

BOARD MEETING DATE: July 28, 2026

PROJECT NAME: Circulatory Transit Services (DOT Shuttle) Agreement

DEPARTMENT: Infrastructure and Planning Department

EXECUTIVE SUMMARY & RECOMMENDATION

Request for Board approval of the Circulatory Transit Service (DOT Shuttle) renewal agreement. The contract term shall be from July 2026 through June 2029.

DATE AND IDENTIFICATION OF PRIOR BRIEFING OR AUTHORIZING ACTION [If applicable]:

September 23, 2023 - Previous contract was brought forward on Agenda # 2024-19-008 for a contract covering July 2023 through July 2026.

ISSUE:

The Circulatory Transit Service has been provided to the City of Savannah since September 2017. Chatham Area Transit (CAT) provides a fare-free shuttle service within the downtown area for the City of Savannah. This service agreement is renewed triennially. This service was created to encourage the use of public transportation by workers, residents, and visitors.

DISCUSSION:

Staff seek the Board's approval of the Circulatory Transit Services (DOT Shuttle) Agreement from July 2026 through July 2029. The fare-free transit services cover the downtown areas, which include the Visitor's Center, Historic Carver Village,

Cloverdale Community, Historic District, and Thomas Square. The hours of operation are 7:00 a.m. to 7:00 pm on weekdays, Saturday 7:00 a.m. through 7:00 p.m., and Sunday 10:00 a.m. through 6:00 pm. The DOT service frequency to Carver Village and Cloverdale will be increased to improve the wait times and encourage ridership.

City of Savannah Service Standards

- **The Contractor shall maintain a minimum of two (2) revenue vehicles in active service on both routes during designated service hours. Failure to maintain the minimum vehicle threshold for any period exceeding thirty (30) consecutive minutes shall constitute a Service Deficiency.**
- **The Contractor shall operate the circulator route at headways not to exceed 15 minutes.**

PROCUREMENT | COMPLIANCE *(provided by the Procurement Officer):*

The DOT Express Shuttle Services is provided by the City of Savannah and operated by Chatham Area Transit. The route design is governed by the Federal Transportation Administration (FTA), State, and Local requirements.

ADA Compliance: All vehicles deployed within the route are fully ADA Accessible.

Civil Rights & Service Equity: As part of Federal Transit Administration (FTA) Title VI compliance under the Chatham Area Transit Civil Rights Program, route expansions—such as the 7D-C DOT Extension into Carver Village and Cloverdale—are systematically structured to prevent discrimination and guarantee equitable transit access to historically underserved, low-income, or minority neighborhoods.

FINANCIAL IMPACT:

The Circulatory Transit Service (DOT) Shuttle Renewal Agreement will provide the Authority with revenue to support the continued operation and delivery of the designated service. The contract term for this service is three (3) years, July

2026 through June 2029. The total revenue for the three (3) year contract agreement is \$7,942,893. Revenue in the amount of \$2,516,796 associated with year one (1) of the contract has been approved in the Agency’s FY 2027 Operating Budget.

Revenue for the remaining two (2) years of the contract agreement will be presented in the proposed annual operating budget, FY 2028, amount \$2,561,330, and FY 2029, amount \$2,774,768 per the contract.

Approval of this agreement will ensure the continued availability of resources necessary to maintain the service in accordance with the Agency’s operational objectives.

Staff recommends the Board’s approval of the DOT Shuttle renewal agreement.

Project Scope Number	FTA/ Grant Number	CAT Budget Line Item	Budget Line-Item	FY 2027 Service Agreement Amount	FY 2028 Service Agreement Amount	FY 2029 Service Agreement Amount	Total Funding Amount
N/A	N/A	10001 40050	DOT Shuttle Services	\$2,516,796	\$2,561,330	\$2,774,768	\$7,942,893

POLICY ANALYSIS:

NEXT STEPS:

Upon Board approval, CAT will also receive concurrent approval by the City of Savannah. Authority staff will implement all necessary steps to comply with City of Savannah performance standards and continue the service until July 2029.

ATTACHMENTS:

Supporting Documentation and Sources attached (included as one single file)

COMMITTEE ASSIGNMENT:

N/A

PROPOSED MOTION: (to be read into the minutes)

Move to: Approve the triennial extension of the Circulatory Transit Service for another three years until July 2029, with the service levels discussed in this Board Action item, and for the compensation arrangements detailed in the attached proposed contract document.

REQUIRED SIGNATURES

Department Item Preparer – Prepared by: Mark Gladhill, IT Innovation Manager

Department Chief – Reviewed by: Stephanie Cutter, Executive Director / CEO

Procurement | Compliance – Procurement and Compliance Reviewed by: Victor Colon, Procurement Manager

Chief Financial Officer – Financial Impact and Budget Reviewed by: Gloria Royal, Interim CFO

Executive Director/CEO - Final Reviewer Stephanie Cutter, Executive Director / CEO

Board of Directors – Final Approval [insert board action]

This section is completed by the Board Administrator

Passed and approved this [insert date] of [insert Month and Year]

Motioned by:

AGENCY BOARD DESIGNEE:

Seconded by:

Board Approval (signed by Board Chair or Board Administrator)

**Mayor and Aldermen of The City of
Savannah/ Chatham Area Transit
Authority Circulator Service
Agreement**

This Agreement made and entered into on the _____ day of July 2026 by and between the Mayor and Aldermen of The City of Savannah ("City") and the Chatham Area Transit Authority ("Authority" or "CAT") to provide public transportation circulator services within and near the City of Savannah's Historic District.

Whereas, the Authority was created by an act of the Georgia General Assembly to provide public transportation services in Chatham County; and

Whereas, the City, wishes to provide fare free service within and near the City of Savannah's Historic District; and

Whereas, The City acknowledges that such public circulator transportation services must, and shall, during all operations, be offered as "mass transportation," as that term is defined by federal regulations, and shall be open and available to the general public and not in any way restricted to any category or exclusive class of passengers;

Now Therefore, the City and the Authority hereby agree as follows:

Section 1. The Authority agrees to operate a public passenger transportation circulator service within its current transit tax district, specifically within and near Savannah's Historic District.

Section 2. Any modifications to the service area described in Section 1 must be within the Authority's current transit tax district, unless otherwise agreed to by the parties.

Section 3. Any personnel, full and part-time, assigned to the circulator service will be employees of the Authority and subject to its governing policies and procedures, and contractual obligations under the Memorandum of Agreement with the Amalgamated Transit Union, local 1324.

Section 4. The Authority will apply its current policies and procedures in the hiring and discipline of circulator service personnel.

Section 5. In the event of an accident involving circulator vehicles and /or personnel, said accident will be subject to the Authority's Accident/Incident Review and Investigation Procedures.

Section 6. In the event of an ordered evacuation, the circulator vehicles will be subject to redeployment and circulator service subject to interruption.

Section 7. On the anniversary date of this Agreement, the parties agree to: ascertain whether there are any one-time equipment and/or service additions, modifications, adjustments, or fine-tuning required to support the circulator service for the ensuing year and, if so, establish the costs for said items; and negotiate any rate adjustments.

Section 8. The Authority agrees to:

- a) Run circulator service as designed (See Attachment 1- Service Schedule and Routing);
- b) Hire and train vehicle operators and operations supervisors in sufficient number to fully support circulator service vehicle operations;
- c) Hire and train mechanics and maintenance supervisors in sufficient numbers to fully support maintaining the circulator vehicles and, if applicable, fare boxes, in optimal operating condition;
- d) Maintain and house circulator vehicle(s);
- e) Provide from within its current fleet one spare vehicle for the circulator service;
- f) Hire and train administrative and customer service staff in sufficient numbers to fully support circulator ancillary services;
- g) If applicable, collect and account for fares;
- h) Provide uniforms for the circulator operators and operations supervisors;
- i) House the customer service staff;
- j) Provide customer services including, but not limited to, the intake of and response to complaints and commendations, the logging and reporting of the same, disseminating scheduling, routing, and service days and hours information to the riding public, and responding to inquiries about the same.

Section 9. Hold Harmless: The parties agree that nothing contained herein shall be construed to designate or appoint the City as agent for the Authority, nor shall anything contained in this Agreement be construed to designate or appoint the Authority as agent for the City in the performance of any of the services described herein. The Authority acknowledges and agrees that it is an authority created by an act of the Georgia General Assembly engaged in providing public transportation services and agrees, to the extent permitted by law, to defend, indemnify, and hold harmless the City, its successor and assigns, its principals, agents, and employees, from any and all claims for loss, damage, or injury sustained by the Authority or to the Authority's property or by any agent or employee of the Authority, or by any person whomsoever, in connection with any matter arising out of the provision of transportation services within the Authority's transit tax district.

Service Standards: The Authority agrees to meet the following service standards for operation of the DOT shuttles routes.

1. The Contractor shall maintain a minimum of two (2) revenue vehicles in active service on both routes during designated service hours. Failure to maintain the minimum vehicle threshold for any period exceeding thirty (30) consecutive minutes shall constitute a Service Deficiency.
2. The Contractor shall operate the circulator route at headways not to exceed 15 minutes. A headway gap exceeding two times (2x) the scheduled headway, caused by fewer than two vehicles in service, shall be classified as a Major Service Failure.

Corrective Actions: If more than 3 major service failures occur within a rolling 90-day period the Authority shall credit the City the following

1. More than 3 major service failures to 6 major service failures: \$1,500 per occurrence
2. More than 6 major service failures: \$3,000 per occurrence

Service standards and corrective actions implementation will begin January 2027.

Section 10. Operating Compensation: For direct operating costs billed at \$120.00 per hour for July 2026 to June 2027 totaling \$2,516,796; billed at \$126.00 per hour for July 2027 to June 2028 totaling \$2,651,329.80; and billed at \$132.30 for July 2028 to June 2029 totaling \$2,774,767.59. Fee shall be invoiced in monthly installments based on the following table.

DOT Shuttle by Monthly Revenue Hours FY27-FY29

Month	Total Hours	Rate	Monthly Total	Annual Total
July, 26	1785.5	\$120.00	\$214,260	
August, 26	1775.4	\$120.00	\$213,048	
September, 26	1726.6	\$120.00	\$207,192	
October, 26	1785.5	\$120.00	\$214,260	
November, 26	1716.5	\$120.00	\$205,980	
December, 26	1785.5	\$120.00	\$214,260	
January, 27	1775.4	\$120.00	\$213,048	
February, 27	1608.8	\$120.00	\$193,056	
March, 27	1785.5	\$120.00	\$214,260	
April, 27	1726.6	\$120.00	\$207,192	
May, 27	1775.4	\$120.00	\$213,048	
June, 27	1726.6	\$120.00	\$207,192	\$2,516,796.00
July, 27	1795.6	\$126.00	\$226,246	
August, 27	1775.4	\$126.00	\$223,700	
September, 27	1726.6	\$126.00	\$217,552	
October, 27	1775.4	\$126.00	\$223,700	
November, 27	1726.6	\$126.00	\$217,552	
December, 27	1785.5	\$126.00	\$224,973	
January, 28	1775.4	\$126.00	\$223,700	
February, 28	1667.7	\$126.00	\$210,130	
March, 28	1785.5	\$126.00	\$224,973	
April, 28	1716.5	\$126.00	\$216,279	
May, 28	1785.5	\$126.00	\$224,973	
June, 28	1726.6	\$126.00	\$217,552	\$2,651,329.80
July, 28	1775.4	\$132.30	\$234,885	
August, 28	1785.5	\$132.30	\$236,222	
September, 28	1726.6	\$132.30	\$228,429	
October, 28	1775.4	\$132.30	\$234,885	
November, 28	1726.6	\$132.30	\$228,429	
December, 28	1775.4	\$132.30	\$234,885	
January, 29	1785.5	\$132.30	\$236,222	
February, 29	1608.8	\$132.30	\$212,844	
March, 29	1785.5	\$132.30	\$236,222	
April, 29	1716.5	\$132.30	\$227,093	
May, 29	1785.5	\$132.30	\$236,222	
June, 29	1726.6	\$132.30	\$228,429	\$2,774,767.59

The parties agree that direct operating costs shall mean all costs associated with vehicle operations, such as operator, operations supervisor, and mechanic wages and benefits, vehicle spare parts, fuel, and lubricants. Based on actual costs, the parties agree to review said costs on the anniversary date of this Agreement's effective date and to negotiate any adjustments as may be necessary in the operating and/or administrative costs; rates not to exceed the SE Urban CPI for the previous year (as determined by the Bureau of Labor Statistics).

Section 11. CAT will conduct a procurement during FY26 or FY27 for two additional trolley buses for DOT service expansion with a budgeted cost of \$900,000 per bus and \$1,800,000 combined. The City and CAT will complete an amendment to this agreement reflecting the new vehicle acquisition costs and schedule.

Further, on this Agreement's anniversary date, the parties agree to determine whether there are any additional one-time costs for equipment and/or services required for the circulator service's operations for the ensuing year.

Section 12. Term: The parties agree that the term of this Agreement shall be a period of thirty-six (36) months, beginning July, 2026 ending June, 2029. At the time of expiration, the parties may agree to renew and extend this Agreement for an additional full term {36 months}, or some portion thereof. If no additional term is agreed upon and notice of non-renewal is not given, this Agreement shall continue on a month-to-month basis until cancelled by one the parties.

Section 13. Termination: After expiration of the initial term set forth in Section 12, either party may terminate this Agreement with a written notice of non-renewal sixty (60) days prior to an expiration date. At any time prior to an expiration date, either party may terminate this Agreement for cause or, if total funding is reduced or eliminated, with a written notice sixty (60) days prior to the effective termination date.

Section 14. Official contact person for the parties:

For the City

Sean Brandon, Director
Mobility & Parking Services
Contact Name

(912) 651-4291
Phone Number

sbrandon@savannahga.gov
Email Address

(912) 651-6972
Fax Number

Kirra Fields, Analyst
Mobility & Parking Services
Contact Name

(912) 525-3100 Ext. 8783
Phone Number

kfields@savannahga.gov
Email Address

(912) 651-6972
Fax Number

For City Billing

Accounts Payable
Contact Name

(912) 651-6439
Phone Number

Accounts Payable@savannahga.gov (underscore after Accounts)
Email Address

For the Authority

Contact Name

Phone Number

Email Address

Fax Number

Contact Name

Phone Number

Email Address

Fax Number

In witness whereof, the undersigned have executed this Agreement as of the ____ day _____, _____.

For the City

THE MAYOR AND ALDERMEN OF THE CITY
OF SAVANNAH, GEORGIA

By: _____

Joseph Melder, City Manager
City of Savannah, Georgia
Post Office Box 1027
Savannah, Georgia 31402

ATTEST:

Mark Massey, Clerk of Council

For the Authority

Authorized Official (print)

Signature of Authorized Official

Authorized Official Title (print)

Witness

Sworn to and subscribed before me, the ____ day of _____, _____

Notary Public