

504-5310 - FTA GRANT FUND
5310 FTA GRANT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
MATERIALS & SERVICES					
504-504-5-20-2251 FUEL	14,668.00	0.00	0.00	14,668.00	0.00
504-504-5-20-2252 TIRES	8,500.00	0.00	0.00	8,500.00	0.00
504-504-5-20-2301 MAINTENANCE	7,172.00	0.00	80.58	7,091.42	1.12
504-504-5-20-3240 TELEPHONE	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3311 LODGING AND MEALS	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3314 REGISTRATION & DUES	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3323 MILEAGE	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3710 RSVP	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3712 OFFICE EXPENSE	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3713 DRIVER EXPENSE	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3714 TRAINING	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3725 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3746 CAREVAN/CTUIR	12,000.00	0.00	0.00	12,000.00	0.00
504-504-5-20-3747 5311 GRANT	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3748 OUTREACH SUPPLIES	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3749 MEET'S	0.00	0.00	0.00	0.00	0.00
TOTAL MATERIALS & SERVICES	42,340.00	0.00	80.58	42,259.42	0.19
CAPITAL OUTLAY					
504-504-5-40-4404 OFFICE SOFTWARE	0.00	0.00	0.00	0.00	0.00
504-504-5-40-4405 STF VEHICLE	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
OTHER REQUIREMENTS					
504-504-5-50-5353 TRANSFER TO GF-IND CO	0.00	0.00	0.00	0.00	0.00
504-504-5-50-5354 TRANSFER TO STF	0.00	0.00	0.00	0.00	0.00
504-504-5-50-5999 CONTINGENCY	33,396.00	0.00	0.00	33,396.00	0.00
TOTAL OTHER REQUIREMENTS	33,396.00	0.00	0.00	33,396.00	0.00
TOTAL EXPENDITURES					
TOTAL EXPENDITURES	116,756.00	0.00	10,660.52	106,095.48	9.13
REVENUE OVER/(UNDER) EXPENDITURES (
REVENUE OVER/(UNDER) EXPENDITURES (41,302.00)	0.00 (7,529.79) (33,772.21)	18.23

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 1ST, 2020

504-5310 - PTA GRANT FUND
5310 PTA GRANT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
BEGINNING FUND EQUITY	41,302.00		64,814.17		
FUND TOTAL REVENUES	75,454.00	0.00	3,130.73	72,323.27	4.15
FUND TOTAL EXPENDITURES	116,756.00	0.00	10,660.52	106,095.48	9.13
REVENUES OVER/ (UNDER) EXPENDITURES	(41,302.00)	0.00	(7,529.79)	(33,772.21)	18.23
PROJECTED ENDING FUND EQUITY	0.00		57,284.38		

*** END OF REPORT ***

225-STP VEHICLE RESERVE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
BEGINNING FUND EQUITY	144,250.00		93,574.44		
REVENUE SUMMARY					
NON-DEPARTMENTAL	2,000.00	0.00	42.07	1,957.93	2.10
SPECIAL TRANSPORTATION	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,000.00	0.00	42.07	1,957.93	2.10

TOTAL REVENUES AND FUND EQUITY	146,250.00		93,616.51		
EXPENDITURE SUMMARY					
SPECIAL TRANSPORTATION	146,250.00	0.00	0.00	146,250.00	0.00
TOTAL EXPENDITURES	146,250.00	0.00	0.00	146,250.00	0.00

REVENUES OVER/(UNDER) EXPENDITURES	(144,250.00)	0.00	42.07	(144,292.07)	0.03-
PROJECTED ENDING FUND EQUITY	0.00		93,616.51		



225-STF VEHICLE RESERVE FUND
NON-DEPARTMENTAL

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					

INVESTMENT EARNINGS					
225-100-3-65-0105 INVESTMENT EARNINGS	2,000.00	0.00	42.07	1,957.93	2.10
TOTAL INVESTMENT EARNINGS	2,000.00	0.00	42.07	1,957.93	2.10

TOTAL REVENUES	2,000.00	0.00	42.07	1,957.93	2.10
REVENUE OVER/(UNDER) EXPENDITURES	2,000.00	0.00	42.07	1,957.93	2.10

MORROW COUNTY, OREGON
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 1ST, 2020

225-STF VEHICLE RESERVE FUND
 SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					

GRANT REVENUE					
225-320-3-30-3145 HRTG - VETS GRANT	0.00	0.00	0.00	0.00	0.00
225-320-3-30-3587 STATE STF GRANT	0.00	0.00	0.00	0.00	0.00
TOTAL GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS REVENUE					
225-320-3-60-4190 SALE OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
REIMBURSEMENTS					
225-320-3-80-7075 REIMBURSED ITEMS	0.00	0.00	0.00	0.00	0.00
TOTAL REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
TRANSFER FROM OTHER FUND					
225-320-3-90-3821 TRANSFER FROM STF FUND	0.00	0.00	0.00	0.00	0.00
225-320-3-90-3822 TRANS FR STF BUS SHED	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00

TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
EXPENDITURES					

CAPITAL OUTLAY					
225-320-5-40-4407 VEHICLE REPLACEMENT	146,250.00	0.00	0.00	146,250.00	0.00
TOTAL CAPITAL OUTLAY	146,250.00	0.00	0.00	146,250.00	0.00
RESERVED FOR FUTURE EXP.					
225-320-5-80-8102 RESERVE FOR FUTURE EXP	0.00	0.00	0.00	0.00	0.00
TOTAL RESERVED FOR FUTURE EXP.	0.00	0.00	0.00	0.00	0.00
ENDING FUND BALANCE					
225-320-5-90-9001 UNAPPROPRIATED ENDING	0.00	0.00	0.00	0.00	0.00
TOTAL ENDING FUND BALANCE	0.00	0.00	0.00	0.00	0.00

TOTAL EXPENDITURES	146,250.00	0.00	0.00	146,250.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES (146,250.00)	0.00	0.00	(146,250.00)	0.00

MORROW COUNTY, OREGON
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 1ST, 2020

225-STF VEHICLE RESERVE FUND
 SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
BEGINNING FUND EQUITY	144,250.00		93,574.44		
FUND TOTAL REVENUES	2,000.00	0.00	42.07	1,957.93	2.10
FUND TOTAL EXPENDITURES	146,250.00	0.00	0.00	146,250.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	(144,250.00)	0.00	42.07	(144,292.07)	0.03-
PROJECTED ENDING FUND EQUITY	0.00		93,616.51		

*** END OF REPORT ***

TOTAL QUARTERLY RIDES JULY TO SEPTEMBER 2020	
The Loop Rides - July 2020	
City	Rides
Boardman	70
Irrigon	26
Heppner	48
Total	144
The Loop Rides - August 2020	
City	Rides
Boardman	37
Irrigon	19
Heppner	56
Total	112
The Loop Rides - September 2020	
City	Rides
Boardman	35
Irrigon	34
Heppner	98
Total	167
Quarterly Total	423

Current Drivers
HEPPNER
Jack Lytton
Bill Workman
IRRIGON
Dixie Earle
BOARDMAN
Phyllis Gilbertson
John Blazer



Mission Statement

The Loop provides all residents with safe, caring and reliable transportation service to enhance their quality of life.

Vision Statement

The Loop envisions a transit system that can wholeheartedly serve the residents of Morrow County as well as our neighbors. With our communities being vastly rural, our goal is to provide transportation to services and employment to better the quality of life and economy.

Confederated Tribes of the Umatilla Indian Reservation
(CTUIR)
In partnership with
Umatilla County and Morrow County

REQUEST FOR PROPOSAL (RFP)
TRANSPORTATION /TRANSIT PLANNING FIRM

J.D. TOVEY, DIRECTOR, TRIBAL PLANNING OFFICE
JDTOVEY@CTUIR.ORG
46411 TIMÍNE WAY
PENDLETON, OREGON 97801

ISSUED: SEPTEMBER 21, 2020

DUE: BY 2:00 PM, OCTOBER 7, 2020

1. BACKGROUND

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR), (“Provider”) in partnership with Umatilla County and Morrow County are currently accepting proposals for a transportation or transit planning firm to research and assist in developing two new fixed routes described in the Project Scope. In order to complete these projects in a collaborative manner, CTUIR, Umatilla County and Morrow County have entered into a Memorandum of Understanding¹ that assigns the CTUIR as the project “Provider”, with material and coordinating support from Umatilla County and Morrow County, as well as commitment of their STIF funds allocated for this project.

The “Provider” will be the acting contracting agency and point of contact for all three agencies as listed above.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations; conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction CTUIR, Umatilla County and Morrow County wish to go.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 2 pm PST October 7, 2020. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any contracted work. Any proposals which call for contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be included in a Professional Service Agreement (attached) subject to review by the Tribe’s legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE AND DESCRIPTION

The Confederated Tribes of the Umatilla Indian Reservation, Umatilla County and Morrow County were all recipients of Statewide Transportation Improvement Funds (STIF) for similar and related projects to address transit connectedness between the cities of Hermiston, Oregon and Boardman, Oregon. This need was identified through the completion of the Umatilla-Morrow Travel-shed Analysis² completed in 2018 under a contract awarded by Oregon Department of Transportation Region 5.

¹ CTUIR-Kayak, Umatilla County, Morrow County MOU available upon request.

² Umatilla-Morrow Travel-shed analysis is available upon request

4. PROJECT SCOPE

The scope of this project includes developing further two projects identified in the Umatilla-Morrow Travel-shed Analysis. The projects originate from the Transit Solutions Analysis found in Chapter 5 of the Analysis, specifically page 35. These two projects are summarized here:

Project A: The Hermiston – Boardman Connector routes connecting Morrow County Loop Transit Service and the Kayak Service area.

Project B: Port of Morrow Circular project connecting the City of Boardman and the Port of Morrow by extension of the Loop Transit Service area.

The following criteria must be met to achieve a successful project.

- 1- Preplanning:
 - a. Project kick off
 - b. Establishing communication channels with project management
 - c. Gathering and accessing any needed documentation from project partners
 - d. Establishing schedule for completion of the project
 - e. Establish a stakeholders' group that includes (at minimum): representatives of the three project partners and the Port of Morrow
 - f. Opportunities for advertising routes
- 2- Design of the Transit Schedules
 - a. Utilizing the project summary on page 35 of the Umatilla Morrow Travel-shed Analysis, develop a detailed transit schedule that meets the identified need
 - b. Optimize this transit schedule to align with current transit services, or make recommendations for modification of existing schedules to best align and serve the community
 - c. Optimize the schedule with work shift schedules at the Port of Morrow
 - d. The detailed transit schedules shall include identifying bus stop locations based on safety and ease of access for the buses and riders of all mobility levels, route efficiency, and service area (intercity transit service is limited to no more than 3 stops per jurisdiction)
- 3- Operation Projections for the Transit Schedules
 - a. Provide a projected 5 year operating budget for Project A and B individually as well as identifying start-up costs of operation for the first 6 months
 - b. The report on the projected budget should include assumptions, limitations, and potential pitfalls
 - c. Identify potential funding opportunities and strategies to meet this projected 5-year operating budget. Also, means of marketing/communication to increase ridership.
- 4- Capital Planning for the Transit Schedules.
 - a. Provide a 3-year capital acquisition schedule for Project A and B individually.
 - b. This shall include bus acquisitions, bus stop/shelter acquisitions, other infrastructure needs, and potential land or transit facility development.
- 5- Future Opportunities