

**Amendment No. 1**  
**to**  
**Revisions to Request for Proposal Olean Area Transit System Bus Service Proposal**

The following sections of the Request for Proposal Olean Area Transit System Bus Service Proposal are hereby modified by this Addendum No. 1. The amendment No. 1 should be recognized by respondents to this RFP in accordance with Appendix I Acknowledgement of Receipt of RFP, Addendum(s), and responses to Questions and Clarifications.

*Page 12. Additional Terms and Conditions*

Program requirements are as follows:

2. Operating Authority. Private third-party operators and municipalities operating outside of their municipal limits need operating authority from NYSDOT. General operating authority information may be obtained by calling Conor Morgan at (518) 485-5740 or by going to: conor.morgan@dot.ny.gov

**MATERIAL TO BE SUBMITTED**

Page 19

10. List of vehicles, including back up vehicles. (See Appendix A, Section V, subsection F). *To be submitted by the Successful Proposer upon request of the City no later than ten (10) days prior to the commencement of the Transportation Services.* The City of Olean reserves this right to request the list of vehicles no later than (10) days prior to the commencement of the Transportation Services but also, Respondents to this Request for Proposal shall provide a list of vehicles that will be used to provide service specified in Appendix E –Option E and Option F and a list of back-up vehicles that will be used to provide services in the event that City-owned vehicles are not available due to maintenance or warranty services. The list of vehicles shall include vehicle age and condition, as the age and condition of all contractor-owned vehicles that will be provided are included among the proposal evaluation criteria.
  - 1.1. For services to be provided under Option F, this Request for Proposal requests 52-60 passenger standard school bus style vehicle(s). The City of Olean requests that these vehicles be painted white body. If respondents to this RFP want to provide vehicles of another color for services to be provided under Option F, the respondent must indicate the color of the 52-60 passenger vehicle to be proposed for service. The color of 52-60 passenger school bus style vehicles proposed for service associated with Option F will be evaluated under the Proposal Evaluation Criteria. The age and condition of contractor-owned vehicles should be provided and should be available for City of Olean inspection prior to the contract award.
  - 1.2. On the use of 52-60 passenger school buses for Option F services, as well as any other occurrence of the use of such buses for scheduled OATS services, NYSDOT advises that a yellow school bus may be used for such service if it also used for school transport (dual use). If the bus provides such dual use, when the bus is being used for OATS public transportation services, a sign must be visible that clearly identifies such vehicle as providing service for the Olean Area Transit System, or “OATS.” Pursuant to NYS Vehicle and Traffic Law 375.20 (a), (b)(1), NYS Vehicle and Traffic Law 375(b)(2)(g), if said bus is not being used for both school and adult transportation, it must be repainted and have the flashing red lights removed within 15 days of relicensing.

**Appendix A**

**SPECIFICATIONS FOR OLEAN AREA TRANSIT SYSTEM**

**BUS SERVICE  
DURING THE PERIOD FROM JUNE 1, 2024  
THROUGH MAY 31, 2025**

**I. SCOPE**

- B. The City of Olean owns a fleet of five medium duty, mid-size buses, equipped with wheelchair tie-downs that will be used by the third-party contract operator to provide scheduled OATS services. The OATS Rolling Stock Inventory is listed in Appendix F of this document. When City-owned buses are not available to provide scheduled OATS service, contractor-owned vehicles will be used. On one route, the St. Bonaventure shuttle bus route, the City of Olean will provide a City-owned bus for the operation on Monday and Wednesday and Saturday. For Thursday and Friday operation of the St. Bonaventure shuttle bus route, the contractor will provide the bus. Additionally, during the Spring semester, the St. Bonaventure shuttle service may require the operation of a second shuttle bus on a total of sixteen (16) Friday and Saturday nights. If the second shuttle bus is requested by St. Bonaventure the contractor will be required to provide buses for this service. No spare bus is required to be available on the occasions that a second late night bus is requested to provide St. Bonaventure Late-Night service.

The hours of service and the preliminary route and stops will be as set forth on Appendix E. It is projected that each route will require one (1) Vehicle, as specified in Appendix E. The City of Olean will provide City-owned vehicles for the operation of four fixed, route deviation service, bus routes including Olean City, Downtown Olean Destinations Circulator, Olean-Salamanca-Seneca Allegany, and Monday-Wednesday-Saturday St. Bonaventure shuttle bus services.

The City of Olean requires third-party contractor owned and operated vehicles to provide for the operation of fixed, route deviation service, bus routes with complementary paratransit service as requested in accordance with the City of Olean Paratransit Policy, between the City of Olean, St. Bonaventure University, and the Village of Allegany during the St. Bonaventure University academic year. The Contractor will be required to provide buses for the operation of Thursday and Friday St. Bonaventure shuttle bus service and Thursday, Friday, and Saturday St. Bonaventure late night bus service. The hours of service and the route and stops associated with the St. Bonaventure University service are set forth in Appendix E. It is projected that each route will require one (1) Vehicle, as specified in Appendix E. If a 52-60 passenger standard school bus style vehicle is proposed for use under this contract to provide either scheduled service or to provide backup services, the 52-60 passengers standard school bus style vehicle shall be painted white body. If the respondent to the RFP offers to identify a 52-60 passenger standard school bus style vehicle of another body color, the body color must be identified for evaluation. For establishing the magnitude of service associated with St. Bonaventure for this Request for Proposals, the St. Bonaventure service quantities are based on estimated service start and end dates and number of days. The actual number of days and associated hours of St. Bonaventure service will be determined by St. Bonaventure at the time that the 2024-2025 St. Bonaventure University academic calendar is established.

**X. RATES AND SCHEDULE REQUIREMENTS**

Olean City Loop Service

The estimated vehicle miles during the period of the contract are approximately **39,800** miles. The basis of estimated scheduled hours and miles is included in Appendix E.

Olean, St. Bonaventure University, Allegany Service

As stated above, the actual days of service to be provided for the Olean, St. Bonaventure University, Allegany service will be defined at the time that the St. Bonaventure University 2024-25 academic calendar is published. The number of days and hours of service presented are to illustrate an order of magnitude of these services.

Respondents to this Request for Proposals shall provide an hourly rate to provide Olean to St. Bonaventure University to the Village of Allegany Shuttle bus service Mondays, Wednesdays, and Saturdays during the approximate term August 22, 2024 through December 12, 2024 and between January 11, 2025 and May 19, 2025, for an estimated 435 hours of service, 5 hours per day, over approximately 87 service days, except for specified holidays or when St. Bonaventure University is not conducting academic sessions, in accordance with the Schedule of Operations in Appendix E. Monday and Wednesday shuttle services are scheduled to operate between 7:30 p.m. and 12:30 a.m. Saturday shuttle service is scheduled to operate from 2:00 p.m. to 7:00 p.m.

This hourly rate will include the price of a qualified driver, as well as an acceptable spare bus, and assume the availability and use of a City of Olean-owned wheelchair-equipped 28-34 passenger bus, equipped with two wheelchair tie-downs.

Respondents to this Request for Proposals shall provide an hourly rate to provide Olean to St. Bonaventure University to Village of Allegany Shuttle bus service Thursdays and Fridays during the approximate term August 22, 2024 through December 12, 2024 and between January 11, 2025 and May 19, 2025, for an estimated 295 hours of service, 5 hours per day, over approximately 59 service days, except for specified holidays or when St. Bonaventure University is not conducting academic sessions, in accordance with the Schedule of Operations in Appendix E. Thursday and Friday shuttle service is scheduled to operate between 7:30 p.m. and 12:30 a.m.

This hourly rate will include the price of a qualified driver and a contractor-owned at least 28 passenger bus to operate the Thursday and Friday night shuttle service, as well as an acceptable spare bus. A bus without wheelchair accommodations may be proposed but, the contractor will be required to provide complimentary paratransit service as described in this RFP document.

Respondents to this Request for Proposals shall provide an hourly rate to provide St. Bonaventure University to Village of Allegany Late Night bus service Thursday, Friday, and Saturday nights, during the approximate term August 22, 2024 through December 12, 2024 and between January 11, 2025 through May 19, 2025, for an estimated 344 hours of service, 4 hours per night, over approximately 86 service nights, except for specified holidays or when St. Bonaventure University is not conducting academic sessions, in accordance with the Schedule of Operations in Appendix E. Late Night bus service is scheduled to operate between 11:00 p.m. and 3:00 a.m.

Additionally, during the Spring semester, St. Bonaventure shuttle service may require the operation of a second shuttle bus on a total of approximately sixteen (16) Friday and Saturday nights. The contractor will be required to provide contractor-owned buses for this service. As explained below, all SBU Late Night bus services require the use of a 52-60 passenger standard school bus style vehicle(s) with vehicle body painted white. The hourly rate will include the price of a qualified driver and a 52-60 passenger standard school bus style or a 52-60 passenger public transportation bus to operate the Late-Night service, as well as an acceptable spare bus. In total, with respect to Olean, St. Bonaventure University, Allegany services, respondents to this RFP must identify: an acceptable spare bus to operate the Monday, Wednesday, and Saturday SBU shuttle service; one contractor-owned vehicle and acceptable spare bus to operate the SBU Thursday and Friday night shuttle service, one contractor-owned vehicle and acceptable bus spare to operate the SBU Late-Night service, and one contractor-owned bus to provide the second Late-Night bus service on up to 16 Friday and Saturday nights as discussed above.

For SBU Late-Night bus services to be provided under Option F, this Request for Proposal requests 52-60 passenger standard school bus style vehicle(s). The City of Olean requests that these vehicles be painted white

body. If respondents to this RFP want to provide vehicles of another color for services to be provided under Option F, the respondent must indicate the color of the 52-60 passenger vehicle to be proposed for service. The color of 52-60 passenger school bus style vehicles proposed for service associated with Option F will be evaluated under the Proposal Evaluation Criteria. The age and condition of contractor-owned vehicles should be provided and should be available for City of Olean inspection prior to the contract award.

On the use of 52-60 passenger school buses for Option F services, as well as any other occurrence of the use of such buses for scheduled OATS services, NYSDOT advises that a yellow school bus may be used for such service if it also used for school transport (dual use). If the bus provides such dual use, when the bus is being used for OATS public transportation services, a sign must be visible that clearly identifies such vehicle as providing service for the Olean Area Transit System, or "OATS." Pursuant to NYS Vehicle and Traffic Law 375.20 (a), (b)(1), NYS Vehicle and Traffic Law 375(b)(2)(g), if said bus is not being used for both school and adult transportation, it must be repainted and have the flashing red lights removed within 15 days of relicensing. In total, respondents to this Request for Proposal will provide hourly prices for City-owned and contractor-owned vehicles to provide the Olean, St. Bonaventure, Allegany bus services of approximately 1.074 hours. The estimated vehicle miles for the Olean, St. Bonaventure, Allegany bus services during the period of the contract are approximately **14,520** miles.

## **Appendix E**

### **Requested Services and Bid Information**

The following information is provided for the purpose of permitting respondents to this RFP to present their cost or bid proposal. While not anticipated during the term of this contract, it is specifically stated that the Vehicle Schedule provided in this Appendix E is current in nature and that the City reserves the right to alter the schedule and to increase or decrease the number of days on which the Vehicle is to be run, to increase or decrease the number of hours of operation on any given day, and to alter the route and/or the stops. No such alterations, however, shall require that the Vehicle be routed outside the City of Olean and its stated environs.

#### **Availability of Vehicles from the City of Olean**

The City of Olean owns five (5) medium sized buses, “Lot K” seating capacity 28-34, with 3 wheelchair tie-downs which are available to the Third-party contract operator for OATS service. These vehicles are assumed to be available to provide the Olean City, Downtown Olean Destinations, and Olean-Salamanca/Seneca Allegany services described below.

The City-owned vehicles are assumed to be available to operate St. Bonaventure University Shuttle Bus service on Monday, Wednesday, and Saturday during the St. Bonaventure academic year.

The respondent is requested to provide vehicles for St. Bonaventure University Shuttle Bus service on Thursdays and Fridays, as well as Late Night Service on Thursdays, Fridays, and Saturdays. The respondent is requested to provide complimentary paratransit service, consistent with the City of Olean Paratransit Policy, as needed to compliment contractor provided vehicles on the Thursday, Friday, and Late-Night Service.

If City-owned buses are out of service for regularly scheduled maintenance, repair, or warranty related services, the Contractor will be required to provide buses to provide regularly scheduled OATS services. Contractor provided buses must have the same passenger seating and wheelchair tie-down capacity as the City of Olean-owned buses used in daily scheduled transit service. In response to this RFP, the City requests a list detailing the substitute or back-up vehicles, including age, current mileage, seating capacity, number of wheelchair tie-down locations, vehicle length, and condition. The City of Olean reserves the right to review and approve the condition and use of substitute or back-up vehicles to provide scheduled transit service. If the substitute vehicles do not satisfy City of Olean review and approval, the contractor will be required to improve the condition or obtain substitute vehicles for use in scheduled transit service. For information, annually, the City of Olean budgets approximately 650 hours of bus substitution costs to reimburse the hourly rate cost differential incurred by the use of contractor-owned vehicles in place of City of Olean-owned vehicles.

#### **Days of Operation:**

Olean City Service

Downtown Olean Destinations Circulator Service

Olean-Salamanca-Seneca Allegany Territory (OS) Service

It is anticipated that these services will operate along the described routes Mondays through Saturdays between June 1, 2024, and May 31, 2025. Three hundred and seven (307) days of service are anticipated. The service will not run on the following holidays: the Fourth of July, Thursday, July 4, 2024; Labor Day, Monday, September 2, 2024; Thanksgiving Day, Thursday, November 28, 2024; for Christmas Day, Wednesday, December 25, 2024; for New Year’s Day; Wednesday, January 1, 2025; and Memorial Day, Monday, May 26, 2025.

## Olean-St. Bonaventure University-Village of Allegany Service

The Olean, St. Bonaventure, Village of Allegany bus services will operate during the Fall and Spring academic sessions of the University. For this RFP, the respondent should assume the Fall 2024 academic session for St. Bonaventure University to approximately include the term August 22, 2024, through December 12, 2024, and the Spring 2025 academic session should approximately include the term January 11, 2025, through May 19, 2025. Shuttle services are estimated to operate on 146 days, including one hundred and one (87) Mondays, Wednesdays and/or Saturdays and fifty-nine (59) Thursdays and/or Fridays. Late Night services are estimated to operate eighty-six (86) days during the 2024-25 SBU academic year. Additionally, St. Bonaventure University may require a second shuttle bus to operate on an estimated up to sixteen Fridays or Saturdays during the 2024-25 academic year.

### **Hours of Operation:**

The route schedules are included in Appendix E.

### Olean City Loop Service

The Olean City Loop bus service includes seven round trips per day, Monday through Saturday, which begins at 7:15 a.m. and ends at 6:36 p.m. On 254 Weekdays, Mondays through Fridays, 10.5 hours of City Loop service will be provided. On 53 Saturdays, 10.25 hours of service will be provided. In total, based on 307 service days, 3,210 hours of City Loop service will be provided. For the Olean City bus service, the respondent should assume the availability and use of a City of Olean-owned wheelchair-equipped 28-34 passenger bus.

The estimated vehicle miles during the period of the contract are approximately 39,800 miles. The basis of estimated scheduled hours and miles is included in Appendix E. Additional miles, estimated up to 10 percent of scheduled miles, may be required to accommodate route deviation service.

The hourly rate to provide the Olean City Service will include the price of a qualified driver and assume the availability and use of a City of Olean-owned wheelchair-equipped 28-34 passenger bus, as well as an acceptable spare bus.

### Downtown Olean Destinations Circulator Bus Service

The Downtown Olean Destinations Circulator Bus Service operates Monday through Saturday on five continuous round trips, which begin at 9:00 a.m. and end at 5:41 p.m. each day. The five round trips include service in from the Olean Municipal Building, located at 101 East State Street, Olean, New York, to Olean General Hospital via Olean Center Mall and Delaware Park Centre Plaza and return to the Olean Municipal Building; from Olean Municipal Building to St. Bonaventure University Campus via Eighth and 15<sup>th</sup> Streets and Wal-Mart and return to the Olean Municipal Building; from Olean Municipal Building to Martha Avenue Apartments via Greene Street and West Riverside Drive and return to Olean Municipal Building; and from Olean Municipal Building to King Streets and return to Olean Municipal Building. This service operates 8.25 hours per day.

The Downtown Olean Destinations Circulator Bus Service operates one round trip, which begins at 6:40 p.m. and ends at 8:01 p.m. on Monday through Saturday. The round trip includes service from the Olean Municipal Building to Olean General Hospital via Olean Center Mall and Delaware Park Centre Plaza and return to the Olean Municipal Building; from Olean Municipal Building to St. Bonaventure University Campus via Eighth and 15<sup>th</sup> Streets and Wal-Mart and return to the Olean Municipal Building; and from Olean Municipal Building to King Streets and return to Olean Municipal Building. This service operates 1.25 hours per day.

In total, Downtown Olean Destinations Circulator Bus Service will operate 9.5 hours per day and is scheduled to operate 2,917 hours, based on 307 service days. For the Olean City bus service, the respondent should assume the availability and use of a City of Olean-owned wheelchair-equipped 28-34 passenger bus.

The estimated vehicle miles during the period of the contract are approximately 31,928 miles. The basis of estimated scheduled hours and miles is included in Appendix E. Additional miles, estimated up to 10 percent of scheduled miles, may be required to accommodate route deviation service.

The hourly rate to provide the Downtown Olean Destinations Circulator bus service will include the price of a qualified driver and assume the availability and use of a City of Olean-owned wheelchair-equipped 28-34 passenger bus, as well as an acceptable spare bus.

#### Olean-Salamanca-Seneca Allegany Territory (OS) Service

The Olean-Salamanca-Seneca Allegany Territory (OS) Service includes four round trips per day.

The round trips operate between the City of Olean, the City of Salamanca, and the Allegany Territory of the Seneca Nation. The daytime service includes stops at residential and client-based service facilities of the Cattaraugus Rehabilitation Center, Inc.

The Olean-Salamanca-Seneca Allegany Territory (OS) Service operates 13.0 hours per day Monday through Friday and is scheduled to operate 3,302 hours, based on 254 weekday service days. The weekday round trips operate Monday through Friday beginning at 7:15 a.m. and end at 10:36 p.m.

The Olean-Salamanca-Seneca Allegany Territory (OS) Service operates 11.75 hours each Saturday and is scheduled to operate approximately 623 hours, based on 53 Saturday service days. The Saturday service on the Olean-Salamanca-Seneca Allegany Territory (OS) route begins at 9:41 a.m. and concludes at 12:05 a.m..

The total estimate of vehicles hours for the OS service is approximately 3,925 hours.

The estimate of vehicle miles for the Olean-Salamanca-Seneca Allegany Territory (OS) Service bus service during the period of the contract is approximately 84,600 miles. The basis of estimated scheduled hours and miles is included in Appendix E. Additional miles, estimated up to 10 percent of scheduled miles, may be required to accommodate route deviation service.

For the Olean-Salamanca-Seneca Allegany Territory (OS) Service bus service, the respondent should assume the availability and use of a City of Olean-owned wheelchair-equipped 28-34 passenger bus, equipped with three (3) wheelchair tie-downs.

The hourly rate to provide the OS bus service will include the price of a qualified driver and assume the availability and use of a City-owned wheelchair-equipped 28-34 passenger bus.

#### Olean, St. Bonaventure University, Allegany Service

Respondents to this Request for Proposals shall provide an hourly rate to provide Olean to St. Bonaventure University to the Village of Allegany Shuttle bus service Mondays, Wednesdays, and Saturdays during the approximate term August 22, 2024 through December 12, 2024 and approximately between January 11, 2025 and May 19, 2025, for an estimated 435 hours of service, 5 hours per day, over approximately 87 service days, except for specified holidays or when St. Bonaventure University is not conducting academic sessions, in accordance with the Schedule of Operations in Appendix E.

This hourly rate will include the price of a qualified driver, as well as an acceptable spare bus, and assume the availability and use of a City of Olean-owned wheelchair-equipped 28-34 passenger bus, equipped with three wheelchair tie-downs.

Respondents to this Request for Proposals shall provide an hourly rate to provide Olean to St. Bonaventure University to Village of Allegany Shuttle bus service Thursdays and Fridays during the approximate term August 22, 2024 through December 12, 2024 and between January 11, 2025 and May 19, 2025, for an estimated

295 hours of service, 5 hours per day, over approximately 59 service days, except for specified holidays or when St. Bonaventure University is not conducting academic sessions, in accordance with the Schedule of Operations in Appendix E.

This hourly rate will include the price of a qualified driver and Contractor-owned at least 28 passenger bus and an acceptable spare bus. In the event of a request for a wheelchair passenger ride on the Thursday and Friday shuttle bus service, the contractor will be required to provide complimentary paratransit service as described in this RFP document.

Respondents to this Request for Proposals shall provide an hourly rate to provide St. Bonaventure University to Village of Allegany Late Night bus service Thursday, Friday, and Saturday nights, during the approximate term August 22, 2024 through December 12, 2024 and between January 11, 2025 through May 19, 2025, for an estimated 344 hours of service, 4 hours per night, over approximately 86 service nights, except for specified holidays or when St. Bonaventure University is not conducting academic sessions, in accordance with the Schedule of Operations in Appendix E.

St. Bonaventure University may request the contractor to provide two buses for the Late-Night service on certain Friday and Saturday nights during the academic year. In fiscal years ending May 31, 2022, and 2023, the contractor was requested to provide two buses on a total of sixteen (16) Friday and Saturday nights during the Spring academic session. If a second Late Night bus is requested during the 2024-25 SBU academic year, the hourly rate for the second late night bus will be at the same rate as contractor provided vehicle to provide the scheduled Option F service. No spare bus is required to be available on the occasions that a second late night bus is requested to provide St. Bonaventure Late-Night service.

For the SBU Late-Night service, respondents to this Request for Proposals will include the hourly rate for a qualified driver, a Contractor-owned 52-60 passenger standard school bus style vehicle or a Contractor-owned 52-60 passenger public transportation bus, and an acceptable spare bus.

For SBU Late-Night bus services to be provided under Option F, this Request for Proposal requests 52-60 passenger standard school bus style vehicle(s). The City of Olean requests that these vehicles be painted white body. If respondents to this RFP want to provide vehicles of another color for services to be provided under Option F, the respondent must indicate the color of the 52-60 passenger vehicle to be proposed for service. The color of 52-60 passenger school bus style vehicles proposed for service associated with Option F will be evaluated under the Proposal Evaluation Criteria. The age and condition of contractor-owned vehicles should be provided and should be available for City of Olean inspection prior to the contract award.

On the use of 52-60 passenger school buses for SBU Late-Night, Option F services, as well as any other occurrence of the use of such buses for scheduled OATS services, NYSDOT advises that a yellow school bus may be used for such service if it also used for school transport (dual use). If the bus provides such dual use, when the bus is being used for OATS public transportation services, a sign must be visible that clearly identifies such vehicle as providing service for the Olean Area Transit System, or "OATS." Pursuant to NYS Vehicle and Traffic Law 375.20 (a), (b)(1), NYS Vehicle and Traffic Law 375(b)(2)(g), if said bus is not being used for both school and adult transportation, it must be repainted and have the flashing red lights removed within 15 days of relicensing.

In the event of a request for a wheelchair passenger ride on Thursday, Friday or Saturday late-night service, the contractor will be required to provide complimentary paratransit service as described in this RFP document.

The estimated vehicle miles for the St. Bonaventure service during the period of the contract are approximately 14,520 miles.



Respondents to this Request for Proposal will provide hourly prices for City-owned and contractor-owned vehicles to provide the combined total of approximately 1,074 hours for the above St. Bonaventure services.

### **Total Estimated Service Miles and Hours**

In total, the service estimates for the five routes described above shall be used to develop cost data which will be used to evaluate the proposal submitted. The total estimated vehicle miles during the period of the contract is approximately 170,848 miles. The total estimated number of revenue service hours is approximately 11,125.50 hours. The basis of estimated scheduled hours and miles is included in Appendix E. Additional miles, estimated up to 10 percent of scheduled miles, may be required to accommodate route deviation service.

### **Bid Options:**

Respondents to this Request for Proposals shall provide hourly rates to provide Olean City, Downtown Olean Destinations, and Olean-Salamanca-Seneca Allegany (OS) bus services under Options A, B & C as described below. The total price to provide the 10,052 hours of service under Options A, B & C is requested in this Request for Proposal.

Respondents to this Request for Proposals shall provide hourly rates to provide Olean, St. Bonaventure University and Village of Allegany bus services under Options D, E, & F as described below. The total price to provide the described 1,074 hours of service under Options D, E, & F is requested in this Request for Proposal.

### **Basis of Award**

The contract award will be made by the City of Olean after consideration of proposal evaluation factors. The Proposal Evaluation Factors are listed in Appendix E.

The City of Olean reserves the right to award any option at its discretion. In awarding separate options, the City will use the hourly rate to determine the cost of options and the amount of the award. The City will reimburse services provided at the hourly rate for each awarded option submitted in response to this RFP.

### **Olean City, Downtown Olean Destinations, and Olean-Salamanca-Seneca Allegany Territory Services**

Respondents to this Request for Proposals shall provide hourly rates for a qualified driver, including an acceptable spare bus, to provide Olean City, Downtown Olean Destinations, and Olean-Salamanca-Seneca Allegany Territory (OS) bus service during the term June 1, 2024, through May 31, 2025. These bus services will operate Monday through Saturday, except for specified holidays, in accordance with the Schedule of Operations in Appendix E.

### **Option A - Olean City Service**

As described under Appendix E-Hours of Operation, the Olean City Loop bus service includes seven round trips per day, Monday through Saturday, which begins at 7:15 a.m. and ends at 6:33 p.m. On 254 Weekdays, Mondays through Fridays, 10.5 hours of City Loop service will be provided. On 53 Saturdays, 10.25 hours of service will be provided. In total, based on 307 service days, 3,210 hours of City Loop service will be provided. For the Olean City bus service, the respondent should assume the availability and use of a City of Olean-owned wheelchair-equipped 28-34 passenger bus, equipped with three (3) wheelchair tie-downs. The estimated vehicle miles during the period of the contract are approximately 39,800 miles. The hourly rate to provide this service shall be included under Option A.

### **Option A1- Additional Routes or Service**

Consistent with Appendix A, Section I., Paragraph O., Respondents to this Request for Proposals are requested to provide an hourly rate for a contractor provided Driver and a wheelchair equipped at least 28 passenger bus, including a spare vehicle. The hourly rate to provide this service shall be included under Option A1.

#### Option B – Downtown Olean Destinations Circulator Service

As described under Appendix E-Hours of Operation, The Downtown Olean Destinations Circulator Bus Service operates Monday through Saturday on five continuous round trips, which begin at 9:00 a.m. and end at 5:41 p.m. each day. The five round trips include service in from the Olean Municipal Building, located at 101 East State Street, Olean, New York, to Olean General Hospital via Olean Center Mall and Delaware Park Centre Plaza and return to the Olean Municipal Building; from Olean Municipal Building to St. Bonaventure University Campus via Eighth and 15<sup>th</sup> Streets and Wal-Mart and return to the Olean Municipal Building; from Olean Municipal Building to Martha Avenue Apartments via Greene Street and West Riverside Drive and return to Olean Municipal Building; and from Olean Municipal Building to King Streets and return to Olean Municipal Building. This service operates 8.25 hours per day.

The Downtown Olean Destinations Bus Service operates one round trip, which begins at 6:40 p.m. and ends at 8:01 p.m. on Monday through Saturday. The round trip includes service from the Olean Municipal Building to Olean General Hospital via Olean Center Mall and Delaware Park Centre Plaza and return to the Olean Municipal Building; from Olean Municipal Building to St. Bonaventure University Campus via Eighth and 15<sup>th</sup> Streets and Wal-Mart and return to the Olean Municipal Building; and from Olean Municipal Building to King Streets and return to Olean Municipal Building. This service operates 1.25 hours per day.

In total, Downtown Olean Destinations Bus Service will operate 9.5 hours per day and is scheduled to operate 2,917 hours, based on 307 service days. For the Olean City bus service, the respondent should assume the availability and use of a City of Olean-owned wheelchair-equipped 28-34 passenger bus.

The estimated vehicle miles during the period of the contract are approximately 31,700 miles. The hourly rate to provide this service shall be included under Option B.

#### Option B1- Additional Routes or Service

Consistent with Appendix A, Section I., Paragraph O., Respondents to this Request for Proposals are requested to provide an hourly rate for a contractor provided Driver, wheelchair equipped at least 28 passenger bus, including a spare vehicle. The hourly rate to provide this service shall be included under Option B1.

#### Option C-Olean-Salamanca-Seneca Allegany Territory SNI (OS) Service

As described under Appendix E-Hours of Operation, The Olean-Salamanca-Seneca Allegany Territory (OS) Service includes four round trips per day.

The round trips operate between the City of Olean, the City of Salamanca, and the Allegany Territory of the Seneca Nation. The daytime service includes stops at residential and client-based service facilities of the Cattaraugus Rehabilitation Center, Inc.

The Olean-Salamanca-Seneca Allegany Territory (OS) Service operates 13.0 hours per day Monday through Friday and is scheduled to operate 3,302 hours, based on 254 weekday service days. The weekday round trips operate Monday through Friday beginning at 7:15 a.m. and end at 10:36 p.m.

The Olean-Salamanca-Seneca Allegany Territory (OS) Service operates 11.75 hours each Saturday and is scheduled to operate approximately 623 hours, based on 53 Saturday service days. The Saturday service on the Olean-Salamanca-Seneca Allegany Territory (OS) route begins at 9:41 a.m. and concludes at 12:05 a.m..

The total estimate of vehicles hours for the OS service is approximately 3,925 hours.

The estimate of vehicle miles for the Olean-Salamanca-Seneca Allegany Territory (OS) Service bus service during the period of the contract is approximately 84,600 miles. The basis of estimated scheduled hours and miles is included in Appendix E. Additional miles, estimated up to 10 percent of scheduled miles, may be required to accommodate route deviation service.

For the Olean-Salamanca-Seneca Allegany Territory (OS) Service bus service, the respondent should assume the availability and use of a City of Olean-owned wheelchair-equipped 28-34 passenger bus, equipped with three (3) wheelchair tie-downs.

The hourly rate to provide the OS bus service will include the price of a qualified driver and assume the availability and use of a City-owned wheelchair-equipped 28-34 passenger bus. The hourly rate to provide this service shall be included under Option C.

#### Option C1- Additional Routes or Service

Consistent with Appendix A, Section I., Paragraph O., Respondents to this Request for Proposals are requested to provide an hourly rate for a contractor provided Driver, wheelchair equipped at least 28 passenger bus, including a spare vehicle. The hourly rate to provide this service shall be included under Option C1.

#### Bid Amount – Options A, B, & C

Respondents to this Request for Proposal will provide a total cost to provide the combined total of approximately 10,052 hours for the above-described services, including the price of a qualified driver, the assumed availability and use of City-owned wheelchair-equipped 28-34 passenger buses, respectively, as well as acceptable spare buses.

The price for 10,052 hours will be the bid to provide these services.

#### Olean, St. Bonaventure University, Allegany Shuttle Service

##### Option D- Olean, St. Bonaventure, Village of Allegany Service Monday and Wednesday and Saturday

Respondents to this Request for Proposals shall provide an hourly rate for a qualified driver, including an acceptable spare bus, to provide Olean to St. Bonaventure University to the Village of Allegany Shuttle bus service during the approximate term August 22, 2024 through December 12, 2024 and between January 11, 2025 and May 19, 2025, for an estimated 435 hours of service, 5 hours per day, Monday and Wednesday and Saturday, except for specified holidays or when St. Bonaventure University is not conducting academic sessions, in accordance with the Schedule of Operations in Appendix E.

Respondents to this Request for Proposals should assume the availability and use of a City-owned wheelchair-equipped 28-34 passenger bus. The hourly rate to provide this service shall be included under Option D.

Option E- Olean, St. Bonaventure, Village of Allegany Shuttle Service Thursday - Friday Respondents to this Request for Proposals shall provide an hourly rate for a qualified driver, including an acceptable spare bus, to provide Olean to St. Bonaventure University to Village of Allegany Shuttle bus service during the approximate term August 22, 2024 through December 12, 2024 and between January 11, 2025 and May 19, 2025, for an estimated 295 hours of service, 5 hours per day, Thursday and Friday, except for specified holidays or when St. Bonaventure University is not conducting academic sessions, in accordance with the Schedule in Appendix E.

Respondents to this Request for Proposals will include the hourly rate for a qualified driver, a Contractor-owned at least 28 passenger bus, and an acceptable spare bus. The hourly rate to provide this service shall be included under Option E.

##### Option F- St. Bonaventure, Village of Allegany Late Night Service Thursday - Saturday

Respondents to this Request for Proposals shall provide an hourly rate for a qualified driver, including an acceptable spare bus, to provide St. Bonaventure University to Village of Allegany Late Night bus service during the approximate term August 22, 2024 through December 12, 2024 and between January 11, 2025 and May 19, 2025, for an estimated 344 hours of service, 4 hours per night, Thursday, Friday, and Saturday nights, except for specified holidays or when St. Bonaventure University is not conducting academic sessions, in accordance with the Schedule of Operations in Appendix E. For services to be provided under Option F, this

Request for Proposal requests 52-60 passenger standard school bus style vehicle(s). These vehicles shall be painted white body. If respondents to this RFP want to provide vehicles of another color for services to be provided under Option F, the respondent must indicate the color of the 52-60 passenger vehicle to be proposed for service. The color of 52-60 passenger school bus style vehicles proposed for service associated with Option F will be evaluated under the Proposal Evaluation Criteria. Respondents to this Request for Proposals will include the hourly rate for a qualified driver, a Contractor-owned 52-60 passenger standard school bus style vehicle or a Contractor-owned 52-60 passenger public transportation bus, and an acceptable spare bus. The hourly rate to provide this service shall be included under Option F.

Bid Amount – Options D, E, & F

Respondents to this Request for Proposal will provide a price to provide the combined total of approximately 1,074 hours for the above-described services. The price for 1,074 hours will be the bid to provide these services.

## Exhibit E Exhibits

### BASIS OF ESTIMATED MILES AND HOURS

| <u>Revenue Miles</u>       | Olean City Service |   | Downtown Circulator Days | Downtown Circulator Evening |  | Olean-Seneca/All-Salamanca | Subtotal Est. Miles Options A+B+C | Olean-SBU-Allegany Shuttle M-W-Sat Opt. D | Olean-SBU-Allegany Shuttle Thu-F Opt.E | SBU - Allegany Late Night Thu-F-Sat Opt F | Subtotal Est. Miles Options D+E+F | OATS Est. Total Miles/Yr |
|----------------------------|--------------------|---|--------------------------|-----------------------------|--|----------------------------|-----------------------------------|---|--|---|-----------------------------------|--------------------------|
| No Trips                   | 7                  |   | 5                        | 1                           |  | 4                          |                                   | 10  | 10                                     | 10  |                                   |                          |
| Estimate Miles/ Round Trip | 18.5               | - | 17.8                     | 15.0                        |  | 68.9                       |                                   | 7.0                                       | 7.0                                    | 5.0                                       |                                   |                          |
| Miles/Day                  | 129.6              |   | 89                       | 15                          |  | 275.6                      |                                   | 70.0                                      | 70.0                                   | 50.0                                      |                                   |                          |
| Days/Year                  | 307                | - | 307                      | 307                         |  | 307                        |                                   | 87  | 59                                     | 86  |                                   |                          |
| Total Miles/Year           | 39,800             |   | 27,323                   | 4,605                       |  | 84,600                     |                                   | 6,090                                     | 4,130                                  | 4,300                                     |                                   | 170,848                  |
| Total Route Miles/Year     | 39,800             |   |                          | 31,928                      |  | 84,600                     | 156,328                           |   |  |   | 14,520                            | 170,848                  |

  

| <u>Revenue Hours</u>  | Olean City Service Weekday | Olean City Service Saturday | Downtown Circulator Daytime | Downtown Circulator Evening | Olean-Seneca/Allegany -Salamanca Weekday (M-F) | Olean-Seneca/Allegany -Salamanca Saturday | Subtotal Est. Hours Options A+B+C | Olean-SBU-Allegany Shuttle M-W-Sat Opt. D | Olean-SBU-Allegany Shuttle Thu-F Opt.E | SBU - Allegany Late Night Thu-F-Sat Opt.F | Subtotal Est. Hours Options D+E+F | OATS Est.Total Hours/Yr |
|-----------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|--|---|-----------------------------------|---|--|---|-----------------------------------|-------------------------|
| Hours/Day             | 10.50                      | 10.25                       | 8.25                        | 1.25                        | 13   | 11.75                                     |                                   | 5   | 5                                      | 4   |                                   |                         |
| Days/Year             | 254                        | 53                          | 307                         | 307                         | 254  | 53  |                                   | 87  | 59                                     | 86  |                                   |                         |
| Hours/Yr.             | 2,667                      | 543                         | 2,533                       | 384                         | 3,302  | 623                                       |                                   | 435                                       | 295                                    | 344                                       |                                   | 11,125.5                |
| Total Route Hours/Yr. |                            | 3,210                       |                             | 2,917                       |  | 3,925                                     | 10,052                            |   |  |   | 1,074                             | 11,125.5                |

The following schedule brochures describe the current services:

1. OATS City Service Route Map and Schedule Brochure
2. OATS Downtown Olean Destination Route Map and Schedule Brochure
3. OATS Olean-Salamanca-Seneca Allegany Territory Route Map, and Schedule Brochure
4. OATS Olean, St. Bonaventure, Village of Allegany Bus Schedules, Route Maps, and Schedule Brochures

The maps and brochure may be found online at [www.cityofolean.org](http://www.cityofolean.org).

<https://cityofolean.org/olean-area-transit-system/>

## Bid Pricing Form January 2024

Revised November 2023

### Option A-Olean City Service

Bid price Per Hour per Day for the described service with the contractor providing the Driver, along with a spare vehicle. The 28-34 passenger bus will be provided by the City of Olean. Price and proposal based on 3,210 hours of service:

Hourly rate: \$  Total: 3,210 hours, \$

### Option A1- Additional Routes or Service

Consistent with Appendix A, Section I., Paragraph N., please provide an hourly rate for a contractor provided Driver and a wheelchair equipped at least 28-passenger bus, including a spare vehicle.

Hourly rate: \$

### Option B-Downtown Olean Destinations Service

Bid price Per Hour per Day for the described service with the contractor providing the Driver, along with a spare vehicle. The 28- 34 passenger bus will be provided by the City of Olean. Price and proposal based on 2,917 hours of service:

Hourly rate: \$  Total: 2,917 hours, \$

### Option B1- Additional Routes or Service

Consistent with Appendix A, Section I., Paragraph N., please provide an hourly rate for a contractor provided Driver, and a wheelchair equipped at least 28-passenger bus, including a spare vehicle.

Hourly rate: \$

### Option C-Olean-Salamanca-Seneca Allegany Territory SNI (OS) Service

Bid price Per Hour per Day for the described service with the contractor providing the Driver, along with a spare vehicle. The 28-34 passenger bus will be provided by the City of Olean. Price and proposal based on 3,925 hours of service:

Hourly rate: \$  Total: 3,925 hours, \$

### Option C1- Additional Routes or Service

Consistent with Appendix A, Section I., Paragraph N., please provide an hourly rate for a contractor provided Driver, and a wheelchair equipped 28-passenger bus, including a spare vehicle.

Hourly rate: \$

Combined Bid price for Olean City, Downtown Olean Destinations, and COOS Service, Options A, B & C, based on total 10,052 hours: \$

### Olean, St. Bonaventure, Village of Allegany Services

#### Option D – Olean, St. Bonaventure, Village of Allegany Shuttle Service Monday-Wednesday-Saturday

Bid price Per Hour per Day for the described service with the contractor providing the Driver, along with a spare vehicle. The 28-34 passenger bus, equipped with wheelchair tie-downs, will be provided by the City of Olean. Price and proposal based on 435 hours of service:

Hourly rate: \$  Total: 435 hours, \$

#### Option D1 – Olean, St. Bonaventure, Village of Allegany Shuttle Service Monday-Wednesday-Saturday

Bid price Per Hour per Day for the described service with the contractor providing the Driver and a at least 28-passenger bus along with a spare vehicle.

Hourly rate: \$

Option E – Olean, St. Bonaventure, Village of Allegany Shuttle Service Thursday-Friday

Bid price Per Hour per Day for the described service with the contractor providing the Driver and a 28-passenger bus along with a spare vehicle. Price and proposal based on 295 hours of service:

Hourly rate: \$  Total: 295 hours, \$

Option F –St. Bonaventure, Village of Allegany Late Night Service Thursday-Saturday

Bid price Per Hour per Day for the described service with the contractor providing the Driver and a 52-60 passenger bus along with a spare vehicle. Price and proposal based on 344 hours of service:

Hourly rate: \$  Total: 344 hours, \$

Combined Bid price for Olean, St. Bonaventure, and Allegany Service, Options D, E & F, based on total 1,074 hours: \$

Combined Bid price based on total 11,125 hours, Options A-F: \$

## Proposal Evaluation Factors

Proposal Evaluation Factors are listed in order of importance and assigned factor weights.

Respondents are requested to provide information in response to this RFP that will demonstrate the firm's capabilities and responsiveness to the listed factors, by which, proposals will be evaluated. The information submitted shall be limited to 20 pages. Resumes, transition schedules, tabs and brochures, a completed bid pricing form, and any other document considered by the respondent to contribute to the evaluation of the firm's capability to perform the requested scope of work will be considered part of the 20-page limit. A cover letter, certificates of insurance, documentation of compliance with FTA Drug and Alcohol requirements, etc. will not be considered part of the 20-page limit.

The contract award will be made by the City of Olean after consideration of proposal evaluation factors.

|  |                             |
|--|-----------------------------|
| <u>Proposal Submitted</u><br>By: _____   | -                           |
| <b><u>Proposal Evaluation Factors</u></b>  | <b><u>Factor Weight</u></b> |
| Proven fixed route and route deviation service management and operational capabilities, management strategies, and operational experience in a transit environment similar to the City of Olean and its environs in the Cattaraugus County area  | 20                          |
| Qualifications of staff proposed, including experience and record of accomplishments of Project manager and other personnel proposed to service Agreement  | 20                          |
| Cost of providing services pursuant to Agreement   | 15                          |
| Financial stability and capabilities of CONTRACTOR   | 15                          |
| Availability of contractor owned buses needed to supplement City of Olean owned buses to provide scheduled service and unscheduled service needs due to maintenance and warranty repair of City buses. The age and condition of contractor owned buses will be evaluated. This evaluation factor will include an assessment of the painted body color of any 52-60 passenger standard school bus style vehicle proposed to provide services under this contract. | 10                          |
| Proven maintenance record and facilities to maintain and store vehicles owned and provided by the City of Olean. The maintenance facility is not required to be located in Cattaraugus County. The location of the maintenance facility and the potential impact on timely maintenance of transit vehicles will be considered.   | 10                          |
| Creative ideas proposed to maximize safe and efficient fixed route and route deviation service operations, such as driver productivity incentives, safety incentives, employee profit sharing, optional training programs and monthly and yearly driver awards   | 5                           |
| CONTRACTOR's plans to affect a smooth transition from current operations   | 5                           |
| Total Score  | 100                         |