



NOTICE - CITY OF NOVI

CITY OF NOVI TRANSIT SERVICES

REQUEST FOR PROPOSALS (RFP)

Mayor and Council – 12/7/23

Please see the quasi-RFP that was sent to WOTA, People's Express, and SMART regarding the potential service delivery throughout the [City](#). It is our thought we'd bring the findings back to Council at some point in January.

- Victor

This RFP is issued by the Purchasing Office of the City of Novi.

IMPORTANT DATES

RFP Issue Date

December 6, 2023

Last Date for Questions

Friday, December 15, 2:00 PM

Submit questions via email to:

Ezekiel Chojnacki, GMA

echojnacki@cityofnovi.org

Response Due Date

Friday, December 22, 2023, 5:00 PM

Deliver to:

Victor Cardenas, City Manager

via email at vcardenas@cityofnovi.org

DESCRIPTION:

The City of Novi is seeking to identify a transit provider to provide service within the City limits, in accordance with Oakland County's Transit Service contract. While the City understands that Oakland County is the governmental body that is responsible for entering into an agreement to provide transit services within the City, the County has asked the City for input on which providers are best suited to provide transit services to the City of Novi and its resident and businesses. This RFP seeks to assemble information from interested providers to allow the City to choose a provider (or providers) and thereafter make appropriate arrangements with the County to secure their services as part of Oakland County's transit program.

INSTRUCTIONS

QUESTIONS

Please email all questions to the staff member listed above. Please write the name of the RFP in the subject line.

TYPE OF CONTRACT

The City does not expect to enter into a contract directly with the provider. Oakland County may enter into a contract with the provider (or providers) on the basis of the information received in response to this Request for Proposals and the City's evaluation thereof.

PROPOSAL SUBMITTALS

Provide your proposal via email to vcardenas@cityofnovi.org.

RESPONSIVE PROPOSALS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. Accordingly, the City reserves the right to declare a bid as non-responsive and reject an incomplete proposal if material information requested is not furnished or where indirect or incomplete answers or information is not provided.

SELECTION PROCESS

This document is a Request for Proposals. It differs from an Invitation to Bid in that the City is seeking a solution as described herein and not a bid meeting firm specifications for the lowest price. As such, the lowest cost of service will not guarantee a positive recommendation or evaluation by the City to Oakland County. Proposals will be evaluated based on criteria formulated around the most important features of the service. A provider's qualifications, experience, capacity, and methodology may be overriding factors, and cost may not be determinative. The proposal evaluation criteria should be viewed as standards that measure how well a potential contractor's approach meets the desired requirements of the City. The criteria that will be used and considered in the evaluation for the award are set forth in this document. The City will thoroughly review all proposals received. The proposals will be opened at the same time following the response date and time noted above, and evaluated contemporaneously.

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated by the Qualifications Based Selection (QBS) process Qualifications using the following criteria:

1. Timeline and scope of implementation.
2. Qualifications and experience of personnel and firm.
3. References from past and present clients.
4. Ability to incorporate existing infrastructure and personnel.
5. Pricing structure.
6. Reporting ability.

GENERAL CONDITIONS

TRANSFER OF CONTRACT/SUBCONTRACTING

Because of the nature of the services contemplated, the City will expect that the responding providers will not be permitted to assign, transfer, convert or otherwise dispose of the resulting contract with Oakland County to any other person, company or corporation without the expressed written consent of the City of Novi on terms and conditions authorized by the City.

DISCLOSURE

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976, known as the "Freedom of Information Act." This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this RFP is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward and concise description of the contractor's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point-by-point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by proposers prior to the issuance of a contract.



CITY OF NOVI
CITY OF NOVI TRANSIT SERVICES

PROPOSAL FORM

Responding providers shall provide the following information, either by use of this form or through the submission of information containing all of the following information in a form of their own creation:

Brief Organizational History: _____

Offered Services: _____

Timeline of Implementation:

STEP	Time to Reach Implementation

Days and Hours of Operation:

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Start							
End							

Fares Proposal:

Type of Fare	Cost of Fare

Vehicles:

Type of Vehicle	Number in Use

Current Dispatch/Reservation Method: _____

Please expound upon the software utilized to efficiently and effectively collect passengers and transport them to their desired destination(s)?

Are you willing to Take on Novi's Existing Fleet? (Circle one)

Drivers: **Yes** **No**

Dispatchers: **Yes** **No**

Vehicles: **Yes** **No**

What Portions of the City Would Your Service Cover: _____

Do you offer service for... (Circle one)

Citizens with Disabilities:	Yes	No
Paratransit:	Yes	No
Seniors:	Yes	No

How and How Often will Transit Data be Reported: _____

Please provide examples of your ridership reports.

COMMENTS: _____

REFERENCES: Please provide at least three client (3) references for projects of similar scope done in the last 3 years.

Company _____
Address _____
Phone _____ Contact name _____

Company _____
Address _____
Phone _____ Contact name _____

Company _____
Address _____
Phone _____ Contact name _____

THIS PROPOSAL SUBMITTED BY:

Company (Legal Registration) _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Representative's Name _____

Representative's Title _____

Authorized Signature _____

E-mail _____

Date _____