



Washington State Department of Transportation

REQUEST FOR PROPOSALS

RFP-2016-0222

Rural Intercity Bus Contract



Omak to Ellensburg

Released Date: February 23, 2016

Due Date and Time

April 4, 2016 12:00 PM Noon Pacific Time

The RFP Coordinator is the **SOLE POINT OF CONTACT** at WSDOT for this procurement. All communication between the bidding Proposers and WSDOT shall be with the RFP Coordinator.

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- Exhibit K** Contract General Terms and Conditions Exceptions (if applicable)

1 INTRODUCTION

1.1 Purpose and Background

The Washington State Department of Transportation hereafter called "WSDOT," is issuing this Request for Proposals (RFP) to solicit proposals from firms to provide intercity bus transportation services in the Omak to Ellensburg corridor. This RFP is part of a planned series of public/private partnerships intended to build and maintain a network of intercity bus transportation services statewide. The focus of WSDOT's Travel Washington intercity bus program shall be to assist public or private industry contractors in developing sustainable intercity bus services to provide rural-to-urban connectivity, where intercity bus service is not feasible without development funding.

1.2 Objective

The RFP process will allow WSDOT to secure regional intercity bus service that would not otherwise be provided in the open marketplace, and to coordinate in a manner consistent with the greater statewide network. WSDOT established network of Travel Washington branded intercity service lines which connects communities into a statewide intercity transportation grid.

This and future intercity projects will be a competitive process, with individual Proposers offering to supply specific intercity bus services identified by WSDOT and local stakeholders.

1.3 Funding

Funding for Washington's intercity bus program comes primarily from the Federal Transit Administration's Section 5311(f) program. The Section 5311(f) Intercity Bus Program is designed to address the intercity travel needs of residents and persons in non-urbanized areas of the state, by funding services that provide access to the national and regional intercity bus and public transportation networks. Fifteen percent of the state's appropriation of the 5311 program is available annually to fund capital, planning, and operating assistance projects in Washington. Federal guidance for the Section 5311(f) Intercity Bus Program can be found in FTA Circular 9040.1F, Chapter VIII. Additionally, the contractor will be required to obtain if not already assigned a CFDA number in order to be a recipient of federal funds (CFDA 20.509).

This agreement will be subject to a financial assistance contract between the Washington State Department of Transportation and the Federal Transit Administration and the appropriations of the State of Washington.

It is anticipated that the term of the resulting Contract will be two (2) years commencing on the effective date of the Contract. WSDOT, at its sole discretion, may initiate extending the Contract two additional times for a period of two (2) year terms each. A sample contract exhibit with this RFP details the terms and conditions.

It is the policy of WSDOT, to administer state and federal contracts in compliance with all applicable federal and state regulations and use best practices of contract management of

public funds and public accounting. Local agencies, including public transit systems, local governments, tribal governments, nonprofit organizations and for profit businesses, must maintain a status of “in good standing” to receive contract funds.

The Procedures for Determining “In Good Standing” are:

- Responsiveness to communications and requests for information from WSDOT.
- Maintenance of adequate financial records that document and support all contract expenditures.
- Submitting monthly or quarterly progress reports and invoices that are accurate and timely.
- Full participation in site visits with timely responses to any deficiencies that are noted during and/or after the site visit.
- Submission of annual reports to WSDOT to include audit documents, vehicle inventory, drug/alcohol reports, Disadvantaged Business Enterprise (DBE) reports, etc.
- Compliance with all contractual obligations.
- Receipt of a passing score on the Agency Risk Assessment conducted by WSDOT staff on agencies receiving public transportation contracts.
- Satisfactory progress of the contract-funded project.

1.4 RFP Definitions

Definitions for the purposes of this RFP include:

“Appellant” – A Proposer that appeals a protest

“Flag Stop” -- A designated bus stop not normally part of a fixed route, which allows riders to be picked up and dropped off, when prior notice is given.

“Interline” – An agreement between transportation operators to sell and honor each other’s tickets, thus ensuring that a rider can make one purchase to get from point A to point B, even though there may be multiple operators providing services between those points.

“Mandatory” or “(M)” shall mean the Vendor must comply with the requirement, and the Response will be evaluated on a pass/fail basis.

“Mandatory Scored” or “(MS)” shall mean the Vendor must comply with the requirement and the response will be scored.

“Project Manager” –A WSDOT employee who oversees and manages the intercity bus project and ongoing contract.

“Project Partners” – Transit providers that will be coordinating with *Apple Line* Project partners include, but are not limited to, Greyhound, Amtrak, Link Transit, Okanogan County Transportation and Nutrition, HopeSource, TranGo, Grant Transit Authority, People for People and Northwest Stage Lines.

“Project Stakeholders” – Groups or individuals will count on the *Apple Line* for service. Project stakeholders include, but are not limited to, project partners, local human service agencies, chambers of commerce, visitor bureaus, colleges, and individuals.



“Proposal” – A formal offer submitted in response to this solicitation.

“Proposer” – An individual or company submitting a proposal in order to obtain a contract with WSDOT.

“Request for Proposals” (RFP) – A formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the contractor to suggest various approaches to meet the need at a given price.

“RFP Coordinator” –A WSDOT employee who oversees and manages the RFP process.

“Subcontractor” - One not in the employment of the Proposer, who is performing all or part of the business activities under this RFP under a separate contract with Proposer. The term “Subcontractor” means Subcontractor(s) of any tier.

WSDOT – The Washington State Department of Transportation, a state agency and issuer of this RFP.

2 Terms of this Request for Proposal

2.1 RFP Coordinator

Upon release of this RFP, all Vendor communications concerning this solicitation must be directed to the RFP Coordinator listed below. With the exception of the Office of *Minority and Women's Business Enterprises*, (reference Subsection 0), unauthorized contact regarding this solicitation with other state employees involved with the solicitation may result in disqualification. All oral communications will be considered unofficial and non-binding on the State. Vendors should rely only on written statements issued by the RFP Coordinator:

Jolena Missildine, RFP Coordinator
 Washington State Department of Transportation
 Administrative Services Contracts Office
 P.O. Box 47408
 Olympia, WA 98504-7408
 Phone: 360-705-7548
 Email: missildj@wsdot.wa.gov

2.2 Schedule of Procurement Activities

All Proposers must adhere to the following schedule of activities. Proposers mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the [RFP Coordinator](#) listed in this RFP. Notwithstanding the provisions of RCW 39.26, late proposals will not be accepted.

Activity	Due Dates	Time
Issue RFP	2/23/2016	
First-round Vendor questions and comments due	3/1/2016	12:00 PM Noon
WSDOT's written answers to first-round Vendor questions issued	3/7/2016	
Pre-Proposal Conference	3/14/2016	10:00 AM
Second-round Vendor questions and comments due	3/18/2016	
WSDOT's final written answers to second-round Vendor questions issued	3/24/2016	
Proposals Due	4/4/2016	12:00 PM Noon
Evaluation of Proposals	4/5/2016	9:00 AM

Send Notification of Apparently Successful Proposer	4/12/2016	5:00 PM
Vendor Request for Optional Debriefing due	4/15/2016	5:00 PM
Contract Start Date	6/1/2016	
Service Commencement shall be July 1, 2016		

Times given are for Pacific Standard Time (PST) or Pacific Daylight Time (PDT), as appropriate.

2.3 Exceptions to RFP

Proposers should carefully review this RFP and ALL of its attachments prior to the Pre-Proposal Conference. Any Proposer wishing to take exception to any of the contents of this RFP must notify the RFP Coordinator in writing as specified in [Section 2.1](#) of this RFP.

2.4 Proposers Questions and Answers

Vendor Questions

Two rounds of Vendor questions regarding this RFP will be allowed consistent with the respective dates and times specified in the Schedule (Section 2). All Vendor questions must be submitted in writing (e-mail is acceptable) to the RFP Coordinator. Official written WSDOT responses will be provided for Vendor questions received by the respective deadlines. Written responses to Vendor questions will be posted on WEBS <https://fortress.wa.gov/ga/webscust/> and WSDOT's web site at: <http://www.wsdot.wa.gov/Business/Contracts/default.htm>

First-Round – First-Round written questions prior to the Pre-Proposal Conference are due to the RFP Coordinator no later than the First-Round deadline for Vendor Questions and Comments in the Schedule (Section 2.2). WSDOT intends to provide an official written response for First-Round Vendor questions received by this deadline as outlined in the Schedule (Section 2.2).

Second-Round – Second-Round written questions after the Pre-Proposal Conference are due to the RFP Coordinator no later than the Second-Round deadline for Vendor Questions and Comments in the Schedule (Section 2.2). WSDOT intends to provide an official written response for Second-Round Vendor questions received by this deadline as outlined in the Schedule (Section 2.2). The Vendor that submitted the questions will not be identified. Only written responses posted to the WSDOT web site will be considered official and binding.

2.5 Pre-Proposal Conference

The purpose of the Pre-Proposal Conference is for all prospective Proposers to request clarification or additional information necessary to assess the project and prepare a proposal. In order for this process to be as useful as possible, all interested parties are advised to come prepared with any and all questions related to this project. Although not required, interested parties are strongly encouraged to submit their questions ahead of time so that WSDOT staff may prepare a full and detailed response.

The Pre-Proposal Conference is scheduled to be held on the date and time identified in the Schedule (Section 2.2) at:

HopeSource, 700 East Mountainview Ave., Suite 501, Ellensburg, WA 98926.

All prospective Proposers should attend; however, attendance is not mandatory. The purpose of this conference is to provide Vendors an opportunity to address questions they may have concerning the RFP. Vendors are requested to pre-submit their questions in writing to the RFP Coordinator at their earliest opportunity prior to the conference. Verbal answers to additional Vendor questions at the time of the conference will be unofficial. Written responses to significant questions will be provided to participating Vendors within three (3) Business Days after the conference.

2.6 Mandatory Response Overview

The Proposers must complete a response to each mandatory section. Proposals may be disqualified for not completing proposal sections. Each mandatory Item is noted as **(M)**.

In response to each RFP requirement, Proposers must clearly state whether or not their solution meets the requirement by providing a detailed description of how the proposed solution will meet the requirement. The Proposer will be scored based on how well the Proposer meets WSDOT's requirements. Failure to meet an individual requirement will not be the basis for disqualification; however, failure to provide a response may be considered non-responsive and be the basis for disqualification of the proposal. A response of "not applicable" is a valid response.

2.7 Submission of Proposals

No faxed or emailed proposals will be accepted. The proposal, whether mailed or hand delivered, **must be received by WSDOT no later than the date and time identified in the Schedule (Section 2.2).** The proposal is to be sent to the RFP Coordinator at the address noted earlier in Section 2.1. The envelope should be clearly marked to the attention of the RFP Coordinator, who is WSDOT's sole point of contact for this procurement. The proposal shall be clearly marked Proposal for Intercity Bus Contract Omak to Ellensburg.

Proposers mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Proposers hand delivering proposals should allow time for traffic congestion. Proposers assume the risk for the method of delivery chosen. WSDOT assumes no responsibility for delays caused by any delivery service.

Late proposals will not be accepted and will be automatically disqualified from further consideration. Proposals not received by 12:00 p.m. Noon on the date specified in [Section 2.2](#) will not be acceptable based on time stamp.

The proposals must respond to the procurement requirements. The proposal must be complete and must stand on its own merits. Failure to respond to any portion of the procurement document may result in rejection of the proposal as non-responsive.

2.8 Proprietary Information/Public Disclosure

Materials submitted in response to this competitive procurement shall become the property of WSDOT.

All proposals received shall remain confidential until the contract, if any, resulting from this RFP, is signed by the authorized person and the apparent successful Proposer. All proposals shall be deemed to be a public record as defined in RCW 42.56.001 to 42.56.903, “Public Records.”

Any information in the proposal that the successful Proposer desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56.001 to 42.56.903 must be clearly designated. The particular exception from disclosure upon which the Proposer is making the claim and the RFP page it is found on must be identified. **Each page claimed to be exempt from disclosure must be clearly identified by the word “CONFIDENTIAL” printed on the lower right hand corner of the page.**

WSDOT will consider a Proposer’s request for exemption from disclosure; however, WSDOT will make a decision predicated upon Chapter 42.56 RCW and chapter 236-48-123 of the Washington Administrative Code. **Marking the entire proposal exempt from disclosure will not be honored and will be considered non-responsive and be disqualified for further consideration.** The Proposer must be reasonable in designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be made available until the affected Proposer has been given an opportunity to seek a court injunction against the requested disclosure.

2.9 Revisions to the RFP

In the event that it becomes necessary to revise any part of this RFP, an amendment will be provided to all Proposers.

The Proposer is instructed to disregard any oral representations it may have received. Proposal evaluation will be based on the material contained in the RFP and any amendments to the RFP that have been issued.

WSDOT reserves the right to revise the RFP and/or to issue amendment(s) to the RFP. For this purpose, the answers to questions that are submitted to the RFP Coordinator, together with other pertinent information, shall be provided as an amendment to the RFP.

WSDOT also reserves the right to cancel or to reissue the RFP in whole or in part, prior to the execution of a contract. In the event it becomes necessary to revise any part of the RFP,

an amendment will be provided to prospective Proposers that received this Request for Proposal or have made the RFP Coordinator aware of their interest in this procurement. In addition, all amendments will be posted to the WSDOT Administrative Services Contracts Office's website <http://www.wsdot.wa.gov/Business/Contracts/default.htm>

If a conflict exists between amendments, or between an amendment and the RFP, the document issued last shall take precedence.

It is incumbent upon each potential Proposer to carefully examine these requirements, terms and conditions. Should any potential Proposer find discrepancies, omissions or ambiguities in this RFP, the Proposer shall at once request, in writing, an interpretation from WSDOT's RFP Coordinator. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information shall be made to WSDOT's RFP Coordinator, in writing, (including facsimile and email transmissions), and as specified in [Section 2.2](#), Schedule of Procurement Activities.

2.10 Waivers

WSDOT reserves the right to waive specific terms and conditions contained in this RFP. It shall be understood by Proposers that the proposal is predicated upon acceptance of all terms and conditions contained in this RFP, unless the Proposer has obtained such a waiver in writing from WSDOT prior to submission of the proposal. Such a waiver, if contracted, will be contracted to all Proposers.

2.11 Payment Advances

The Constitution of the State of Washington prohibits payments in advance for anticipation of receipt of goods or services. Proposers are paid after services and products are delivered and accepted.

2.12 Conditional Sales Contract

The State may not enter into a conditional sales contract, unless the contract can be cancelled for non-allocation of funds by the legislature, with no penalty to the State.

2.13 Disadvantaged Business Enterprise Participation

Disadvantaged Business Enterprises (DBEs) include any business that is majority owned by a minority, women, veteran, or disabled persons.

Under the voluntary provisions, Proposers are encouraged to:

- 1) Advertise opportunities for subcontractors or suppliers in a manner reasonably designed to provide DBEs and other small businesses capable of performing the work with timely notice of such opportunities. All advertising should include a provision encouraging participation by DBE firms. Advertising may be done through general advertisement (e.g., newspapers, journals, etc.) or by soliciting bid/proposals directly from DBEs and other small businesses.
- 2) Provide DBEs and other small businesses that express interest with adequate and timely information about plans, specifications, and requirements of the contract. Break down total requirements into smaller tasks or quantities, where economically

feasible, in order to permit maximum opportunity for participation by DBEs and other small businesses.

- 3) Utilize the services of available minority community organizations, minority contractor groups, local minority assistance offices and organizations that provide assistance in the recruitment and placement of DBEs and other small businesses. WSDOT's DBE Supportive Services consultant, located at the Office of Minority and Women's Business Enterprises (OMWBE) may provide supportive services for the DBEs. Contact (360)753-9693.
- 4) Establish delivery schedules, where requirements of the contract permit, that encourage participation by DBE's and other small businesses.

The actions described in this section should supplement efforts to provide information to all qualified firms and nothing in this section is intended to prevent or discourage the Bidders/Proposes/Contractors from inviting proposals for participation from non-DBE firms as well as DBE firms.

2.14 Responsiveness

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

2.15 Minor Irregularities

WSDOT reserves the right to waive minor administrative irregularities contained in any Proposal such as typographical errors. Omissions, including but not limited to the required authorizing signature or entire sections or sub-sections will not be considered minor.

2.16 Most Favorable Terms

WSDOT reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the Proposer can offer. There will be no best and final offer procedure. WSDOT does reserve the right to contact a Proposer for clarification of its proposal during the evaluation process. In addition, if a proposal is selected, WSDOT reserves the right to enter into contract negotiations with the apparent successful Proposer, which may include discussion regarding the Proposer's approach to meeting the terms of the service contract. Contract negotiations may result in incorporation of some, or the Proposer's entire proposal. The Proposer should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. It is also understood that the proposal will become part of the official procurement file.

2.17 Costs to Propose

WSDOT will not be liable for any costs incurred by the Proposer in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.18 Independent Status of Vendor

In the performance of this Contract, the parties will be acting in their individual, corporate or governmental capacities and not as agents, employees, partners, joint ventures, or associates of one another. The parties intend that an independent contractor relationship will be created by this Contract. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever. Vendor shall not make any claim of right, privilege or benefit which would accrue to an employee under chapter 41.06 RCW or Title 51 RCW.

2.19 No Obligation to Contract

This RFP does not obligate the State of Washington or WSDOT to contract for services specified herein.

2.20 Rejection of Proposals

WSDOT reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.21 Commitment of Funds

The Secretary of WSDOT or his delegates are the only individuals who may legally commit WSDOT to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract. Completing this contract is dependent on funds being available to the state through Federal Transit Administration (FTA) 5311(f) program and the successful Proposer being eligible to receive such funds.

2.22 Single Proposer

In the event that only one proposal is received, WSDOT will conduct a cost and or price analysis of the proposal, and the Proposer, by applying, agrees to such analysis. A cost analysis is the process of examining the proposal and evaluating the separate cost elements. A price analysis through comparison to other similar awards must be based on an established or competitive price of the elements used in the comparison. The price comparison is to be made to the procurement of similar services and involving a similar scope of work. Where a difference exists, a detailed analysis must be made of this difference and costs attached to the application.

Any such analysis and the results shall not obligate WSDOT to accept such a single proposal, and WSDOT may reject such proposal at its sole discretion. In the event of such price or cost analysis, WSDOT shall have the right to extend the effective date of the proposal for up to 90 days.

2.23 Announcement of Apparent Successful Proposer

Proposers shall be notified by e-mail when the Evaluation Committee has determined the Apparent Successful Proposer. For the purpose of any subsequent actions, the date of announcement of the Apparent Successful Proposer shall be the date of the announcement letter.

2.24 Announcement of Unsuccessful Proposer(s)

A Proposer may be determined as unsuccessful during one or more of the evaluation steps as specified in [Section 10 – Evaluation and Contract Award](#).

Proposers who have been determined to be unsuccessful will be notified on the same date as the announcement of the Apparently Successful Proposer. For the purpose of any subsequent actions, the date of announcement of the unsuccessful Proposer shall be the same date as the announcement letter.

2.25 Optional Vendor Debriefing (30 Minutes)

Only Vendors who submit a Response may request an optional debriefing conference to discuss the evaluation of their Response. The requested debriefing conference must occur on or before the date specified in the *Schedule* (Section Error! Ref2.2.). The request must be in writing (fax or e-mail acceptable) addressed to the RFP Coordinator.

The optional debriefing will not include any comparison between the Response and any other Responses submitted. However, WSDOT will discuss the factors considered in the evaluation of the requesting the Response and address questions and concerns about Vendor's performance with regard to the solicitation requirements.

2.26 Complaints and Protests Procedures

Vendors who have submitted a Response to this solicitation and have had a debriefing conference may make protests. Upon completion of the debriefing conference, a Vendor is allowed five (5) Business Days to file a formal protest of the solicitation with the RFP Coordinator. Further information regarding the grounds for, filing and resolution of protests is contained in Exhibit F, Complaint and Protest Procedures.

3. MANDATORY PROPOSAL INSTRUCTIONS

3.1 Proposal Requirements

Proposer must provide all required information specified in this RFP. Proposals that do not provide all of the requested information and do not follow the required format shall be disqualified. Items marked “(M)” are mandatory and must be included as part of the proposal for the proposal to be considered responsive.

3.2 (M) Signatures

The Submittal Letter, Exhibit A – State Certifications and Assurances, Exhibit E – Proposer Business Reference Authorization, Exhibit G - Certification and Restrictions on Lobbying, and Exhibit H - Government-Wide Debarment and Suspension must be signed and dated in by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. **All required original signatures must be in blue ink only.**

3.3 (M) Letter of Submission

The Submittal Letter shall be on official Proposer letterhead, and signed by a person authorized to bind your organization to a contract. Your Submittal Letter must include the following in the order given:

- Proposer’s name
- Name and title of the Proposer’s authorized representative
- Address
- Telephone number
- Statement indicating as a condition of contract award, Proposer will provide proof of insurance from carrier
- Signed Exhibit A – State Certifications and Assurances Forms as attachments.
- Signed Exhibit G - Certification and Restrictions on Lobbying as attachments.
- Signed Exhibit H - Government-Wide Debarment and Suspension as attachments.
- Proposer’s Principal Officers (e.g., President, Vice President, Treasurer, Chairperson of the Board, partners, etc.).
 - Name
 - Title
 - Address
-

3.4 (M) Proposal Format

Proposals must be submitted on eight and one-half by eleven (8 ½” x 11”) paper with tabs separating the major sections of the proposal. The major sections are identified with a number in the order noted below. **Each proposal and copy must be bound by binder clips only.** The Proposal should be submitted in two (2) volumes containing what is listed below. This separation of documentation protects the integrity of the State’s evaluation process. No mention of the cost response may be made in Volume 1:

Volume 1:

Business References

- a. Exhibit E – Proposer Business Reference Authorization

Technical Proposal

- a. Business Development Plan
- b. Tasks and Performance Measures

Management Proposal

- a. Project Management
- b. Experience
- c. Employee Training and Safety Program
- d. Maintenance Break Down Plan
- e. Signage
- f. Radio and Dispatch Procedures
- g. Joint Ticketing and Interlining Plans

Best Value Statement

Volume 2:

Signed or Certified Letter of Submittal;

- a. Exhibit A – State Certifications and Assurances
- b. Exhibit G - Certification and Restrictions on Lobbying
- c. Exhibit H - Government-Wide Debarment and Suspension

Cost Proposal

- a. Exhibit D – Cost Proposal
- Financial and Business Requirements

Exhibit C– Contract General Terms and Conditions Exceptions (if applicable)

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators, but should also assist the Proposer in preparing a thorough response.

3.4.1 (M) Number of Copies

WSDOT prefers that vendors submit the following number of copies of each volume of their response.

6 hard copies and 1 CDROM of Response Volume 1

6 hard copies and 1 CDROM of Response Volume 2

1 copy of manuals, brochures, or other printed materials, if submitted. [Include any demonstration video, demo web site, etc.]



If a vendor does not wish to provide the number of requested copies due to financial constraints, WSDOT will accept a single hard copy, and electronic copy on cd, of the vendor's response. Vendors will not be penalized for responding in this way. (M) Response Presentation and Format Requirements.

3.5 Proposal Submission and Delivery

The proposal, whether mailed or hand delivered, must be received by the RFP Coordinator at the address specified in Section 2.1 no later than the date and time specified in Section 2.2. Late proposals shall not be accepted and shall automatically be disqualified from further consideration. The method of delivery shall be at your discretion and it shall be at your sole risk to assure delivery at the designated office. Faxed or e-mailed proposals will not be accepted and will be disqualified. See Section 2.1 for delivery address and instructions.

4 MANDATORY FINANCIAL/BUSINESS SECTION INSTRUCTION

4.1 Introduction

All items identified in Section 4 are mandatory. Proposers must provide all information requested in Section 4. Proposals that do not provide all of the requested information and do not follow the required format shall be disqualified. The section numbers and titles must be restated in Proposer's proposal.

This section will be scored on a pass/fail basis.

4.2 (M) Financial Information

The Proposer must provide all information requested in the exact order specified below.

4.2.1 (M) Financial Statements

The Proposer must provide the last two (2) years of comparative financial statements or annual reports with the name, address, and telephone number of a contact in the company's principal financing or banking organization.

4.2.2 (M) Alternatives for Non-Public Corporations

If the Proposer is not a publicly held corporation, it must comply with Section 4.2.1 by providing the following information:

4.2.2.1 (M) Business Description

Describe the proposing organization, including size, longevity, client base, areas of specialization, and expertise and any other pertinent information in such a manner that would enable proposal evaluators to determine the stability and financial strength of the organization.

4.2.2.2(M) Banking Reference

- 1) Provide a reference from the company's current bank.
- 2) Provide a credit rating and name the rating service.
- 3) Provide a credit rating report and the name of the service providing the report.

4.3 (M) Proposer Identification

The Proposer must provide all information requested in the exact order specified below.

1. Legal Name of the Proposer
2. Address (principal place of business)
3. Telephone Number
4. Federal Employee Identification Number
5. Legal Status (e.g., Corporation, partnership, etc.)
6. State licensed to operate in
7. Date established
8. Doing Business As (d.b.a.), if applicable

4.4 (M) Vendor Licensed to do Business in Washington

Within thirty (30) days of being identified as the Apparently Successful Vendor, Vendor must be licensed to conduct business in Washington, including registering with the Washington State Department of Revenue. The Vendor must collect and report all applicable taxes.

4.5 (M) Statewide Payee (SWV)

The Apparently Successful Vendor must agree to register with the Washington State as a Statewide Vendor within ten (10) Business Days of notification of contract award. If you do not have SWV number, you must indicate in your proposal to this section “<Vendor Name> confirms that we will register for a Statewide Vendor Number within ten (10) Business Days of notification of contract award”.

4.6 (M) Subcontracting

If any functions will be performed by a subcontractor (any person not in the full time employ of the Proposer), the Proposer must include the Subcontractor Name, Address, and description of work to be performed on a separate Microsoft Word 2000 or newer document labeled Exhibit J – Subcontractor Information. In addition, supply the subcontractor’s response to the information requested in the Sections 4.2 and 4.3 of this RFP. All subcontractors’ cost must be entered into a separate Exhibit J – Cost Proposal (please refer to [Section 8.1.2 – Subcontractor’s Cost Identification](#)). These documents must display the word "SUB-CONTRACTOR" in bold letters clearly printed across the top of the each page of the documents.

If any functions will not be performed by a subcontractor, Proposer must state “Not applicable” to this section in its proposal.

4.7 (M) Contract Terminations

If the Proposer, or any of its subcontractors, has had a contract terminated for default in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the Proposer’s non-performance or poor performance and the issue of performance was either; (a) not litigated due to inaction on the part of the Proposer; or (b) litigated and such litigation determined that the Proposer was in default.

Submit full details of the terms for default. Identify the other party, its name, address, and telephone number. Present the Proposer’s position on the matter. WSDOT will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the Proposer or any of its subcontractor(s) has experienced no such termination for default in the past five (5) years, indicate accordingly.

4.8 (M) Insurance

The Proposer must indicate in the submittal letter and as a condition of contract award, that they will provide proof of insurance from the Proposer’s insurance carrier outlining the extent of the Proposer’s liability coverage. Greyhound Lines, who provides the in-kind

match and is an integral partner with this project requires insurance coverage to \$1,000,000 as a requirement and condition as being a partner with this project.

The Proposer shall, at its own expense, obtain and keep in force full coverage insurance on the vehicles provided during the term of the contract. The Proposer shall furnish evidence to WSDOT within fifteen (15) calendar days of receipt of notice of award, in the form of a Certificate of Insurance, that insurance will be provided.

4.8.1 (M) Insurance Coverage

The Proposer shall at all times during the term of the contract carry and maintain insurance as defined herein. The Proposer must state and provide a certificate of coverage that it currently holds insurance that meets or exceeds the limits set forth in the Sample Contract or agree to acquire the necessary insurance within fifteen (15) calendar days of contract execution. WSDOT must be named as payee on vehicles that WSDOT holds title.

4.8.2(M) Additional Provisions

The required insurance policies shall include the following provisions:

1. **Additional Insured.** The State of Washington and all authorized contract users shall be specifically named as an additional insured or insured(s) on all policies. WSDOT must be named as payee on vehicles that WSDOT holds title. All policies shall be primary over any other valid and collectable insurance.
2. **Material Changes.** A forty-five (45) calendar day written notice shall be given to the State prior to termination of or any material change to the policy(ies) as it relates to this contract, provided that thirty (30) calendar days written notice shall be given for surplus line insurance cancellation for nonpayment of premiums. Such notice shall not be less than ten (10) calendar days prior to such date.
3. **Identification.** Policy must reference the State's contract number and name WSDOT.
4. **Insurance Carrier Rating.** An insurance company authorized to do business within the State of Washington shall issue the insurance required above. Insurance is to be placed with a carrier that has a Best's rating of A- or higher. The risk manager for the State of Washington must approve any exception.
5. **Excess Coverage.** The limits of all insurance required to be provided by the Proposer shall be no less than the minimum amounts specified. However, coverage in the amounts of these minimum limits shall not be construed to relieve the Proposer from liability in excess of such limits.

4.9(M) Certification of Proposal

Provide a signed copy of the "Certifications and Assurances" as Exhibit A to the Proposer's Proposal as specified in [Section 3.4 – Proposal Format](#). The form must be signed and dated **in blue ink only** by a person legally authorized to bind the Proposer. Each Proposer shall certify his or her preparation of the Proposal and stipulate in writing that the Proposal is valid for 120 calendar days after receipt by WSDOT.

4.10(M) Contracts with WSDOT

If the Proposer is currently under a Contract, or has contracted with WSDOT within the past twenty-four (24) months, provide the following information:

1. WSDOT Office/Location
2. Contract and/or Contract Identification (Number and/or Name)
3. Contract begin and end dates
4. Brief statement describing type of services provided

4.11(M) Former WSDOT Employees

If the Proposer employs, or has on their governing board as of the date of the Proposal, one or more Washington State Employees, those individuals must be identified. In addition, if the Proposer employs, or has on their governing board as of the date of the Proposal, one or more former (within the last two years) Washington State Employees, those individuals must be identified. If, following a review of this information, it is determined by the Evaluation Committee that a conflict of interest exists, the Proposer may be disqualified from further consideration.

Information must be provided in the order below for each Former WSDOT Employee identified.

1. Name of individual
2. State employment separation date
3. Title and/or Position within Proposer
4. Statement of responsibilities within Proposer
5. Washington State employing agency
6. Washington State job title and/or classification
7. Current status of Washington State employment
8. Washington State employment separation date

4.12(M) Contract and General Terms and Conditions

The apparent successful Proposer will be expected to enter into a contract that is substantially the same as the sample contract and its general terms and conditions attached as Exhibit C. In no event is a Proposer to submit its own standard contract terms and conditions in response to this solicitation. WSDOT will review requested exceptions and accept or reject the same at its sole discretion but **ONLY MINOR MODIFICATIONS AND/OR ADDITIONS** will be open to negotiation. A Proposer may submit changes to the content of the Contract as presented in Exhibit C. The Proposer must provide one of the two following statements here in this section:



“Proposer accepts the terms of the Intercity Bus Contract Omak to Ellensburg.”

or,

“Proposer accepts the terms of the Intercity Bus Contract Omak to Ellensburg.”
EXCEPT FOR those areas identified in an Exhibit to this RFP Proposal.”

All identified exceptions, modification, and/or additions shall be included as Exhibit K to the Proposal and clearly marked mandatory or proposed as set forth below in this section. Identify each proposed exception, modification, and/or addition in the following format:

1. State the page number of this RFP
2. State the Contract paragraph in full
3. State the proposed revised paragraph verbiage in full

The Proposer must clearly identify all submitted exceptions, modifications and/or additions as to one of two categories.

Mandatory: A Proposer submitting a mandatory exception, modification, and/or addition, is declaring that the change is a requirement within its proposal. If the change is not acceptable to WSDOT, then the Proposer does not want its proposal to be considered or evaluated by WSDOT.

Proposed: A Proposer submitting a proposed exception, modification and/or addition, is asking that WSDOT consider it, and if acceptable to WSDOT, include the proposed wording in any resulting Intercity Bus Contract.



5 (M) BUSINESS REFERENCES

5.1(M) Business Reference

Proposers must complete Exhibit E – Proposer Business Reference Authorization for each business reference in response to this section. At a minimum Proposer will list names, addresses, telephone numbers, and fax numbers/e-mail addresses of three business references for which work has been accomplished and briefly describe the type of service provided. Do not include current WSDOT staff as references. The Proposer may include contract references or separate business references.

6 (M) TECHNICAL PROPOSAL

6.1 Proposal Requirements

Proposer must provide all required information specified in this RFP. Proposals that do not provide all of the requested information and do not follow the required format shall be disqualified. Items marked “(M)” are mandatory and must be included as part of the proposal for the proposal to be considered responsive.

For Mandatory Scored (MS), the Response must always indicate explicitly whether or not the Vendor's proposed Service meet the requirement, and describe how the proposed Vendor’s Service will accomplish each requirement.

6.2 Introduction

This project is intended to provide service development funding to build a self-sustaining intercity fixed route bus service along the service route from Omak to Ellensburg. The proposed service routes shall be referred to by the route brand, the *Apple Line* (WSDOT reserves the right at its sole discretion to change the branded name of an individual bus route). The service route will be operated as an integrated part of the branded statewide *Travel Washington* intercity bus network.

The successful proposal will present the most effective delivery of intercity bus services with stops at the following locations:

Service Route: <i>Apple Line</i>
<input type="radio"/> Omak
<input type="radio"/> Okanogan
<input type="radio"/> Malott
<input type="radio"/> Brewster
<input type="radio"/> Pateros
<input type="radio"/> Chelan Falls
<input type="radio"/> Orondo
<input type="radio"/> Wenatchee
<input type="radio"/> Quincy
<input type="radio"/> George
<input type="radio"/> Ellensburg

The service along the *Apple Line* shall consist of one round trip per day. The service route shall operate 7 days a week with no service on Thanksgiving Day or Christmas Day. Subject to change.

***Please refer to Exhibit B for Service Route schedules.**

The Proposer must determine how best to deliver services meeting the predetermined stops and schedules. Once service begins, schedules may be altered to suit market demands, but all changes must be approved by WSDOT in writing prior to implementation.

WSDOT reserves the sole right to make a final determination regarding the service stops and schedules.

The Proposer must determine how they will coordinate with other transit providers that will be coordinating with *Apple Line* service. Project partners include, but are not limited to, Greyhound, Amtrak, Link Transit, Okanogan County Transportation and Nutrition, HopeSource, TranGo, [Grant Transit Authority](#), [People for People](#) and Northwest Stage Lines.

The Technical Proposal must contain a comprehensive description of services including the following elements:

6.3 (MS) Business Development Plan

Critical to the success of this project is a detailed business development plan. A business development plan should be based on a realistic assessment of each Proposer's ability to develop the service and deliver upon contract specifications. The successful Proposer's performance will in part be assessed based on this business plan. Proposers should take care to ensure that projected ridership growth and expenses are realistic and sustainable.

It is highly advisable, though not mandatory, for the successful Proposer to set-up a separate corporation specifically for this contract, i.e. with different operating budgets and financial accounting from other services offered by the parent organization. The costs associated with this business decision are not reimbursable by WSDOT.

The business plan, must directly address these core areas listed below. Include all project requirements, including but not limited to, the proposed tasks, services, and activities necessary to accomplish the scope of the project defined in this RFP. This section of the technical proposal must contain sufficient detail to convey the Proposer's knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of WSDOT staff.

1. Please tell us who your potential customers are and why, and under which circumstances they would want to utilize your services.
2. Please indicate how you intend to inform potential customers of your services. In specific, how will you market these services via:
 - 2.1. Website, which should include detailed schedule, route and pricing, ticketing and reservation information.
 - 2.2. Any advertising you intend to purchase, including print and broadcast media.
3. What specific strategies will you employ in order to build your services into a viable and sustainable transportation route?

4. Please describe specifically how you will sell tickets to a rider at any stop along your service route and beyond.
5. Explain your procedure for contracting with Greyhound Lines, Inc. in order to use their ticketing service.
6. Explain your procedure for handling ticketing
7. Describe how you intend to coordinate and collaborate with other regional transportation providers along the service corridor.
8. Provide anticipated ridership levels, as well as revenue and expenditure projections. WSDOT is looking for the minimum required subsidy per passenger trip. This can be accomplished via a combination of controlled expenses and development of ridership performance and growth. All Proposers are urged to be realistic in their performance forecasting, as the successful Proposer shall be held to the standards contained within its proposal. The Proposer's estimates will be used as baselines for determining performance evaluation.

In determining operating revenue, the applicant should include all passenger revenue derived from the project service, as well as any other amounts collected or received for providing contracted transportation services under the project for a twelve month period. Sources of operating revenue should include funds obtained through contracts, fares, advertising, and freight or parcel handling. Operating revenue shall also include any unrestricted federal, state or local funds received as a result of providing the project service

6.4 (MS) Tasks and Performance Measurements

Prior to service initiation, the selected Proposer must agree to the tasks listed below. Proposer must provide the following statement in its proposal to this section “<Proposer Name> **acknowledges the requirements listed in this section and agrees to complete them prior to service initiation if selected as the Apparent Successful Proposer.**”

1. Finalize service schedule, including all time points and submit to WSDOT for written approval.

This task must be completed two weeks before service initiation.

2. Obtain and maintain necessary temporary or permanent certificate/authority from the Washington Utilities and Transportation Commission (WUTC), in order to provide service as described in the scope of work.

This task must be completed within one week of contract execution.

3. Develop communication protocols with transportation partners, including but not limited to Greyhound, Amtrak, Link Transit, Okanogan County Transportation and Nutrition, HopeSource, TranGo, [Grant Transit Authority](#), [People for People](#) and Northwest Stage Lines. to insure passenger transfers and other coordination activities are possible.

This task must be completed within two weeks of contract execution.

4. Obtain Sponsored Membership in the National Bus Traffic Association as a Greyhound Lines, Inc sponsored carrier before service begins in order to interline successfully with other carriers. More information can be found at: <http://www.bustraffic.org/>

This task must be completed within one week of contract execution.

5. Apply to Greyhound Lines, to gain membership in their NBTS-National Bus Ticketing System or current system.

This task must be completed within one week of contract execution.

6. Obtain Federal Motor Carrier Safety Administration (FMCSA) authorization to enter into interlining agreements with Greyhound and other carriers connecting along the route. Because the Contractor will be connecting with an interstate carrier, they will fall under FMCSA authority and will be assigned a U.S. DOT number designating interstate authority.

This task must be completed within one week of contract execution.

7. Acquire and identify service vehicles that are compliant with all Federal Motor Vehicle Safety Standards and Americans with Disabilities Act requirements, including wheel chair accessibility.

Over the road coaches shall not have more than 250,000 miles or be more than seven (7) years old at the time those vehicles are first used in service. No over the road coach may be used in this service that has more than 1,000,000 miles on the chassis or exceeds 14 years of age.

Body-on-chassis vehicles shall not have more than 125,000 miles or be more than three (3) years old when first used in service. WSDOT owned body-on-chassis vehicles currently in service and acquired by the contractor will not be restricted from use under the 125,000 mile or three(3) years of age when first used requirement. No body-on-chassis vehicles may be used in this service that has more than 500,000 miles on chassis or exceeds 7 years of age.

For more on ADA requirements and procedures, review the information contained within this website: http://www.access.gpo.gov/nara/cfr/waisidx_03/49cfr38_03.html

Each vehicle operating along the service route must have a bike rack with the capacity to hold at least two bikes or must be able to store at least two bikes in baggage compartments.

Each vehicle operating this service shall have a seating capacity of no less than 15 Passenger plus two wheelchair positions.

Provide WSDOT with the following vehicle information:

- VIN
- Seating capacity
- Number of Wheelchair-mobility aid securement positions
- Current Chassis Mileage
- Chassis and Body manufacturer and model

- Maintenance schedule

Provide this information for any vehicles used as part of the contract, including back-up vehicles, and those that may be used by a subcontractor if they are operating part of the schedule.

This task must be completed three weeks before service initiation.

8. Develop a basic marketing plan including the following elements:
 - a. Promotion of *Apple Line* branding identities.
 - b. Strategy for partnering with other well-known service and information resources in and around the communities from Omak to Ellensburg.
 - c. Inventory of key information gatekeepers (those likely to have high interaction with intercity transportation user groups).
 - d. Inventory of organizations, agencies, or other entities who may be willing to pre-purchase ride passes on a routine basis.
 - e. Twelve-month marketing budget, including schedule of marketing activities and expenditures.
 - f. Provide how the service will offer bilingual support for service schedules and marketing materials.

This task must be completed three weeks before service initiation.

9. Develop and print service materials in addition to posting this information on a website. Provide schedule and route information and marketing materials to regional transportation partners.

This task must be completed three weeks before service initiation.

7 MANAGEMENT PROPOSAL

7.1 Proposal Requirements

Proposer must provide all required information specified in this RFP. Proposals that do not provide all of the requested information and do not follow the required format shall be disqualified. Items marked “(M)” are mandatory and must be included as part of the proposal for the proposal to be considered responsive.

For Mandatory Scored (MS), the Response must always indicate explicitly whether or not the Vendor's proposed Service meet the requirement, and describe how the proposed Vendor's Service will accomplish each requirement.

7.2 (MS) Project Management

7.2.1 (MS) Project Team Structure/Internal Controls

Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. It should also identify the WSDOT personnel the Proposer deems necessary to work with in order to be successful. Include who within the firm will have prime responsibility and final authority for the work, including contract work.

7.2.2 (MS) Project Oversight/Stakeholder Contributions

Explain how you will work with the various regional stakeholders to keep them informed of project progress. Stakeholders are intended to offer project oversight as well as support and assistance should a need arise.

7.2.3 (MS) Staff Qualifications/Experience

Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide résumés for the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. The Proposer must commit that staff identified in its proposal will actually perform the assigned work.

7.3 (MS) Experience of the Proposer

7.3.1 (MS) Experience Areas

Indicate the experience that the Proposer and any subcontractors have in the following areas:

- Providing scheduled fixed intercity transportation services

- Managing contracts, particularly contracts from the WSDOT or FTA
- Planning and implementing a successful business plan

7.3.2 (MS) Qualification Experience

Indicate other relevant experience providing evidence of the Proposer's qualifications, and those of any subcontractors, for the performance of the potential contract.

7.3.3 (MS) Contract Experience

Include a list of contracts the Proposer has had during the last two to five years that relate to the Proposer's ability to perform the services needed under this RFP. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses. Proposer must include in its response to this section "**<Proposer Name> contracts permission to WSDOT to independently contact the references at WSDOT's convenience.**"

7.4 (MS) Employee Training and Safety Program

The proposal shall clearly explain the Proposer's policy for maintaining employee training and safety programs. Explain how these programs meet or exceed FTA and WUTC policies and guidelines.

7.5 (MS) Maintenance and Break-down Plan

The proposal shall explain, in detail, their vehicle maintenance plan and their daily vehicle inspection plan. Explain how the maintenance program meets Federal Motor Carrier Safety Regulations and manufacturers recommendations.

The proposal shall explain, in detail, how the Proposer intends to maintain service levels, should a vehicle breakdown occur. The proposal should clearly explain how and with whom they intend to partner, should a breakdown occur, to ensure that passengers are swiftly transferred at any possible point along the service route and beyond --i.e. the customers can make it to their intended destination in a safe and timely manner, with the least inconvenience possible.

7.6 (MS) Signage

The proposal shall clearly explain the Proposer's procedure for signage on all buses. Explain how and when destination signs will be displayed, including the use of portable destination signs in the event of an electronic signage failure. See Exhibit I for requirements and examples.

7.7 (MS) Radio and Dispatch Procedures

The proposal shall clearly explain the Proposer's radio and dispatch procedures. Include an explanation of radio procedures when: the bus operator is running behind schedule, has a mechanical problem, must pass up passengers due to an overload, and when the bus operator has an incident on the bus including but not limited to --a fare dispute, argument



with a passenger, sick passenger, physical violence on the bus between passengers, or an assault on a passenger or the bus operator.

The proposal shall also clearly explain dispatch procedures, including hours of dispatcher operation and dispatcher responsibilities.

It is expected that all operators must be able to read and speak the English language sufficiently to converse with the general public, understand highway traffic signs and signals, understand street signs and maps, understand routes and schedules, communicate clearly with dispatch, and fill out incident and accident reports, and any other reports requested.

7.8 (MS) Joint Ticketing and Interlining Plans

The Proposer shall clearly explain how it plans to coordinate thruway/interline ticketing agreements with and between the various regional transportation agencies along the service route.

The Proposer shall also detail how it plans to sell thruway/interline tickets such as establishing ticket office or agents with and between various regional and intercity transportation agencies along the service route.

8 COST PROPOSAL

8.1 Proposal Requirements

Proposer must provide all required information specified in this RFP. Proposals that do not provide all of the requested information and do not follow the required format shall be disqualified. Items marked “(M)” are mandatory and must be included as part of the proposal for the proposal to be considered responsive.

8.2 (MS) Identification of Costs

All items in this section are marked “(M)” are mandatory and must be included as part of the proposal for the proposal to be considered responsive. Proposers must submit in response to this section the completed Exhibit D – Cost Proposal Worksheet. The Proposer must complete all fields highlighted in yellow. This completed worksheet must detail the fully allocated cost-per-mile including all the Operating and Capital expenses necessary to accomplish the tasks and deliverables under the awarded contract.

A fully allocated cost-per-mile will be required to be submitted on all invoices submitted to WSDOT for reimbursement.

8.2.1 (M) Additional Costs Identification

The Proposer must separately specify and price any additional costs not listed in Exhibit D - Cost Proposal on a separate worksheet. This worksheet must follow the same format as the Projected Expense Worksheet.

If the Proposer is not identifying any additional costs, the Proposer must state “Not applicable” to this section in its proposal.

8.2.2 (M) Subcontractor(s) Cost Identification

The Proposer must separately specify and price any subcontractor’s cost if applicable on a separate Exhibit D - Cost Proposal. This worksheet must follow the same format as the Projected Expense Worksheet and must display the word "SUB-CONTRACTOR" in bold letters clearly printed across the top of the each page of the documents.

If any functions will not be performed by a subcontractor, Proposer must state “Not applicable” to this section in its proposal.

8.3 Award Not Based On Price Alone

The evaluation process is designed to award this procurement not necessarily to the Vendor with the least cost, but rather to the Vendor whose proposal best meets the requirements of this RFP. The Proposer must indicate its acknowledgement of this requirement in their proposal.

8.4 (M) Taxes

Vendor will be required to collect and pay all taxes, if applicable. The Proposer must indicate their acknowledgement of this requirement in their proposal.



8.5 (M) DBE Costs

If Vendor and/or subcontractor(s) are certified by the Washington State Office of Minority and Women's Business Enterprises, the Vendor must set out in the Cost Proposal the portion to be paid to the certified DBE firms. Costs for subcontractors, which are not certified, are also to be broken out separately.



9 BEST VALUE TO WSDOT

9.1 (MS) Best Value

Proposer must describe in detail what value its service will provide to WSDOT, such as: the reliability of the proposed service, the benefit its service will provide to citizens in the area, the benefit its service will provide to transportation providers in the area, and how its service will enhance transportation in the area.

9.2 (MS) Scoring of Best Value

This section is worth 10 points and is an all or nothing category. Only one Proposer whose proposal is determined to be the Best Value will be awarded the 10 points.

10 EVALUATION AND CONTRACT AWARD

10.1 Evaluation Procedure

The evaluation process is designed to award this procurement not necessarily to the Proposer of least cost, but rather to the Proposer whose proposal best meets the requirements of this RFP. However, Proposers are encouraged to submit proposals that are consistent with State government efforts to conserve state resources.

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by WSDOT, which will evaluate the proposals.

A WSDOT evaluation team comprised of WSDOT staff and local stakeholder representatives will evaluate responses to the Request for Proposals. Stakeholders may include but are not limited to representatives of the local public transportation coalition, social service agencies, and connecting service providers. The evaluation/selection process will consist of an evaluation of the written proposal.

10.2 Clarification of Proposal

The RFP Coordinator may contact the Proposer for clarification of any portion of the Proposer's proposal.

10.3 Award Based On Multiple Factors

The evaluation process is designed to award the contract to the Proposer whose proposal best meets the requirements of this RFP. WSDOT Executive Management will make the final decision/selection after analysis of the proposals has been submitted.

10.4 Evaluation Weighting and Scoring

The following weighting and points will be assigned to the proposal for evaluation purposes:

Criteria	Score
RFP Mandatory Review	Pass/Fail
Financial and Business Requirements	Pass/Fail
Technical Proposal	45
Business Development Plan Tasks & Performance Measures	
Management Proposal	30
Project Management Insurability	

Experience	
Employee Training & Safety Program	
Maintenance Break Down Plan	
Signage	
Radio & Dispatch Procedures	
Joint Ticketing and Interlining Plan	
Cost Proposal	15
Exhibit D - Cost Proposal	
Best Value	10
This section scored all or nothing	
Total Points Possible	100

10.5 Cost Proposal Evaluation

The RFP Coordinator will calculate the scores for each Cost Proposal Exhibit D. Using the following Evaluation Formula.

$\frac{\text{Lowest Cost Proposal}}{\text{Vendor's Cost Proposal}} \times 15 \text{ points} = \text{Cost Proposal Score}$

10.6 Total Score

Vendors will be ranked using the Vendor's Total Score for its Response, with the highest score ranked first and the next highest score ranked second, and so forth. Vendor's Total Score will be calculated as follows:

$$\text{Total Score} = (\text{Technical Proposal Score}) + (\text{Management Proposal Score}) + (\text{Cost Proposal}) + (\text{Best Value})$$

10.7 Selection of Apparently Successful Proposer(ASP)

The Proposer with the highest total score will be declared the ASP. WSDOT will enter into the Contract with the ASP. Should the ASP not execute the contract within 15 Business Days of notification, WSDOT may immediately declare the Proposer with the second highest score as the new ASP and enter into the Contract with that Vendor. This process will continue until the Contract is signed or no qualified Proposer s remain.

Exhibit A_ State Certifications and Assurances

Posted separately in WEBS and on the WSDOT Web site

Exhibit B_Service Schedules

Posted separately in WEBS and on the WSDOT Web site



Exhibit C_Sample Contract

Posted separately in WEBS and on the WSDOT Web site

Exhibit D _ Cost Proposal Worksheet

Posted separately in WEBS and on the WSDOT Web site



Exhibit E _Proposer Business Reference Form

Posted separately in WEBS and on the WSDOT Web site

Exhibit F_Complaint and Protest

Posted separately in WEBS and on the WSDOT Web site

EXHIBIT G – CERTIFICATION AND RESTRICTIONS ON LOBBYING

Posted separately in WEBS and on the WSDOT Web site

Exhibit H - Government-Wide Debarment and Suspension

Posted separately in WEBS and on the WSDOT Web site

Exhibit I – Signage Specification and Graphic Examples

Posted separately in WEBS and on the WSDOT Web site