

Request for Proposals (RFP) for a Demand-Response Employment Transportation Pilot Project

RFP release date: May, 15<sup>th</sup> 2024

Proposals due: June 28<sup>th</sup> 2024

Please submit proposals by Blackbaud

<https://us.grantrequest.com/application.aspx?sid=6256&fid=35097>

Estimated term of contract: July 1, 2024 through June 30, 2025, with opportunity to renew for an additional 1-year renewal term (cumulative total 2-year pilot).

\$351,000 per year, with a maximum budget of \$702,000

## I. SUMMARY

Johnson County hereby issues this Request for Proposals (RFP) in order to solicit proposals from individuals, firms, and teams with experience in providing turnkey operation and management for a on demand and pre-scheduled transportation service.

## II. RFP SCHEDULE

Consideration of the responses will be governed by the following schedule, which is subject to revision by Johnson County:

**Distribution** Requests for Proposals (referred to further herein also as "solicitation") will be forwarded to respondent(s) and firms who have indicated an interest in participating in this project or who have displayed evidence of expertise in vanpool services. The solicitation is posted on ECICOG's website at [www.ecicog.org](http://www.ecicog.org) and Johnson County's website at [www.johnsoncountyiowa.gov/bids-and-proposals](http://www.johnsoncountyiowa.gov/bids-and-proposals)

**Questions and Inquiries**, Questions and inquiries must be submitted in writing by email to Kelly Schneider at [kschneider@johnsoncountyiowa.gov](mailto:kschneider@johnsoncountyiowa.gov) on or before this date. June 28<sup>th</sup>, 2024.

**Question Responses**, All questions and answers will be posted on the following webpage for all interested parties to view: [www.johnsoncountyiowa.gov/bids-and-proposals](http://www.johnsoncountyiowa.gov/bids-and-proposals).

**Submittals due**, Responses to this request must be submitted via Blackbaud, Johnson County's online application portal: <https://us.grantrequest.com/application.aspx?sid=6256&fid=35097> no later than 5:00 PM Central time, June 28<sup>th</sup> 2024.

**Negotiation**, This pilot project is funded with braided funding, including state and federal grant dollars and stakeholder contributions. Following submission of proposals, Johnson County reserves the right to negotiate with bidders based on their submitted pricing schedule. Contract award will be made to the responsible firm or firms with the most advantageous proposal(s), taking into account price and other factors identified in this RFP.

**Recommendation and Authorization**, Following review and scoring of responses, project staff will prepare a recommendation to proceed to contract with one (or more) of the respondent(s).

Johnson County staff will seek approval from the Johnson County Board of Supervisors to proceed to contract with selected respondent(s), and such approval is a precondition of award.

**Contract Execution.** Johnson County staff will begin contract negotiations with selected respondent(s). Johnson County may contract with one (or more) respondent(s) to complete the entire scope of work. Should a contract acceptable to Johnson County not be reached following negotiations with the initially selected respondent(s), Johnson County reserves the right to discontinue negotiations and enter into contract negotiations with the next suitable respondent(s), in its discretion.

### III. INTRODUCTION

Trip Connect-North Johnson County provides transportation to a growing suburban part of the County, comprising the City of North Liberty and the northern part of the City of Coralville. Public transportation options in the area are limited and no longer meet the needs of an interconnected metro area. By targeting a limited area shown in Appendix A, this pilot will fill in the gaps of existing services.

A new transportation focused service in the fast-growing northern portion of Johnson County, Trip Connect is a pilot service that will be overseen by CorridorRides and Johnson County. The contract with the selected respondent(s) will be held with Johnson County. The service will operate in areas and times not currently served by public transportation over a two-year period. It is the result of a coalition of human service agencies, employers, and transportation providers under direction of the Johnson County Mobility Coordinator that have studied the need for this type of service over the past two years.

A cross-sector advisory team will monitor the success of the service and use data to demonstrate the effectiveness of a demand response service operating in this region. Information will be used to build partnerships between private and public sectors and develop a sustainable cost sharing model that allows Trip Connect to progress towards a long-term goal of expanding its capacity to a countywide service.

### IV. SCOPE OF WORK

The following sections describe the services and/or items that the successful vendor will be required to provide to the County and should be addressed in each Contractor's proposal.

Each Contractor should carefully read and review all such items and should address such items in its proposal. However, the final description of the services and/or items to be provided to the County under this RFP is subject to negotiations with the successful Contractor, and final approval by the County.

### **Background**

Johnson County is seeking proposals from qualified transit operators to provide curb-to-curb on demand and pre-scheduled transit service in the fast-growing Northern region of Johnson County, through its Trip Connect program. The purpose of the pilot is to test County residents' demand for rides to employment and education in this region and analyze the need for enhanced intra-county travel.

### **Service Area**

Contractor will provide trips that originate or terminate in the service area defined in Appendix A. **All trips must stay within the geographic boundaries of Johnson County.**

### **Rider Eligibility**

Trip Connect is primarily open to Johnson County residents over 18 years of age traveling to or from employment, childcare and/or post-secondary education (e.g. Kirkwood Community College, University of Iowa) within the defined service area Appendix A. Trips to medical appointments or other essential needs will be secondarily considered by the Contractor, as long as it does not interrupt the Contractor's ability to serve the primary needs.

Access to the service is to be administered by the contractor. The Johnson County Mobility Coordinator and Advisory Team consisting of non-profit agencies staff, employers and staff from Kirkwood Community College will also provide referrals to the service.

The contractor will manage an active passenger list throughout the duration of the project. This list will include instructions for clients who are authorized fare credits or discounts. The contractor's proposal should describe their method for maintaining an active passenger list with shared access to the County.

### **Service Schedule**

The research and early development phases of Trip Connect revealed the greatest difficulties accessing employment outside of the 8a-5pm Monday-Friday timeframe. Additionally, Kirkwood Community College has high enrollment in their evening classes when the existing public transit service has concluded for the day. Rider demand may increase during the course of the pilot. Respondents shall explain their capacity to scale the project up to meet potential increased demand and/or service schedule adjustments.

Proposals shall include pricing to provide service during the timeframes listed below using the format displayed in Appendix B. The contract resulting from this RFP may not include service for all the timeframes listed, may include a combination of timeframes, or may include modified timeframes. Johnson County will determine the contracted level of service after considering the proposals submitted and budgetary impacts.

Schedule/Pricing:

Core timeframes desired:

Sundays

- 10pm-11:30pm

Weekdays Monday – Friday

- 6am-8:30am
- 5:30pm – 11:30pm

Alternative Timeframes for Consideration:Sundays

- 6am – 6pm
- 6pm- 10pm

Weekdays Monday – Friday

- 8:30am -5:30pm

Saturdays

- 6am-6pm
- 8:30am-5:30pm
- 5:30pm-11:30pm

Johnson County reserves the right to adjust the proposed schedule based on the level of passenger demand. Johnson County will provide contractor 30 days' notice in the event of a schedule change.

**Vehicles**

Respondents shall describe their capabilities to own (or lease<sup>1</sup>), operate, maintain, and support the fleet for the Trip Connect pilot transit program. The vehicles used for this service shall be owned (or leased), operated, and maintained in safe operating condition by the Contractor. Respondents shall provide a complete listing including make, model, and year of vehicles intended to be used for this service. Please describe vehicle graphics if applicable. Contractor shall describe fleet management plan including spare vehicles, vehicle maintenance, ability to assure service continuity in the event of vehicle accident or major maintenance, and ability to provided additional vehicle(s) at Johnson County's request, in the event of higher-than-expected ridership. If the Contractor intends to acquire new vehicles for this service, the proposer should provide detailed specifications of the proposed vehicles. Capital expenses (such as vehicle acquisition costs) are not eligible for reimbursement through this program.

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<sup>1</sup> Leased vehicles shall only be vehicles leased on terms no less than 24 months in length, under which the lessee/operator is obliged to regularly maintain the vehicle, and may have the option to buy out the vehicle at the expiration of the lease.

The preliminary operating plan assumes a minimum of two vehicles will be required for service. The Contractor must have always at least one wheelchair-accessible vehicle available for this service. Contractor shall provide a preliminary operating plan to be approved by Johnson County prior to contract start date.

## **Maintenance**

The Contractor must state where their operations and maintenance facility will be located. All maintenance, repairs, vehicle fueling and cleaning shall be the responsibility of the Contractor.

Respondents shall describe:

- Location of operations and maintenance facilities.
- How the Contractor will ensure that the vehicle fleet is reliable and well-maintained.
- How emergency calls and/or emergency repairs will be handled.
- Describe Contractor maintenance programs, policies and procedures including intervals for planned and preventive maintenance activities.
- Contractor shall make available to Johnson County detailed records of maintenance performed on all vehicles at Johnson County's request.
- Describe Contractor capabilities to perform vehicle body work including collision repair, painting, and window/windshield repair or replacement.
- Contractor shall provide a Vehicle Maintenance/Cleaning Procedure Plan to be approved by Johnson County prior to contract start date.

## **Operations Management and Supervision Plan**

The Contractor is expected to monitor operations at all times. Proactive operations management is a key element of maintaining reliable service. Contractor shall provide a Management and Supervision Plan to be approved by the County prior to contract start date.

Respondent shall describe:

- How services will be managed.
- Organizational structure and provide an organizational chart.
- How the Contractor proposes to supervise operations on a daily basis.
- How the Contractor will assure a sufficient number of drivers on a daily basis.
- How the Contractor will address and report on customer feedback and complaints.

## **Timeline**

Upon awarding of funds, provide a timeline for project implementation.

## **Communication, Marketing, and Outreach**

Marketing and outreach are a critical component to developing a successful new transit service. The Contractor in coordination with the County and advisory committee will collaborate on a marketing and media plan to engage new riders.

The Contractor will develop and maintain a website, or some other online presence, that will include information on Trip Connect service including, how to use the service, customer policies and procedures, service delays and disruptions and other information of value to customers and the public.

The Contractor's proposal should provide a description of their organizational structure including a list of the designated staff responsible for communication and oversight on this project, along with a budget for the expected costs of this aspect of the work.

### **Fare Collection**

The Contractor will administer revenue collections. Johnson County will subsize most of the service for eligible riders through grant funds. In most cases, the contractor will collect a \$2.00 fare from passengers. There may be some exceptions for passengers who are authorized discounts due to external partner financial contributions. For example, a Fast-Food Employer in our service area would like to supply free rides to and from work for a new hire for the first 30 days of employment. In this example, the contractor would receive notice from the Johnson County Mobility Coordinator or Advisory Committee of the arrangement and apply a 30-day discount for the newly hired employee. Trip Connect fares collected shall be retained by the contractor and be considered as payment toward the cost of the services provided to Johnson County.

If an electronic/mobile fare collection were to be used, it should be stated in the RFP. The RFP should also spell out how cash fares will be handled by the contractor. Please explain experience with handling fare collection.

### **Reservation and Scheduling Process**

Eligible passengers will contact the contractor directly to schedule a trip. The contractor must have a reservation system that allows for advanced bookings two weeks to one day in advance. The contractor shall accommodate on demand requests or short notice requests when possible. It is expected food, hotel and retail industries to have varying shift start and end times that will be unpredictable until the day of service.

The County asks respondents to describe their approach for trip reservations and scheduling and will require both technological-based software programs and traditional methods such as phone calls.

Respondents who currently utilize transportation software systems are preferred.

Respondents shall describe their approach to the following customer facing functionalities for the Trip Connect service:

- What customer-facing reservation software do you use?
- Explain process for creating a customer profile.
- How the reservation process will distinguish and schedule accordingly for customers who require wheelchair-accessible vehicles or accommodate for riders requiring door to door service.
- Explain process for utilizing discounts or credits to specified customers.
- Explain different modalities (call center, web, smartphone application) in which a customer can make a reservation.
- What are the call center hours of operation for the customer service, reservations, dispatch?
- How can customers check the status of their reservation?
- When a rider makes a trip request, are they given a specific pick-up time? Or a pick-up window? If so, what is the window of time?
- How are unexpected changes (weather, maintenance, etc.) communicated to the rider?
- Explain rider accessibility features such as, large font, language translation, TTY for deaf and hard of hearing, for example.
- Describe how you would gather data regarding trip purpose from service users, for use in service prioritization and aggregated data analysis.
- Explain any other customer facing functionalities your service offers that are not previously listed.

### **Operating Functionalities**

Respondents shall use this space to describe their operating functionalities or other means used to deliver on demand and pre-scheduled transit service for the Trip Connect program.

Characteristics may include but are not limited to:

- Rider wait time policy
- Rider No-show policy
- Rider subscription services
- Driver itineraries/manifest
- Experience with and policy for managing drug and alcohol testing
- Training for providing transit services for persons with disabilities
- Do you have drivers available to work these service hours or do you plan to hire more for this service?
- Fare validation logs or ability to see if the customer has paid fare prior to boarding
- Maintenance checks and logs
- Driver/dispatch communication system
- Performance monitoring
- Real-time Tracking/Automatic Vehicle Locators

- Route Optimization
- On board payment processing
- Ability to gather and track ridership data such as reason for trip
- Explain any other operational functionalities your service plans to offer that are not previously listed.

### **Customer Payment System**

Payment system must accommodate multiple methods of payment for passengers including cash, card, and tickets.

Please explain the methods for addressing the following items:

- Ability to process cashless payments in person, online, or through smartphone technology.
- Ability to accommodate cash payments.
- Ability to securely store credit or debit card information for return customers.
- Explain method for applying discounts or credits to authorized passengers.
- Explaining method for tracking financial transactions.

### **Emergencies and Cancellations**

Due to unforeseen or causes reasonably outside their control, Trip Connect customers may need to adjust/cancel their trip reservations or make same day requests. Please explain your methods and capabilities for addressing the following items:

- Ability to provide an emergency ride home to a customer who needs to suddenly depart their destination sooner than expected.
- Ability to provide a ride to a customer who is requesting a same day trip.
- Explain your cancellation and no-show policy.

### **Dispatch**

Contractor shall provide dispatch service for drivers, troubleshooting and customer service as needed. Dispatch must also work with drivers to record and report no-shows to the County.

### **Drivers**

The selected Contractor will be responsible for hiring, training and supervising employees. The Contractor is an independent Contractor, and will be fully responsible for all local, State, and Federal labor requirements related to compensation, insurance, taxes, etc.

It is the responsibility of the Contractor to assure that all drivers possess an appropriate driver's license authorizing them to transport passengers.



Explain the Contractor's processes for overseeing the items above and practices for drug and alcohol testing as required by the Federal Transit Administration.

## Reporting

Contractors are required to report to the County on a monthly basis. The county reserves the right to audit records at any time.

- The Contractor is expected to design, implement and maintain a reporting system that includes on-time performance and other service disruptions. Operating reports will be submitted to the county on a monthly basis. Contractor shall provide a hosted solution, with web-based access for County and vendor to utilize, to share data regarding eligible riders and to audit records.
- Contractor shall provide financial reports including details on operational expenses and revenues.
- Data Sharing and documentation on trip details including, fare information including customer name, trip origin, trip destination, type of trip, level of mobility, date and time and length of trip with passenger loaded, seat capacity and on-time performance.
- Data sharing and records of missed or no-show trips, and on time performance. Customer complaints or issues including details on how those were addressed.
- Data sharing and reports on unfulfilled ride requests at the event of trip denial, driver no show, including time of day, day of week, and origin and destination.
- Submission of documentation regarding non-cash transactions, ride credits or discounts used by customers, monitoring riders to confirm eligibility, and providing technology to process credit card transactions.
- Reports on vehicle maintenance and mileage.
- All accidents and passenger incidents must be reported to the County within 24 hours. Accidents involving personal injury and/or significant property damage must be reported immediately to appropriate emergency agencies and Johnson County. These reports must include management actions taken and the disposition of the incident.
- Other reporting as necessary or required by Johnson County

## V. GENERAL INSTRUCTIONS

**Questions** - Questions regarding this solicitation should be submitted on or before the date listed above via email to: [kschneider@johnsoncountyiowa.gov](mailto:kschneider@johnsoncountyiowa.gov)

**Project Direction** – Kelly Schneider, Mobility Coordinator, will be responsible for providing direction to the selected respondent(s).

**Signatory Requirements** - Responses must be signed by a duly authorized official of the respondent. Consortiums, joint ventures, or teams submitting responses will not be considered responsive unless it is established that all contractual responsibility to Johnson County with regard to the project shall rest solely with one contractor or legal entity, which shall not be a subsidiary or affiliate with limited resources. Each response should indicate the entity responsible for execution on behalf of the team.

**Responses to RFP** - All responses to this solicitation become the property of Johnson County upon receipt and will not be returned to the respondent. Selection or rejection will not affect this right. Johnson County shall have the right to use any or all of the ideas or adaptations of the ideas contained in any response received, excluding case study materials or other reference materials prepared for clients of respondent. Any confidential/proprietary information submitted in response to this request shall be readily identified, clearly marked and separated from the rest of the response. Co-mingling of confidential/proprietary and other information is not acceptable. Submittals will be handled in accordance with applicable federal and state public records laws and procurement regulations. Neither cost information nor the total response will be considered confidential/proprietary.

### **Required Elements in Response/Response Format**

Firms, teams, or individuals responding to this solicitation shall provide the following information in Johnson County's application portal here:

<https://us.grantrequest.com/application.aspx?sid=6256&fid=35097>

The online application requests respondents to submit the following information:

**Contact Information** - Respondent's name, address, telephone number, [Unique Entity ID](#) and e-mail address of the individual to contact regarding the submittal. Statement of interest in performing the scope of services for this RFP. Identification of whether the prime respondent is certified as a Disadvantaged Business Enterprise (DBE), or indication as to the Respondent's goals for DBE participation, if any.

**Qualifications and Experience of the Respondent(s)** - Respondents shall describe projects and experience of the past three years relevant to the scope of services described in Section IV, Scope of Work, above. Respondents should place particular emphasis on projects for which key staff to be assigned to this project have either been primarily responsible or have performed substantial work.

**Approach and Technology** - Respondents shall identify their approach to meeting the service schedule with maximum efficiency. Identify the method for scheduling and planning demand

response trips and any technology involved. Respondents shall explain how they will screen eligible rides, administer fares and apply discounts to applicable passengers.

**References** - Respondents shall submit names, addresses, and phone numbers of three references familiar with the Respondent's ability, experience, and reliability in the performance and management of projects of a similar nature. Briefly summarize the project for which a reference is provided.

**Cost Information** - Respondents shall provide cost information as requested in Appendix B.

**Project Management and Scheduling Expertise** - Respondents shall identify the management techniques that they are using to assure the completion of projects within schedule and budget.

**Capacity** - Rider demand may increase during the course of the pilot. Respondents shall explain how they could scale the project up to meet potential increased demand and what the cost will be.

**Insurance Requirements** - Respondents shall provide acknowledgement of the following insurance requirements and a statement ensuring they are able to meet these minimum requirements. Any Contract resulting from award of this RFP will require the selected respondent(s) to procure and maintain, and shall cause each subcontractor of respondent to procure and maintain the minimum insurance coverages listed below:

Commercial General Liability - \$2,000,000

Automobile and Uninsured and Underinsured Motorist - \$1,000,000

Workers' Compensation: Statutory

Johnson County, its officers, and employees are to be named as additional insured under both the Contractor's General Liability and Automobile Liability policies, subject to an endorsement in form satisfactory to Johnson County that preserves the defenses of governmental immunity available to Johnson County, Iowa under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time. Said insurance will be required to be maintained in full force and effect during the term of the contract.

All insurance policies required hereunder shall include clauses stating that each carrier shall waive all rights of recovery, under subrogation or otherwise, against Johnson County its agencies, institutions, organizations, officers, agents, employees and volunteers.

The foregoing insurance types, limits, and coverages may be modified only with the express written consent of Johnson County and shall be subject to additional terms and conditions of any contract awarded pursuant to this RFP.

## **Selection Process**

Johnson County will establish a proposal review team to review the responses to this solicitation received no later than 5:00 PM Central time on or before June 28<sup>th</sup>, 2024. After the review of

responses, oral interviews of the most qualified respondent(s) may be conducted at the discretion of the review team. Johnson County staff will recommend a respondent or respondents to the Johnson County Board of Supervisors. Upon Board approval, the selected respondent(s) will be notified and negotiations for a contract to provide services will commence.

## VI. EVALUATION CRITERIA

Evaluations of proposals will be based on the following criteria up to 42 points, with an extra 3 used to evaluate finalist's references:

### **Experience**

Respondents will be evaluated on their experience with federal funding, years of transportation experience, and driver policies and procedures, including drug/alcohol screening and background checks. (6 points)

**Capability** - Respondents will be evaluated with respect to the experience of the respondent(s) and personnel assigned to oversee the project both in terms of past efforts in this type of work and the quality and level of commitment to this project. This will also evaluate the vehicle types and capabilities, ability to meet core hours of operation or alternative timeframes, insurance, maintenance procedures, marketing experience, and ability to complete required reports. (16 points)

**Approach and Technology** – Respondents will be evaluated on their approach and technological ability to handle the Fare Collection, Reservation and Scheduling, and Customer Payment processes outlined above. (18 points)

**Cost Information** - Likely project cost, using the format in Appendix B will be considered in the selection. (2 points)

**The review committee will review references for finalists** - Information provided by respondent's references addressing the knowledge, skills, abilities and performance of the respondent to complete the work outlined below will be included in the staff evaluation of the response. (3 points)

## VII. SPECIAL CONDITIONS

**Federal, State and Local Requirements, Reservations and Special Conditions** - The respondent should review the Special Conditions and Terms in the Federal and State requirements, [linked here](#). The respondent should note any elements/reservations, special conditions, constraints, and exclusions related to the terms of this solicitation. Failure to comply with the Federal and State requirements in may result in termination of the contract with the selected respondent.

**ARPA Terms and Conditions Highlights:**

- Adopt and enforce on-the-job seat belt policies and programs for employees.
- Adopt and enforce policies that ban text messaging while driving.
- Establish workplace safety policies to decrease accidents caused by distracted drivers.
- Initiate reasonable steps to ensure that persons with Limited English Proficiency have meaningful access to services. Including but not limited to considering the need for language services.
- Maintain a complaint log and inform Johnson County of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based upon the complaint, pending or completed, including outcome.
- Records shall be maintained by Recipient for a period of five (5) years.

**Rejection Rights** - All respondents are notified that the execution of a contract pursuant to this solicitation is dependent upon approval by Johnson County. Johnson County reserves the right to reject all responses and re-solicit if deemed by Johnson County to be in its best interests, and to abandon the project and this RFP at any time for any or no reason. Selection of a respondent or respondents is also conditioned on the negotiation of an acceptable contract.

**Other Conditions, Reservation of Rights** - This is a solicitation and not an offer to contract. The provisions in this solicitation and any procurement or purchasing policies or procedures of Johnson County are solely for the fiscal responsibility of Johnson County and confer no rights, duties, or entitlements to any party submitting responses to this solicitation. Johnson County reserves the right to issue clarifications and other directives concerning this solicitation, to make and issue modifications to the solicitation schedule; to require clarification or further information with respect to any response or proposal received; to waive any informalities or irregularities; and to determine the final scope and terms of any contract, and whether to enter any contract. The provisions herein confer no rights, duties or entitlements to any respondent. In no event shall any form of contract submitted by a respondent, or otherwise attached or included with a respondent's proposal, be binding upon Johnson County.

**Costs of Response Preparation and Other Charges** - Respondents are solely responsible for all costs of preparing their proposals and participation in this solicitation and Johnson County assumes no responsibility for payment of any expenses incurred by a respondent as part of this process. For the selected firm, no reimbursement will be made by Johnson County for any costs incurred prior to full execution of a contract and issuance of written notice by Johnson County to commence project services.

**Conflict of Interest** - Respondents shall not engage in any business or personal activities or practices or maintain any relationships which conflict in any way with the full performance of respondent's obligations in this project. Respondents shall acknowledge that with respect to any subsequent contract, even the appearance of a conflict of interest is harmful to Johnson County's interests. Absent Johnson County's prior written approval, respondents shall refrain from any

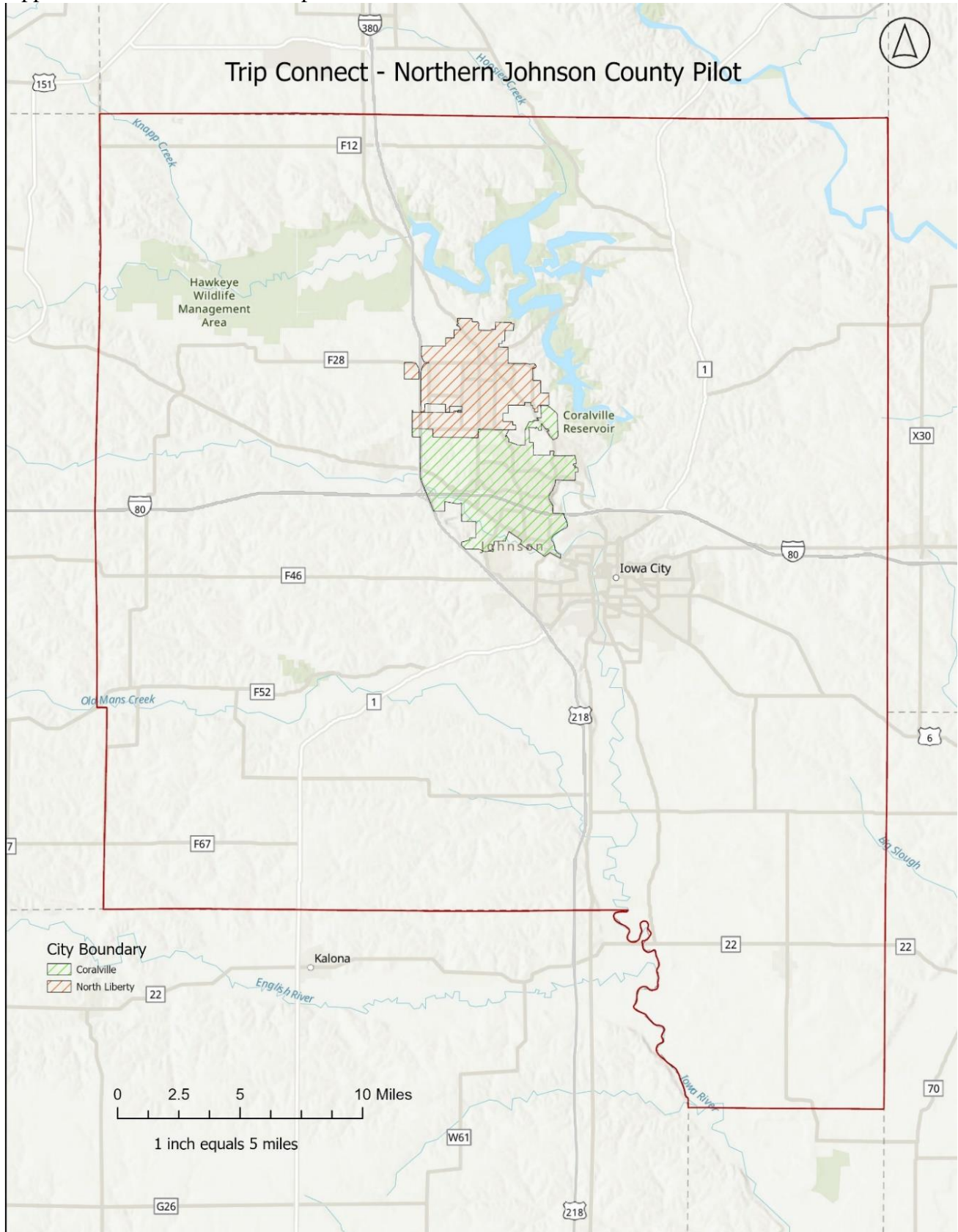
practices, activities or relationships that reasonably appear to be in conflict with the full performance of respondent's obligations to Johnson County. If a conflict or appearance exists, or if respondent is uncertain whether a conflict or the appearance of a conflict of interest exists, respondent shall submit to Johnson County a disclosure statement setting forth the relevant details for Johnson County's consideration. Failure to promptly submit a disclosure statement or to follow Johnson County's direction in regard to the apparent conflict constitutes a breach of contract.

**Suspension and Debarment** - By submitting a proposal in response to this solicitation, the respondent represents its organization and its principals are not suspended or debarred per federal requirements.

**Period of Performance** - Performance of the contract resulting from this solicitation will commence on or about July 1, 2024. The initial term of the work to be performed will terminate June 30, 2026. Johnson County will have an option to renew upon availability of funding and based on renewal terms mutually agreed upon by the parties.

**Statement of Financial Assistance** – This procurement is subject to a financial assistance contract, and to the conditions and the terms of said contract, between the State and the Federal Transit Administration. All vendors are required to review and acknowledge understanding of the funding terms and conditions as outlined in the Funding Terms and Conditions attachment, posted <https://johnsoncountyiowa.gov/bids-and-proposals> next to the RFP.

Appendix A – Service Area Map



## APPENDIX B – PROPOSAL PRICING

## PROPOSAL PRICING SUBMITTAL FORM

The Contractor shall, at its sole cost and expense, provide, perform and complete in the manner described and specified in this Request for Proposal all necessary labor, services, transportation, equipment, materials, apparatus, information, data, freight and other items necessary to provide the demand response transit service in accordance with the Scope of Work as described in Section IV. The Services will also include procuring and furnishing all approvals and authorizations, permits, and certificates and policies of insurance as specified herein necessary to complete the Project.

Description of Services	Type of Vehicles	Number of Vehicles	Passenger Capacity	Cost Per Hour	Estimated Annual Hours	All-inclusive Annual Fee
<b>Core Timeframes Desired:</b>						
<b>Sundays</b>						
10:00pm-11:30pm						
<b>Monday – Friday</b>						
6am-8:30am						
5:30pm – 11:30pm						
<b>Alternative Timeframes for Consideration:</b>						
<b>Sundays</b>						
6am- 6pm						
6pm-10pm						
<b>Weekdays Monday - Friday</b>						
8:30am-5:30pm						
<b>Saturdays</b>						
6am – 6pm						
6pm – 10pm						
10:00pm-11:30pm						
Total annual amount for all timeframes listed above:						



The contract resulting from this RFP may not include service for all of the timeframes listed, may include a combination of timeframes, or may include modified timeframes. Johnson County will determine the contracted level of service after considering the proposals submitted and budgetary impacts.

A signed contract and an approved purchase order will be the documents that authorize service to begin.

Name of Company: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_