in south Tillamook County	\$150,592	5
Evening Service on Town Loop	Add 1 new evening run on existing Town Loop	\$24,891	6
	Add 2 new evening runs on existing Town Loop	\$49,782	N/A
South County Transfer Location	Construction of a south county transfer location	\$500,000 (one-time cost)	7
New Program Savings			
Route 2 Service	Reduce Route 2 service with 3 fewer runs per day	\$87,608	1
	Additional savings for eliminating a 4 th run on Route 2	\$29,202	1

First, this plan recommends allocating the fiscal year 2020 unallocated STIF funding, projected to be approximately \$141,000 after annual STIF project costs are accounted for as a STIF Capital Reserve fund for TCTD. While these reserve funds exist on paper, it is likely that TCTD has already committed a significant portion of these funds to other capital investments.

Table 13 below details the additional service options recommended for TCTD to implement using fiscal year 2021 STIF funding. These service options include funding new POTB service, eliminating student fares, reducing fares on county routes, a local match for additional Tillamook to Portland service, and additional evening service on the Town Loop, and enhanced South County transit service, with cost savings from a reduced number of runs on Route 2.

Additional service options are shown in prioritized order. The first item – new POTB service and Route 2 service reduction (a continuation of an existing STIF project) – is TCTD’s top priority.

Table 13. Proposed Service Changes and Costs for Fiscal Year 2021

Service Change	Service Detail	Annual Cost	Cumulative Total of Unallocated STIF Funding
UNALLOCATED STIF FUNDING			\$184,278
New POTB Service and Route 2 Service Reduction	Establish POTB service with 6 runs (30-minute route)	(\$74,673)	\$109,605
	Four fewer runs on Route 2 every day	\$116,810	\$226,415
Student Fares	Eliminate fares for all students in grades 7-12	(\$11,000)	\$215,415
Reducing Fares Systemwide	Reduce fares to \$1 per trip in Tillamook County to make transit trips more affordable	(\$20,000)	\$195,415
Tillamook-Portland Service	Third daily run 7 days a week	(\$55,000)	\$140,415
Enhanced South County Transit Service	Establish a dial-a-ride program in South Tillamook County	(\$150,592)	(\$10,177)
NET SPENDING ON NEW SERVICE IN FY 2021			\$194,455
TOTAL UNALLOCATED STIF FUNDING			(\$10,177)

These service changes will implement three of the five top priorities from Table 12. As shown, implementing these three projects will leave TCTD with a cost overrun of approximately \$11,000. The cost estimate for the enhanced South County transit service is likely an overestimate – when POTB service is established, a dial-a-ride program would no longer need to serve POTB or Tillamook River Road, which

would likely lead to cost savings. Whether these anticipated savings are enough to cover the entire cost overrun is unknown. The fiscal year 2020 reserve savings of \$141,000, originally tied to a Capital Reserve fund, could be used to cover any gaps, as well.

Without any anticipated savings in the South County dial-a-ride program, the net spending on the top three service priorities will be approximately \$194,000 a year. With approximately \$166,000 and \$176,000 in unallocated STIF funding for fiscal years 2022 and 2023, respectively, these leaves a similar gap in expenditures over revenues. Again, the fiscal year 2020 reserve savings can help cover this gap if the anticipated cost savings from the South County dial-a-ride program are not enough.

This plan anticipates that STIF allocations will continue to grow beyond fiscal year 2023, and that unallocated STIF funding should exceed the net spending on new service identified in Table 13. Additional needs beyond the list in Table 12 may arise as part of updating the Tillamook County Coordinated Transit Plan by 2023.

Appendix A Remix Demographic
Maps



TCTD Network

1 Tillamook Town Loop

1A Tillamook Town Loop (E-W)

1B Tillamook Town Loop (N-S)

1C Port of Tillamook Bay Route

2 Tillamook - Oceanside - Netarts

2 Tillamook - Oceanside - Netarts (Re...

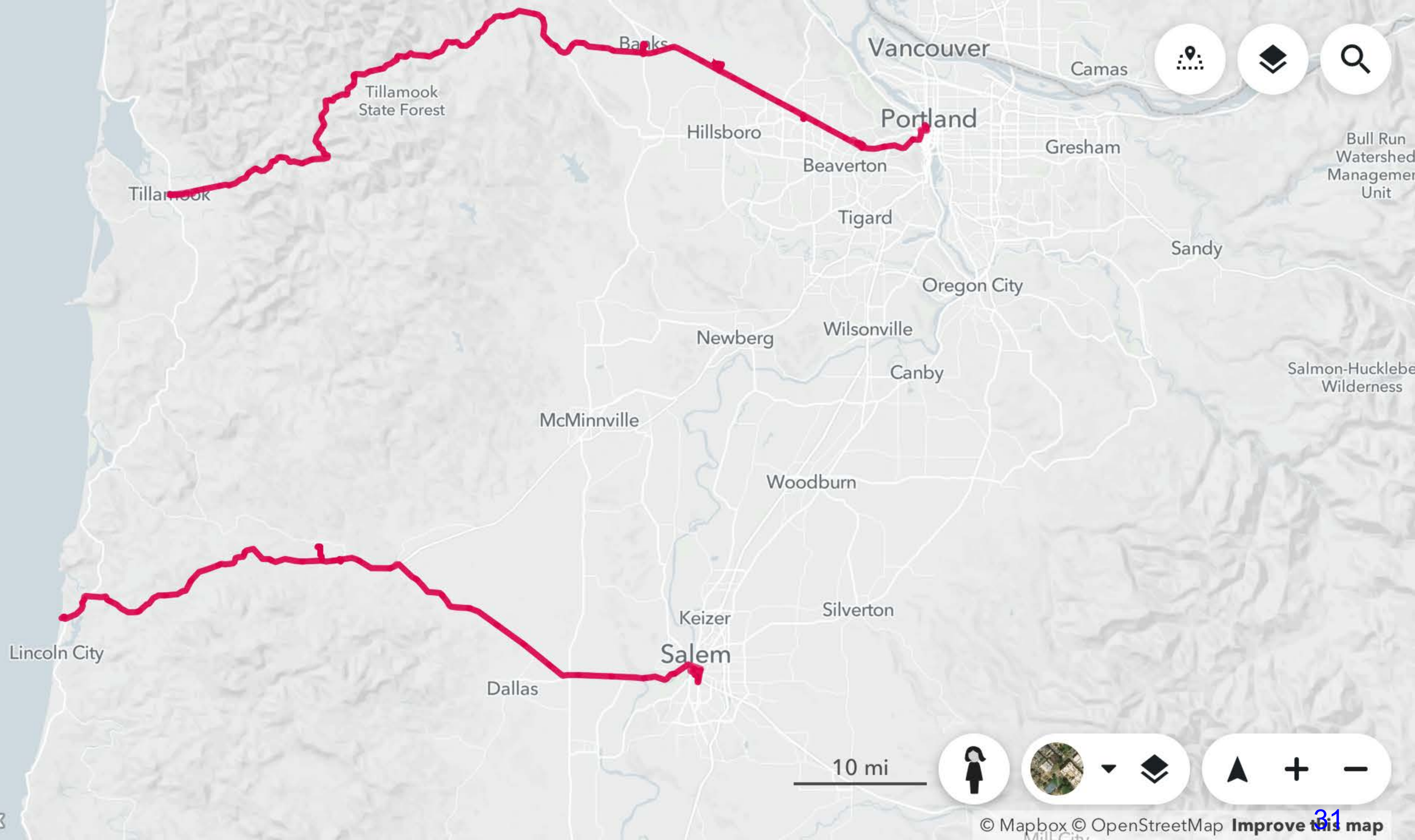
3 Tillamook - Manzanita - Cannon Be...

2 lines & 3 vehicles

\$704.0k / year

Within 0.25 mi of stops:

8,092 population





TCTD Network

1 Tillamook Town Loop

1A Tillamook Town Loop (E-W)

1B Tillamook Town Loop (N-S)

1C Port of Tillamook Bay Route

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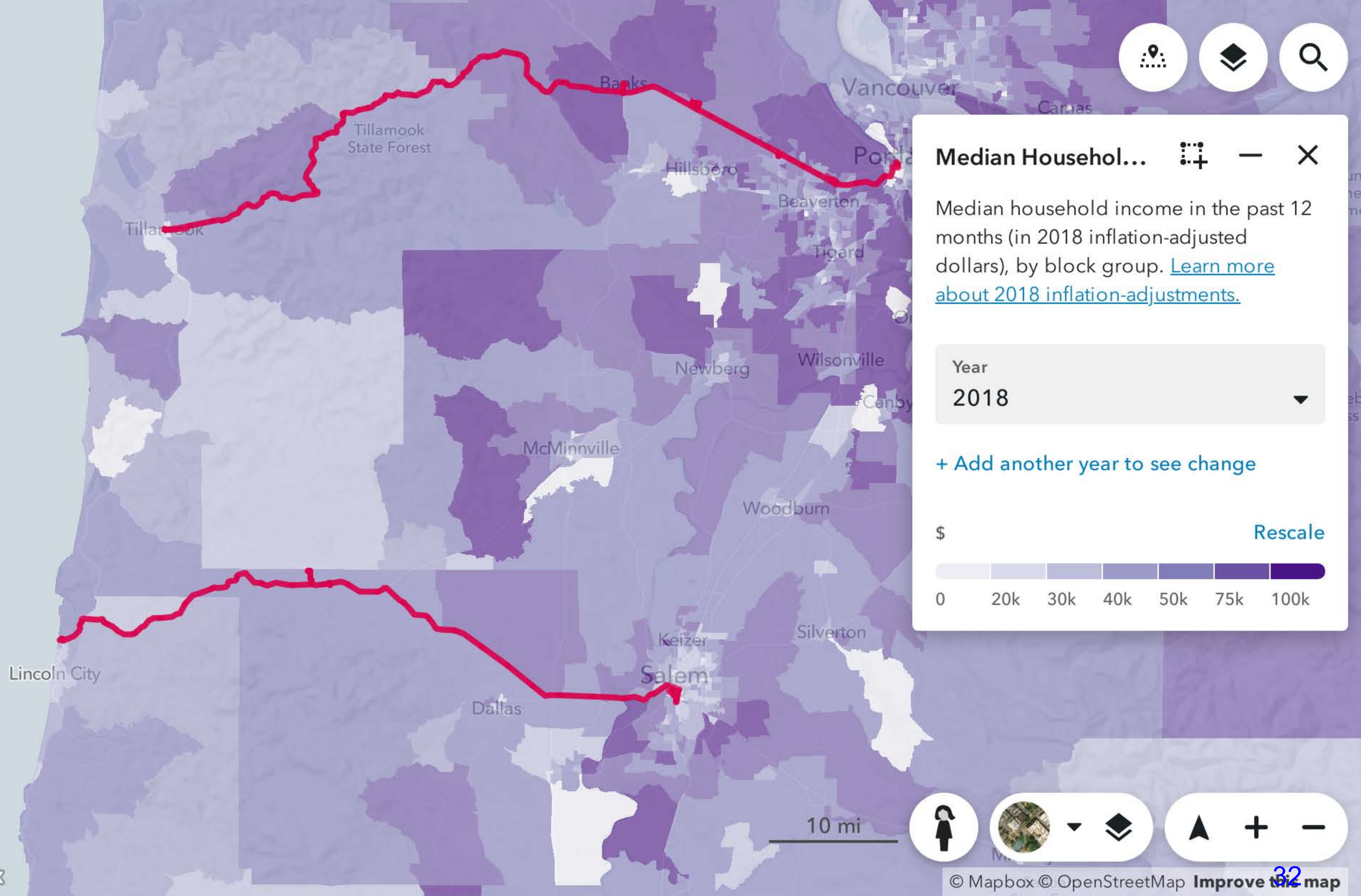
4 Tillamook - Lincoln City

2 lines & 3 vehicles

\$704.0k / year

Within 0.25 mi of stops:

8,092 population



Median Househol... [Close] [Full Screen]

Median household income in the past 12 months (in 2018 inflation-adjusted dollars), by block group. [Learn more about 2018 inflation-adjustments.](#)

Year: 2018 [Dropdown Arrow]

[+ Add another year to see change](#)

\$ [Rescale]

0 20k 30k 40k 50k 75k 100k

10 mi





TCTD Network

1 Tillamook Town Loop

1A Tillamook Town Loop (E-W)

1B Tillamook Town Loop (N-S)

1C Port of Tillamook Bay Route

2 Tillamook - Oceanside - Netarts

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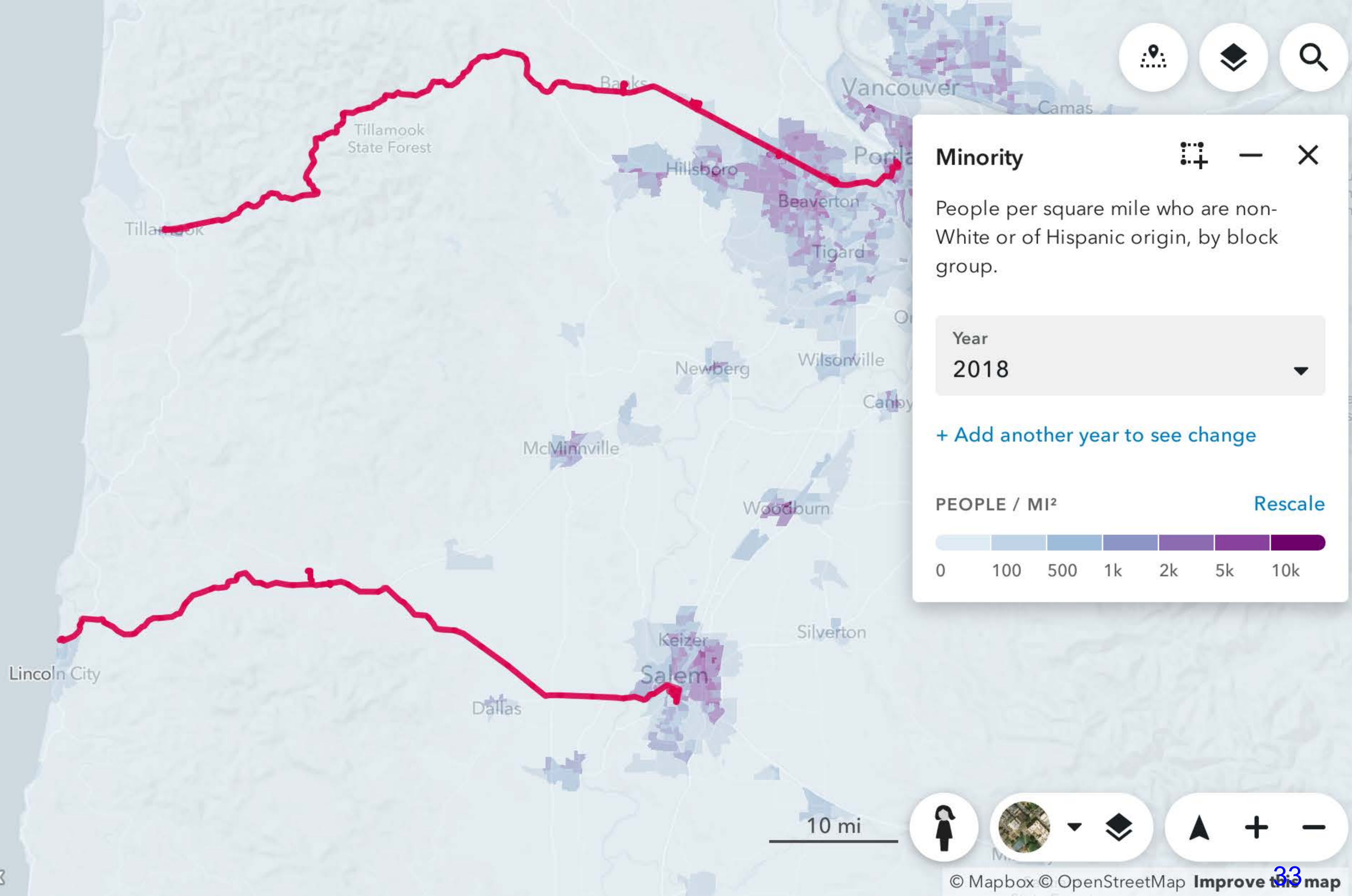
4 Tillamook - Lincoln City

2 lines & 3 vehicles

\$704.0k / year

Within 0.25 mi of stops:

8,092 population





TCTD Network

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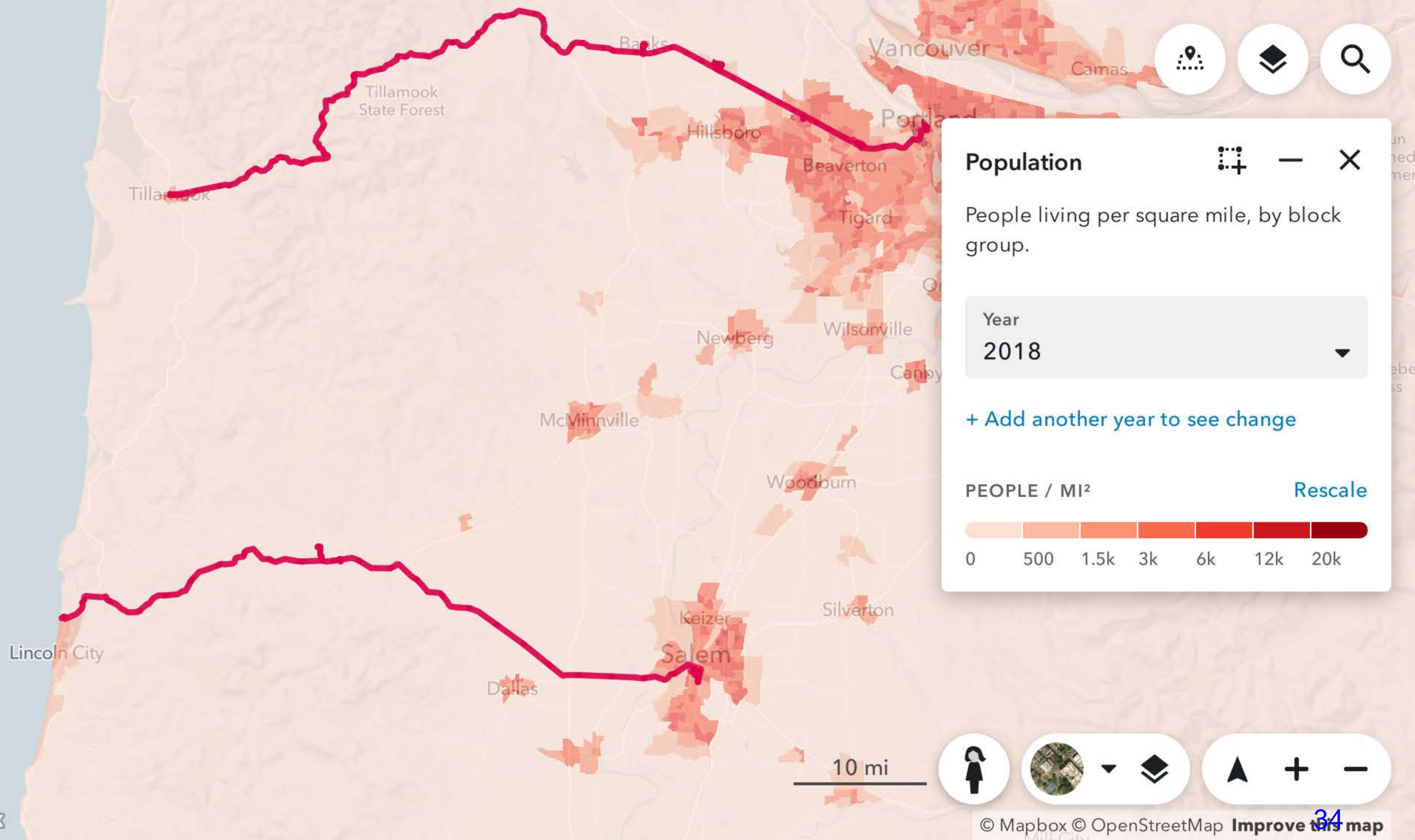
3 Tillamook - Manzanita - Cannon Be...

2 lines & 3 vehicles

\$704.0k / year

Within 0.25 mi of stops:

8,092 population



Population

People living per square mile, by block group.

Year
2018

[+ Add another year to see change](#)

PEOPLE / MI² Rescale

0 500 1.5k 3k 6k 12k 20k





TCTD Network

1 Tillamook Town Loop

1A Tillamook Town Loop (E-W)

1B Tillamook Town Loop (N-S)

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2 Tillamook - Oceanside - Netarts

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3 Tillamook - Manzanita - Cannon Be...

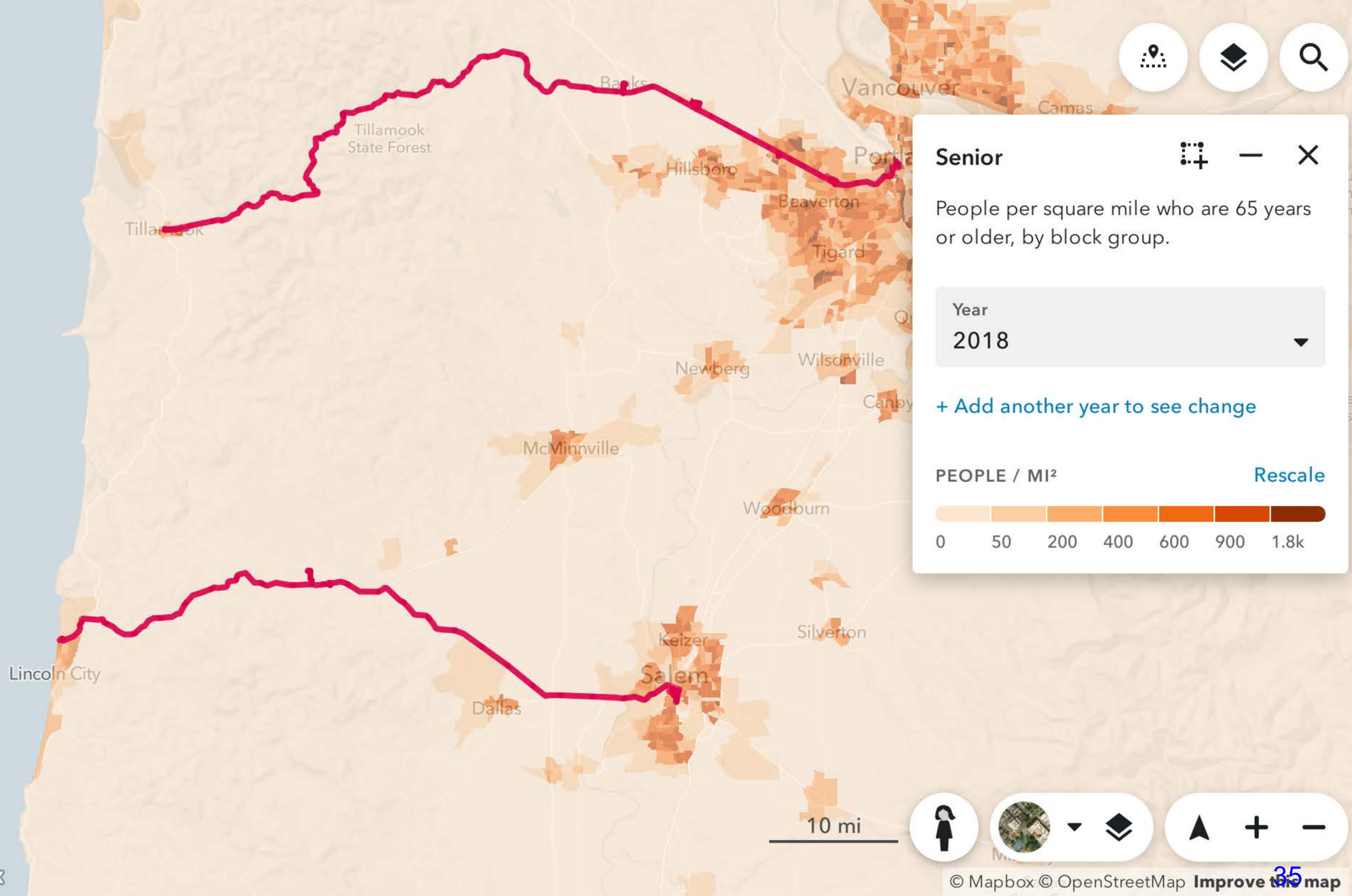
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Within 0.25 mi of stops:

8,092 population





Tillamook County Transportation District
3600 Third St, Suite A
Tillamook, OR 97141
503-842-8283

REQUEST FOR PROPOSALS

*Tillamook County Transportation District
Coordinated Human Services Transportation Plan*

Published - September 3, 2021

Closing - Submittals Must Be Received By 5:00 PM on October 8, 2021

2021 TCTD Board Members and Staff

Board Members

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Introduction

Tillamook County Transportation District (TCTD) is the public transportation provider within Tillamook County, OR. Incorporated cities served by TCTD are Bay City, Garibaldi, Manzanita, Nehalem, Rockaway Beach, Tillamook, and Wheeler. The District also serves numerous unincorporated communities within Tillamook County. Additionally, TCTD operates services to Lincoln City, Grand Ronde, Salem, Canon Beach, Hillsboro, Portland, Banks, and North Plains.

TCTD seeks proposals from qualified consultants to prepare an update to the 2016 updated *TCTD Coordinated Human Services Transportation Plan*¹, pursuant to federal and state requirements. More specific objectives are included under the RFP Scope of Work.

This project is funded by the Statewide Transportation Improvement Fund (STIF) Program.

Background

Federal transit law requires that projects selected for funding under the Enhanced Mobility for Seniors and Individuals with Disabilities (Section 5310) be derived from a locally developed, coordinated public transit-human services transportation plan and that the plan be developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public. These plans identify the transportation needs of individuals with disabilities, older adults, and people with low incomes; provide strategies for meeting these needs; and prioritize transportation services for funding and implementation.²

In 2007, TCTD prepared the TCTD Coordinated Human Services Transportation Plan. The plan was subsequently updated in 2009, 2011, and 2016. The adopted plan and updates met the federal requirements for the development of a coordinated public transit-human services transportation plan. The plan was developed in consultation with all local health and social service organizations throughout Tillamook County. The District's Special Transportation Fund (STF) Advisory Committee helped guide development of the plan.

Historically, the State of Oregon, through the Special Transportation Fund (STF) Program has also required a Coordinated Human Services Transportation Plan from all STF Agencies. TCTD has been the STF Agency for Tillamook County.³ The state of Oregon is currently in the process of combining the STF and STIF programs into one consolidated agency, which will have a combined set of requirements for agencies to meet. The Coordinated Human Services Transportation Plan is anticipated to be a continued requirement of the new agency.

¹ Tillamook County Transportation District, 2016 updated TCTD Coordinated Human Services Transportation Plan, https://www.nworegontransit.org/wp-content/uploads/2018/10/CTP_TCTD_20161021-FINAL.pdf

² <https://www.transit.dot.gov/funding/grants/coordinated-public-transit-human-services-transportation-plans>

³ <https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/stf-guidebook.pdf>

This coordinated plan update will address federal, state and regional coordination needs. Only projects that are included in the plan will be eligible to receive STIF funding. This was a part of HB2017, a robust transportation package, passed by the Oregon Legislature and signed by the Governor in 2017. For the first time, stable transit funding has become available to transit agencies across Oregon.

Geography & Study Area

Tillamook County is located along the north-central Oregon Coast. The nearest large city is Portland, approximately 72 miles east of the city of Tillamook. It is a rural county with a population of just over 26,000 and has an area of 1,333 square miles. Besides the 7 incorporated cities in Tillamook County, there are numerous unincorporated communities.

Figure 1 – General Study Area



Public Transit in Tillamook County

The general public transit provider in Tillamook County is TCTD. TCTD provides fixed and deviated route services, along with Dial-A-Ride and nonemergency medical transport within the County's borders. TCTD also operates the "Coastliner" route connecting Tillamook and Portland. TCTD is a member of the Northwest Oregon Transit Alliance (NWOTA). NWOTA includes transit agencies from Columbia, Clatsop, Lincoln and Benton counties who collectively operate the NW CONNECTOR. The NW CONNECTOR provides transit services from the Portland

area and Corvallis area to the coast, along with uninterrupted transit service between Astoria and Yachats while at the coast. TCTD connects with Sunset Empire Transportation District (SETD) in Cannon Beach and connects with Lincoln County Transit (LCT) in Lincoln City. TCTD also connects with the Oregon Department of Transportation (ODOT) intercity Point Bus service along Highway 26. TCTD operates the “60x” and “70x” routes, which connect Lincoln City with Grand Ronde and Salem, for the NW CONNECTOR. These routes are funded by ODOT and the Confederated Tribes of Siletz Indians and the Confederated Tribe of Grand Ronde Indians. TCTD operates services seven days a week including most holidays.

Project Scope of Work

TCTD seeks proposals from qualified consultants to prepare an update to the current *TCTD Coordinated Human Services Transportation Plan*, pursuant to federal and state requirements and regional needs. The objectives of the plan update are:

- Create a 5-year strategic plan that incorporates all TCTD services, including Dial-A-Ride, nonemergency medical transportation, fixed route, deviated and on-demand services, intercity services, and services operated in partnership with other agencies to efficiently meet the need of customers within the service area.
- Develop a plan to enhance the customer service experience offered by TCTD using existing human, technology, and infrastructure resources to provide a more comprehensive approach to service while maintaining or exceeding current customer satisfaction.
- As part of the enhanced customer service plan, identify ways for TCTD to implement a mobility management program, which among other things will provide enhanced service to new or prospective riders, as well as current users who experience difficulty within the system.
- Identify opportunities for increased collaboration with regional partners, including CARE Oregon, NWOTA, and other regional transit providers.
- Identify transportation and coordination strategies that will meet rural and human service transportation needs.
- Develop strategies and recommendations that are coordinated with, and complementary to, the TCTD Long-Range Transit Development Plan and STIF plan.
- Meet the federal requirements to access FTA funding programs.

Task 1: Project Initiation and Management

A kick-off meeting with TCTD and the selected consultant will be held at the commencement of the project to establish and agree upon communication protocols, roles and responsibilities, expectations, and to review background information on the region. TCTD will explain the expected deliverables, progress reports, and invoicing procedures. In addition, TCTD staff will review coordinated transportation developments to-date, including the Long-Range Transit Development Plan (LRCTP) and TCTD’s various short-range plans.

Deliverables:

- Kick-off meeting
- Project management plan, including the roles of the project manager and project team members
- Schedule of project meetings
- Progress reports that summarize task progress and deliverables in accompaniment of monthly invoices
- Prepare and present ongoing progress updates to the TCTD Transportation Advisory Committee (TAC) and Board of Directors throughout entire contract period

Task 2: Existing Conditions

The consultant will be responsible for reviewing, identifying and collecting information/data needed for analysis and completion of the plan. This includes:

- Reviewing relevant documents (*TCTD Coordinated Human Services Plan, TCTD Long-Range Transit Development Plan, Intercity Enhancement Plan, and the NWOTA Management Plan*⁴).
- Developing and distributing an inventory survey – which will include, at a minimum: public, private, and not profit transportation services agencies in Tillamook County and the surrounding area about rider characteristics and needs, operating statistics, vehicle inventory, client type, trip costs, ways to enhance coordination and collaboration, and other service provision details;
- Summarizing the survey results; and
- Working with TCTD staff and using available GIS data to analyze transportation disadvantaged populations and demographic profiles and identify current and prospective TCTD customers who could be better served by a mobility management plan.

TCTD staff will provide an updated inventory of service providers to consultant for inventory survey.

Deliverables:

- Synopsis for TCTD regarding review of relevant documents
- Draft survey template for approval by TCTD staff prior to beginning surveys
- Survey responses from updated inventory of service providers provided by TCTD staff
- Summary of collected survey and demographic data
- Create an updated inventory of all transportation human service providers within Tillamook County, including all federal funding sources.

⁴ https://www.nworegontransit.org/wp-content/uploads/2018/10/Connector-Management-Plan_FINAL-10-21-16.pdf

Task 3: Evaluation of Former Plan Recommendations

The consultant will work with staff to evaluate and report on the progress on the current *TCTD Coordinated Human Services Transportation Plan* recommendations.

Task 4: Public Outreach

The consultant will conduct interviews (either in-person or by telephone dependent upon provider size) with various stakeholders including the TCTD Transportation Advisory Committee (TAC). The interviews will elicit feedback about service issues, shortfalls, and needs, as well as recognize what service providers believe is working particularly well within the TCTD region. The interviews will seek to identify opportunities to provide increased customer service and the impact a thoughtfully designed and implemented mobility management plan could have on the TCTD region. The consultant will subsequently conduct a project development workshop to facilitate the opportunity for all interested service providers to meet each other, review results, and exchange further comments and ideas. TCTD staff will provide a suggested stakeholders list to the consultant.

Deliverables:

- Draft interview questions template for approval by TCTD staff prior to beginning interviews
- Draft presentation for approval by TCTD staff prior to workshop
- Interview responses
- Summary of interviews
- Project development workshop schedule, presentation, and summary of attendee participation and responses

Task 5: Develop Mobility Management Plan

The consultant will:

- Prepare an assessment of transportation needs of customers who do not currently use TCTD services and ways TCTD can serve them, as well as needs of current customers whose usage of the system would be enhanced by a mobility management plan
- Develop strategies and program goals and objectives for a mobility management plan
- Develop an implementation plan which will:
 - Include prioritized projects/strategies using a low, medium and high classification;
 - Develop a target budget and recommended funding sources;
 - Identify current TCTD resources that can be used to establish and maintain the program;
 - Provide performance measures and monitoring methodology for TCTD staff.

Deliverables:

- Summary of transportation needs
- Strategies and program goals and objectives for services, dispatching, procurement, facilities, maintenance, training, mobility management, and administration that relate to already identified projects in the TCTD Long-Range Transit Development Plan and suggest others as needed
- Prioritized projects list
- Implementation plan, including the above factors

Task 6: Identify Transportation Needs and Strategies and Prepare Implementation Plan

The consultant will:

- Prepare an assessment of transportation needs, including identifying groups currently underserved whose service could be increased by coordination, a mobility management plan, and/or enhanced customer service programs;
- Develop strategies and program goals and objectives to address services, dispatching, procurement, facilities, maintenance, training, and administration coordination to avoid duplication and enhance cost savings opportunities;
- Develop a projects list based on the program goals and objectives; and
- Develop an implementation plan which will:
 - Include prioritized projects/strategies using a low, medium and high classification;
 - Develop target budgets and recommended funding sources for highest priority projects; and
 - Provide performance measures and monitoring methodology for TCTD staff.

Deliverables:

- Summary of transportation needs
- Strategies and program goals and objectives for services, dispatching, procurement, facilities, maintenance, training, mobility management, and administration that relate to already identified projects in the TCTD Long-Range Transit Development Plan and suggest others as needed
- Prioritized projects list
- Implementation plan, including the above factors

Task 7: Updated Coordinated Human Services Transportation Plan

The consultant will prepare and deliver an update to the current *TCTD Coordinated Human Services Plan*, pursuant to federal and state requirements, taking into account, at a minimum, tasks 2 through 6, as well as the update objectives. The updated *TCTD Coordinated Human Services Plan* must meet all state and federal requirements.

Deliverables:

- Administrative draft plan for approval by TCTD staff prior to releasing public draft plan
- Draft plan for review by public and stakeholders, including an TCTD TAC workshop to present plan
- Final plan
- Presentation of draft plan to TCTD Board of Directors at least 60 days before anticipated approval date of final plan.
- Host and present a public hearing to gather input from community members and stakeholders.

Task 8: Final Presentation

The consultant will present the final report and recommendations to the TCTD TAC and TCTD Board of Directors.

Deliverables:

- Draft presentation for approval by TCTD staff two weeks prior to TCTD TAC and TCTD Board meetings
- Final presentation materials

Task 9: Final Deliverables

The consultant shall provide the following number of hard copy documents and electronic copies of all deliverables in TCTD-compatible formats, for editing and for posting on the District website.

Deliverables:

- Twenty-five (25) bound copies of the *TCTD Coordinated Human Services Transportation Plan*
- Electronic formats of all project deliverables, in TCTD-compatible formats, including data and support files. Paper copy of any PowerPoint presentations
- One unbound hard copy suitable for reproduction

Timeline

- Project will commence immediately upon contract execution, November 18, 2021, or shortly thereafter.
- A draft plan update shall be complete no later than April 8, 2022 and be presented by the consultant to the TCTD TAC that same month.
- The final plan will be made available to TCTD staff by June 8, 2022.
- The consultant will present the final plan to the TCTD Board of Directors on June 23, 2022 for final approval.

- Contract termination will be August 1, 2022 to allow for final copy production of the plan.

Proposal Contents

Written proposals shall not exceed 35 pages (including attachments). At a minimum, the following information should be included and clearly labeled:

1. Transmittal letter – signed by an officer who may contractually bind the business, including a description of the firm. The proposal shall be a firm offer for a minimum of 90 days and contain a statement to that effect. The proposal shall contain a statement that all activities performed within the proposed scope of work, notwithstanding unforeseen needs, will be at a guaranteed maximum price.
2. Statement of understanding of the scope of work, as well as illustrating consultant’s familiarity with Tillamook County Transportation District and the transportation services provided in the region. The statement shall include a discussion of the proposer’s technical approach and management approach.
3. List of the personnel on the project team, including a summary of their qualifications and work experience (resumes may be included as an attachment) and the estimated number of hours they are to work on the project. Proposer shall include sub-consultants proposed for use. Proposer shall identify efforts to maximize DBE participation and identify the planned DBE participation level.
4. Representative list of similar projects completed as lead consultant within the last five years including: project description and services provided, budget and schedule performance, and contact information for the client reference.
5. Work plan and schedule to complete the project scope of work, identifying milestones and deliverables.
6. Cost proposal worksheet, including: fee schedule on a time (by personnel) and materials basis; cost by task; and total cost to complete the project. The cost proposal shall be fully inclusive of all services, overhead, and direct expenses. The total cost shall be a guaranteed maximum price. The total costs should not exceed the current funding available for this project, which is currently \$45,000.

RFP Questions, Contact Person, and Schedule

Questions

Questions concerning this RFP will be responded to collectively and made available for all interested applicants via the TCTD website. All inquiries shall be made by email and must be submitted no later than 5:00 PM on September 20, 2021 to the person listed below. **No oral questions will be taken or responded to.** The inquiries and responses will be posted on the TCTD website no later than September 27, 2021. Interested applicants must view TCTD’s RFP webpage at: <https://www.nworegontransit.org/requests-for-proposals-tctd/> so that they are notified of any addenda to the RFP, or for responses to questions received. No other notice of addenda or responses will be provided.

Contact Person:
 Doug Pilant
 General Manager
dpilant@tillamookbus.com

Schedule

The RFP schedule is as follows in Figure 2. The schedule may be modified by posted addenda.

Figure 2 – RFP Schedule

Tasks	Deadline/Dates
Publish RFP	September 3, 2021
Vendor Questions Due	5:00 PM, September 20, 2021
TCTD Response to Vendor Questions	No later than September 27, 2021
Vendor Proposals Due	5:00 PM, October 8, 2021
Evaluation and Ranking of Proposals	October 13, 2021
Interviews (if necessary)	October 26-28, 2021 (tentative)
Consultant – TCTD Contract, including Scope of Work and Guaranteed Maximum Price	No later than November 10, 2021
TCTD Board of Directors Approval	November 18, 2021
Contract Start Date	November 19, 2021

Proposal Evaluation

A panel will be formed to evaluate the proposals and make a recommendation in consultation with the general manager, which will then go to the TCTD Board of Directors for approval. The proposal will be based on the scoring criteria presented in Figure 3.

Figure 3 – Proposal Scoring Criteria

Criteria	Scoring Weight %
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Thoroughness of proposal in addressing the work tasks above under Project Scope of Work, as well as the update's stated overarching objectives	30
Qualifications and similar experience of the consulting firm and project team	25
Proposed Guaranteed Maximum Price is equal to or less than the available funding amount (Yes = 25 points, No = 0 points)	25
Local transit knowledge demonstration	5
Innovative ideas to meet RFP objective	5
DBE participation level	5
References	5

In unusual circumstances where a recommendation cannot be made based on the proposals alone, the highest ranked consultants may be invited to an interview.

If no proposals are equal to or less than the available funding amount, the District may negotiate with the highest scored proposer to reduce scope to achieve a guaranteed maximum amount that meets the available funding amount.

Contract Amount and Award

The anticipated start date is November 19, 2021, with an August 1, 2022 contract expiration. Consultant selection will be based on a combination of funding availability and the value of the services to be provided. This project currently has available funding of \$45,000 for this effort; however, consultants are encouraged to submit inquiries regarding increasing the available funding or reducing scope during the question period if they believe potential consultants cannot prepare adequate proposals that fully address the above scope of work and overarching objectives for the current funding amount. The TCTD General Manager will schedule the proposed technical services agreement for consideration for the TCTD Board of Directors on November 18, 2021. This agreement is not in force until approved by the TCTD Board of Directors and written authorization to proceed is provided to the selected consultant.

Standard Consulting Agreement

The successful proposer shall be required to execute the form of Personal Services Agreement (PSA) included as Attachment A to this RFP.

Protest Procedure

All protests, signed by the protesting party, must be in writing within three (3) business days from the results notification and be addressed to the TCTD General Manager. Include a description of the expected relief or corrective action in the protest. The protest should stipulate an issue of fact concerning the following points:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator(s);
- Errors in computing scores; and/or
- Non-compliance with procedures described in this RFP or TCTD's established policies.

TCTD will only consider protests based on the above points. TCTD will reject protests without merit if they address issues such as an evaluator's professional judgement on the objective quality of a proposal. The TCTD General Manager will review and respond to protests within five (5) business days from receipt. Protests considered unresolved by the protesting party will be forwarded to the TCTD Board of Directors either at the meeting at which the subject contract is under consideration, or at a meeting which takes place prior to that, if timely response from the protesting party is received by TCTD.

Proposal Submittal

Consultant proposals must be submitted to:

Tillamook County Transportation District
Attn: Doug Pilant
3600 Third St, Suite A
Tillamook, OR 97141
dpilant@tillamookbus.com

Submittals must be received at the TCTD office before 5:00 PM on Friday, October 8, 2021 to be responsive. No proposals will be accepted after that time and late proposals shall not be considered. Postmarks are not acceptable. Consultants may deliver the proposal by email, by mail, or delivery service. Proposal receipt will be acknowledged by email.

The cost of preparing and submitting a proposal, pre-contract meetings and participating in an interview, if held, are at the sole expense of the proposer. TCTD reserves the right to reject any or all proposals, and to waive any informality, technical defect, or clerical error in any proposal at TCTD's discretion. Solicitation of proposals in no way obligates TCTD to contract with any firm or individual. The decision to approve and award a contract is at the discretion of TCTD.

Public Records: At such time the TCTD General Manager recommends a proposal to the Board of Directors and such recommendation appears on the Board agenda, all proposals submitted in response to the RFP shall become a matter of public record and shall be regarded as public records.

Modification or Withdrawal of Proposal: Any proposal received prior to the deadline may be

withdrawn or modified either personally, through e-mail, or by written request of the consultant. A request to withdraw must be received before the proposal deadline. To be considered, a modification must be received in writing, with the same number of copies as the original proposal, prior to the proposal deadline. Proposals may only be withdrawn following the proposal deadline only as allowed by rule.

RFP Addendum(a): Any changes to the RFP will be made by written addenda issued by TCTD and shall be considered part of the RFP. The RFP deadline may be extended dependent upon the nature of the changes issued. Upon issuance, such addenda shall be incorporated into the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation. All addenda will be posted on-line only. It will be the consultant's responsibility to assure that all addenda are incorporated into the proposal as required according to all the terms and conditions for submittal of the proposal. In no event will TCTD modify the RFP with less than five (5) days remaining to the deadline, without extending the RFP deadline.

Verbal Agreement or Conversation: No prior, current, or post-award verbal conversations or agreement(s) with any officer, agent, or employee of TCTD shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

Special Funding Considerations: Any contract resulting from this RFP will be financed with funds available to TCTD. The contract for this service is contingent upon the provision of these funds to TCTD. In the event these funds are reduced or eliminated, TCTD reserves the right to terminate or revise any contract.

Alternatives: Consultants may not alter objectives and deliverables of the RFP in the response to the RFP. If the consultant brings to TCTD's attention, at least ten (10) days before the RFP deadline, an alternative end product than the RFP delineates, TCTD reserves the right to cancel the RFP and re-bid the project.

DBE Requirement: TCTD has determined that disadvantaged business enterprises, as defined in 49 CFR Part 26, will have the opportunity to compete fairly for contracts financed, in whole or in part, with federal funds. TCTD encourages respondents to include the participation of DBE businesses within your proposal.

Equal Employment Opportunity/Affirmative Action: In awarding a contract to a consultant, TCTD includes language within the contract which requires the consultant to certify their compliance with state and federal equal employment regulations.