Alma Transit Center

Request for Proposals – Transportation Needs Study and Service Plan

2017-0004 P19

Direct Questions To: Brett Baublitz
Alma Transit Center
bbaublitz@myalma.org
Submit questions by 10 days prior to the due date.

Date Issued: June 20, 2022
Proposals Due: August 1, 2022 @ 3:00 p.m.

Proposer Name: _____________________________________________
Proposal Price: _____________________________________________
Submit To: Sara Anderson
City of Alma Clerk
525 E. Superior Street
Alma, MI 48801

PROPOSER READ AND COMPLETE

The undersigned certifies that he/she offers to furnish materials and services in strict accordance with all requirements set forth in this proposal.

__________________________________________  ________________
Signature                                      Date

DUN or Federal ID#: ____________________________
(Precede with “S” if Social Security #)
**BACKGROUND INFORMATION:**

The City of Alma Transit Center (ATC) provides a dial-a-ride service to communities in Alma, Ithaca, Saint Louis, and Pine River Township. ATC’s 2020 ridership was approximately 46,000. These ridership numbers were affected by the COVID-19 virus. ATC’s 2019 ridership number was 75,236. ATC has 20 employees and operates with a fleet of 16 revenue service vehicles.

**SCOPE OF WORK:**

Alma Transit Center is seeking a firm to complete a Transportation Needs Study and Service Plan. This plan shall review existing transit demand in the ATC service area and identify how Transit can adapt to meet future needs (moving to a countywide transit system). The plan will include a survey of Gratiot County residents to determine knowledge of the service, identify the pockets of citizens who have transportation needs, current and future use by county residents, purpose of destinations desired and trip generators. The survey should also contain a method of measuring residents’ support for funding options (millage and fares). Every resident of Gratiot County should have a reasonable opportunity to view and respond to the survey. Out of the need to accommodate passengers to travel into Isabella County (City of Mount Pleasant), ATC provides 3 trips per day. Based on this information along with an analysis of projected growth to a countywide transit system, the selected proposer will develop possible service options, including operational (staffing), equipment (service vehicles), and general capital requirements for the near future and for the next 3 to 5 years.

**Deliverables:**

- Design survey(s) in conjunction with ATC staff, conduct survey, provide final report on survey results.
- Conduct County wide survey(s) in Gratiot County. Surveys can be conducted via a variety of methods including online, paper questionnaires, townhall meetings with information gathered via paper or electronic means, or other methods as approved by ATC.
- A summation including information regarding current use, ridership needs and current operations information.
- Successful proposer shall include analysis and recommendations for future improvements/efficiencies in demand/response and/or flexible routes, service and technology options, fares, future needs and expandability of near-term service and current fleet in existing areas as
well as provide analysis with cost estimates to expand service to all of Gratiot County with staffing and equipment needs.

- A draft report which will be reviewed by Alma Transit Center staff prior to the final report completion. This should be presented 30 days prior to the final report.
- Final product should represent a 3 to 5 Year Plan for improvements, changes, and expansion of services.
- Present final report in writing and in person or via webinar to Alma Transit Center and other interested parties.

**Proposed Timeline:**

It is anticipated that the project will be completed in 6 to 9 months from contract award. Selected proposer will provide monthly updates on progress (see approximate timeline below).

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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Questions Due</td>
<td>July 21, 2022 (10 days prior to due date)</td>
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<tr>
<td>Questions Answered</td>
<td>Within 5 business days of receipt</td>
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<tr>
<td>Proposals Due</td>
<td>August 1, 2022</td>
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<tr>
<td>Proposer Selection</td>
<td>________ (4-8 weeks after due date)</td>
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<tr>
<td>Survey Completion</td>
<td>________ (150 days after selection)</td>
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<tr>
<td>Draft Report</td>
<td>________ (60 days after survey completion)</td>
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<tr>
<td>Final Report Presented</td>
<td>________ (30-45 days after submission of draft)</td>
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**OFFER PREPARATION AND SUBMITTAL:**

**PROPOSAL CONTENT**

**Statement of Proposal.** Provide a narrative statement of your proposal indicating, through use of drawings, diagrams, or other material the way in which you propose to satisfy the requirements outlined above.

**Organization Structure.** Indicate through the use of organization diagrams and/or narrative statements the proposed staffing, functioning, and interrelationships with ATC.

**Prior Experience.** Include descriptions of prior or present projects which would tend to substantiate your qualifications to perform this project. Include any past relationships your firm has had with ATC.
Include name, address, and telephone number of responsible person of former client’s organization who may be contacted.

**Staff Description.** Identify principal staff personnel by name and qualification.

**Authorized Negotiators.** Provide the names and telephone numbers of personnel of your organization authorized to negotiate with the transit agency.

**Proposal Price.** It is anticipated that the award price will not exceed $65,000. Include a detailed breakdown of the proposed price and indicate any part of the proposal that will be performed by subcontract.

**Business Organization.** State the full name and address of your organization and, if applicable, the parent or subsidiary entity that will perform or assist in performance of the work contained in your proposal or will provide any assistance. Indicate whether you operate as an individual, partnership or corporation; if as a corporation, include the state in which you are incorporated. All respondents must indicate their organizations DUN or Federal ID# (Precede with “S” if Social Security #).

**Proposal Submittal**

Deliver two (2) copies of proposal to:

Sara Anderson, City of Alma Clerk
525 E. Superior Street
Alma, MI  48801

The RFP Cover Page (Page 1) must be signed by an official of the proposing organization, providing authorization to bind the proposer to the provisions of the RFP and the proposed price. The completed RFP Cover Page (Page 1) must be returned, as well as a copy of the signed Federal Contract Clauses for Professional A&E less than $150,000, to be considered complete proposal submission.

**Proposals will be received until 3:00 p.m. EST on August 1, 2022, at**

Alma City Hall
525 E. Superior Street
Alma, MI  48801
Submitted proposals and prices will remain valid for 180 days after the proposal due date. Submitted proposals will become the property of the City of Alma and will not be returned.

**QUESTIONS:**

Questions must be submitted in writing to Brett Baublitz, Director of Transportation for the Alma Transit Center at bbaublitz@myalma.org by 10 days prior to the proposal due date. ATC will respond to the questions within 5 business days. Questions and answers will be sent to all firms sent an RFP or who have submitted questions or proposals and will be posted on the Alma Transit Center’s website at: https://myalma.org/alma-transit Verbal comments are not part of this solicitation.

**STATE AND FEDERAL REQUIREMENTS:**

This project is funded by federal and state grants. The federal contract clauses for this RFP are Professional and A&E less than $150,000, as attached and available on the internet at:


The selected firm may have to have a 3rd party subcontract approved by the Michigan Department of Transportation.

**LATE SUBMISSIONS:**

Proposers are responsible for submitting RFP so as to reach ATC on time. The entire proposal must be received, not merely a portion of it. Moreover, no acts of God or similar factors will excuse lateness.

**MODIFICATIONS AND WITHDRAWALS OF OFFERS:**

Proposals may be withdrawn in writing at any time prior to the due date and time. A proposal may also be withdrawn in person by a proposing firm, provided the withdrawal is made prior to the due date and time. The proposing firm must sign a receipt of withdrawal. No proposal may be withdrawn after the due date unless there is a material error in the proposal. Withdrawn proposals may be resubmitted, with or without modifications, up to the due date and time. ATC shall require proof of agency from person withdrawing proposal.
PROPOSAL EVALUATION FOR AWARD:

The proposals will be evaluated using the selection criteria below which are listed in order of importance, although the second, third and fourth criteria are equally weighted. Price is less important than the other technical factors as a whole weighted.

All proposals will be evaluated by a Selection Committee consisting of the Transportation Director, Alma City Manager, and Alma City Clerk. The Selection Committee may be assisted by other technical personnel as deemed appropriate for the purpose of selecting the proposer with whom a contract will be executed. Representatives from the firm(s) in a competitive range may be invited to meet in-person with the Selection Committee before final selection is made. Original non-price criteria may be modified based on the results of the interview. The Alma Transit Center reserves the right to cancel the solicitation or reject any and all proposals for sound, documentable, business reasons.

The Alma Transit Center also reserves the right to award to other than the lowest priced proposal and to the proposal representing the Best Value to City of Alma. ATC reserves the right to waive any minor informalities or irregularities and award will only be to a responsive and responsible firm.

Prior Experience: Experience will be measured by experience on projects similar to that described in the scope of work. Evaluation will be based on samples of work and explanations of similar services offered to clients that yielded results and demonstrations of measurable impact of the proposer’s work.

Understanding the Context and Purpose: A determination will be made of the proposer’s understanding of the project purpose, the regional context, and Goals for ATC. Evaluation will be based on the response provided in the proposal.

Capability and Qualifications: The capability of a prospective proposer will be evaluated under the terms of the RFP, relative to having a staff with the qualifications needed to successfully complete the project. The proposer’s professional and project staff that work on the project must be the same staff that is identified in the proposal.
Method of Approach: This refers to the technical soundness of the proposer’s stated approach to the project, the comprehensiveness of the proposed approach, and the techniques to be used. The proposal should describe the approach and techniques used to achieve each item in the scope of work.

Price: Proposals will be evaluated by: lowest proposal price/price being evaluated times available points.

**TYPE OF CONTRACT AND DURATION:**

Survey work will be completed within five months after contract has been signed, and final report should be issued within 90 days after surveys are completed.

This will be a firm, fixed price contract.

**TERMS OF PAYMENT:**

The contractor will submit invoices to the Alma Transit Center. Upon acceptance of invoice, ATC will submit a request for reimbursement to the State of Michigan which will take a minimum of fifty (50) days to be processed. Alma Transit Center will issue payment within 50 days of receipt of invoice.

No payment will be submitted to the State of Michigan for reimbursement until Alma Transit Center verifies that the project meets the RFP specifications. ATC will submit progress payments with sufficient documentation. All invoices shall be itemized.

**Written Protest Procedures:**

Contractors wishing to protest procurement decisions or processes must submit the protest in writing to the Transportation Manager at the Alma Transit Center, 1105 Willow Run Drive, Alma, Michigan 48801. Protests about solicitation specifications or processes must be received ten (10) business days before the solicitation due date. Protests received 7 after the due date, but before award must be received before two (2) business days after the due date. Post award protests must be received by the Alma Transit Center Director no later than two (2) business days after the award decision. The City of Alma is the final arbitrator on any question or dispute. This “disputes” clause does not preclude consideration of questions of law in connection with decisions provided for above; provided that nothing in this Contract shall be construed as making final the decision.
PROPOSER FURNISHINGS:
The Proposer shall provide all supervision, labor, materials, supplies, parts, tools, transportation, and equipment necessary to perform the scope of this project.

INDEMNITY PROVISIONS:
The City of Alma, officers, employees, and agents, from In the final signed agreement to be entered into between the selected proposer and The Alma Transit Center. The proposer shall indemnify, defend, and hold harmless and against all losses, liabilities, penalties, fines, damages, and claims (including taxes), and all related costs and expenses (including reasonable attorney’s fees and disbursements and costs of investigation, litigation, settlement, judgments, interest, and penalties), arising from or in connection with any of the following:

a) The product provided, performance of the work, duties, responsibilities, actions, or omissions of the selected proposer.

b) Breach by the selected proposer or any representation of warranty made by the proposer in the final signed contract.

c) Occurrences that the selected proposer is required to insure against as provided for in a final signed contract.

d) Death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the selected proposer, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage.

e) Any claim, demand, action, citation or legal proceeding against Alma Transit Center, its employees and agents which results from an act or omission of the selected proposer or any of its subcontractors in its or their capacity as an employer or person.

ASSIGNMENT:
Neither party may assign, directly or indirectly, all or part of its rights or obligations under the final signed agreement entered into with the selected proposer without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed.
IMPACT OF FEDERAL, STATE, AND LOCAL TAXES:

The Alma Transit Center is exempt from Federal, State, and local taxes and will not be responsible for any taxes levied on the respondent as a result of the final signed agreement with selected proposer resulting from this RFP.

DISPUTES:

The parties shall attempt to resolve any dispute arising out of or relating to a final signed agreement with selected proposer through negotiations between senior executives of the parties, who have authority to settle the same. If the matter is not resolved by negotiation within 40 days of receipt of a written 'invitation to negotiate', the parties will attempt to resolve the dispute in good faith through an agreed Alternative Dispute Resolution (ADR) procedure.

EXAMINATION OF RECORDS:

The proposer who is awarded the contract agrees that the auditor of the Alma Transit Center or an authorized representative from the State of Michigan shall have access to, and the right to examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, and records of the proposer relating to orders, invoices, or payments relating to a final signed agreement with the selected proposer. All records relating to the final signed and awarded agreement with the selected proposer shall be retained as required by Alma Transit Center record retention policy and by law. Compliance with this clause does not relieve the selected proposer from retaining any records required by other laws or regulations of federal, state, or local government units.