

**PRE-PROPOSAL MEETING:
FLORENCE/EUGENE
PILOT BUS ROUTE
OPERATOR
2019-2021**

LANE COUNCIL OF GOVERNMENTS
November 18, 2019
4:00 p.m.



PURPOSE AND AGENDA

Purpose: To familiarize interested Contractors with the requirements of the solicitation and to respond to any questions or concerns.

Agenda:

- Introductions and General Housekeeping
- The Procurement Process
- General Overview of Statement of Work
- Questions and Answers



PROCUREMENT SCHEDULE

- Inquiries Due: November 25, 2019 5:00 p.m. Pacific Time
- LCOG Response Posted By: November 27, 2019 5:00 p.m. Pacific Time
- Proposals Due: December 12, 2019 11:00 a.m. Pacific Time
- Notice of Intent to Award: January 3, 2019



PROCUREMENT: Things You Need to Know

- Accessing the Documents: Lane Council of Government's (LCOG) website: <http://www.lcog.org/1086/RFP-FlorenceEugene-Pilot-Bus-Route>
- Restrictions on Communication: All official communications to and from LCOG should be transmitted via email to KClarke@lcog.org. Oral communications regarding this solicitation shall not be considered official communication. LCOG is not responsible for and will not be legally bound by any oral statements made by its employees regarding any solicitation.



PROCUREMENT: Standard for Award

In selecting the qualified firm, LCOG will evaluate proposals based on the following Evaluation Criteria:

- Capacity to Perform Work (40 points)
 - Work efficiently and within reasonable time constraints.
 - Ability to perform necessary work under the contract.
 - Ability to provide services within the overall project budget.
- Professional Qualifications (40 points)
 - Including specialized experience and technical competence, necessary to satisfactory performance of the required services as described in the Scope of Work.
- Price (10 points)
- References (10 points)



PROCUREMENT: Proposal Requirements

Proposal Requirements can be found in the Scope and Instructions document on this page: <http://www.lcog.org/1086/RFP-FlorenceEugene-Pilot-Bus-Route>

Requirements can be found in Section 4: Proposal Contents on pages 5-6.

Please note: To be eligible for evaluation as a complete, responsive submittal to this solicitation, any and all Proposals submitted to LCOG must contain all of the documents, properly signed (as required), fully completed, and arranged in order indicated in the solicitation.

Please limit marketing materials.



PROJECT Statement of Work

Intended Project Outcome:

To select a vendor that offers a high standard of consistent performance to the communities along this route.



PROJECT OVERVIEW: Service Considerations

- Distance between Florence and Eugene: approximately 60 miles
- Contractor will work with project partners to determine route stops and schedule
- Proposal is to run 2 to 3 daily round-trip routes, 7 days per week
- Due to road conditions on Hwy. 126, stops in between towns may be limited or nonexistent
- Funding is secured through June 20, 2020; service will be extended through February 2022 pending funding
- Bus for operations is owned by the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians



PROCUREMENT: Scope of Work

- 2 to 3 roundtrip routes, seven days per week
- Perform work based on schedule provided by LCOG
- Responsible for collecting fares from customers upon boarding
- Work will be performed with a high level of customer service and road safety
- Conduct pre- and post-trip vehicle assessments and arrange for regular preventative maintenance



PROCUREMENT: Scope of Work

- Tally customers upon boarding for customer count.
- Produce monthly reports detailing passenger counts, farebox revenue, vehicle maintenance costs, etc. Contractor will also be responsible for providing reports as required by Oregon Department of Transportation (ODOT) and the National Transportation Database (NTD).
- Report any service disruptions, passenger injuries, or liability issues to the Contract Manager.



QUESTIONS

- We will answer any questions you have today, but you should submit all questions to Kelly Clarke at Kclarke@lcog.org for official responses.
- A copy of this PowerPoint presentation and an Attendee Sign-In Sheet will be uploaded to the LCOG website by 5:00 p.m. on November 19, 2019.

