AGENDA

MASS TRANSIT COMMISSION
MONDAY MAY 23, 2016
MONONA CITY HALL
6:30 P.M.

1. Call To Order

2. Roll Call

3. Approval of Minutes of April 20, 2016

4. Appearances

5. Unfinished Business

   A. Review of Ridership Report April 2016
   B. Update of Transit System and Transit Study for 2016
   C. Review Transit RFP for 2017-21

6. New Business

   None

7. Adjournment

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Marc Houtakker at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399.

The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business.

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

MH

MASS TRANSIT COMMISSION MINUTES
APRIL 20, 2016

The regular meeting of the Mass Transit Commission for the City of Monona was called to order by Chairman Speight at 6:30 p.m.

Present: Chairman Speight, Co-Chairman Mary O'Connor, Doug Pahl, Jim Keck and Andrew Petro

Absent: None

Also Present: Finance Director Marc Houtakker

APPROVAL OF MINUTES

A motion by Mr. Keck seconded by Mr. Pahl, to approve the minutes of April 20, 2016 as amended, was carried

APPEARANCES

None

UNFINISHED BUSINESS

Finance Director Houtakker updated the commission on the ridership report. The ridership report was updated for February and March 2016. Finance Director noted the ridership increased to the same months last year. The Monona Express increased by 28 riders in February and 134 riders in March. The morning loop 1 for the Monona Express is still averaging 1 rider per day. The Commission talked about if we still needed this loop. The Monona lift had a decrease in 99 riders since January 2016, compared to last year. Finance Director noted ridership dropped when the new routes and times changes in 2014.

City Administrator April Little updated the Commission on the Transit system and the Transit study. City Administrator Little updated the Commission on various ideas to use the County grant funding. The Commission talked about using the funding for new stop signs, bus stop, bike rakes and etc. The Commission talked about putting a bus shelter or bus benches in at Winnquah Park. Finance Director will follow up with Jake if bus shelter need to approved by Park Committee also.

City Administrator Little talked about her meeting with the MPO. She talked about the data that the MPO has and they would share that information with the city. City Administrator Little talked about scheduling a meeting with Madison Metro and she would report back to the Commission.

NEW BUSINESS

Finance Director Houtakker reviewed the 2017-2021 requests for proposal with the Commission. The talked about eliminating the 1st am loop and have only three loops in the morning. The Commission also talked about including bike racks in the RFP. The Commission also debated including in the RFP going to an updated system for tracking riders. They talked about a swipe card type system. The Commission did voice some concerns that it could make it harder for riders to pay for tickets.

The commission agreed to five different alternatives in RPF.

1. Cost to run the bus service with using New Buses
2. Cost to run the bus service with using Used Buses
3. Cost to run the bus service with Buses that have bike rakes
4. Cost to create and maintain a website that provides timely ridership information
5. Cost to create and maintain a smart phone application that provides timely ridership

The Commission directed Finance Director Houtakker to make the changes and review at the next meeting.

ADJOURNMENT

A motion by Mr. Keck, seconded by Mr. Pahl to adjourn, was carried. (7:30p.m.)

Marc Houtakker
Finance Director

Ridership Report

Monona Express

	2009 Riders	2010 Riders	2011 Riders	2012 Riders	2013 Riders	2014 Riders	2015 Riders	2016 Riders	Variance
Jan	529	843	979	878	789	871	988	844	(144)
Feb	515	862	827	781	799	841	921	949	28
Mar	542	943	1031	760	791	883	921	1,055	134
Apr	551	826	839	668	767	918	830	882	52
May	465	801	717	707	731	757	689	-	
Jun	529	743	746	560	635	644	694	-	
Jul	543	686	607	548	628	604	662	-	
Aug	541	635	638	591	643	556	626	-	
Sep	690	718	671	535	606	795	771	-	
Oct	798	722	698	590	686	866	752	-	
Nov	924	724	682	589	687	814	712	-	
Dec	840	726	690	508	707	847	717	-	
	7467	9,229	9125	7,715	8,469	9,396	9,283	3,730	70

Monona Lift

	2009 Riders	2010 Riders	2011 Riders	2012 Riders	2013 Riders	2014 Riders	2015 Riders	2016 Riders	Variance
Jan	501	639	567	623	535	439	457	419	(38)
Feb	528	701	553	559	497	437	476	501	25
Mar	585	819	698	605	561	436	575	489	(86)
Apr	607	726	541	482	552	533	482	408	(74)
May	484	701	539	601	576	526	430	-	
Jun	601	632	606	545	498	542	463	-	
Jul	549	590	482	615	577	513	479	-	
Aug	595	533	519	651	580	489	484	-	
Sep	601	632	555	683	513	518	535	-	
Oct	328	366	580	529	599	521	557	-	
Nov	507	644	551	540	438	406	467	-	
Dec	535	545	526	539	489	489	478	-	
	6,421	7,528	6,717	6,972	6,415	5,849	5,883	1,817	(173)
Total	13,888	16,757	15,842	14,687	14,884	15,245	15,166	5,547	(103)

Ridership

AM Loop

APRIL Date	1	2	3	4	Total
1	2	4	8	9	23
4	2	5	6	12	25
5	2	8	10	5	25
6	4	5	11	6	26
7	3	7	7	7	24
8	3	3	1	8	15
11	2	8	9	10	29
12	3	8	9	7	27
13	2	6	9	6	23
14	2	8	10	7	27
15	4	7	10	5	26
18	2	4	6	7	19
19	3	8	8	8	27
20	1	6	11	6	24
21	2	10	8	5	25
22	1	4	6	5	16
25	1	6	8	3	18
26	1	8	12	3	24
27	1	6	9	7	23
28	1	4	14	3	22
29	1	4	10	2	17
0	-	-	-	-	-
0	-	-	-	-	-
Total	43	129	182	131	485
Total days	21	21	21	21	21
Avg per Day	2	6	9	6	23

Ridership

PM Loop

APRIL Date	1	2	3	4	Total
1	6	6	1	3	16
4	4	6	7	6	23
5	9	6	6	3	24
6	3	7	4	4	18
7	3	9	2	6	20
8	5	7	1	2	15
11	4	10	7	4	25
12	7	9	4	4	24
13	8	6	2	2	18
14	6	10	2	3	21
15	7	7	2	3	19
18	5	6	4	2	17
19	7	6	4	4	21
20	5	5	6	1	17
21	5	8	3	2	18
22	1	7	2	2	12
25	3	9	4	3	19
26	5	10	3	2	20
27	4	7	3	3	17
28	4	10	3	2	19
29	3	7	2	2	14
0	-	-	-	-	-
0	-	-	-	-	-
Total	104	158	72	63	397
Total days	22	22	22	22	22
Avg per Day	5	7	3	3	18

INVITATION FOR PROPOSALS

You are invited to submit a proposal for the City of Monona's Weekday Commuter Bus Service Request For Proposal (RFP). Proposals will be received up to and including 9:00 a.m. Monday, July 11, 2016. No performance bond is required.

Please be certain to complete one (1) original and nine (9) copies of the entire proposal package. Mail to:

Marc Houtakker
Finance Director
ATTN: Transportation Service
City of Monona
5211 Schluter Road
Monona, Wisconsin 53716

If you have any questions regarding this RFP, please contact Marc Houtakker at (608) 222-2525.

Sincerely,

Marc Houtakker
Finance Director

Transit RFP

GENERAL INFORMATION

The City of Monona, Wisconsin is requesting proposals for the provision of alternative weekday commuter bus transportation. The current transportation systems consist of (1) the "Monona Express" which provides public transportation service during weekday peak commuter hours, between the City of Monona and downtown and University areas of the City of Madison, Wisconsin, and (2) the "Monona Lift" which provides a scheduled route equipped with a handicapped accessible vehicle designed to meet the needs of the elderly, disabled, and general public. In addition, elderly/disabled passengers with special needs may pre-arrange individualized rides to and from specific locations by making a reservation in advance.

The City of Monona is interested in proposals consisting of a range of options that will provide minimum service, maintain the current level of service, or improve upon the existing level of services.

PROPOSAL RESPONSE INFORMATION:

One (1) original and nine (9) copies of each proposal are to be received by the City of Monona no later than 9:00 a.m. on July 11, 2016. Any proposal received after this time will not be considered. Address the proposal to:

Marc Houtakker
Finance Services
ATTN: Transportation Service
City of Monona
5211 Schluter Road
Monona, Wisconsin 53716

The proposals will be opened at 9:00 a.m. on Monday July 11, 2016, at the Monona City Hall, 5211 Schluter Road, Monona, Wisconsin 53716.

TERM OF THE CONTRACT:

The term of the contract will be for a minimum of five (5) years commencing on January 1, 2017.

CHANGES IN REQUEST FOR PROPOSAL (RFP):

If it becomes necessary to revise any part of this RFP or otherwise provide additional information, an addendum will be issued by the City of Monona and furnished to all firms/agencies that have received copies of the original RFP. Please acknowledge the receipt of any addenda in the appropriate section.

WITHDRAWAL OF A PROPOSAL:

Any proposal may be withdrawn by written notice to the City of Monona any time prior to the opening of the proposals. Such notice of withdrawal shall be in writing over the signature of the proposer, or FAX copy. If the notice is by FAX copy, written confirmation over the signature of the proposer must be received by the City of Monona on or before the proposal opening. Any withdrawal shall be so worded as not to reveal the amount of the original proposal.

CONTRACT NEGOTIATIONS:

The City of Monona reserves the right to negotiate a contract after the successful firm/agency is selected. Selection will be based upon the proposal submitted and any subsequent interviews. The proposals must be complete. Submission of a proposal shall constitute a valid offer, which may be accepted by the City of Monona for a period of ninety (90) days following the proposal opening.

CONTACT AWARD:

Award of a contact shall be made to the responsible proposer whose proposal is most advantageous within the City of Monona's specifications. No advantage shall be taken by the Contractor in the omission of any details which are required to provide the service. The City of Monona reserves the right to reject any or all proposals, to waive any informalities in the process, or to accept any proposal deemed to be in the best interest of the City of Monona.

PROPRIETARY INFORMATION:

Any restrictions in the use of data contained within a proposal and all confidential information must be clearly stated at the top and bottom of each page of the proposal. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin Statute(s). To the extent permitted by law, it is the intention of the City of Monona to withhold the contents of the proposals from public view until the approval and acceptance of the awarded contract, at which time all proposals will be available for review in accordance with the Wisconsin Open Records Law.

INCURRING COSTS:

The City of Monona is not liable for any costs incurred in replying to this RFP.

Questions concerning the RFP should be directed to:

April Little
City Administrator
City of Monona
5211 Schluter Road
Monona, Wisconsin 53716
(608) 222-2525

Marc Houtakker
Finance Director
City of Monona
5211 Schluter Road
Monona, Wisconsin 53716
(608) 222-2525

GENERAL CONTRACT REQUIREMENTS

The Contractor shall comply with the following requirements City of Monona and Wisconsin Department of Transportation (WisDOT). The below requirements are stated in general terms and will be subject to specific elaboration in a contract between the City of Monona and the Contractor. Any such contract will include provisions additional to those summarized below.

BASE FUEL COST

The Base Fuel Cost shall be $2.50 per gallon of diesel fuel, inclusive of all applicable taxes. Each month during the term of this contract, including any renewals or extensions thereof, the monthly invoice shall include an adjustment for increases or decreases in fuel costs calculated by multiplying a) the number of gallons of diesel fuel purchased by the company for consumption in the performance of this Contract by b) the difference between the $2.50 Base Fuel Cost and the average price per gallon of diesel fuel paid during the month for which the invoice was issued.

CHANGES

The Contractor must confer with the City of Monona Administrator or designee before making changes/modifications in vehicles, routing, scheduling, cost of operations, data collection, and other matters which affect the commuter route service. The City of Monona and the Contractor shall jointly agree to any changes made to the service before those changes are implemented.

SUBCONTRACTING:

Subcontracting for the provision of direct transportation services is not allowed under contract. Subcontracting for support functions to the provision of transportation services, such as driver training or vehicle maintenance is allowed under this contract. Declaration of any subcontracting to be performed under this contract must be an integral part of the proposal at the time of its submission, identifying the name and address of the sub and the type and amount of work that will be subcontracted. The primary Contractor shall be responsible for all contractual obligations and requirements specified under this contract and the City of Monona shall have the final approval on the use of subs.

LEVEL OF SERVICE:

The City of Monona reserves the right to order an increase or decrease in the level of service provided, with thirty (30) days written notice to the Contractor. Any increase or decrease in additional service required by the City of Monona will be provided at the revenue hourly rate specified in the proposal.

PRICE ADJUSTMENT FOR REGULATORY CHANGES:

If price adjustment is indicated, either upward or downward, it shall be negotiated between the City of Monona and the Contractor for changes that are mandatory as a result of legislation or regulations that are promulgated and become effective between the date of the proposal opening and date of initiated service. Such price adjustments may be modified where required.

STATE ASSISTANCE:

This contract is subject to the applicable terms and conditions of the City of Monona's financial assistance agreements with the Wisconsin Department of Transportation.

UNAVOIDABLE DELAYS:

If initiation of the service under this contract should be unavoidably delayed, the City of Monona Administrator shall extend the time for initiation of the contract for the determined number of days in connection with or during the Contractor's performance, provided such delay was not caused directly or substantially by acts, omissions, negligence, or mistakes of the Contractor, the Contractor's suppliers, or their agents, and could not adequately have been guarded against by contractual or legal means. Final determination of delay will be determined by the City of Monona Administrator.

NOTIFICATON OF DELAY:

The Contractor shall notify the City of Monona Administrator or designee as soon as the Contractor has, or should have, knowledge that an event has occurred which will delay the initiation of service.

LIQUIDATED DAMAGES:

In the event of delay in the initiation of the services beyond the dates determined between the Contract and the City of Monona and not subject to the unavoidability clause, the City of Monona shall assess as liquidated damages $175.00 per calendar day. These damages shall be deducted from any monies due, or which may thereafter become due to the Contractor under this contract.

ASSIGNABILITY:

The Contractor shall not assign or transfer any interest in this contract without the prior written consent of the City of Monona. Claims for money due or to be come due to the Contractor from the City of Monona under this contract may only be assigned to a bank, trust company, or other financial institution, collaterally with approval from the City of Monona. Notice of any such assignment or transfer shall be furnished promptly to the City of Monona Administrator.

PROHIBITED INTEREST:

No member, officer, or employee of the City of Monona or of a local public body during her/his tenure or one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.

TAX EXEMPTION:

The City of Monona is exempt from the payment of Federal, State, and local taxes. Taxes must not be included in proposal prices. Any other sales tax, use tax, imposts, revenues, excise, or other taxes which are now, or which may hereafter be imposed by the United States, the State of Wisconsin, or any other political subdivision thereof and applicable to the use of material or services delivered as a result of this proposal and which, by terms of the tax law, may be passed directly to the City of Monona, will be paid by the City of Monona.

LIABILITIES AGAINST PROCURRING AGENCY:

The Contractor shall indemnify, keep, and save harmless the City of Monona, its agents, officials, and employees against all injuries, deaths, losses, damages, claims, suites, liabilities, judgments, costs, and expenses, which may accrue against the City of Monona arising out of, or resulting from the Contractor's acts or omissions, including acts or omissions of its employees, servants, and agents.

OMISSIONS:

Notwithstanding the provision of drawings, technical specifications, or other data by the City of Monona, the Contractor shall have the responsibility to supply all services and details required to provide a complete service even though such details may not be specifically mentioned in the drawings, specifications, or other data.

TERMINATION FOR DEFAULT:

The City of Monona may, by written notice of default to the Contractor, terminate the whole or any part of this contract if the Contractor fails to perform the services specified herein and does not cure such failure within a period of ten (10) consecutive days (or such longer period as the City of Monona Administrator may authorize in writing) after Contractor's receipt of notice from the City of Monona Administrator specifying such failure.

If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to termination for the convenience of the City of Monona.

The rights and remedies of the City of Monona provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

AUDIT AND INSPECTION OF RECORDS:

The Contractor shall permit the authorized representatives of the Wisconsin Department of Transportation and the City of Monona to inspect and audit all data and records of the Contractor relating to Contractor performance and subcontracts under this contract from the date of the contract through and until the expiration of three years after completion of the contract.

ADMINISTRATION AND COMMUNICATIONS:

The City of Monona Administrator or designee will be responsible for the administration of the contract. The Finance Director will be responsible for submitting all and any reports required by the State Department of Transportation relating to the services provided for under this contract.

Communications in connection with this contract shall be in writing and shall be delivered personally, by telegram, by FAX copy, or by regular, registered, or certified mail addressed to the City of Monona Administrator and to the Contractor's agent designated to receive such communications. Telephone calls may be used to expedite communications but shall not be official communication unless confirmed in writing.

Communications shall be considered received at the time actually received by the addressee or designated agent.

METHOD OF PAYMENT:

Payment shall be made monthly equal to the actual hourly charges plus any other actual charges specified in the proposal, less any passenger revenue collected, and less any penalties assessed as provided under the Performance Standard subsection of the Service Description and Requirements section.

Payment will be made only upon submission of an acceptable, dated, written invoice provided by the Contractor to the City of Monona Administrator or her/his designated agent. The invoice shall include the actual number of hours for each service type and the corresponding rate of pay, and shall identify any other charges as specified in the proposal.

DISPUTES;

Any dispute arising under the contract shall be decided mutually, within thirty (30) days, between the Contract and the City of Monona. The agreed upon decision will be recorded in writing and signed and dated by both the Contractor and the City of Monona Administrator, and a copy of the signed agreement will be retained by both parties.

If the issue is not mutually and satisfactorily resolved by discussion with both parties, the following procedure will take effect:

1. A formal complaint is filed with the City of Monona Mayor. She/he must reply within fifteen (15) days with a decision.
2. When the City of Monona Mayor indicates that the complaint is not under their jurisdiction, the complaint will be referred to the Monona Transit Commission for decision at the request of either party. Appeals from the Monona Transit Commission decision can be taken to the Monona City Council for final action at the request of either party.

BACKGROUND AND PREQUALIFICATION STATEMENT

Proposal for City of Monona Weekday Commuter Bus Service

ATTENTION: Marc Houtakker
Finance Director
City of Monona

Complete all of the following items. If a question is not applicable, print "N/A". Subcontractors performing work consisting of more than 20% of the total proposal price must answer questions No. 4 - 15.

1. NAME OF PROPOSER: _____

2. ADDRESS OF PROPOSER: _____

_____

3. CONTACT PERSON: _____

TELEPHONE NUMBER/ADDRESS: _____

_____

4. TYPE OF ORGANIZATION (Please check one):

Corporation _____ (If "corporation" note when and were incorporated)

_____

Partnership _____ Individual _____ Joint Venture _____ LLC _____

Other _____ (If "other", attach a brief statement describing organization)

5. WHEN ORGANIZED: _____

6. Attach a statement of CORPORATE OFFICERS, PARTNERS, OR OTHE PRINCIPAL MEMBERS of your organization, detailing their background and experience in the field of transportation or related field.

7. Attach an ORGANIZATIONAL PROFILE, noting board members, staff positions, and volunteer positions.

8. How many years has your organization been engaged in the provision of transportation services under the present firm name?

9. State the general character of work performed by your organization.

10. Attach a list of TRANSPORTATION CONTRACTS your organization has performed during the past five years including name and address of firm/agency contracted with, contact

person/telephone number at that firm/agency, type of work performed under the contract, and length of contract.

11. Has your organization ever defaulted on a contract or failed to complete any work awarded? (If so, attach a statement explaining where and why.)

12. Has any officer, partner, or other principal member of your organization been an officer, partner, or other principal member of a firm/agency within the past five years that defaulted on a contract or failed to complete any work awarded? (If so, attach a statement explaining where and why.)

13. Submit with your proposal evidence of INSURANCE COVERAGE; required level of insurance and insurance alternatives are listed in "Proposal Format".

14. Submit with your proposal a FINANCIAL STATEMENT or BANK REFERENCE or Dun and Bradstreet report to demonstrate ability to perform required work.

15. Are there any PENDING CLAIMS against your organization for personal injury or property damage caused or alleged to have been used by your transportation activities? (If yes, specify the amount and nature of the claim, the present posture of the claim, and the parties and venue of any litigation.)

NOTE: If the City of Monona is not satisfied with the sufficiency of the answers to the questionnaire and financial statement, the proposal may be rejected or additional information may be required.

Dated at _____ this _____ day of _____, 2011.

Name of Organization: _____

By: _____

Title: _____

State of _____) SS

County of _____

_____ being duly sworn says that she/he is

_____ of _____ and
(Title) (Organization)

that the answers to the foregoing questions and all statements contained herein and in the attachments are true and correct.

Signed: _____

Subscribed and sworn to before me this

_____ day of _____, 2016

_____ Notary Public

My Commission Expires: _____

PROPOSAL FORMAT

Please follow the instructions given below to facilitate the evaluation of your proposal. Note that any company providing subcontracting work under the terms of this contract must also answer all the questions listed below that are applicable to their subcontracted work.

1. PHYSICAL FACILITIES: Identify your office, garage, and maintenance facilities by location, ownership, number and job duties of personnel, and accessibility.

2. ORGANIZATION: Describe your organization, its decision-making authority, driver and road supervisory rates, and your complaint and resolution process both internally and for the general public. Also describe procedures for the handling of "no-show" or sick drivers, or driver-related emergencies.

3. TRANSPORTATION EXPERIENCE: Describe your experience as a transportation provider, identifying your length of experience and type(s) of transportation experience, familiarity with the urban area, scheduling procedures, experience with contracts receiving funding from the Wisconsin Department of Transportation, and knowledge of the American With Disabilities Act and Clean Air Act Amendments of 1990.

   STAFF: Describe the qualifications and experience of management personnel, supervisors, drivers, trainers and maintenance personnel assigned to this contract; note the qualifications necessary for employment with your organization for each staff position (i.e. previous experience, driving record, special training, etc.), identify the personnel assigned to this contract, and describe the method used to evaluate drier job performance.

5. TRAINING: Describe the training, including driving skills and emergency procedures, your organization provides to each driver and supervisor assigned to this contract.

6. VEHICLE INVENTORY: Provide a spreadsheet listing of vehicles assigned to this contract. A spreadsheet format is attached.

7. VEHICLE MAINTENANCE: Describe the vehicle maintenance policies and schedules, and preventative maintenance program identifying if the maintenance is performed by the contracting organization or is subcontracted out to another organization. Describe the procedures followed in cases of vehicle breakdown, accidents, or "in-service" emergencies. Vehicles shall be cleaned daily.

8. FARE COLLECTION: Describe your fare collection system, including depositing and fare recording procedures and types of fareboxes to be assigned to this contract.

9. OTHER CONTRACTS Describe your current workload and anticipated workload during the time of this contract, identifying existing transportation contracts including the type of service being provided and the name of the contracting firm, jurisdiction, or agency.

10. INSURANCE: Provide documentation of your insurance coverage, choosing one of two alterative methods of insuring vehicles assigned to transportation service under this contract:

    A. Contractor provides, at all times during the term of this contract, and keeps in force and effect, comprehensive liability insurance including contractual liability insurance and

automobile liability insurance policies issued by a company or companies authorized to do business in the State of Wisconsin. Liability coverage provided for therein in the amounts of at least $1,000,000.00 per occurrence for personal and bodily injury and $500,000.00 for property damage. Coverage afforded shall apply as primary with the City of Monona. The insurer and Contractor will give to the procuring agency thirty (30) days advance written notice of cancellation, non-renewal or material changes during the term of the contract. Upon execution of this contract, the Contractor shall furnish the procuring agency with a certificate of insurance and, upon request, certified copies of the required insurance policies.

For either insurance procedure listed above, the Contractor will obtain worker's compensation insurance adequate to pay for the cost of claims filed by its employees.

11. PROPOSAL PRICE: Submit your proposal price based on revenue hour rates for each option.

12. PROPOSAL EVALUATION: The City of Monona staff team will privately evaluate all proposals submitted based on the criteria described below. The Staff scores and rankings together with recommendations of the proposals will be forwarded to the City of Monona Transit Commission. The Transit Commission will then independently score and rank each written proposal on the basis of the criteria described below, selecting the highest ranking and most qualified proposals for any subsequent interviews by the Commission. After the completion on any interviews, or if no interview is required, the Monona City Council may award a fixed-rate contract to the proposer for the proposal that is overall most advantageous within the City of Monona's specifications and requirements.

This proposal evaluation will be based on the following criteria.

A. Bid price
B. Adequacy of vehicles and equipment to be provided
C. Previous experience in provision of transportation services
D. Qualifications and training of required employees
E. Adequacy of vehicle maintenance procedures and storage facilities

SERVICE DESCRIPTION AND REQUIREMENTS

The Contractor will be responsible for (1) providing buses, insurance, back-up buses, communication equipment, drivers, and road supervision during all hours of service, (2) maintaining the vehicles and support equipment, (3) collecting fares, (4) collecting ridership data, and (5) ensuring service and vehicle compliance with the Americans with Disabilities Act and the Clean Air Act Amendment of 1990.

SERVICE DESCRIPTION:

Option No. 1: Cost and service entailed with continuing current revenue hours for the Monona Lift service only under a (5) five year term of contract.

Option No. 2: Cost and service entailed with continuing current revenue hours for the Express service under a (5) year term of contract.

Option No. 3: Cost and service entailed with combination of current revenue hours for the Monona Lift service and current revenue hours for the Express service under a (5) year term of contract.

Option No. 4: Cost and service entailed with combination of current revenue hours for the Monona Lift service and 9.45 revenue hours for the Express service under a (5) year term of contract.

Alternative No. 1: Cost of Option No. 1, Option No. 2, Option No. 3 and Option No.4 using new equipment.

Alternate No. 2: Cost of Option No. 1, Option No. 2,Option No. 3and Option No. 4 using used equipment.

Alternate No. 3: Cost of Option No. 1, Option No. 2,Option No. 3and Option No. 4 using buses with the ability to have bike racks.

Alternate No. 4: Cost to create and maintain a smart phone application that provides timely ridership information.

Alternate No. 5: Cost to create and maintain a website that provides timely ridership information.

Any other options which the Contractor would like to propose.

BUSES:

The Contractor shall comply with all applicable requirements of the Americans With Disabilities Act (ADA) of 1990. To the extent the ADA does not apply to the proposed services, the City of Monona will give greater consideration to proposals that offer bus accessibility to persons with disabilities, including those persons in wheelchairs.

Back-up (or replacement) buses must be provided and identified in the vehicle inventory (reference in No. 2 of "Proposal Format"). An adequate number of back-up buses are required to ensure service interruptions not to exceed 20 minutes during revenue hours of operation for 100% of the anticipated passenger capacity of the original bus. If a bus must be taken out of service because of an inoperable lift, the replacement procedure must follow the guidelines stated in the ADA in Part VI Department of

Transportation, 47 CFR Parts 27, 37, and 38. Transportation for Individuals with Disabilities; Final Rules, Friday, September 6, 1991, Section 37.163, page 45640 (attached).

BIKE RAKES:

The City of Monona prefers the buses to have bike racks.

REVENUE HOURS:

Current revenue hours for the Monona Lift are 7.58 hours and for the Monona Express 11.25 hours.

COMMUNICATIONS EQUIPMENT:

Every bus must have 100% operative radio or telephone communications with a base dispatch center capable of relaying passenger and schedule information, as well as emergency and road condition information.

HEATING AND AIR-CONDITIONING:

Every bus must have 100% operative heating and air conditioning system and window ventilation.

FARES AND FAREBOXES:

Every bus must have some device for fare collection and recording. Swipe cards systems or other mechanical farebox systems are preferred, but not required.

The Contractor will charge fares for this service in accordance with the fare schedule adopted by the City of Monona, and will accept all forms of payment (cash, tokens, tickets, passes, and transfers) as determined by the City of Monona. Revenue collected by the Contractor will be credited against the reimbursements/payments due the Contractor. Revenue collections will be subject to audit by the City of Monona at such times as the City of Monona deems appropriate.

The Contractor will monthly with invoice, send to the Finance Director a report of the revenue collected, including any farebox readings, cash counts and their reconciliation to the farebox readings, and copies of the bank receipts for the deposits of the passenger revenue collected.

EXCLUSIVE USE OF VEHICLES:

Buses used for transportation services under this contract will be used exclusively for the transportation services described during contracted revenue hours and days. The buses identified in the vehicle inventory as being assigned to the service described in the proposal can not be substituted with another vehicle without prior approval from the City of Monona Administrator or designee.

DRIVER TRAINING AND SUPERVISION:

The Contractor will recruit, hire, train, and supervise the drivers who are to operate the service described in this proposal. Drivers must be trained in proper and safe vehicle operation (including lifts/ramps if applicable), emergency procedures, techniques for handling persons with disabilities if applicable, and

fare collection procedures. A complete training description should be included as part of the Proposal Format. Drivers will be required to possess a valid chauffeur's license or Commercial Driver's License (CDL) for the Wisconsin Department of Transportation.

The City of Monona may refuse to permit any driver to operate a bus in the provision of the service described in this proposal if the City Administrator determines that the driver is unacceptable for reasons including but not limited to the following:

A. Being charged with or conviction of a criminal offense.
B. Operating a motor vehicle under the influence or use of alcohol or a controlled substance, either while on or off-duty.
C. Participation in an incident involving theft or embezzlement.
D. Permitting an unauthorized person to perform operating duties.
E. Conviction of more than two moving violations, occurring either while on or off-duty.
F. Involvement in more than two motor vehicle accidents in any twelve month period in which the driver was determined to be substantially at fault.

A listing of all drivers' names, including driver's license number, is to be furnished upon acceptance of this proposal.

The Contractor will provide driver supervision, including road supervision, during all hours of operation as described in this proposal. The Contractor or her/his agent must be available for immediate communication with the City of Monona at all times.

The Contractor is responsible for paying drivers and all other employees' wages and benefits. The drivers and other employees will be employees of the Contractor, not of the City of Monona and will not act as or represent themselves as, employees or agents of the City of Monona.

VEHICLES AND EQUIPMENT MAINTENANCE AND STORAGE:

The Contractor is responsible for all vehicles and equipment (i.e. radios and lifts) maintenance and storage for all vehicles assigned to provide the transportation service described in this proposal, and any back-up vehicles and/or equipment. Vehicle and equipment maintenance and/or storage and permissible subcontracted activities under this contract. The City of Monona Administrator must approve any subcontracted work and firm, and any change in the identified subcontractor (reference General Contract Requirements).

Any long-term vehicle or equipment substation or maintenance schedule modification required to ensure continuation of the service described in this proposal, must be approved by the City of Monona Administrator. A vehicle maintenance schedule must be provided to, and approved by, the City of Monona Administrator, as referenced in No. 7 of the "Proposal Format".

DATA COLLECTIONS:

The Contractor will supply quarterly operating and financial reports to the City of Monona Administrator or Finance Director as may be requested, but at least by the fifteenth of the month following the end of a quarter (the quarters are based on a calendar year. January – March, April – June, July – September, October – December). These reports will include (1) daily passenger counts by fare and accessibility (if applicable), (2) daily revenue reports (referenced in "Fares and Fareboxes" in "Service Description and Requirements"), (3) daily revenue hours per bus, (4) daily revenue miles per bus, (5) accident and breakdown reports, (6) driver activities, and (7) operations performance. The Contractor will supply the

above information in formats similar to sample report forms attached as part of this RFP, dependent upon Contractor's computerized data collection format, if any.

The Contractor will assist the City of Monona in conducting passenger surveys as necessary.

PERFORMANCE STANDARDS:

The Contractor will be required to meet or exceed the following performance standards:

Schedule adherence	95% on time
Maintenance quality	4,500 miles/road call
Level of service	5% missed trips
Passenger comfort	100% operative heat/ventilation
Safety	Zero accidents involving the fault of the Contractor's driver

Failure to attain these standards in any given month will result in a penalty of a 2% reduction in the monthly compensation for each standard not met. Failure to attain one standard for four (4) months in a row or failure to meet all five (5) standards in any one month will be considered a default by the Contractor.

A "Performance Indictor Datasheet" for each bus will be submitted to the City of Monona Administrator at the end of each month.

REGULATION ADHERENCE:

The Contractor is responsible for ensuring that all vehicles and equipment used in performing the transportation service described in this proposal meet or exceed the standards, regulations and rules mandated by the Americans With Disabilities Act of 1990 (ADA) and the Clean Air Act Amendments of 1990 (CAAA). The Contractor is responsible for informing the City of Monona Administrator of any perceived violations of the ADA and/or the CAAA and the procedures planned to correct said violations.

ADMINISTRATION:

The Contractor will make recommendations to the City of Monona Administrator and work with the Mass Transit Commission with respect to rate and fare structures, route and service planning, service policies, marketing, and other matters which may result in the improvement of transportation service to the community. Notwithstanding any contrary provision below, the Contractor shall provide a minimum marketing effort that includes 500 brochures quarterly, advertisement in the local newspaper and 20 posters to improve ridership.

The City of Monona Administrator or her/his designee will receive all complaints on the service performed under this contract. These complaints will be forwarded to the Contractor for prompt resolution. The Contractor will, on a monthly basis, forward to the City of Monona Administrator a copy and/or report of all complaints which it may have directly received concerning this service and subsequent actions to remedy each complaint.

The City of Monona will design and produce all maps, signs, schedules and surveys pertaining to the service performed under this contract. The Contractor shall be responsible for ensuring the schedules are available on all buses at all times.

The City of Monona will be responsible for all promotions and final decisions on service planning. The City of Monona will also be responsible for budgeting overall transportation services, grant applications, administration, and reportings.

The Contractor will be responsible for administering all labor matters pertaining to its employees.

The Contractor will be responsible for obtaining licenses as required by the City of Monona, the State of Wisconsin, and any other licensing jurisdiction over the service to be provided.

MARKETING:

The Monona Express and Monona Lift signage on the bus must be displayed on all sides of the buses. The City of Monona will provide the graphics design for the buses.

CITY OF MONONA

WEEKDAY COMMUTER BUS SERVICE
VEHICLE INVENTORY

INFORMATION TO BE DEVELOPED IN A SPREADSHEET FORMAT INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING INFORMATON:

Date: _____

Submitted By: _____

Vehicle Identification Number/Name
Vehicle Model and Year
Vehicle Manufacturer
Vehicle Actual Mileage
Vehicle Seating Capacity (Ambulatory/Wheelchair)
Vehicle Communication Equipment
Notation of Vehicle Lift or Ramp
Identification of Back-Up Vehicles
Notation if vehicle has been refurbished or remanufactured.
Other transportation service(s) assigned to each vehicle assigned to this contract (i.e. dual use of vehicles)

CITY OF MONONA
WEEKDAY COMMUTER BUS SERVICE
PERFORMANCE INDICATOR DATASHEET

Date: _____

Submitted By: _____

Report Period: _____

Schedule Adherence	Comments
No. of incidents a bus was 2 to 5 minutes off schedule _____	_____
No. of incidents a bus was 5 to 10 minutes off schedule _____	_____
No. of incidents a bus was more than 10 minutes off schedule _____	_____
No. of missed scheduled stops _____	_____
No. of missed one-way trips _____	_____
Total revenue miles _____	_____
Number of road calls _____	_____
Amount of time lift(s) inoperable _____	_____
Amount of time replacement vehicles in service _____	_____
Amount of time heat/ventilation was inoperable _____	_____
Amount of time replacement vehicles in service _____	_____

Attach accident report.

CITY OF MONONA
WEEKDAY COMMUTER BUS SERVICE
MONTHLY OPERATIONS REPORT

INFORMATION TO BE DEVELOPED IN A SPREADSHEET FORMAT COMPATIBLE WITH CONTRACTOR COMPUTER/DATA COLLECTION CAPABILITIES AND APPROVED BY THE CITY OF MONONA ADMINISTRATOR. INFORMATION TO BE REPORTED INCLUDES, BUT IS NOT LIMITED TO:

Date: _____

Submitted By: _____

Report Period: _____

Number of Days in Report Period: _____

Bus Identification (Route segment, beginning time and ending time)
Total number of passengers by fare structure:

- Adult cash
- Adult ticket or pass
- E/D cash
- E/D ticket or pass
- Transfer
- Student cash
- Student pass
- Student fare card
- Bus and route segment total

Total number of revenue hours of service per bus
Total number of revenue miles of service per bus
Total number of lift passengers (if applicable) per bus per route segment