

Meeting Presentation Notes
November 29, 2023, OATS Pre-proposal Conference
2:00 p.m., Room 211, Olean Municipal Building

The City of Olean is requesting proposals to operate fixed route deviation services, which will be discussed below.

- Existing third-party contract to operate OATS awarded in 2020
 - Base year June 1, 2020 - May 31, 2021
 - Three one-year options awarded annually.
 - Transdev US, formerly First Transit, a division of First Group
 - Contract expires on May 31, 2024

OATS is sponsored by the City of Olean

- Recipient STOA and FTA section 5311 funding
- State and federal subsidies alone do not finance the transit operation
- OATS is a partnered system
 - “Permanent” partners include
 - Intandem, Inc.
 - St. Bonaventure University
 - Seneca Nation of Indians
 - City of Salamanca
 - Cattaraugus County Department of Social Services
- Cost efficiency by coordinating service needs
 - fixed route deviation services provided by the City via the OATS bus
 - cost savings by coordinating services versus independent contracting or services
- Award of Transit Services
 - Affordability
 - Proposed hourly rates
 - Projected availability of grantor funding
 - Available OATS partner shares
 - Contingent upon continuation of partnering agreements
 - As a financial partnered system, Olean needs partner shares to pay for the services

The Public Notice of the Availability of the OATS Request for Proposals was advertised in local media, by the New York State Contract Reporter, by the New York Public Transit Association, and by Transit Talent, a transit industry newsletter.

The Public Notice of the Availability of the RFP was transmitted to eleven known public transportation companies and to listed veterans-owned, women-owned, and minority-owned businesses found as a result of internet search.

The RFP The Request for Proposal document includes the following parts:

- Public Notice
- Instructions to Respondents
 - Bid Proposal Form
 - Proposals typed and or printed in ink
 - Original autograph signatures in ink on certifications
 - No electronic proposals
- Protest Procedures
- Terms and Conditions
- Materials or documents to be Submitted

- Certifications
- Federal and New York State requirements and clauses
- Scope of work
- Pricing Form
- Proposal evaluation criteria and weighting
- Basis of Award
- Proposed contract
- City of Olean OATS Rolling Stock Inventory
- City of Olean Civil Rights Statement
- Appendix I: Acknowledgement of Receipt of RFP, Addendum(s), and Responses to Requests for Clarifications
- All documents in RFP, amendments to the RFP, requests and responses to requests for clarifications, and the proposed contract are all incorporated by reference into the contract documents. This statement is included in the proposed contract.

Schedule for the OATS Third-Party Contract Operation Request for Proposal procurement

- Public Notice of RFP availability
 - Issued November 9, 2023
- Pre-proposal conference
 - November 29, 2023
- Request for clarifications due to City of Olean
 - December 8, 2023
- Responses from City to requests for clarifications
 - By December 19, 2023
- Proposals due
 - January 9, 2024
- Review proposals received
 - Determine complete proposal submission
 - Review proposals received to evaluation criteria
 - Determine highest rated proposal
 - Evaluate affordability
 - Draft contract
 - Transmit proposed 2024-25 financial shares to OATS partners
 - By January 30, 2024
- Request NYSDOT approval to award
 - By January 31, 2024
- Receive NYSDOT Approval to Award
 - By February 7, 2024
- Meet with OATS partners to discuss award scope and affordability
 - February 8, 2024
- Incorporate Partner Discussion and Affordability in Contract Award
 - February 26, 2024
- Develop proposed contract award and recommendation, contingent on NYSDOT approval
 - March 4, 2024
- Present proposed award to Common Council
 - May 9, 2024
- Common Council Approval
 - Projected May 14, 2024
- Notice to Proceed
 - Projected May 16, 2024
- Contract year begins
 - June 1, 2024 to May 31, 2025

Term and Scope of services in RFP

- June 1, 2024 to May 31, 2025, base contract year
 - Options to renew up to three (3) consecutive, one year
 - Base contract year and three options
 - Annually determine OATS financial partners
 - No guaranteed OATS partners from one year to next year
 - Federal funding available in two-year application solicitations
 - Two-year allocations
 - Variable funding and partner participation preclude longer term for contract award
- Fixed route deviation transit services include partner supported routes
 - Olean City Service
 - Olean-Salamanca-Seneca Allegany (OS) Service
 - Downtown Olean Destinations Circulator Service
 - Downtown Destinations Circulator service financed with specific federal grant funding through NYSDOT
 - Supportive Employment Services
 - Federal funds availability
 - Budgeted operation in 2024-25
 - If SES funds not available, OATS services will be reduced
 - Two routes between Olean, SBU and Village of Allegany
 - operate during SBU academic year
 - Olean, St. Bonaventure, Village of Allegany Shuttle Service
 - St. Bonaventure, Village of Allegany Late Night Service
- Consistent with Appendix E, the contractor will use City-owned vehicles or contractor-owned backup vehicles when City-owned vehicles are not available to provide the scheduled OATS transit services
 - City owned vehicles are listed in Appendix F; OATS Rolling Stock Inventory
 - Five 28-34 passenger, three wheelchair-equipped, transit buses
 - Scheduled bus service using City-owned vehicles specified in Appendix E
 - Contractor-owned vehicles are required
 - Backup to city-owned buses on scheduled services
 - City-owned vehicles out of service - maintenance, inspection, repairs
 - Provide OATS services, OATS SBU bus routes, without City-owned vehicles
 - Contractor-owned buses – Required Seating Capacity
 - 28-34 passenger
 - Service Options A, B, C, D, and E
 - 52-60 passenger
 - Service Option F, Late-Night
 - SBU Late-Night service
 - Standard school bus style, 52-60 passenger
 - A bus with 52-60 passenger capacity
 - School bus style buses should be body-painted white
 - The white body is a requirement imposed by NYSDOT vehicle inspectors to eliminate confusion with yellow school buses

- another color will be evaluated
 - If a contractor-owned 52-60 passenger school bus style vehicle is proposed as a back-up vehicle, the body color should be painted white
 - Any alternative body color should be identified and will be evaluated
 - Contractor-owned buses may not be accessible or wheelchair equipped
 - If buses proposed for service are not wheelchair equipped accessible
 - Consistent with OATS paratransit policy
 - Wheelchair equipped vehicle must be made available for service when requested
 - List of contractor-owned vehicles and condition thereof shall be provided in response to RFP and will be evaluated
- For the vehicles used in service, the contractor shall be responsible for:
 - fueling,
 - maintenance and repairs,
 - cleaning,
 - inspections,
 - storage,
 - insurance,
 - licensing
 - all costs associated with same.
 - Contractor will provide the maintenance facility to perform these functions.
 - The contractor's maintenance facility at which these functions will be performed will be considered under proposal evaluation criteria.

Materials to be submitted

All responses to the RFP must include executed copies of the required certifications, bid forms, financial information, and three specified references. Any response not containing these items, or any submission not so marked or received at the time and place designated in this RFP will not be considered.

- Bid Proposal Form(s) (Appendix E-starting on Page 52).
 - Bid Pricing Form January 2024, page 62
 - Service options
 - Proposal Evaluation Factors, listed page 64
 - Bid Proposal Form
 - Authorized representative to make the proposal and comply with the terms and conditions of the RFP
- Bid Performance of Contract with City of Olean (Appendix B).
- Legal Status Information (Appendix C).
- Non-Collusive Bidding Certification (Appendix D).
- Ineligible Contractor Certification (Appendix D-1)
- Certification on Government-wide Debarment and Suspension (Appendix D-2)
- Restrictions on Lobbying Certification (Appendix D-3)
- Name and contact information for a person at a bank who can verify the proposer's financial stability. (See Appendix A, Section III (A).)
- Provide three (3) references from previous or current contracts, whereby the Respondent has provided or is providing similar fixed-route, route deviation bus services, to the services requested in this Request for Proposal document, to a municipal organization. (See Appendix A, Section III (B).) The three references will not count against the 20 total pages to be submitted to demonstrate the firm's capabilities and responsiveness to the listed Proposal Evaluation Factors.
- List of vehicles, including back up vehicles with the proposal. (See Appendix A, Section V, subsection F). **Additionally, the list of vehicles will be submitted by the Successful Proposer upon request of the City not later than ten (10) days prior to the commencement of the Transportation Services.**
- FCC Radio License Number(s). (See Appendix A, Section V, (N)). *To be submitted by the Successful Proposer not later than ten (10) days prior to the commencement of the Transportation Services.*
- List of certified drivers. (See Appendix A, Section VII, A.). *To be submitted by the Successful Proposer not later than ten (10) days prior to the commencement of the Transportation Services.*
- Certificate of Insurance (See Appendix A, Section IX). *To be submitted by the Successful Proposer within ten (10) business days following the date of notification of award.*
- Information in response to Evaluation Factors. *The Respondents to this RFP are requested to provide information that will demonstrate the firm's capabilities and responsiveness to the listed Proposal Evaluation Factors, by which, proposals will be evaluated. Information submitted shall be limited to 20 pages.*

- Appendix I: Acknowledgement of Receipt of RFP, Addendum(s), and Responses to Requests for Clarifications

Appendix E Exhibits, page 61

- Revision to Appendix E will be issued after this pre-proposal conference
- Page 61 of RFP
 - estimated days, hours, and miles of service
- Page 62, Bid Pricing Form
- Olean City Service, Downtown Olean Destinations and Olean-Salamanca-Seneca Allegany (OS) service
 - 307 days in fiscal year beginning June 1, 2024 ending May 31, 2025
 - Olean City Service - Bid Option A –
 - Weekdays, 10.5 hours per day
 - Saturdays, 10.25 hours per day
 - 7 round trips per day
 - Estimated 3,210 hours
 - Estimated **18.5 mi/RT*7RT * 307 days = 39,800 miles**
 - Vehicle (28-34 passenger) provided by City of Olean, wheelchair equipped
 - Downtown Destinations Circulator Service Bid - Option B
 - daytime (8.25 hours)
 - 5 round trips
 - 17.8 mi/RT * 5RT * 307 days = 27,323 mi
 - 1.65 hr/RT * 5 * 307 days = 2,533 hours
 - evening (1.25 hours)
 - 1 round trip @ 1.25 hrs. per day
 - 15 mi/RT/1RT * 307 days = 4,605 mi
 - 1.25 hrs * 1*307 days = 384 hours
 - Total estimated 2,917 hrs. and 31,928 miles
 - Vehicle (28-34 passenger) provided by City of Olean, wheelchair equipped
 - Olean-Salamanca-Seneca Allegany (OS) service - Bid Option C
 - Weekdays
 - 4 round trips per weekday
 - 13.0 hours per weekday *254 weekdays = 3,302 hours
 - Saturdays
 - 4 round trip per Saturday
 - 11.75 hrs. per Saturday*53 Saturdays = 623 hours
 - Total estimated 3,925 hours on Olean-Salamanca-Seneca Allegany (OS) service
 - Miles on Olean-Salamanca-Seneca Allegany bus route
 - Average 68.9 mi/RT*4RT* 307 days = 84,600 mi
 - Vehicle (28-34 passenger) provided by City of Olean, wheelchair equipped
 - Request hourly rate price for Service Options A & B & C
 - 3,210 hours for A + 2,917 hours for B + 3,925 hours for C = 10,052 hours
 - **39,800 miles for A + 31,928 miles for B + 84,600 miles for C = 156,328 miles**

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- St. Bonaventure Service
 - Three shuttle service bus routes
 - Shuttle: M-W-Sat, Options D & D-1
 - Option D City-owned buses
 - Option D-1 includes the contractor providing the bus for this service
 - Shuttle: Thu-F, Option E
 - Contractor provides the buses
 - Late Nite Shuttle Thu-Sat, Option F
 - Contractor provides the buses
 - Service days will be based on SBU 2024-25 academic year
 - 2024-25 SBU schedule not yet published,
 - Estimated days and hours of service based on past years.
 - Scheduled days/hours of OATS SBU service will be adjusted
 - **Bid Option D:** Shuttle M-W-Sat. (87 days, 5 hrs. per day. M, W 730p-1230a, Sat 200p-700p)
 - Continuous loops
 - Billable 5 hrs./day * est. 87 days = 435 hours
 - Approximately 10 round trips/**70 miles/day = 6,090 miles**
 - Vehicle (28-34 passenger) provided by City of Olean.
 - **Bid Option D-1:** M-W-Sat Shuttle, at least 28 passenger bus provided by the contractor
 - The bus provided by the contractor to provide service under Option D-1 can be but may not be wheelchair equipped
 - If the contractor-owned bus is not wheelchair-equipped, service subject to OATS paratransit policy
 - If a 52-60 passenger standard school bus style vehicle is proposed for this M-W-Sat Shuttle service, the bus body must be painted white
 - If the respondent proposes an alternate color painted bus body, the respondent should indicate the color which will be considered under proposal evaluation factors.
 - We have requested guidance from NYSDOT on the specific requirements associated with the color of the school bus and will advise potential respondents to the RFP on additional information received.
 - **Bid Option E:** Shuttle Thu-Fri. (Est. 59 days, 5 hrs. day. 730p-1230a)
 - Continuous loops
 - Billable 5 hrs./day * 59 days = 295 hours
 - Approximately 10 round trips/**70 miles/day = 4,130 miles**

- Vehicle (at least 28 passenger) & driver provided by contractor.
- The bus provided by the contractor to provide service under Option E can be but may not be wheelchair equipped
 - If the contractor-owned bus is not wheelchair-equipped, service subject to OATS paratransit policy
 - If a 52-60 passenger standard school bus style vehicle is proposed for this M-W-Sat Shuttle service, the bus body must be painted white
 - If the respondent proposes an alternate color painted bus body, the respondent should indicate the color which will be considered under proposal evaluation factors
- **Total Estimated Hours for Shuttle Service, Options D & E: 730 hours**
- Total Estimated Miles for Shuttle service: **10,220 miles**
- **Bid Option F: Late Nite Thu-Sat. (86 days, 4 hrs. per day, 1100p-300a)**
 - Continuous Loops
 - 4 hrs/day * Est. 86 days = **344 hours**
 - Approx. 10RT * 5.0 mi/RT * est. **86 days = 4,300 mi**
 - Vehicle (52-60 passenger) & driver provided by contractor.
 - Any 52-60 passenger standard school bus style vehicle proposed for this Late-Night service must be painted white body color
 - If the respondent proposes an alternate to white painted bus body, the respondent should indicate the color which will be considered under proposal evaluation factors.
- Possible second late-night bus on 16 days * 4 hrs./day = 64 hrs.
 - Except during the COVID-19 pandemic, SBU ordered a second late-night bus to operate on 16 Friday and Saturday evenings during the Spring academic session
 - If such an order is received from SBU, the contractor will be asked to provide such additional late-night service.
 - Vehicle (52-60 passenger) & driver provided by contractor.
 - Any 52-60 passenger standard school bus style vehicle proposed for this Late-Night service must be painted white body color.

- If the respondent proposes an alternate color painted bus body, the respondent should indicate the painted body color which will be considered under proposal evaluation factors.
- **Total Estimate Hours for estimated SBU service, Options D, E, & F, 1,074 hours**
 - **Option D, 435 + Option E, 295 + Option F, 344 = 1,074 hours**
- **Total Estimated Miles for estimated SBU service, Options D, E, & F, 14,520 miles**
 - **Option D, 6,090, + Option E, 4,130 + Option F, 4,300 = 14,520 miles**
- Request hourly rate price for Options D, E, & F
 - Add the cost of 1,074 hours
- Combined price, Options A-F
 - Add the cost of A-F
 - estimated days, hours, and miles of service
 - estimate 11,125 hours
 - estimate **170,848 miles**
- Unit prices in Bid Pricing Form provide cost basis for award of contract to successful proposer and the addition or deletion of contracted services
- Award of hours of service on projected service scheduled and cost estimate will be based on affordability
 - Review hourly rates proposed by respondents
 - Review funding availability
 - Review available OATS partner shares
 - Determine hours of service to be awarded
- Additional Routes or Service Bid – Bid Option A-1, B-1, C-1
 - Provide hourly rate for contractor provided 28 passenger vehicle, wheelchair equipped, with driver to provide service in Options A, B, or C
- Paratransit Vehicle Requirement
 - If requested, and contractor owned bus in service is not equipped with a wheelchair, a wheelchair equipped vehicle must be summoned, and a ride must be provided by contractor
 - Reimbursement hourly rate
 - Option A for City owned bus dispatch to provide ride
 - Option A1, B1, or C1 for contractor owned, W/C equipped bus

RFP includes proposal evaluation factors

Request information in 20 pages or less to enable the following factors to be evaluated

- Points assigned to each factor, total 100 points
 1. Service management and operational capabilities, 20 points
 2. Qualifications of staff proposed, 20 points
 3. Cost of Providing Services under Agreement, 15 points
 4. Financial stability and capabilities of Contractor, 15 points
 5. Availability and condition of contractor-owned buses to supplement City-owned buses, 10 points
 6. Maintenance record and facilities to maintain and store vehicles owned and provided by the City of Olean, 10 points
 7. Ideas to enhance delivery of safe, efficient fixed route deviation service operations, 5 points
 8. Plans to effect a smooth transition from current operations, 5 pointsTotal 100 points
- Cost is a factor
 - This is not a low bid procurement
 - Cost is one of the factors that will be evaluated to select the successful response to the RFP

