

**ALTERNATIVE TRANSPORTATION FOR LATE NIGHT AND SENIOR SERVICES  
IN THE DOWNTOWN AREA  
EVENT NO. 5816**

**SECTION II  
SCOPE OF WORK**

**2.0** Broad Description of Project: The purpose of this event is to receive proposals to provide regular and on-demand transportation services for workers working late at night and for seniors who live within the downtown area. These services are designed to further encourage residents and workers to use alternative forms of transportation because of increases in parking rates and enforcement hours both on street and in city-owned garages.

In January 2018, the City raised on-street parking rates from \$1.00 per hour to \$2.00 per hour as a part of the parking plan implementation. Meter enforcement times also increased to Saturdays and extended daily enforcement times from 5pm to 8 pm. As a part of the process, the City committed to daytime transportation circulators within the downtown area that will transport workers, resident, and visitors fare free. The circulators will link parking garages/lots throughout downtown with the core business district. However, the circulators will operate 7 am to 7 pm during the week; 10 am to 7 pm on Saturdays, and 10 am to 5 pm on Sundays. Many afternoon/evening workers start their shifts at 3 pm or later, and conclude their shifts at 11pm or later. With meter enforcement hours extending from 5 pm to 8 pm, this will cause some workers to park further outside of the core in order to avoid higher parking rates. The City is requesting proposals for transportation services that are centered on those workers.

For the past ten (10) years the City has operated a senior shuttle in the downtown area in partnership with Chatham Area Transit. The shuttle operates on one hour headways and serves two large senior facilities in downtown along with one that is just outside of the downtown area. The shuttle carries approximately 1,200 seniors per month using a fixed route. A fixed route is not the most efficient form of transportation and we are therefore seeking proposals to cover services provided to those senior centers.

The City of Savannah operates the following parking facilities downtown:

<u>Location</u>	<u>Capacity</u>	<u>Core or Peripheral</u>
Bryan Street Garage	492	Core
Liberty Street Garage	883	Peripheral
Robinson Street Garage	520	Core
State Street Garage	452	Core
Whitaker Street Garage	1,075	Core

Visitors Center Lot	298	Peripheral
East Broughton Street Lot	53-80	Peripheral
Potential New Garage	500-700	Peripheral
Potential New Garage	500-700	Peripheral

The City also manages 2,900 on street regulated parking spaces in the downtown area. 800 of these spaces are considered to be core parking spaces and the remaining 2,100 are considered to be peripheral to the core business district. Meters are currently enforced from 8 am to 5 pm Monday through Friday. Implementation of the parking will move meter enforcement to 8 am to 8 pm Monday through Saturday.

The Visitors Center Lot customers are primarily transients and RV parking. The VC Lot is also used as a hub for tourists that park while on tours with the tour companies that use the lot as a pick up and drop off location.

Senior Facilities that are currently served by the senior shuttle include the Rose of Sharon Apartments, Williams Court Apartments and Fellwood Apartments.

Rosa of Sharon:	206 units
Williams Court:	151 units
Fellwood Apartments:	100 units

#### Current Ridership

DOT Shuttle (operates 7 days per week 10am – 7pm):  
14,000-18,000 passengers per month

Senior Shuttle (operates Mon-Fri 8:30 am – 4:15 pm):  
1,200 – 1,400 passengers per month

- 2.1 **Scope of Services:** The successful proposer shall provide the following services: Provide transportation services to late night workers moving from their vehicles on the periphery of downtown to the core business district. For purposes of this RFP the core business district is considered to be Martin Luther King Boulevard to the west, State Street to the south, Price Street to the East and River Street to the north. That would serve as a parking area for employees is defined as State Street to the north, Park Avenue to the south, Martin Luther King Boulevard to the west, and Broad Street to the east. Late night service is considered to be transportation services between 10 pm and 5 am.
  - 2.1.1 Proposer should provide an electronic method for summoning services either through a smart phone or other digital device

- 2.1.2 For senior services, preference will be given to Proposers that provide the option of calling for services from a mobile or land line phone in addition to a an electronic method for summoning. Preference will also be given to services that use (American with Disabilities Act) ADA compliant vehicles or can provide ADA compliant services.
- 2.1.3 Provide transportation services to seniors that either match their current schedule or expand the schedule. Transportation would primarily move seniors from their living facilities to community centers, downtown grocery stores, and government facilities within a define area
- a. That area consists of 37th Street to the south, River Street to the north, Broad Street to the east, and Lathrop/I-516 to the west.
- 2.1.4 Management Reports
- Proposer should be able to produce reports showing
- 1) Number of users on a daily, weekly, monthly, and annual basis
  - 2) Average distance traveled by users in aggregate on a daily, weekly, monthly, and annual basis
  - 3) Locations of pickups and drop offs in aggregate on a daily, weekly, monthly, and annual basis
- 2.1.5 Proposers may propose a structure of fares/payments under one of the following scenarios
- a. Proposer provides discounted or no cost service to users with the City subsidizing the service
  - b. Proposer provides discounted or no cost service to users with alternative forms of subsidy provided
- 2.1.6 In cases where the City is subsidizing the cost of the service, please provide a cost per rider or scale to determine the cost in your proposal.
- In cases where the user is incurring a cost, please provide a cost per ride for the user or scale to determine cost
- 2.1.7 Proposer will provide a user feedback tool either in electronic or written form that will be kept on record for review.
- 2.1.8 Proposers will describe how marketing will be done for the service and what role the City or other entities would have in marketing.

- 2.1.9 The Proposer shall be solely and completely responsible for initiating, maintaining and supervising all safety precautions in connection with the work. The Proposer shall take all necessary precautions to prevent damage, injury or loss to all employees on the work site and other persons including, but not limited to, the general public who may be affected thereby.

It may be necessary from time to time to make changes in the contract provisions. Any change in the contract including the Scope of Work described herein, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the contractor and the City of Savannah. Any such amendment shall specify an effective date, entitled as an "Amendment", and signed by the parties identified in the preceding sentence. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment to the contract.

The contractor shall fully coordinate its activities in the performance of the contract with those of the City.

- 2.2 Proposal Format: Proposals shall be submitted in the following format and include the following information.

- a) Detailed description of capabilities as requested. Provide transportation services to late night workers moving from their vehicles on the periphery of downtown to the core business district. For purposes of this RFP the core business district is considered to be Martin Luther King Boulevard to the west, State Street to the south, Price Street to the East and River Street to the north. That would serve as a parking area for employees is defined as State Street to the north, Park Avenue to the south, Martin Luther King Boulevard to the west, and Broad Street to the east. Late night service is considered to be transportation services between 10 pm and 5 am.
- b) Fee Proposals per instructions in Section III signed by responsible party
- c) Proposed Schedule of DBE and Non-Discrimination Statement.
- d) Each proposer shall submit a summary of their qualifications and experience and provide detailed description of required qualifications. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

- 2.3 Basis of Award: Proposals will be evaluated according to the following criteria and weight:

- a) Proposer's qualifications and experience, including support capabilities (50 points)
- b) Technical capabilities (20 points)
- c) Fees (10 points)
- d) References (5 points)
- e) DBE participation goals (10 points)
- f) Local vendor (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) participation (5 points)

Proposals shall be evaluated by a selection committee. A short list may be developed and interviews conducted with any or all proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers at the City's discretion. The City also reserves the right to request a best and final offer (BFO) of any or all proposers and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

**2.4 Copies:** One (1) unbound, printed and signed original and six (6) identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. One (1) copy on a flash drive must be submitted as well. All responses must relate to the specifications as outlined.

**2.5 Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.

**2.6 Local Vendor Definition**

A bidder or business shall be considered a local vendor if it meets all of the following requirements:

- a) The bidder or business must operate and maintain a regular place of business with a physical address within the corporate limits of the city, and
- b) The bidder or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the city, and
- c) The business owner must serve a commercially useful function, meaning performance of real and actual service in the discharge of any contractual endeavor. The contractor/vendor must perform a distinct element of work for which the business owner has the skills, qualifications and expertise, as well as the responsibility for the actual performance, management and supervision of the work for which he/she has been contracted to perform.

**2.7 Fees:** Proposer shall submit fees based on the detailed listing in Section 3 of the RFP.

**2.8 Acknowledgement of Addenda:** Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered.

**SECTION III**

**FEE PROPOSAL**

**ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.**

I have read and understand the requirements of this request for proposal RFP Event # 5816 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material, and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

**ADDENDA ACKNOWLEDGEMENT**

My signature below confirms my receipt of all addenda issued for this proposal.

\_\_\_\_\_  
Signature

\*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.

**TOTAL MONTHLY FEE**      \$ \_\_\_\_\_ X 12

**TOTAL FEE**                      \$ \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_

**PROPOSER:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**NAME (PRINT):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE:** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**TELEPHONE:** ( \_\_\_\_\_ ) \_\_\_\_\_

**FAX:** ( \_\_\_\_\_ ) \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

I certify this proposal complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

**INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):  
CHECK ONE:**

**NON-MINORITY OWNED**  
 **AFRICAN AMERICAN**  
 **HISPANIC**  
 **WOMAN (non-minority)**

**ASIAN AMERICAN**  
 **AMERICAN INDIAN**  
 **OTHER MINORITY Describe \_\_\_\_\_**

**NON-DISCRIMINATION STATEMENT**

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**



# DBE SUBCONTRACTOR PAYMENT REPORT

Report No. \_\_\_\_\_

<b>Contract #:</b>	<b>Contract Amount:</b>	<b>Date Form Submitted:</b>	
<b>Project Name:</b>		<b>Project Completion Date:</b>	
<b>Prime Contractor:</b>		<b>Period Ending:</b>	<b>Amt. Paid to Prime:</b>
<b>Contact Person:</b>		<b>Telephone#:</b> (    )	<b>Fax#:</b> (    )

## SUBCONTRACTING INFORMATION

TO BE SUBMITTED TO THE CITY OF SAVANNAH OFFICE OF BUSINESS OPPORTUNITY

DBE Subcontractor	Telephone #	Description of Work	Original Agreed Price	% of work Completed to Date	Amount Paid This Period	Amount Paid To Date
<b>Total Amount Paid to Subcontractors to Date:</b>						

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge

<b>Signature:</b>	<b>Title:</b>	<b>Date:</b>
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Note: The information provided herein is subject to verification by the Office of Business Opportunity.

**OFFICE OF BUSINESS OPPORTUNITY  
SCHEDULE OF DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION<sup>1</sup>**

<b>EVENT NUMBER:</b>		<b>PROJECT TITLE:</b>			
<b>PRIME CONTRACTOR NAME:</b>		<b>ADDRESS:</b>		<b>PHONE:</b>	<b>FAX:</b>
SUBCONTRACTOR NAME	ADDRESS and PHONE NUMBER	SERVICES/WORK TO BE PERFORMED	DBE ? (Y/N)	SUB-CONTRACT AMT (% OF TOTAL BASE BID)	SUB-CONTRACT AMT (\$)
<b>TOTAL BASE BID<sup>2</sup></b>					\$
<b>TOTAL PROPOSED DBE SUBCONTRACTS<sup>2</sup></b>					\$
<b>BIDDER'S PROPOSED DBE PARTICIPATION<sup>3</sup></b>					%

I hereby certify that the above is a true reflection of proposed subcontracts, and that said firms shall be contracted to work on the trades specified and/or supply materials and/or equipment for this project. I have included a properly executed letter of intent for each DBE firm mentioned in this schedule with our response.

Name and Title of Authorized Representative	Signature	Date
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<sup>1</sup> Form to be completed and signed by the bidder/offeror; Use additional sheets if necessary.  
<sup>2</sup> To be provided only when the solicitation requires that the bidder/offeror include the dollar amount in its bid.  
<sup>3</sup> Total proposed DBE participation (\$) divided by bidder's total base bid (less any exclusions specifically mentioned in the solicitation), or total of all DBE Participation (%) if dollar amount is not required.