



December 11, 2014

To: Fox Cities Transit Commission

From: Amy Erickson
Operations Supervisor /Paratransit Coordinator

Subject: **Authorization to award a three-year contract with two one-year options to Running Inc. for the provision of Paratransit (ADA and Ancillary) Services.**

Background: Valley Transit's current contract to provide specialized transportation service to comply with the federal requirements of complimentary ADA service within $\frac{3}{4}$ mile of the fixed route service is expiring in December 2014. Also expiring is the contract with Running Inc. to provide ancillary elderly demand responsive service and the Connector service; a shared ride, advanced reservation, demand-response service designed to expand Valley Transit's service area by providing rides for customers outside of the fixed route service area and outside the fixed route service hours.

In the past, Valley Transit has issued separate RFPs for the ADA and Connector services. In an attempt to control costs, we combined the two services into one RFP. We felt that by combining the services, possible bidders should be able to better anticipate the overall scope and number of trips that they will be providing and, therefore, be able to anticipate their costs.

Process: In October Valley Transit issued the Request for Proposal for the combined paratransit services. The RFP packet was directly mailed to 3 providers and advertised in the Post-Crescent, Oshkosh Northwestern, Green Bay Press Gazette, and on the American Public Transit Association website and magazine, as well as, the City of Appleton and Valley Transit websites. Two providers submitted proposals by the December 2nd deadline.

An evaluation team was assembled to review each proposal first on its technical merits, then on its cost. The evaluation panel consisted of Jeff Fait, Purchasing Manager, City of Appleton, Tom Stratton, Manager, Aging and Long Term Support Division, Outagamie County Dept. of Health and Human Services, Nick Musson, Associate Transportation Planner, East Central Wisconsin Regional Planning Commission, Sal La Puma, Assistant General Manager, Valley Transit, and Amy Erickson, Operations Supervisor /Paratransit Coordinator, Valley Transit. The evaluation team evaluated the technical aspects of the proposal without knowledge of the pricing information. Debra Ebben, Administrative Services Manager, Valley Transit provided process oversight and the cost analysis for each proposal.

Evaluation criteria included experience, technical responsiveness, safety and cost. Scoring matrix is attached. Running Inc. received the higher score of 479 out of 500 possible points from the evaluators with MV scoring 397.5.

Running Inc. is a transportation company based in Viroqua, Wisconsin who has provided the services for the past six years, in addition to providing shared ride taxi and demand responsive transportation services in many other communities throughout the state.

The proposed costs are:

Service	Single Ride Per Trip	Additional Rider
Basic VTII	\$16.15	\$16.15
Premium VTII	\$17.25	\$17.25
Connector Extended Service Area (ESA)	\$20.50	\$20.50
Connector Extended Service Hours (ESH)	\$25.60	\$25.60
Outagamie County Human Services Transportation (OCHST)	\$16.15	\$16.15
Sunday Service 7:30 AM – 2:00 PM	\$16.15	\$16.15

The proposal also included a fuel escalator clause that would use the 2014 Consumer Price Index cost for Gasoline-All Types to establish a Base Price. The monthly cost of fuel will then be compared to this Base Price. For each ten percent change, above or below, in the monthly CPI from the Base will result in either a one percent addition or credit to the trip billing.

In addition to having received acceptable service from Running, Inc. for the duration of the last contract, staff also contacted references given for Running Inc. and received outstanding recommendations from each.

Recommendation: Staff recommends authorization to award a three-year contract with two one-year options to Running Inc. for the provision of Paratransit (ADA and Ancillary) Services.

Valley Transit Paratransit Service RFP Evaluation

	MV					Running				
	4.0	4.0	4.0	5.0	4.5	4.0	4.0	4.0	4.5	4.5
Experience										
A. Driver screening, selection and training programs (5)	4.0	4.0	4.0	5.0	4.5	4.0	4.0	4.0	4.5	4.5
B. Drug and alcohol testing program (1.5)	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
C. Key administrative employee qualifications (1.5)	1.0	1.0	1.0	1.5	1.0	1.5	1.5	1.5	1.5	1.5
D. Experience of dispatch and other personnel (2)	1.0	1.5	1.0	2.0	1.0	2.0	2.0	2.0	2.0	2.0
Subtotal	7.5	8.0	7.5	10.0	8.0	9.0	9.0	9.0	9.5	9.5
Professional Competence										
A. Experience providing ADA compliant demand-responsive service										
Score 1 point for each year of service up to 10 years (10)	10.0	10.0	10.0	9.0	10.0	10.0	10.0	10.0	9.0	10.0
B. Accident History/Loss Run experience										
Measure number of occurrences and severity (10)	5.0	5.0	5.0	5.0	6.0	10.0	10.0	10.0	10.0	10.0
Subtotal	15.0	15.0	15.0	14.0	16.0	20.0	20.0	20.0	19.0	20.0
Capacity										
A. Vehicles (10)	9.0	8.0	9.0	8.0	10.0	8.0	9.0	8.0	7.0	9.0
Number of vehicles available										
Average age of Vehicles										
Vehicle capacities/types										
Number of accessible vehicles										
Vehicle maintenance program										
B. Number of personnel during peak hours (10)	6.0	6.0	8.0	7.0	5.0	9.0	10.0	9.0	9.0	10.0
C. Hours/days of call taking operations (10)	8.0	6.0	8.0	7.0	8.0	10.0	9.0	9.0	10.0	10.0
Subtotal	23.0	20.0	25.0	22.0	23.0	27.0	28.0	26.0	26.0	29.0
Proposals										
A. Application complete and contains all required certifications, licenses, forms and documentation (5)	4.0	4.0	4.0	4.0	4.0	5.0	5.0	5.0	4.5	5.0
B. Applicant's responses demonstrate an understanding of the scope of work (15)	14.0	14.0	15.0	14.0	15.0	14.0	15.0	15.0	15.0	14.5
Subtotal	18.0	18.0	19.0	18.0	19.0	19.0	20.0	20.0	19.5	19.5

Annual Cost Proposal amount \$2,802,438.03 \$2,146,386.70

Cost Score (Formula = lowest proposal/\$bid X 20) 20pts available 15.3 15.3 15.3 15.3 15.3 20.0 20.0 20.0 20.0 20.0 20.0

Total technical 63.5 61.0 66.5 64.0 66.0 75.0 77.0 75.0 74.0 78.0

Total individual rater score 78.8 76.3 81.8 79.3 81.3 95.0 97.0 95.0 94.0 98.0

Grand total 397.5 479.0