



Rochester Public Transit and Paratransit
Service Operations and Maintenance **RFP**

PRE-PROPOSAL CONFERENCE
FACILITY TOUR AND FLEET REVIEW
JULY 6, 2016

Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

This morning's agenda:

1. Introductions of City Staff
2. Background
3. Summary of RFP
4. Important Dates and Deadlines
5. Inquiries Process and Addenda
6. Required Forms
7. Evaluation and Selection
8. Facility Tour and Fleet Review



Rochester Public Transit and Paratransit
Service Operations and Maintenance **RFP**

City of Rochester Staff

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Rochester Public Transit and Paratransit
Service Operations and Maintenance **RFP**

Moderator

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Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Background

- Fixed Route and Paratransit services are currently operated under separate contracts. The City seeks one contractor for both operations
- The City will use the FTA's "best value" methodology to make the selection
- The City will consider the proposals based on
 - Financial Ability
 - Technical Merit
 - Evaluations of Key Staff and References
 - Cost



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Background

- RFP responses are due no later than **3:00 p.m. on August 23, 2016**
- Contract will have a five-year term, beginning January 1, 2017, with options to extend



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

City of Rochester Public Transit Funding Sources

Federal Transit Administration (FTA)

Minnesota Department of Transportation (MnDOT)

Program Revenues (including fares, advertising,
corporate sponsors) (20-40%)

City of Rochester



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Fixed Route Operations

- Approximately 1.8 million riders in 2015
- 7,000 riders per weekday
- 600 riders per Saturday
- 70,072 Revenue Hours
- 1.1 million Revenue Miles
- Average of 23 riders per vehicle hour



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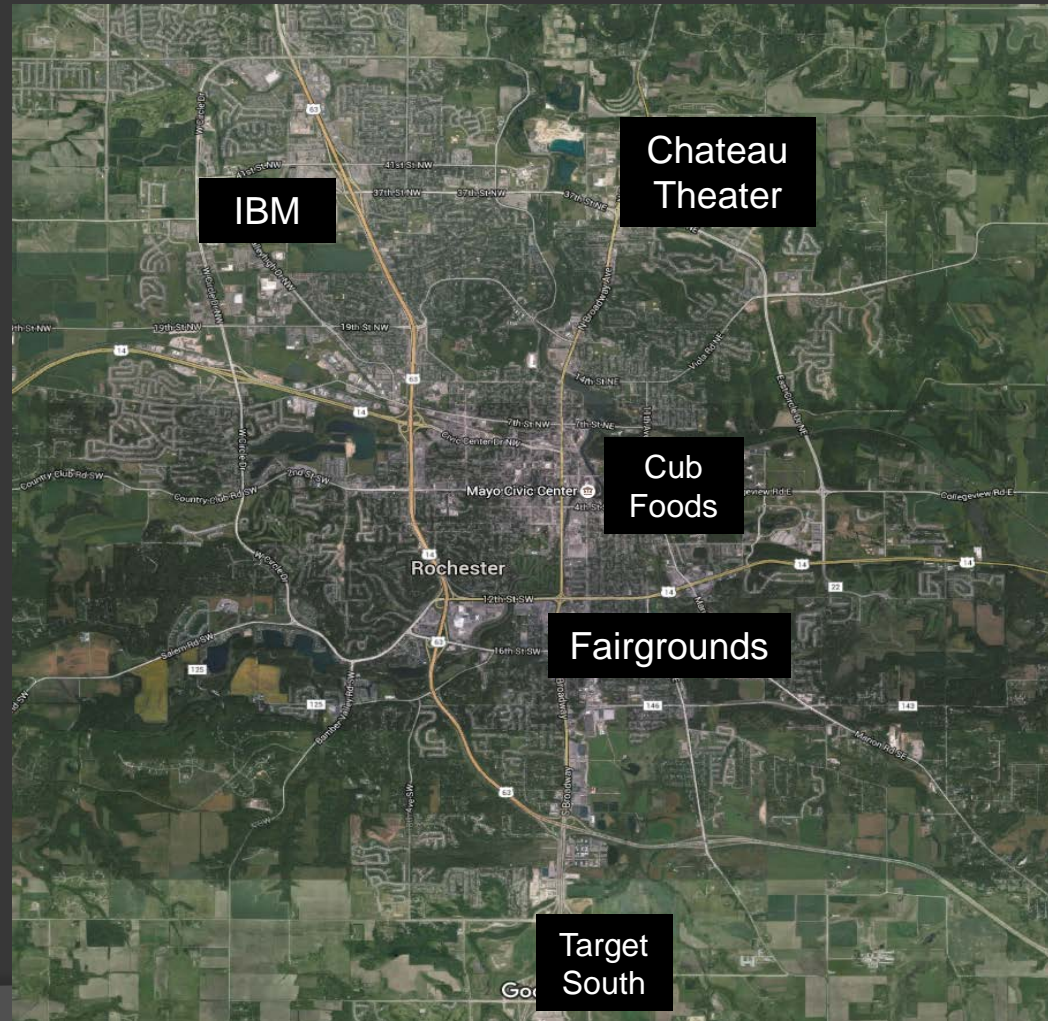
Fixed Route Current Service

- Radial Pattern
- Neighborhood Routes
 - 30 and 60 minutes headways
 - 14 minute average ride
- Direct Routes
 - Downtown, St. Mary's Hospital, Park 'n' Rides
 - 12-20 minute ride times
- New Tier Neighborhoods
 - North Park, Holy Spirit, Boulder Ridge
 - Express routes with 20 minute service
- Limited Evening and Saturday service
- No service on Sundays and Holidays



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Fixed Route coverage and Park 'n' Ride lots



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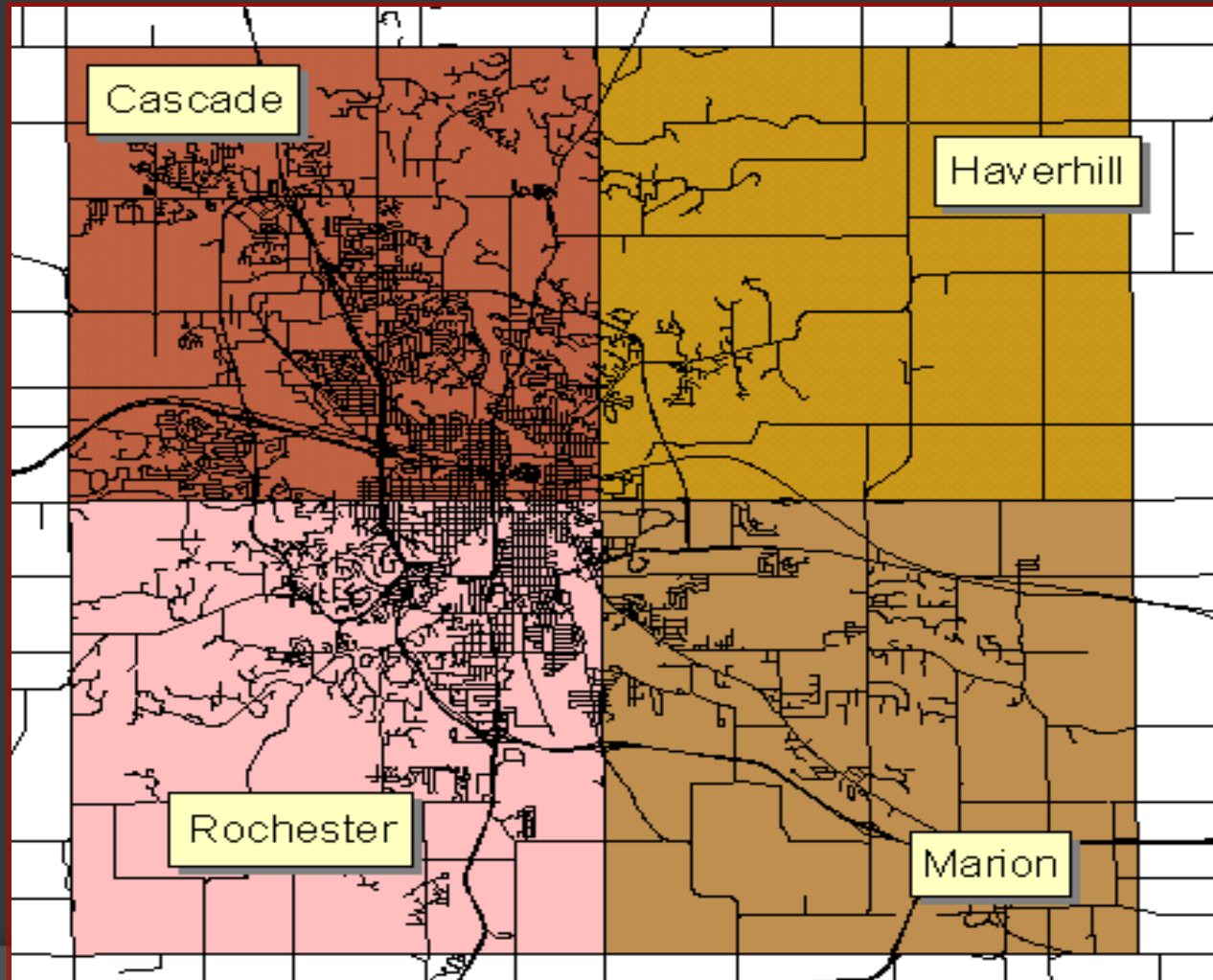
Paratransit

- “ZIPS Dial-A-Ride”
- Demand-response service
- More than 45,000 riders in 2015
- 17,198 Vehicle Revenue Hours
- 272,293 Revenue Miles
- No service on Sundays and Holidays



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Paratransit service area



Service Expansion

Transit Development Plan to be adopted Fall 2016

Possible outcomes of the new TDP:

- Expanded Weekday and Evening Services
- Add Sunday and Holiday Services
- Establishing cross town routes
- Increased frequency on high travel corridors
- Expanded Park 'N' Ride
- Emerging Transit Corridors



Service Expansion

- Downtown Mobility Plan calls for a doubling of the percentage of work trips in the Central Business District to be served by Transit within a decade
- Other Changes including Destination Medical Center, U of M-Rochester, residential development

Capital Investments

- Fleet Improvements
 - \$14.6M (2016-2020) to purchase 36 new buses
- Transit Stations
- Signal Priority
- Fuel Alternatives
- Electronic Bus Pass Technology
- Park 'n' Ride
- Enhanced Passenger Information AVL/GPS
- Future Garage Expansion



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Summary of the RFP documents

- 9 Parts
- Attachments A-Q
- All required forms
- List of Key Events and Dates
- Each discrete portion of the RFP has a unique number to identify it. That number should be used to reference particular sections and language in inquiries



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Summary of the RFP documents

PART 1

- Contains information regarding the purpose and intent of this RFP
- Describes the **two** services covered by this RFP
- Describes the City-provided bus fleet, and includes a full Fleet Roster
- Identifies the City's rights and Contractor's responsibilities
- Part 1.17 (on p. 13) is a list of **KEY EVENTS AND DATES** in the RFP process



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Summary of the RFP documents

PART 2

- Identifies and details performance requirements for Fixed Route service, including
 - maintenance plans
 - facility and operations
 - data and reporting
 - personnel and qualifications



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Summary of the RFP documents

PART 3

- Identifies and details performance requirements for Paratransit service, including those items covered in Part 2 plus matters specific to Paratransit
- The City seeks one contractor to manage and assume responsibility for both services described in the RFP



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Summary of the RFP documents

PART 4

- Consists of the requirements for the Cost Proposal and Instructions.
- This portion of the response will be evaluated separately from technical aspects of the proposal.
- Must complete two Cost Proposal Worksheets included in Part 9



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Summary of the RFP documents

PART 5

- Includes essential Contract terms and conditions, including
- The contract entered into between the City and successful contractor will incorporate the entire RFP document and attachments



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Summary of the RFP documents

PART 6

- Covers Administrative issues, including the procedures for inquiries and protests regarding the RFP documents, insurance requirements, and Contract dispute resolution procedures
- In order to get a response prior to the Submission Deadline, Pre-Proposal Inquiries must be received by the Moderator no later than **3:00 p.m. on July 15, 2016**



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Summary of the RFP documents

PART 7

- Outlines the required format and content of responses to the RFP
- Specifies the Financial Ability requirements for continuing in selection process



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Summary of the RFP documents

PART 8

- Describes the evaluation process, including separate steps for Financial Ability, Technical, and Cost, using “best value” methodology
- The technical portion of the proposals will be evaluated on
 - Technical Merit (45%)
 - Interviews with Contractor’s Key Staff (30%)
 - Past Performance (25%)
- Cost will be evaluated separately



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Summary of the RFP documents

PART 9

- Includes required forms
- Includes a list of all requirements for submission of a complete RFP response
- All forms must be completed in full and signed as indicated



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Important Dates and Deadlines

- Pre-proposal Inquiries Period
June 29-July 15, 2016
- Final Responses to Pre-proposal Inquiries
July 27, 2016
- Submission Deadline
3:00 p.m. CDT, August 23, 2016



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Important Dates and Deadlines

- Follow-up Interviews and Clarifications
September 12-20, 2016
- Evaluation Period
September 21-27, 2016
- Award
October 3, 2016
- Contract Start Date
January 1, 2017



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Inquiries and Addenda

- All inquiries must be submitted in writing to the Moderator. *See* PART 6.1 (p. 98).
- Moderator will work with City staff to compile answers
- Moderator will provide questions and answers by email to all registered responders



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Inquiries and Addenda

- In order to get a timely response from the City, all Pre-Proposal Inquires must be submitted in writing no later than **July 15, 2016 at 3:00 p.m. CDT**
- Responses to timely inquiries will be provided no later than July 27, 2016
- Inquiries submitted after the deadline may not receive a response before the Submission Deadline



Inquiries and Addenda

- If the response to an Inquiry involves a change to any term of the RFP, the response will specifically identify the section of the RFP, and note that it is an ADDENDUM to the RFP
- Each such ADDENDUM will be numbered
- A complete RFP must acknowledge receipt of all ADDENDA. *See Part 9 (“ACKNOWLEDGMENT OF ADDENDA”)*



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Required Forms

- A complete response must include all of the required forms in PART 9 of the RFP.
- Forms must be completed in full, and signed and dated as indicated.
- Please note that the PAST AND PRESENT PERFORMANCE INFORMATION form must indicate whether the information references Fixed Route service, Paratransit service, or both.



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Required Forms

- Please note that the DISCLOSURE OF CONTRACTOR RESPONSIBILITY form requires Notarization
- The DBE PARTICIPATION AFFIDAVIT has 2 forms attached. Select the appropriate form (either F-1 or F-2) and complete it.



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Required Forms

- Both COST PROPOSAL WORKSHEETS (“RATES” and “COST CALCULATIONS”) are required.
- Please note that responses must include cost information only where specifically requested so that Technical and Cost aspects of the response can be evaluated separately.



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Evaluation and Selection

- Responses will be evaluated as set forth in PART 8 of the RFP
- The City will employ FTA-approved “Best Value” methodology to select the response that is most advantageous to the City
- Evaluations will proceed in a multi-step process: (1) Financial Ability; (2) Technical Merit, including interviews with Contractor’s Key Staff and an assessment of past performance; and (3) Cost



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Evaluation and Selection

- Financial Ability will be evaluated by an independent third-party based on the criteria identified in PART 7.5.7
- Responses that meet financial ability requirements will move forward in the evaluation process.
- Responses that do not meet financial ability requirements will be notified that at that time they will not be selected for the Contract.



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Evaluation and Selection

- Technical Proposals of the remaining Contractors will be evaluated on the criteria set forth in PART 8.3.1
- The relative importance of the evaluation criteria are as follows: Technical (45%), Interviews with Contractor's Key Staff (30%), and Past Performance (25%)



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Evaluation and Selection

- Technical evaluations will be scored according to the percentages assigned in PART 8.3.1.1 and ranked



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Evaluation and Selection

- Interviews with Key Staff will be conducted by the Moderator and scored by the Evaluation Committee



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Evaluation and Selection

- Past Performance will be assessed through reference checks by an independent third-party with a report to the Evaluation Committee
- Evaluation Committee members cannot serve as references for any respondent to this RFP



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

Evaluation and Selection

- Cost Proposals will be evaluated separately
- Technical and Cost aspects of the proposal will be balanced using “best value” selection methodology
- The selected Contractor may not have submitted the highest-ranking technical proposal or the lowest-cost one, but will be the best overall proposal for the City’s Transit and Paratransit services



Rochester Public Transit and Paratransit Service Operations and Maintenance **RFP**

The Facility Tour and Fleet Review, guided by members of the City's Transit and Parking Division staff, will begin shortly.

**Thank you for your attention.
Any Questions?**

