



# New Vehicle Procurement

Unifying the Process for Small Urban Subrecipients



## Basics to cover:

- Fleet Structure and Composition
- Fleet Life Cycle Chart
- Replacement or Expansion Vehicles
- Budgeting for Rolling Stock and the Independent Cost Estimate or ICE
- Procurement Methods
- Fair and Open Competition
- Pre-Order or Pre-Award Certifications
- Items to Submit to GDOT for Approval to Proceed
- Post-Delivery Certifications
- Items to Submit to GDOT for Reimbursement

## **Two Mentimeter Questions To Get Us Started:**

1. How strongly do you feel your recordkeeping allows you to adequately project fleet replacements and, if needed, expansions?
2. What process are you using to create your annual budget request for rolling stock?

## **Fleet Structure and Composition and Fleet Life Cycle Chart**

1. Maintain a complete and accurate inventory of your vehicles.
2. Create a Fleet Life Cycle Chart showing when vehicles are ready for replacement.
3. Use your TDP (completed every five years) to drive changes to your fleet.
4. Be deliberate about the types of vehicles you want for your system.
5. Keep Transit Asset Management (TAM) in mind. Rolling Stock should not exceed their TAM Useful Life Benchmark (ULB).

## Expansion versus Replacement?

1. Develop measures for assessing the need for additional vehicles.
2. Most often you will replace one vehicle with a similar new one.
3. Be mindful that expanding the fleet means additional costs.
4. This is critical when completing your annual application for funding; there are different ALIs for replacement and expansion.
5. Be aware that different vehicles have varying useful lives.

Asset Class/Type	Definition	ALI	TAM Plan Useful Life Benchmark (ULB)	FTA C 5010.1E Minimum Useful Life for Grant Accountability
Bus (BU)/ > 30-ft.	Larger heavy-duty urban transit bus approximately 35' – 40' in length	11.XX.01, 11.XX.02, 11.XX.03	14 years	12 years/ 500,000 miles
Bus (BU)/ 30-ft. or less	Smaller heavy duty urban transit bus approximately 29'-30' in length	11.XX.04	12 years	10 years/ 350,000 miles
Cutaway Bus (CU)	Medium size transit bus with cutaway construction (constructed on an OEM chassis and drive train assembly) approximately 22' – 27' in length	11.XX.04	7 years	<ul style="list-style-type: none"> <li>• Medium-duty (24'-28'): 7 years/200,000 miles</li> <li>• Light-duty (&lt;24'): 5 years/150,000 miles</li> </ul>
School Bus (SB)	Heavy duty vehicle of school bus construction (generally with transverse bench seating and only one passenger door other than emergency exits)	11.XX.05	15 years	12 years/500,000 miles
Van (VN)	Van of light-duty construction	11.XX.15	8 years	4 years/100,000 miles
Minivan (MV)	Minivan of light-duty construction	11.XX.15	8 years	4 years/100,000 miles

# Budgeting and the Independent Cost Estimate (ICE)

1. The dollars you request in your annual application should be based on a reasonable cost estimate.
2. You should make the attempt to not have residual funds in your contracts.
3. ICE can be based on historical purchases, purchases by other subrecipients, published pricing, etc.
4. The ICE for your Rolling Stock procurements should not be an afterthought.
5. Give consideration to the 1% Security Spending rule; breakout the surveillance systems and radios on the invoices.

**Independent Cost Estimate (ICE)**

FTA recipients must make independent cost estimates (ICE) before receiving bids or proposals. This will allow both for appropriate budgeting and use of the ICE as a tool when conducting cost and/or price analysis of proposals. See FTA C 4220.1F, Ch. VI for further guidance.

Agency or Subrecipient:  Contact Phone:

Bid Reference or PO Number (if known):  Date of Cost Estimate:

Description of Goods/Services:

Procurement Type  
 New Procurement   
 Contract Modification (Change Order)   
 Exercise of Option

Method of Obtaining Estimate:  
Attach additional documentation such as previous pricing documentation, emails, internet screen shots, estimates on letterhead, etc.

Published Price List (attach source and date)

Historical Pricing (attach copy of documentation from previous PO/Contract)

Comparable Purchases by Other Agencies (attach email correspondence)

Engineering or Technical Estimate (attach)

Independent Third-Party Estimate (attach)

Other (specify ) (attach documentation)

Pre-established pricing resulting from competition (SWCs [State-Wide Contracts])

Through the method(s) stated above, it has been determined the estimated total cost of the goods/services is \$ .

The preceding independent cost estimate was prepared by:

Name	<input style="width: 85%;" type="text"/>
Signature	X
Date	<input style="width: 85%;" type="text"/>

## Procurement Methods

1. Quotes – Minimum of 2, ideally 3 quotes. Typically used for Admin Vehicles.
2. RFP – Can be sealed bid or evaluated.
3. Statewide Contracts – Easy to use, must adhere to the products and options in the contract.
4. Joint Procurements – Fixed number of purchase options; workload can be shared among members.
5. Piggy-back off of another State Contract – broad options for what you need, but risky as far as compliance.

## **Fair and Open Competition and your Procurement Manual**

Overriding concern is that all bidders have access to the business.

- a. Posting to the Georgia Procurement Registry.
- b. Posting to your municipal website.
- c. Submit to industry publications.
- d. Send links via email to known interested parties.
- e. Post a public notice in the local paper.

# GDOT Vehicle Procurement Checklist – Revenue Vehicles

## PROCUREMENT DOCUMENTATION FOR REIMBURSEMENTS

### REVENUE ROLLING STOCK PURCHASE

Subrecipient		GDOT Contract (T00XXXX)	
Reim. Month		Invoice #	
Vendor		Statewide Contract (If Appl.)	

Please indicate below, the items you have in the GDOT offices to support the rolling stock unit being reimbursed.

Document	Accounted For	Description	Comments
<b>REQUIRED AT TIME OF PROCUREMENT AND/OR PLACEMENT OF ORDER</b>			
Independent Cost Estimate (ICE)	<input type="checkbox"/>	This is the estimated cost of the vehicle or item you are interested in procuring. A form is available for the ICE. Must be done before accepting quotes/proposals.	
Copy of Actual Solicitation	<input type="checkbox"/>	This is the RFP/Q put out on the street for the solicitation of bids for a specified product.	
Public Notice of Solicitation	<input type="checkbox"/>	A copy of the Georgia Procurement Registry entry or some other illustration of public dissemination. <u>This is not needed for Statewide or Joint Contracts.</u>	
Bid Matrix	<input type="checkbox"/>	This is a summary of all bids received as a result of the RFP/Q.	
Cost/Price Analysis	<input type="checkbox"/>	This item is normally combined with the Bid Matrix. <u>Assuming at least two bidders, the Bid Matrix will satisfy this document requirement.</u>	
Protest Procedures	<input type="checkbox"/>	The RFP/Q must state the procedures that a bidder may follow to protest the conduct of the procurement. It may be stated by reference to the full procedure in a larger policy manual.	

# GDOT Vehicle Procurement Checklist – Revenue Vehicles

Copy of Executed Contract	<input type="checkbox"/>	Copy of the full executed contract with the vendor to provide a specified product or list of products.	
Federal Clauses	<input type="checkbox"/>	The list of Federal Clauses that all vendors must agree to before placing an order. A form is available for this.	
TVM Letter	<input type="checkbox"/>	Proof that the vehicle meets the requirements of the Transit Vehicle Manufacturer (TVM) DBE regulations.	
SAM Search	<input type="checkbox"/>	Screen print from the System for Award Management website showing that the vendor is eligible to do business with the Federal Government.	
Buy America Certification	<input type="checkbox"/>	Certification that the vehicle meets all Buy America requirements.	
FMVSS Certification	<input type="checkbox"/>	Certification that the vehicle meets the Federal Motor Vehicle Safety Standards.	
Altoona Bus Testing Report	<input type="checkbox"/>	Proof that the vehicle meets and passes the requirements of the Altoona Bus Testing regiment.	
Pre-Award Certifications	<input type="checkbox"/>	A set of certifications by the purchaser declaring, among other items, that the manufacturer makes a BA and FMVSS compliant product.	
<b>REQUIRED AT TIME OF DELIVERY</b>			
Buy America Proof	<input type="checkbox"/>	Proof that the vehicle meets all Buy America requirements.	
FMVSS Proof	<input type="checkbox"/>	Proof that the vehicle meets the Federal Motor Vehicle Safety Standards. Take a picture of the sticker on driver's door or door frame upon delivery.	
Post Delivery Certifications	<input type="checkbox"/>	A set of certifications by the purchaser declaring, among other items, that they have inspected the vehicle upon delivery.	

# GDOT Vehicle Procurement Checklist – Admin/Service Vehicles

## PROCUREMENT DOCUMENTATION FOR REIMBURSEMENTS

### SERVICE/ADMIN VEHICLE PURCHASE

Subrecipient		GDOT Contract (T00XXXX)	
Reimb. Month		Reimb. Invoice #	
Vendor		Statewide Contract (If Appl.)	

Please indicate below, the items you have sent in to the GDOT offices to support the rolling stock unit being reimbursed.

Document	Accounted For	Description	Comments
<b>REQUIRED AT TIME OF PROCUREMENT AND/OR PLACEMENT OF ORDER</b>			
Independent Cost Estimate (ICE)	<input type="checkbox"/>	This is the estimated cost of the vehicle or item you are interested in procuring. A form is available for the ICE. Must be done before accepting quotes/proposals.	
Copy of Actual Solicitation OR Quotes Received	<input type="checkbox"/>	This is the RFP/Q put out on the street for the solicitation of bids for a specified product. If quotes are used, this check box indicates quotes received.	
Public Notice of Solicitation	<input type="checkbox"/>	A copy of the Georgia Procurement Registry entry or some other illustration of public dissemination. <u>This is not needed for Statewide or Joint Contracts and does not apply to procurements based on quotes.</u>	
Bid Matrix	<input type="checkbox"/>	This is a summary of all bids received as a result of the RFP/Q.	
Cost/Price Analysis	<input type="checkbox"/>	This item is normally combined with the Bid Matrix. <u>Assuming at least two bidders, the Bid Matrix will satisfy this document requirement.</u>	
Protest Procedures	<input type="checkbox"/>	The RFP/Q must state the procedures that a bidder may follow to protest the conduct of the procurement. It may be stated by reference to the full procedure in a larger policy manual.	

## GDOT Vehicle Procurement Checklist – Admin/Service Vehicles

Copy of Executed Contract	<input type="checkbox"/>	Copy of the full executed contract with the vendor to provide a specified product or list of products.	
Federal Clauses	<input type="checkbox"/>	The list of Federal Clauses that all vendors must agree to before placing an order. A form is available for this.	
SAM Search	<input type="checkbox"/>	Screen print from the System for Award Management website showing that the vendor is eligible to do business with the Federal Government.	
Buy America Certification	<input type="checkbox"/>	Certification that the vehicle meets all Buy America requirements. <u>This only applies to purchases over \$150,000. You are not allowed to split procurements. Ask your project manager for more information.</u>	
FMVSS Certification	<input type="checkbox"/>	Certification that the vehicle meets the Federal Motor Vehicle Safety Standards.	
<b>REQUIRED AT TIME OF DELIVERY</b>			
Buy America Proof	<input type="checkbox"/>	Proof that the vehicle meets all Buy America requirements. <u>This only applies to purchases over \$150,000. You are not allowed to split procurements. Ask your project manager for more information.</u>	
FMVSS Proof	<input type="checkbox"/>	Proof that the vehicle meets the Federal Motor Vehicle Safety Standards. Take a picture of the sticker on driver's door or door frame upon delivery.	
Pre/Post Award Certifications	<input type="checkbox"/>	A set of certifications by the purchaser declaring, among other items, that they have inspected the vehicle upon delivery.	

## Items to submit to GDOT for Approval to Proceed

1. Independent Cost Estimate (ICE)
2. Copy of the ORIGINAL RFP Package or your quotes (Admin/Service Veh. Only)
3. Screen capture of the GPR listing or ad from local newspaper showing notice
4. Summary of bid pricing or the scoring matrix
5. Protest Procedures must be in the RFP or the associated Procurement Manual provided
6. Copy of the Executed Contract
7. Federal Clauses
8. SAM Search
9. Buy America Certification
10. TVM Certification (Revenue Vehicles Only)
11. FMVSS Certification
12. Altoona Bus Testing Report or Certification (Revenue Vehicles Only)
- 13. Pre-award or Pre-order Certifications**

## Items to submit to GDOT for Reimbursement

1. Actual Buy America Audit Report from your new vehicle paperwork
2. FMVSS Certification OR picture of the FMVSS Sticker on the vehicle (see next slide)
- 3. Post-delivery Certifications**
4. Invoice Copies
5. Purchase Order
6. Copy of the Check you wrote
7. Copy of the Cancelled Check that cleared your bank
8. These are in addition to the regular items you include with your reimbursements

# Examples of the Buy America (BA) Audit Report

Buy America Analysis - Post Delivery		
Macon		
SR-2477, XD35 x 2		
Proprietary & Confidential		
BUY AMERICA %		
OPT GRP + OPTION DESCRIPTION	VENDOR_ORG_NAME	Total
-	AIR HYDRAULIC SYSTEMS INC	0.0253%
-	SIKA CORPORATION	0.0000%
-	ARTIK OEM CORPORATION	0.0392%
-	KMG FABRICATION INC	0.2738%
-	WESTBURNE ELECTRIC	0.0005%
-	TRUCK LITE CO LLC	0.0000%
-	ALLEGIS CORPORATION	0.0004%
-	THERMO KING CORPORATION	6.5105%
-	BLACK DIAMOND ENGINEERED PRODUCTS	0.1338%
-	RITZ MACHINE WORKS USA LLC	0.0060%
580 - WHEELCHAIR LIFT	JMS RUSSEL METALS CORP	0.0000%
-	SUPPLY TECHNOLOGIES LLC	0.0082%
-	JOSEPH T RYERSON AND SON INC	0.0000%
-	BERENDSEN FLUID POWER	0.1624%
-	REPLENEX	0.0001%
-	BP LUBRICANTS USA INC	0.0042%
-	ASSEMBLY SYSTEMS INC	0.0014%
-	AIR HYDRAULIC SYSTEMS INC	0.0038%
-	ARTIK OEM CORPORATION	0.0006%
-	KMG FABRICATION INC	0.0205%
-	WESTBURNE ELECTRIC	0.0004%
-	TRUCK LITE CO LLC	0.0000%
600 - CUSTOMER OPTIONS	SUPPLY TECHNOLOGIES LLC	0.0049%
-	NOTT COMPANY	0.0012%
-	REPLENEX	0.0003%
-	SIKA CORPORATION	0.0001%
-	KMG FABRICATION INC	0.1429%
-	WESTBURNE ELECTRIC	0.0170%
-	UNI GRIP INC	0.0001%
-	LUMINATOR TECHNOLOGY GROUP INC	2.6201%
-	SPORTWORKS NW	0.4061%
400 - STRUCUTRE	NEW FLYER OF AMERICA	9.7403%
Grand Total -		79.6687%

Ford Automotive Operations  
US CONTENT FOR THE 2017  
E-Series  
450-BASE-158\*-CUTA-

Part Description	Manf. Country	% Content of Total Vehicle
ADJ-FRT SUSP UPR NO-PAINT	UNITED STATES	0.00%
ADJ-FRT SUSP UPR ORANGE/GRAY	UNITED STATES	0.00%
ADJ-FRT SUSP UPR BLACK/YELLOW	UNITED STATES	0.00%
ADJ-FRT SUSP UPR YELLOW/WHITE	UNITED STATES	0.00%
ADJ-FRT SUSP UPR BL JT CMBR	UNITED STATES	0.00%
ADJ-FRT SUSP UPR RED/BLUE	UNITED STATES	0.00%
ADJ-FRT SUSP UPR LT BLUE/ORANGE	UNITED STATES	0.00%
ADJ-FRT SUSP UPR LT BLUE/BLACK	UNITED STATES	0.00%
ADJ-FRT SUSP UPR LT BLUE/RED	UNITED STATES	0.00%
ADJ-FRT SUSP UPR PINK/WHITE	UNITED STATES	0.00%
ADJ-FRT SUSP UPR PINK/ORANGE	UNITED STATES	0.00%
ADJ-FRT SUSP UPR PINK/BLACK	UNITED STATES	0.00%
ADJ-FRT SUSP UPR PINK/BLUE	UNITED STATES	0.00%
ADJ-FRT SUSP UPR NO-PAINT	UNITED STATES	0.00%
ADJ-FRT SUSP UPR GREEN/WHITE	UNITED STATES	0.00%
ADJ-FRT SUSP UPR GREEN/RED	UNITED STATES	0.00%
ADJ-FRT SUSP UPR PINK	UNITED STATES	0.00%
ADJ-FRT SUSP UPR GREEN	UNITED STATES	0.00%
ADJ-FRT SUSP UPR BL JT CMBR	UNITED STATES	0.00%
ADJ-FRT SUSP UPR LT BLUE/GREEN	UNITED STATES	0.00%
ADJ-FRT SUSP UPR LT BLUE/WHITE	UNITED STATES	0.00%
WT WHL BAL	UNITED STATES	0.00%
6R140 SNAP RING 4.2MM-CUT STYLE 5	UNITED STATES	0.00%
6R140 SNAP RING 4.4MM-CUT STYLE 6	UNITED STATES	0.00%
6R140 SNAP RING 3.2MM-CUT STYLE 8	UNITED STATES	0.00%
LUB-SURFACTANT(MERPOLJE190/230	UNITED STATES	0.00%
BRGCSHFT MN INTRM UPR3 10%-T7TH CN	UNITED STATES	0.00%

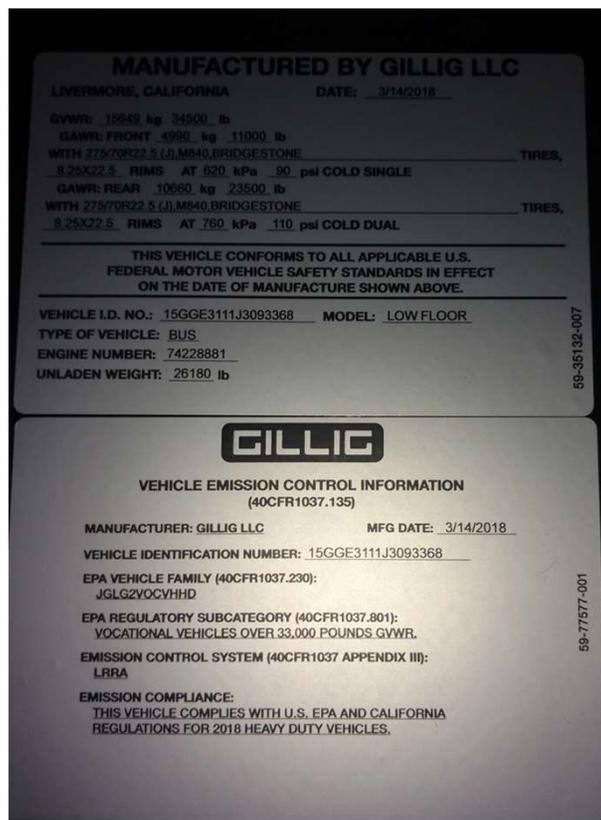
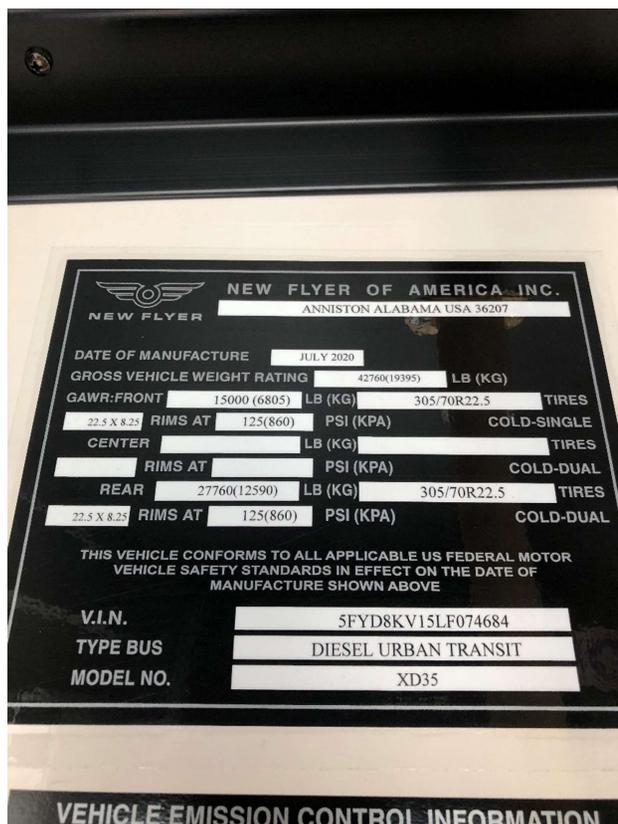
US Vehicle Content	87.74%
Foreign Vehicle Content	12.26%
US Vehicle Content	87.74%
Total Vehicle Content	100.00%

Assumptions  
 \* Non-Ford manufacturing facilities are noted.  
 \* Percentages include prorated direct assembly labour, engineering costs, overhead, other costs, and profit.  
 \* Component material costs based on 2017 Bill of Material.  
 \* Costs are for vehicles pertaining to Mark Barczak request. Content for other E-Series vehicles could be different.  
 \* E-Series Vehicles are assembled at Ohio Plant, USA

This document may contain confidential business information. It is being supplied with the understanding that it will not be released to third parties, and that it will be used solely for the purpose of complying with the Buy America requirements of federal law or other applicable content requirements.

- FY20 and later – US content must be 70% or more.
- A General Interest Waiver is in place for items under \$150,000.
- HOWEVER, GDOT still asks for the BA audit with your paperwork. The scenario exists for purchasing multiple units and if the total exceeds \$150,000, BA applies.

# Examples of the FMVSS Stickers



**For additional questions and feedback, please reach out  
to:**

**Patricia Smith, Program Delivery Manager**

[psmith@dot.ga.gov](mailto:psmith@dot.ga.gov)

**Mark Lambert, 5307 Project Manager**

[mlambert@dot.ga.gov](mailto:mlambert@dot.ga.gov)

**Robin Walker, 5307 Project Manager**

[rwalker@dot.ga.gov](mailto:rwalker@dot.ga.gov)



# Accident Reporting Procedures

Transit Subrecipient Workshop – September 1-2, 2020

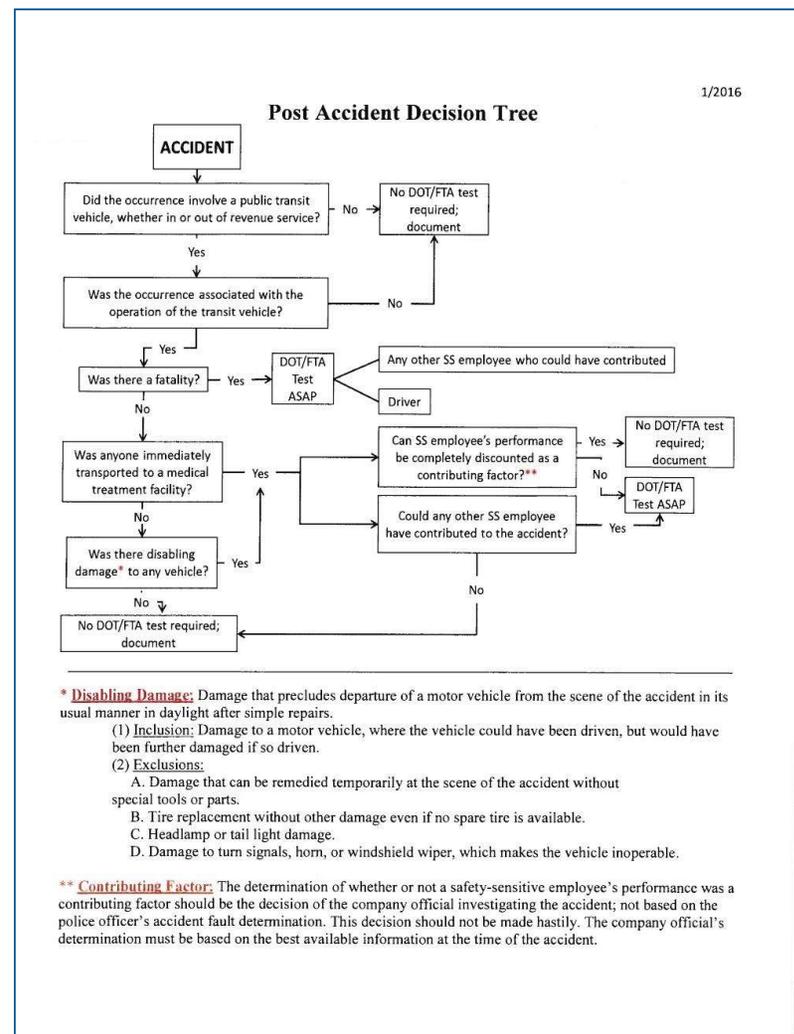
Robin Walker, 5307 Project Manager



## **Accident Reporting Procedures**

- Subrecipients are required to immediately notify their Project Manager whenever an accident happens in a public transit vehicle, whether it is driven by your system's driver or a TPO driver.
- Immediately notify your Project Manager by email, and follow up by completing and submitting a written report. The Project manager should be notified no later than 24 hours after the accident.
- You are also required to notify family members, guardians, etc., of any passengers on the vehicle whether or not injuries occurred.

- Following any accident, utilize the Post-Accident Drug and Alcohol Testing Decision Tree to assist you in determining whether to test for drugs and/or alcohol.



- Fill out the Post-Accident Testing Decision Report and submit it along with the Accident Report Form.

### POST ACCIDENT TESTING DECISION REPORT

*\*\*A separate sheet must be filled out for each covered employee that contributed to the accident\*\**

System Name: \_\_\_\_\_ Date of Accident: \_\_\_\_\_

Time of Accident: \_\_\_\_\_ Time Employer was notified: \_\_\_\_\_

Location of Accident: \_\_\_\_\_

Safety-Sensitive Employee: \_\_\_\_\_ ID # and Position: \_\_\_\_\_  
i.e. Driver, Dispatcher, etc

1. Did the accident involve a revenue service vehicle?  Yes  No

2. Did the accident involve the operation of the vehicle?  Yes  No

3. Was there loss of life as a result of the accident?  Yes  No

4. Did an individual suffer a bodily injury and immediately receive medical treatment away from the scene?  Yes  No

5. Was there disabling damage to any of the involved vehicles?  Yes  No

6. a) Did you perform a drug and/or alcohol test?  
(Use Decision Tree on back of this form)  Yes  FTA Authority  Yes  Company Authority  No

b) If no, why not? \_\_\_\_\_

7. a) Was an alcohol test performed within 2 hours?  N/A  Yes  No

b) If no, why: \_\_\_\_\_

8. If no alcohol test occurred, and more than 8 hours elapsed from the time of the accident, please explain: \_\_\_\_\_

9. a) Was a drug test performed within 32 hours?  N/A  Yes  No

b) If no, why: \_\_\_\_\_

10. a) Did the employee leave the scene of the accident without a reasonable explanation?  Yes  No

b) If Yes, please explain: \_\_\_\_\_

Test Determination:  
Name of supervisor making determination: \_\_\_\_\_

Time employee was informed of determination: \_\_\_\_\_

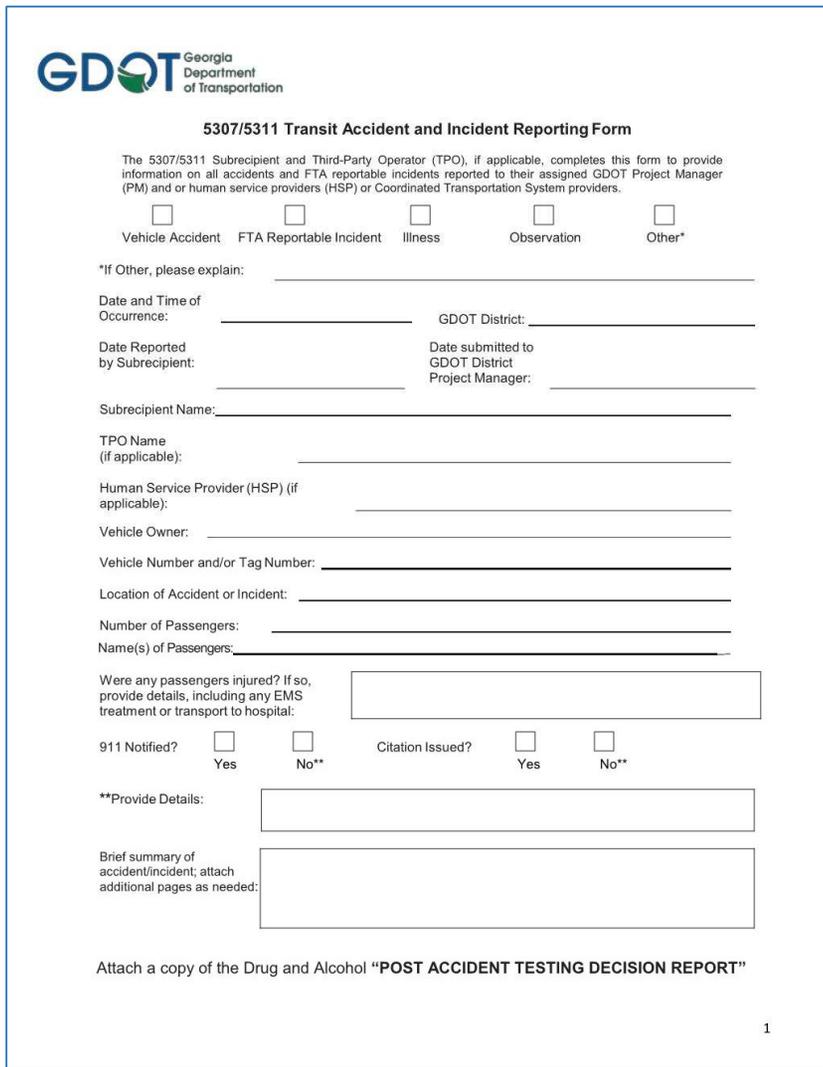
\_\_\_\_\_  
Signature & Title Date

For your files: attach test results summary, order to test, Custody and Control Form (USDOT) and alcohol testing form (USDOT)

## Questions:

- Have you used the Post-Accident Drug and Alcohol Testing Decision Tree to determine whether or not to send an employee for testing?
- Have you ever been in a situation where it was difficult to know whether or not to test and the Decision Tree helped you make the right decision?

- Complete the Transit Accident and Incident Reporting Form and attach:
  - Police Accident Report
  - Decision to Test Form
  - Witness Statements, if applicable
- Submit the completed form within 5 days of the accident
- What constitutes an FTA Reportable Incident?
  - Any accident involving a transit revenue vehicle which includes fatalities, disabling vehicle damage, or anyone needing medical attention away from the scene of the accident.



**GDOT** Georgia Department of Transportation

**5307/5311 Transit Accident and Incident Reporting Form**

The 5307/5311 Subrecipient and Third-Party Operator (TPO), if applicable, completes this form to provide information on all accidents and FTA reportable incidents reported to their assigned GDOT Project Manager (PM) and/or human service providers (HSP) or Coordinated Transportation System providers.

Vehicle Accident   
  FTA Reportable Incident   
  Illness   
  Observation   
  Other\*

\*If Other, please explain: \_\_\_\_\_

Date and Time of Occurrence: \_\_\_\_\_ GDOT District: \_\_\_\_\_

Date Reported by Subrecipient: \_\_\_\_\_ Date submitted to GDOT District Project Manager: \_\_\_\_\_

Subrecipient Name: \_\_\_\_\_

TPO Name (if applicable): \_\_\_\_\_

Human Service Provider (HSP) (if applicable): \_\_\_\_\_

Vehicle Owner: \_\_\_\_\_

Vehicle Number and/or Tag Number: \_\_\_\_\_

Location of Accident or Incident: \_\_\_\_\_

Number of Passengers: \_\_\_\_\_

Name(s) of Passengers: \_\_\_\_\_

Were any passengers injured? If so, provide details, including any EMS treatment or transport to hospital: \_\_\_\_\_

911 Notified?  Yes  No\*\*      Citation Issued?  Yes  No\*\*

\*\*Provide Details: \_\_\_\_\_

Brief summary of accident/incident; attach additional pages as needed: \_\_\_\_\_

Attach a copy of the Drug and Alcohol "POST ACCIDENT TESTING DECISION REPORT"

1

- Forward the completed Accident Report form and all the attachments to your Transit Project Manager.
- The Transit Project Manager will complete the Follow-Up Form and forward to the Fleet Manager.



**5307/5311 Rural Transit Accident and Incident Follow-Up Reporting Form**

The GDOT Project Manager (PM) completes this form to provide follow up information on the reported accident(s) or FTA reportable incident(s) and submits to the GDOT Transit Fleet Manager.

**Follow-Up Forms Included:**

Police Report    
  Statements    
  Subrecipient Report    
  Inspection Report    
  Other\*

\*Describe "other" forms included:

**Initial Reporting Details**

Date of Occurrence: \_\_\_\_\_ GDOT District: \_\_\_\_\_

Subrecipient/TPO/HSP Name: \_\_\_\_\_

Vehicle Owner and Vehicle/Tag Number: \_\_\_\_\_

**Follow-Up Details:**

Date of Last Annual Vehicle Inspection: \_\_\_\_\_

Date Follow-Up Report Submitted to DPM: \_\_\_\_\_

Follow-Up Information Provided By: \_\_\_\_\_

**Describe the information included in this follow-up:**

**Resolution and steps taken to prevent future similar occurrences:**

Date of Final Resolution: \_\_\_\_\_

GDOT Project Manager Signature:  \_\_\_\_\_

1

- The Fleet Manager will review the preliminary accident details and document in the Vehicle Accident Reporting spreadsheet.
- For vehicles funded with 5311 funds:
  - The Fleet Manager will facilitate any insurance claims and assist in negotiation of any settlement amounts.
  - If an insurance claim is filed and payment made to the Department, the Fleet Manager will process the insurance check and initiate the replacement of the totaled transit vehicle.
- For vehicles funded with 5307 funds:
  - Keep your Project Manager apprised of the status of the insurance claim and payment received.
  - If the vehicle is totaled, request approval to dispose of the vehicle from the Project Manager prior to disposing of the vehicle

**For additional questions and feedback, please reach out  
to:**

**Patricia Smith, Program Delivery Manager**

[psmith@dot.ga.gov](mailto:psmith@dot.ga.gov)

**Mark Lambert, 5307 Project Manager**

[mlambert@dot.ga.gov](mailto:mlambert@dot.ga.gov)

**Robin Walker, 5307 Project Manager**

[rwalker@dot.ga.gov](mailto:rwalker@dot.ga.gov)



Georgia Department of Transportation

## Small Urban Workshop

Board the Bus for a Better Statewide Team

COMPREHENSIVE  
REVIEW

BUDGETING

NEPA

Maintenance

Micro-Transit

Procurement

Grants  
Management

DBE

## Sample Proposed Schedule

(From the March 2020 Version)

Begin Time	Duration (mins)	Main Topic	Fill-in Topic (if time allows)	Main Topic Conversation Leader (Fill-in Topic Leader in parentheses)
8:30	10	Welcome		Kaycee Mertz
8:40	15	Introductions and Housekeeping		Mark Lambert
8:55	5	Process for the workshop		Mark Lambert
9:00	45	Maintenance (CR Chapter 7)	ADA KPI's	Michele Nystrom (MN)
9:45	15	Break		
10:00	45	DBE (CR Chapter 12)	1% Security	Michele Nystrom and Kimberly King (ML)
10:45	30	Staffing and Org Structure		Patricia Smith
11:15	45	Incorporation of Planning		Ryan Walker and Kayce Mertz
12:00	60	Lunch		
1:00	30	NEPA	Micro Transit	Carrie Walker (KM/ML)
1:30	30	Disposition of Fixed Assets		Michele Nystrom and Robin Walker
2:00	60	Grants Management	NTD Support	Mark Lambert and Pat Downs (ML)
3:00	15	Break		
3:15	55	Procurement (CR Chapter 8)	Charter Service	Greg Harnett and Michele Nystrom (MN)
4:10	20	Recap, Outcomes, Future Work		Kaycee Mertz
4:30	0	Conclude and Depart		

## Anticipated Outcomes of the Workshop

- Opportunity to discuss openly, the needs of the Small Urban Program – top to bottom and from FTA through GDOT and on to the Systems.
- Determine various capabilities for achieving compliance in the most efficient and effective manner.
- Safe space to share ideas, barriers, challenges, and solutions affecting the overall compliance experience.
- Agreed-upon processes and procedures that all of the small urban systems can commit to in order to achieve a reliable level of compliance in the different areas within the Comprehensive Review.
- Create a slate of topics that may require small working groups to delve into deeper and to make recommendations.

## Structure of the Workshop

- The event will have an academic vibe. We do not want to talk at you.
- Conversation will be driven by a set of questions.
- Each topic will begin with a Major Goal and the driver questions will guide the conversation.
- There will be a facilitator and each topic will have a conversation leader.
- There will be staff assistance with taking notes and the workshop may be recorded.
- There will be breaks and lunches scheduled throughout the workshop.
- Now that this event is virtual, we can schedule follow-up sessions to work on refined topics as they become apparent.
- The event will produce a variety of decisions and action items. GDOT will share draft documentation or processes as soon after the workshop as possible.

## Expectations of the Workshop

- DO's
  - Bring your challenges, specifically related to compliance.
  - Encourage your staff to participate, including the Maintenance and Finance folks.
  - Meet as a team ahead of time and assemble your questions and challenges and be prepared to contribute.
  - Remember to mute your mic when not speaking to avoid feedback.
  - Please do not suggest that a specific compliance regulation/item is silly or unnecessary. We cannot waive them away with a wave of the hand.
- DO NOT's
  - This is a safe space, so please no attacking any one person or group of people. We want to know if you are frustrated, but be constructive, please.

**For additional questions and feedback, please reach out  
to:**

**Patricia Smith, Program Delivery Manager**

[psmith@dot.ga.gov](mailto:psmith@dot.ga.gov)

**Mark Lambert, 5307 Project Manager**

[mlambert@dot.ga.gov](mailto:mlambert@dot.ga.gov)

**Robin Walker, 5307 Project Manager**

[rwalker@dot.ga.gov](mailto:rwalker@dot.ga.gov)