

REQUEST FOR PROPOSALS

Rochester Public Transit and Paratransit Service Operations and Maintenance

Date Issued: June 21, 2016

Notice is hereby given that the City of Rochester, Minnesota is soliciting proposals for operation and maintenance of its fixed route and paratransit operations and maintenance for period of 2017 through 2021 with options for an additional 5 years.

PROPOSAL DISTRIBUTION: Copies of proposal documents for this Request for Proposals (RFP) are being distributed by the Rochester Department of Public Works through its website at:

<http://www.rochestermn.gov/departments/public-works/projects-and-studies/contracts-and-bids>

Proposal documents obtained from any other source are not considered official copies. Only those vendors who are registered by obtaining proposal documents from the Rochester Department of Public Works website are guaranteed to receive addendum information, if such information is issued. It is recommended that proposals be submitted at least one day prior to the specified date and time to allow for timely receipt and consideration.

SUBMISSION REQUIREMENTS: Contractor proposals will be opened and evaluated by the City privately to the extent allowed by law. Minn. Stat. § 13.591 governs the handling of all data in the proposals.

Submit: **ONE** hard copy marked “ORIGINAL”
 TEN additional complete hard copies
 ONE digital copy in a searchable PDF format
 ONE email address for contact for responses to inquiries

Proposal package must be marked “Rochester Public Transit and Paratransit Service Operations and Maintenance” and include the RFP Submission Date

Submission Location: Rochester City Clerk
 201 4th Street SE
 Rochester, Minnesota 55904

Submission Deadline: **3:00 p.m. August 23, 2016**
 This is a firm deadline. Proposals received after the specified time
 will not be opened or considered.

PRE-PROPOSAL CONFERENCE: A mandatory Pre-Proposal Conference has been scheduled for July 6, 2016 at 8:30 a.m. at the City’s Transit Operations Center located at 4300 East River Road, Rochester, Minnesota 55906.

FACILITY TOUR and FLEET REVIEW: A guided Facility Tour and Fleet Review at the facility have been scheduled for July 6, 2016 at 10:30 a.m.

Firms shall register for the Pre-Proposal Conference, Facility Tour, and Fleet Review using the Receipt Confirmation Form included with this packet.

CONTACT: All inquiries concerning this RFP should be addressed in writing directly to the Moderator of the RFP process:

Justin Templin
Special Assistant City Attorney
City of Rochester, Minnesota
c/o Hoff, Barry, P.A.
775 Prairie Center Drive, Suite 160
Eden Prairie, Minnesota 55344
email: jtemplin@hoffbarry.com

INQUIRIES: See Part 6.1 of this RFP regarding procedures for inquiries and responses, including all deadlines.

PROTESTS: In order to protest any aspect of the RFP document, Attachments, or the City's evaluation and selection, a Contractor must follow the procedures set forth in PART 6 herein. All other protest rights and procedures or methods of protest are waived.

Aaron Reeves
City Clerk
Rochester, Minnesota

