



## Memorandum

**TO:** Fox Cities Transit Commission

**FROM:** Ron McDonald, General Manager

**DATE:** August 17, 2021

**RE:** Award Recommendation for Northern Winnebago Dial A Ride Service Contract

In addition to fixed-route bus service, Valley Transit offers a demand responsive ambulatory transportation service for elderly residents of the Cities of Neenah and Menasha, the Village of Fox Crossing, and a portion of Winnebago County within the City of Appleton (Heritage Area). The service is called Northern Winnebago Dial A Ride (NWDAR) and is currently provided by contract with LIR Transportation (Fox Valley Cab). The current agreement expires on December 31<sup>st</sup>, 2021.

In preparation for this procurement, Valley Transit staff developed a request for proposal (RFP) to select a contractor to provide this service. Staff considered lessons learned, competencies required by the next contractor, and incorporated these areas into the RFP.

The NWDAR RFP listed the contract length at eighteen months commencing on January 1<sup>st</sup>, 2022, with options to extend for two additional one-year periods. An 18-month contract was used to end the subsequent agreement on June 30<sup>th</sup>. This was done to ensure that future contracts begin in the summer, which is a better season to transition to a new contractor versus January 1<sup>st</sup>.

The RFP document was sent directly to known paratransit vendors; posted on the State of Wisconsin's VendorNet system; and advertised online with the *Post-Crescent*, *Oshkosh Northwestern*, and *Green Bay Press-Gazette*. Proposals were due on June 10<sup>th</sup>, 2021.

Two proposals were received: Running Inc (Viroqua, WI) and LIR Transportation LLC (Appleton, WI).

## ANALYSIS

An evaluation team was assembled to review the proposals. The team included Valley Transit staff and a City of Neenah representative. Each proposal was evaluated based on experience, professional competence, technical approach, understanding and completeness of proposal, capacity & price. The team discussed perceived benefits of both proposals. After considering the written proposals and pricing, the evaluation team unanimously concluded that Running Inc (Viroqua, WI) had proposed the best service for Valley Transit.

In summary, the evaluation committee agreed that Running Inc. proposed adequate staffing to provide the service at all service hours required; a compliant maintenance program; a compliant drug & alcohol testing program; a good understanding of customer service and safety; proper staff training; and sufficient vehicles to operate the service. Running Inc. also has access to Valley Transit's scheduling and reporting software that provides for improved oversight of the contract. Running Inc. was considered 'responsible' based on their performance under other contracts for existing Valley Transit services. Running's proposal was also 'responsive' to all the mandatory requirements listed in the RFP.

While Running Inc's per ride was rate higher than LIR Transportation's, the evaluation team considered it the best value based on each proposal's costs and benefits, including current experience with both contractors. See table below showing per ride rates in contract year-one.

Service	LIR Transportation	Running
January 2022 – June 2023	\$15.00	\$17.85
1 <sup>st</sup> Year Extension	\$15.45	\$18.21
2 <sup>nd</sup> year Extension	\$15.75	\$18.57

## FISCAL IMPACT

Valley Transit's 2022 proposed operating budget will include \$171,003 for the NWDAR service contract. The estimated local share of \$64,959 will be paid by The City of Neenah, the Village of Fox Crossing and Winnebago County.

## RECOMMENDATION

Staff recommends authorization for Valley Transit to enter into an 18-month contract with two 1-year optional extensions with Running Inc to provide paratransit services.