

INFORMATION TO OFFERORS COVER SHEET

SOLICITATION NUMBER: TRANSIT-2020-01.5

THE ENCLOSED SOLICITATION COVERS THE PERIOD: 1/1/2021 THRU 12/31/2025

**ISSUING ENTITY: City of DeKalb
1216 Market St.
DeKalb, IL 60115**

CONTACT INFORMATION FOR CITY REPRESENTATIVE:

**Sabrina Kuykendall
City of DeKalb
1216 Market St.
DeKalb, IL 60115
Sabrina.kuykendall@cityofdekalb.com**

ADA PARATRANSIT AND FLEX ROUTE SERVICES PRICE PROPOSAL: The City of DeKalb is seeking price proposals from transportation providers interested in providing paratransit and deviated fixed route services in DeKalb, IL. This is the supplemental Price Proposal RFP which shall be submitted in conjunction with RFP#: TRANSIT-2020-01.

Website Link: www.cityofdekalb.com

RFP Release Date: Wednesday, May 27, 2020

RFP Due Date: Thursday, July 16, 2020 Deadline: 1:00 P.M.

**REQUEST FOR PROPOSALS
PRICE PROPOSAL FOR PARATRANSIT AND FLEX ROUTE SERVICES
IN THE CITY OF DEKALB AND THE DEKALB URBANIZED AREA**

**Issued by
The City of DeKalb
Issue Date
May 27, 2020**

**Proposals must be submitted
No later than 1:00 P.M.
July 16, 2020**

LATE PROPOSALS WILL BE REJECTED

This is a Request for Proposals (RFP) Procurement. There will be no public opening.

Submitting the Proposal:

Identify the outside of the proposal as "RFP Transit-2020-01.5"

Offerors must submit, in a sealed package, One Original (identified as such) AND 6 copies of all materials required for acceptance of their proposal on or before 1:00 P.M., July 16, 2020 to the following address, attention to:

April Beeman
City of DeKalb Public Works
1216 Market St.
DeKalb, IL 60115

All firms desiring to submit a proposal under these Agreement Documents shall contact Sabrina Kuykendall (contact info above) and provide contact information, including email address, at which notices can be sent to and received from the proposed Contractor. This address will be used for official communications from the City, including pre-proposal communications.

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PRICE PROPOSAL

TO PROVIDE PARATRANSIT AND FLEX ROUTE SERVICES IN THE CITY OF DEKALB AND THE DEKALB URBANIZED AREA

MAY 27, 2020

General Information

The City of DeKalb (hereinafter CITY) has issued a Request for Proposal (RFP) for Paratransit and Flex Route Services in the DeKalb, Illinois Urbanized Area. The RFP shall contain the comprehensive technical information on the proposal to provide public paratransit services in the DeKalb Urbanized Area (UZA). This supplemental Price Proposal (PP) must accompany the RFP in a separate envelope. This document identifies the information which must be included within the Price Proposal as well as the financial requirements which shall be part of any transit service provider agreement issued between the transportation provider (hereinafter PROPOSER) interested in providing paratransit and flex route services within the DeKalb Urbanized Area (see Page 32 of RFP Transit-2020-01) including the City of DeKalb, the City of Sycamore, the Town of Cortland, and the Northern Illinois University campus. Service shall begin on January 1, 2021 extending through December 31, 2023. Based on funding and mutual agreement of the CITY and the PROPOSER, the agreement period may be extended for up to two additional twelve-month periods.

The CITY, as the fiscal agent for all state and federal public transit funding for the DeKalb Urbanized Area, shall have direct oversight over all day-to-day operations of the PROPOSER.

Price Proposals are requested from qualified transportation service providers to furnish professional services pertinent to the Scope of Services outlined below for the provision of public transportation for the DeKalb Urbanized Area.

The Schedule of Events for this procurement are:

- May 26, 2020 – RFP approved by City Council
- June 12, 2020 at 1:00 P.M. – Pre-bid Meeting,
 - The meeting will be held via teleconference. Please contact Sabrina Kuykendall via e-mail to gather teleconference details.
- June 24, 2020 at 4:00 P.M. – Deadline for submitting questions
- June 26, 2020 – Answers to questions released
- July 16, 2020 at 1:00 P.M. – Proposals due
- August 4 & 5, 2020 – Interviews and Negotiation
- August 24, 2020 – Approval by City Council
- January 1, 2021 – Service begins.

Please return your proposal by **Thursday, July 16, 2020, by 1:00 P.M.** by mail or drop-off in person to April Beeman, City of DeKalb Public Works Building, 1216 Market Street, DeKalb, IL 60115 demonstrating the qualifications of your firm to meet criteria contained herein. Two jump drives with a copy of the full proposal shall be included in the packet. One original copy and six printed copies of the proposal shall also be delivered to the CITY. PROPOSERS are responsible for all costs associated with the preparation and submission of their proposal.

Interviews of qualified PROPOSERS will be conducted **August 4 & 5, 2020**. Final agreement approval will be at the DeKalb City Council meeting, **Monday, August 24, 2020 at 6:00 P.M.**

Should you have any questions, please contact the City Representative: Sabrina Kuykendall, Sabrina.Kuykendall@cityofdekalb.com .

Scope of Services

The Scope of Services is provided within the Paratransit and Flex Route Services in the City of DeKalb and the DeKalb Urbanized Area RFP# TRANSIT-2020-01 (<https://www.cityofdekalb.com/Bids.aspx>).

Proposal Specifications

Submission of Price Proposals

1. All Price Proposals shall be received by the City of DeKalb Public Works Department by no later than 1:00 P.M. on **Thursday, July 16, 2020**. Proposals received after that deadline shall not be returned or opened and shall not be considered responsive to this request.
2. Price Proposals may be mailed or hand-delivered to:

April Beeman
City of DeKalb Public Works Department
Water Division
1216 Market Street
DeKalb, IL 60115
3. All Price Proposals shall be signed by the individual responsible for making proposals. Unsigned proposals shall not be considered.
4. Price Proposal shall consist of:
 - a. One (1) original and six (6) printed copies of the Technical Proposal with applicable literature and other supporting/required documents.
 - b. One (1) original and six (6) printed copies of the Price Proposal.
 - c. Two (2) electronic copies of the Technical and Price Proposals, on two (2) CDs, DVDs or USB flash drives, in Microsoft Word or Excel.
5. All questions, comments, or requests for information shall be directed to the City Representative:

Sabrina Kuykendall

Email: Sabrina.Kuykendall@cityofdekalb.com.

Evaluation Criteria

The following criteria will be used to evaluate the Technical and Price Proposals.

- Technical Proposal
 - I. Firm Qualifications (50 Points)
 - II. Organization and Staffing Plan (50 Points)
 - III. Operating Methodology (40 Points)

IV. Professional References (10 Points)

- Price Proposal

V. Proposed Price/Costs (50 Points)

V. PROPOSED PRICE (50 POINTS)

- 1) Prices/costs shall be provided on a total operating cost per revenue-hour of service with an identification of the anticipated annual number of service hours to provide the proposed services (complete Table 1 On Page 9 below). The Price Proposal shall be submitted in a separate envelope.
- 2) A marginal cost model to add or subtract minor service changes up to 15% of the estimated 38,823 service hours per year shall be included in the Price Proposal.
- 3) First year startup costs will be identified and will not be used in the basis for cost increases in subsequent years. Cost of buses shall not be included as a one-time startup cost. Cost of support vehicles and equipment shall be included as a one-time startup cost. Each vehicle and major piece of equipment shall be identified.
- 4) Cost increases in the following years shall be based on the rules identified in the Financial Requirements.
- 5) The CITY shall purchase and provide fuel for all revenue vehicles included within the Lease Agreement for the duration of the contract. The PROPOSER will provide a facility that is adequate to maintain the bus fleet, including an operational diesel and gasoline fueling station and related equipment, within five miles of the City limits of the City of DeKalb. PROPOSER shall assume all liability for fuel storage and dispensing procedures and shall engage in all fuel related activities in a fashion compliant with applicable laws. If the PROPOSER is unable to provide onsite fuel storage, fuel can be purchased at an off-site location. All fuel purchases made at an off-site location must be reconciled with a copy of a receipt to the CITY. Fuel purchases submitted to the CITY without receipts will be non-reimbursable. Non-revenue vehicle fuel costs shall be the responsibility of the PROPOSER.
- 6) The Cost and Budget Forms shall be reviewed. The lowest PROPOSER shall receive the full points, with other PROPOSERS points prorated. The submitted budget shall be reviewed to ensure that all PROPOSERS are reasonably identifying their costs to support the contract. The review of the cost shall be based on the initial year of the contract. Cost increases in the following years shall be based on the rules identified in the Financial Requirements.
- 7) The PROPOSER may submit additional information that will add value to the contract and their proposed price that will distinguish their proposal from other competitive proposals and exceeds the minimum requirements of this section

Operational Services

A. FINANCIAL REQUIREMENTS

- 1) The CITY shall reimburse the selected PROPOSER at a single rate for actual services provided based upon the number of revenue hours provided during the invoice period. The PROPOSER is expected to identify this reimbursement rate based on the selected PROPOSER'S operating costs.
- 2) The CITY reserves the right to review and negotiate the proposed rate during agreement negotiations with the selected PROPOSER. If the CITY exercises its option to renew the agreement for a subsequent year(s), selected PROPOSER's charges shall be allowed to increase yearly based on the following requirements:
 - a) Rate shall not to exceed the Consumer Price Index (CPI) increase for the previous twelve (12) months;
 - b) CPI shall be based on Index for the Midwest Region for Urban Wage Earners and Clerical Workers (CPI-W) for the portion of the consumer Price Index for all items, as determined by the U.S. Department of Labor, Bureau of Labor Statistics (<http://www.bls.gov/news.release/cpi.t06.htm>);
 - c) The rate of increase per year shall not exceed 5% (five percent) unless explicitly approved by the CITY in writing; and
 - d) As required by state regulation, use of fuel containing ethanol gasoline is required in gasoline-powered vehicles.
- 2) The award of any agreement is contingent upon availability of actual funds received by the CITY pursuant to grants under FTA Section 5307 and the IDOT Downstate Operating Assistance Program (DOAP). A portion of those funds will be used for CITY administrative expenses. Reductions in the funding levels of those programs will result in a reduction in bus service provided and a subsequent reduction in selected PROPOSER compensation.
- 3) Any changes in services or fares shall be approved by the CITY and include a public hearing conforming to the DSATS Public Participation Plan <https://dekalbcounty.org/wp-content/uploads/2018/12/dsats-publicparticipationplan-2013.pdf>, advertised in the local newspaper, with all required FTA clauses included.
- 4) The City Manager will set an estimate of the maximum agreement amount as of July 1 each year. The selected PROPOSER will be notified quarterly as to the balance of the agreement.
- 5) Should the FTA or IDOT identify any findings related to this agreement during the Triennial Review or any other reviews or audits, both the CITY and selected PROPOSER shall agree to modify this agreement to address any findings.
- 6) The selected PROPOSER and CITY staff shall work collaboratively to develop and update a three (3) year Capital and Operating Financial Plan.
- 7) The selected PROPOSER shall be reimbursed monthly based on the number of Vehicle Revenue Hours provided that month. The selected PROPOSER shall submit the Vehicle Revenue Hour rate (see

- 8) *Table 1. Paratransit and Flex Route Price Summary on page 9 below*) for which the selected PROPOSER expects to be reimbursed as of January 1 of current year. In order to receive reimbursement, the selected PROPOSER and CITY agree to the following:
 - a) The selected PROPOSER agrees to submit all required information needed to submit the DOAP required quarterly and yearly reports to CITY staff.
 - b) The selected PROPOSER shall hire an Auditor to perform their annual audit of their organization as it relates to this agreement and provide a copy to the CITY;
- 9) The selected PROPOSER shall collect fares, tickets, vouchers, transfers and/or other authorized tender for travel. Fares, tickets, vouchers, transfers or other authorized tender will be collected by CITY staff.
- 10) Fare box revenue shall be deposited in a CITY bank account each week. The selected PROPOSER shall provide adequate information on fares collected and passengers carried each week showing number of fares collected by fare type. The selected PROPOSER shall implement the Fare Structure as defined by the CITY. All such deposits shall be accompanied by a detailed log of all revenues received and in form and content acceptable to the City. The selected PROPOSER shall generate and maintain records of all revenues received from each route, again in form and content acceptable to the CITY.
- 11) The CITY shall agree to provide payment to the selected PROPOSER following the end of each calendar month. Upon receipt of an itemized bill, including documented vehicle service hours provided.
 - a) The CITY will reimburse the selected PROPOSER for revenue hours provided during the monthly invoice period.
 - b) All payments will occur within five (5) business days after the payment is approved at a CITY council meeting. The selected PROPOSER will be provided a list of check payment dates and the date an invoice shall be submitted in order to be paid on a certain date.
 - c) From date of submission of invoices to the date of a check mailed to the PROPOSER will not exceed 45 days.
 - d) The PROPOSER may be requested to provide information necessary to complete state and federal forms.
 - e) The CITY must submit an annual DOAP grant application each year, prior to the next State Fiscal Year (SFY) (which operates from July 1 to June 30). The grant application is typically due in late March to early April each year. As part of the annual budget process, the selected PROPOSER may be requested submit information to complete the application.
- 12) The CITY shall only provide payment upon receipt of DOAP and FTA 5307 grant fund payments received from the STATE and FEDERAL GOVERNMENT to cover invoice requests and all financial obligations of the CITY shall be limited to payment of grant funds actually received.
 - a) The selected PROPOSER, in collaboration with the CITY, may seek to reduce levels of service in order to continue services. The selected PROPOSER shall provide a written request and justification for the service reductions to the CITY. The City Council shall have final approval of the request.

- b) Upon receipt of funds, the CITY agrees to pay all remaining invoices, up to the amount received from the STATE or FEDERAL GOVERNMENT, within five (5) business days of receipt of funds.
- c) Any reduction in services or other cost cutting measures shall be approved by affected communities and Northern Illinois University subject to the public involvement procedures for changes in service that satisfy the program-of-project requirements of the FTA Section 5307 Program and subject to the DSATS Public Involvement Participation Plan regulations (<https://dekalbcounty.org/wp-content/uploads/2018/12/dsats-publicparticipationplan-2013.pdf>). The City Council makes the final decision on service and/or fare adjustments.
- d) The selected PROPOSER expressly acknowledges that the payments due to it are subject to the CITY's receipt of grant funds, as well as a requirement of prior City Council approval of each invoice. Accordingly, the selected PROPOSER waives any requirement of strict compliance with the Local Government Prompt Payment Act and acknowledges that the requirement of prior grant funding receipt and Council approval shall supersede any other timeline imposed by law or by the terms of this RFP (or the final agreement awarded).

13) TAXES: The CITY is exempt from Federal Excise Tax and the Illinois Retailer's Occupation Tax. Accordingly, by submitting a proposal, the selected PROPOSER acknowledges and affirms that the proposal does not include any amounts designated for those taxes. The CITY shall not assume any liability for any FEDERAL, STATE, or municipal taxes. The CITY shall provide such documentation as shall be required to evidence this tax exemption; should the selected PROPOSER fail to make appropriate (lawful) use of such exemption, the selected PROPOSER shall be responsible for payment of all such taxes and they shall not be billable to the CITY.

14) TAX RECOVERY: The selected PROPOSER will provide invoices for fuel that show any state or federal fuel taxes that are paid.

Table 1. Paratransit and Flex Route Price Summary

RFP #: TRANSIT-2020-01.5

| YEAR | Hourly Rate (Marginal Cost) | Fixed (Monthly Fee) | One-Time Start Up Cost | Price (38,823 Hours) |
|---------------------------|--------------------------------|------------------------|---------------------------|-------------------------|
| 01/01/21 – 12/31/21 | | | | |
| 01/01/22 – 12/31/22 | | | X | |
| 01/01/23 – 12/31/23 | | | X | |
| TOTAL | | | | |

Table 2. Proposed Flex Route Price Summary

| YEAR | Hourly Rate (Marginal Cost) | Fixed (Monthly Fee) | One-Time Start Up Cost | Price (4,148 Hours) |
|---------------------------|--------------------------------|------------------------|---------------------------|------------------------|
| 01/01/21 – 12/31/21 | | | | |
| 01/01/22 – 12/31/22 | | | X | |
| 01/01/23 – 12/31/23 | | | X | |
| TOTAL | | | | |

Table 3. Bus Operator Wage Table

| Job Type | Number of Operators | Average Hourly Wages | Operators Overtime | Annual Total Wages |
|--------------|------------------------|-------------------------|-----------------------|-----------------------|
| Full Time | | | | |
| Part Time | | | | |
| Total | | | | |

Table 4. Labor Table

| Job Title | Number of Employees in Position | Percentage of time dedicated to Urban Paratransit Services | Total Salary | Total Salary for this Proposal |
|--|---------------------------------------|--|--------------|-----------------------------------|
| <i>EX: Rail Director</i> | 1 | 85% | \$100,000.00 | \$85,000.00 |
| <i>Ex: Rail Maintenance Worker</i> | 2 | 60% | \$110,000.00 | \$66,000.00 |
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