

**MID-OHIO REGIONAL PLANNING COMMISSION  
REQUEST FOR PROPOSALS (RFP):  
Short North Late Night Parking Shuttle Pilot**

**DATE OF ISSUE:** November 26, 2018, and Amended December 3, 2018

**DEADLINE:** December 13, 2018

**BACKGROUND:**

The Short North Arts District of Columbus is experiencing significant growth and development both along the High Street corridor and within the overall neighborhood. This growth and development has applied pressure to existing parking and transportation infrastructure and requires the District to look at additional mobility options to support access to businesses and employment.

The Short North Parking Plan, to begin January 22, 2019, will implement a consistent parking management strategy across the entire district and the nearby Weinland Park area (Figure 1). This plan will limit the parking within the district available to Short North employees to allow for patrons of their businesses to have more parking options.

Complementing the Short North Parking Plan will be the Short North Late Night Parking Shuttle (Shuttle) that will operate on a circuit on N. High Street from King Ave. to Nationwide between 10:00 p.m. and 3:00 a.m. Monday through Saturday. The circuit of the Shuttle will roughly follow the north and south boundaries of the Short North Special Improvement District (Figure 2). Existing transportation exists to help facilitate employees' inbound and outbound trips during the day, however fewer safe and reliable options currently exist to support employees who have shifts that start or end during these late night hours. The Shuttle will be a free service option to transport workers safely to existing, underutilized parking supply in the Downtown area that will be available at discounted rates. Additional goals for the Shuttle are for this to serve as a tool to attract and retain employees in the Short North, to increase awareness of additional mobility options, and to provide employers and employees with alternative modes of transportation.

This RFP seeks an operator for the Shuttle service.

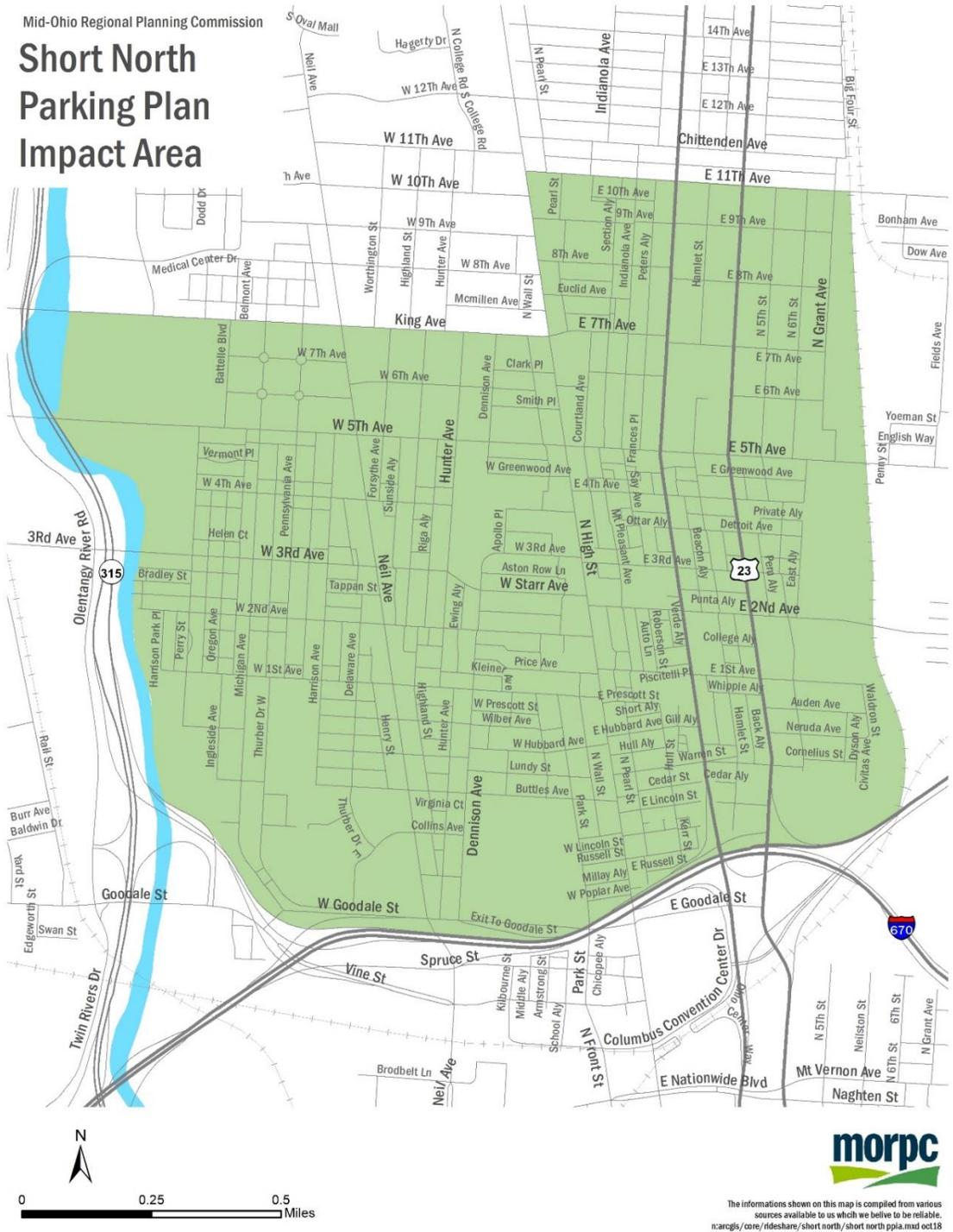


Figure 1: Short North Parking Plan Impact Area

The information shown on this map is compiled from various sources available to us which we believe to be reliable.  
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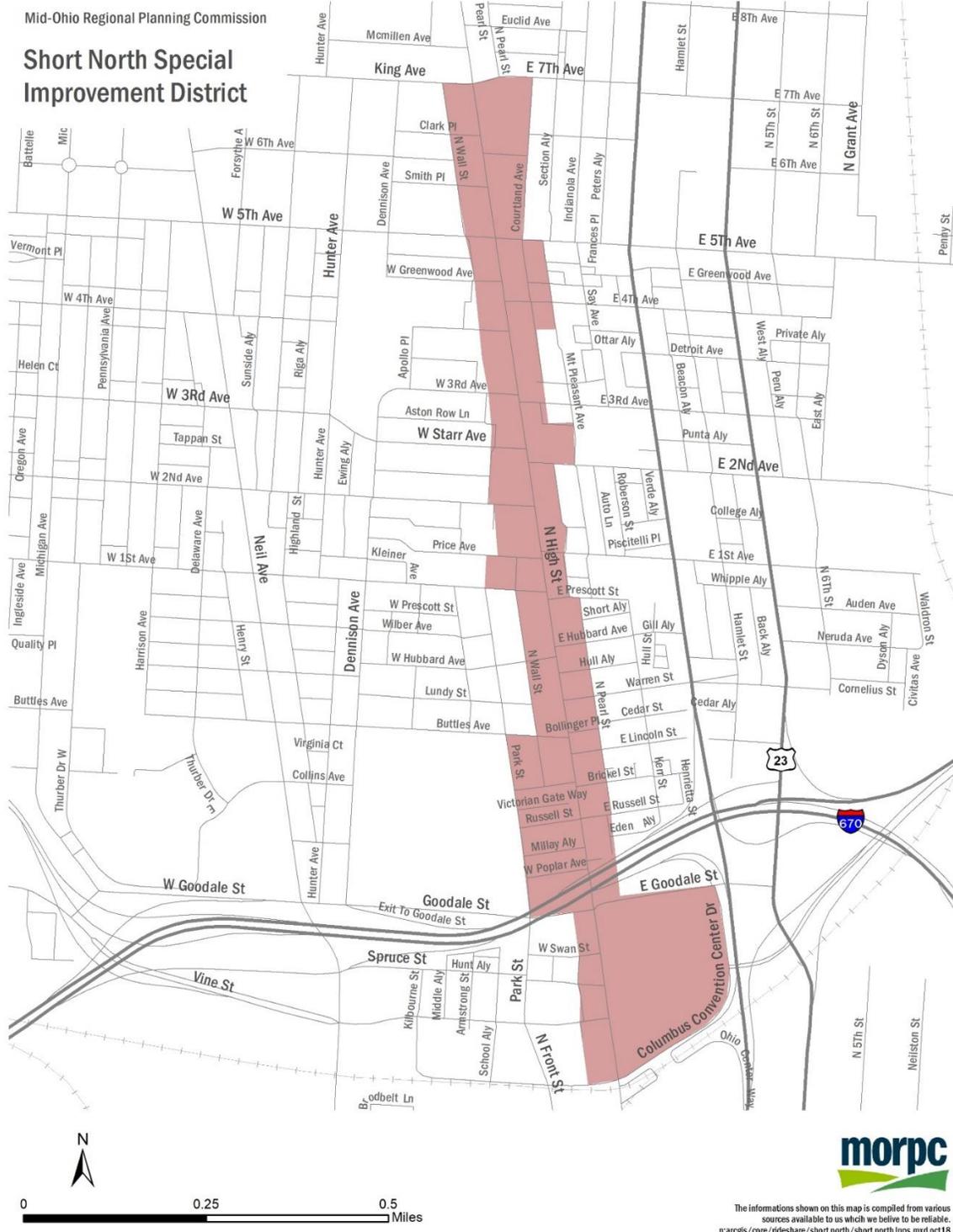


Figure 2: Short North Special Improvement District

**SCOPE OF SERVICES:**

The operator must be able to provide the following minimum requirements for the Short North Late Night Parking Shuttle (Shuttle):

- **Length of Term**

The Shuttle must begin January 22, 2019 and continue for one year ending January 22, 2020.

- **Hours of Operation**

The Shuttle must operate six (6) days a week (Monday thru Saturday) from 10pm-3am including all holidays.

- **Route**

The Shuttle must provide users the ability to make on demand stops on High Street between King Avenue to the north and Nationwide Boulevard to the south. If at any time High Street is closed the operator must provide an alternative on demand route encompassing these service boundaries.

The route must include an anticipated final destination at the LeVeque Tower Parking Garage located at the intersection of Front Street and Gay Street in Downtown Columbus. The operator will be expected to complete an agreement with the parking garage owner to allow the Shuttle vehicle to enter the lower level of the garage for passenger drop-off. If there is an event or other issue that means the LeVeque Tower Parking Garage is not available on a specific date, the operator must be able to communicate any garage changes to the Shuttle users and identify an alternative garage/area in coordination with the Short North Alliance.

In the event that the Short North Alliance does not finalize or maintain an ongoing agreement with the LeVeque Tower Parking Garage for this program, another garage in close vicinity will be utilized.

Preference will be provided for vendors that include a proposal option for on demand pickups at each employee's place or work, in contrast to a limited number of set stop locations (e.g. stops each block). Proposers that can provide this option should provide cost estimates for both set stop and individualized on-demand stop services.

For any type of service proposed (set stop or individualized on-demand stops), wait time for any pick-ups should not exceed 20 minutes during normal service conditions. Preference will be provided to offerors that can offer wait times less than 20 minutes by increasing frequency and/or the number of active vehicles while remaining within the estimated budget capacity.

- **Access**

The operator must provide a secure, on demand method of requesting and boarding the shuttle in the form of a mobile application. This mobile application will include a

function that confirms that riders are a part of the eligible population. Preference will be provided to vendors that include an option for individuals who do not have access to a smart phone. Alternative access methods may be proposed to similarly meet the needs of the users and the program.

The operator must communicate with users the time and location estimations based on dynamic scheduling. This may be in the form of shuttle tracking.

- **Vehicle**

The operator shall provide vehicle(s) that are maintained in a state of safe, clean, and good mechanical repair during the entirety of the Shuttle program.

The operator must provide a plan that addresses ADA needs of users. Vehicle size and quantity should be sufficient to manage user demand without delays for users.

- **Security**

The operator must provide a safe, secure, and reliable service to users.

The operator must provide a service that ensures that only eligible individuals are requesting and boarding the Shuttle. Preference will be provided to vendors who include an option that has an option for those who do not have a smart phone.

The operator will provide a list to the Short North Alliance to distribute to associated businesses that will review employee eligibility. The operator must be able to remove and add users from eligibility as communicated by MORPC through the Short North Alliance's eligibility verification coordination with businesses.

- **Data**

On a weekly basis and at the request of MORPC, the operator must be able to provide trip-level ridership and utilization data of the Short North employee shuttle users that includes, at a minimum, the following: user name, employer, request time, pick-up time and location, drop-off time and location. This data must be made accessible to program partners subject to the execution of appropriate data sharing and privacy agreements.

- **Customer Service**

The operator must provide service option for users to contact during the days of operation, six days a week for customer service.

**PROPOSAL REQUIREMENTS:**

The minimum requirements listed in each category of the **Scope of Services** should be addressed in the proposal response. Proposals should include the following in the order outlined or proposals may be rejected:

- > Operator Information
  - Provide background on the operator including names and background of key members of the organization. Be sure to include specific information on the main point of contact that MORPC and the Short North Alliance will interact with on a regular basis.
  - The proposal must identify the key persons managing the Shuttle operation and contact information.
  
- > Description of Past Experience
  - The description should detail any past/ongoing operations or projects of similar scope operated by the proposer.
  
- > Scope of Services Required
  - Describe the service to be provided, including the required scope items detailed in the Scope of Services section of this document. The response organization should be based on organization found in the Scope of Services section.
  
- > Cost Proposal
  - Detail all costs for these proposed services. If the proposer is able to provide on-demand individualized stops, provide detailed costs for both set stop and individualized stop options.
  
- > References
  - Provide references from at least three (3) agencies for which the offerer has provided comparable services found in the scope of services.

**BUDGET:**

This 52 week pilot is budgeted at an amount not to exceed \$80,000.

**SUBMITTAL REQUIREMENTS:**

Offerors shall submit responses to all items stated in **Proposal Requirements**. The complete proposal shall be submitted in response to this RFP. Respondents cannot respond to individual sections of the RFP. Individual responses will not be reviewed.

Proposals shall be limited to twenty (20) pages and include a cover page (which does not count toward the page limit). The cover page of the submittal shall include the name, address,

and phone number of the individual(s) to contact regarding the proposal. All proposals shall be submitted electronically.

The offeror is required to indicate the designated contact in the proposal and include the name, address, phone number(s) and email address of that individual.

Proposals shall be received electronically, via email, no later than 1:00 p.m. EST on 12/13/2018. Responses shall be submitted to [apetrella@morpc.org](mailto:apetrella@morpc.org). Late proposals will not be considered under any circumstances.

Failure to provide all required submittals in completed form may result in a proposal being deemed non-responsive and excluded from further consideration by MORPC. Proposals must be neat, complete, and fully address all information specified in the Proposal Requirements.

For information concerning questions, procedures and regulations, interested parties must contact [apetrella@morpc.org](mailto:apetrella@morpc.org). All questions shall be submitted via email no later than 3:00 p.m. EST on 12/5/2018.

The Mid-Ohio Regional Planning Commission in accordance with the Title VI of the Civil Rights Act of 1964 and the related nondiscrimination statutes, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Small, minority-owned, or woman-owned businesses are strongly encouraged to apply.

Neither MORPC nor any member agency of the Committee shall be liable for any costs incurred by the consultant in response to this RFP, or any costs incurred in connection with any discussions, correspondence or attendance at interviews or negotiation sessions.

All materials submitted in response to this RFP shall become the property of MORPC and may be returned only at MORPC's option.

All materials received shall be considered public information and shall be open to public inspection.

**PROPOSAL EVALUATION:**

Proposals will be evaluated based on the overall best value to MORPC based on the criteria set out in this RFP or otherwise reasonably considered relevant. Proposals should present information in a straightforward and concise manner while providing complete and detailed descriptions of the Offeror’s abilities to meet the requirements of this RFP. Based upon the following criteria, MORPC will assign a total point value for each proposal. An award may be made based upon the initial point assignments or a short list of respondents may be invited to participate in a second round of evaluation and/or a solution demonstration.

Proposals must fully address the evaluation factors, contain complete technical submittals, references and data to verify qualifications and experience. Proposals without sufficient submittal data to provide a complete evaluation will be considered non-responsive.

All proposals will be reviewed for compliance with specifications including documented capability to perform the prescribed work in a satisfactory manner. Proposals deemed responsive will be evaluated on a point system (0-100 points, with 100 being the best possible score) in accordance with the following:

| <b>Criteria</b>  | <b>Maximum Points</b> |
|--|-----------------------|
| Past experience of the offeror to perform the required service | 15 points             |
| Qualifications and experience of offeror and key staff         | 20 point              |
| Quality and feasibility of the offeror’s technical proposal    | 50 points             |
| Cost of the offeror’s proposal                                 | 15 points             |

**EVALUATION COMMITTEE:**

The committee will conduct the evaluation of proposals and reserves the right to reject any and all proposals in whole or in part received in response to this request. The committee may waive minor defects which are not material when no prejudice will result to the rights of any other consultants or to the public.

The second step may include oral presentations. Depending upon the relative merits of the proposals, two or three of the consultants may be invited to give an oral presentation and respond to questions from an interview panel.

**SELECTION AND NEGOTIATIONS**

Based on the evaluation of the proposals, the most qualified consultant will be selected. If negotiation with the highest ranked consultant fails to result in a mutually acceptable agreement, MORPC will notify that firm in writing of the termination of negotiations. The next highest ranked consultant, as determined by the earlier technical proposal evaluation, will

then be invited to enter into negotiations with MORPC. If negotiations again fail, the same procedure shall be followed, with each next most qualified firm until a contract has been negotiated. If the remaining proposals are considered not to be qualified, the notification and selection processes will be repeated.

## **PROPOSAL TERMS AND CONDITIONS:**

MORPC reserves the unilateral right to amend this RFP in writing at any time. MORPC also reserves the right to cancel or reissue the RFP at its sole discretion. Additionally, MORPC may seek clarification or additional information from offerors. All offerors shall verify if any addendum for this project has been issued by MORPC and shall respond to the final written RFP and any exhibits, attachments and amendments. It is the offeror's responsibility to ensure that all requirements of contract addendum are included in their submittal. This RFP does not commit MORPC to sign an agreement, award a contract, or to pay any costs incurred in the preparation of a response to this RFP. All documents, conversations, correspondence, etc. with MORPC are subject to the laws and regulations that govern MORPC. All proposals submitted in response to this RFP become the property of MORPC and public records, and as such may be subject to public review. MORPC reserves the right to reject any or all proposals and the right to waive minor irregularities in any proposals. Waiver of one irregularity does not constitute waiver of any other irregularities.

### Evaluation of Proposal Compliance with Specifications

Understanding that no consultant may completely meet all requirements of the specifications, MORPC reserves the sole right to determine whether a proposal substantially complies with the specifications; accept, negotiate modifications to, or reject the terms of any proposal; and waive the right to accept a part, or parts, of a proposal, unless otherwise restricted in the proposal.

### Modification and/or Withdrawal of Proposals

Modifications of a submitted proposal must be received by the designated due date specified. Withdrawal of proposals will be allowed only in those cases in which a written request to withdraw a Proposal is received by MORPC prior to the date and hour for receiving and opening Proposals. In such case, same will be returned to consultant unopened.

### Offeror Qualifications

MORPC may require all proposers to submit evidence of qualifications, and may consider any evidence of the financial, technical, and other qualifications and abilities. MORPC will not award a contract to an offeror who, in its opinion, is not fully qualified on the basis of financial resources and responsibility, possession of adequate equipment, personnel, experience, and past record of performance to perform the obligation to be undertaken competently and without delay.

Award of Contract

Each consultant acknowledges that MORPC will use its discretion and judgment in making the final decision and further acknowledges that no claim by the consultant will arise in any way relating to the exercise of that judgment by MORPC. MORPC reserves the right to accept the Proposal deemed to be in the best interest of MORPC or to reject any and all Proposals.

MORPC's Executive Director is the only individual who may legally commit MORPC to the expenditure of public funds. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or a specific, written authorization to proceed.

**ESTIMATED SCHEDULE:**

| <b>Scheduled Item</b>                          | <b>Date</b> |
|--|-------------|
| Release of RFP                                 | 11/26/2018  |
| Questions Submission Deadline                  | 12/05/2018  |
| Proposal Submission Deadline                   | 12/13/2018  |
| Selection and Contract Negotiation (Tentative) | 12/27/2018  |
| Contract Awarded (Tentative)                   | 1/9/2019    |
| Service Begins                                 | 1/22/2019   |

**MORPC STATEMENTS ON DIVERSITY AND INCLUSION**

Equal Opportunity

The offerer agrees that it will not discriminate against any employee, applicant for employment, or sub-contractor and that it will take affirmative action to insure that employees, applicants and sub-contractors are treated equally during employment without regard to race, color, sex, gender identification, creed, religion, ancestry, national origin, sexual orientation, disability, genetic information, age, marital/familial status, military status (past, present, or future), limited English proficiency, or status with regard to public assistance.

Disadvantaged Vendors

Disadvantaged Vendors shall have the maximum opportunity to participate in the performance of contracts financed under this solicitation. In this regard, all proposers shall take all necessary and reasonable steps to ensure that minority vendors have the maximum opportunity to compete for and perform any subcontracts. Also, proposing firms are encouraged to notify MORPC if they meet one of the disadvantaged vendor designations, such as Minority Business Enterprise (MBE), Small Business Enterprise (SBE), or Women-owned Business Enterprise (WBE).

## **CONTRACTING REQUIREMENTS**

The following are not part of the proposal requirements but will be requirements in the contract in addition to other contractual requirements.

### Cancellation

MORPC reserves the right to cancel any contract for failure or refusal of performance, fraud, deceit, misrepresentation, collusion, or any other misconduct on the part of the consultant.

### Unresolved Finding for Recovery

The selected consultant affirmatively represents and warrants to MORPC that it is not subject to a finding for recovery under ORC 9.24 or that it has taken appropriate remedial steps required under ORC 9.24 or otherwise qualifies under that section. The consultant agrees that if this representation or warranty is deemed to be false, the agreement shall be void *ab initio* as between the parties to this agreement, and any funds paid by MORPC to the consultant hereunder shall be repaid to MORPC immediately, or an action for recovery may be commenced immediately by MORPC for recovery of said funds.

### Covenants of Offeror

The consultant will be required to covenant and warrant the following:

- a) Offeror is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contract, supported in whole or in part by the funding sources for this project;
- b) Offeror has not within a three (3) year period had one or more public transactions terminated for cause or default.