

Park City Municipal Corporation Request for
Proposals For

**On-Demand
Electric Car Transportation
Service for Point to Point
App Based Service (Base
Bid/Schedule A)
With Potential Add-On
Schedule B, C, and D –
Neighborhood Connections
and Schedule E – Kimball
Junction Circulator Service**

Due Date:

3:00p.m. Friday, March 24, 2017

Park City Municipal
Corporation
445 Marsac Ave.
Park City, UT 84060

NOTICE TO QUALIFIED FIRMS
REQUEST FOR STATEMENT OF
QUALIFICATIONS/REQUEST FOR QUOTE

On-Demand Electric Car Transportation Service
for Point to Point App Based Service

SOQ/QUOTATIONS DUE: By 3:00 **p.m. Friday, March 24, 2017**, at the applicable office, 445 Marsac Ave, Park City, Utah 84060

PROJECT NAME: On-Demand/Shuttle Electric Car Transportation Service

SOQ/RFQ AVAILABLE FOR FIRMS: **12:00 p.m. March 6, 2017**, via email from alfred.knotts@parkcity.org, or at www.parkcity.org,

PROJECT LOCATION: Park City, Utah and unincorporated western Summit County/Snyderville Basin

PROJECT DESCRIPTION: Base Bid – Schedule A

Short-distance on-demand electric car transportation services in and around the Old Town/Main Street

Schedule B

Park Meadows, Spiro, and Thaynes Canyon district

Schedule C

Bonanza, Prospector, Masonic Hills, and Lower Deer Valley district

Schedule D

Canyons Residential/Silver Spring District

Schedule E

Fixed route circulator service around Kimball Junction area east and west of SR224

OWNER: Park City Municipal Corporation P.O. Box 1480
Park City, Utah 84060

CONTACT:

Alfred Knotts, Transportation Planning Manager
Alfred.Knotts@parkcity.org, all questions shall be in writing and submitted no later than 3:00 PM, Wednesday, March 15, 2017, and/or received orally at the March 15, 2017, 12:00 p.m. pre-bid meeting. All responses will be posted at parkcity.org on or before 12:00 p.m. Friday, March 17, 2017.

Park City reserves the right to reject any or all proposals received. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City. The City may, at its discretion, award the Base Bid only, all Alternate Bid items, or any Alternate Bid items, as determined necessary for budgetary purposes.

Park City Municipal Corporation, in partnership with Summit County, has issued a request for proposals for electric transportation services, consisting of three components: A) short-distance on-demand electric car transportation services in and around Old Town District, neighborhood connections to; B) Park Meadows, Spiro, and Thaynes Canyon districts; C) Bonanza, Prospector and Masonic Hills districts; D) Canyons Residential/Silver Springs district, and E) fixed-route shuttle service in the Kimball Junction area. The bidder may choose to bid on one or all Schedules included in the RFP. The City may, at its discretion, award the Base Bid only, all Alternate Bid items, or any Alternate Bid items, as determined necessary for budgetary purposes. The City and County have deemed electric car transportation service beneficial for getting cars out of the downtown area, for reducing automobile congestion in the downtown area, completing first/last mile trips from transit routes, and access to businesses, employment centers, and other commercial services. This program is being tested as part of a larger effort to reduce traffic, alleviate parking demand in and around Main Street and Kimball Junction, improve air quality, eliminate barriers to transit access, and enhance the greater Park City experience and quality of life.

Electric Car Transportation Service Terms and Conditions

Park City Municipal Corporation is seeking a vendor to operate its on-demand Transportation Services program to begin in the summer of 2017 for a period of one (1) year with an option to extend for up to three (3) years. This program will provide on-demand rides within Park City city limits, in and around the downtown core area and neighborhoods, as well as the Kimball Junction area of unincorporated Summit County. Provider must be able to utilize a proven app-based service with a queuing system to facilitate rider pickups and drop offs, and must be able to adequately provide electric vehicles that can operate in all seasons applicable for a mountain resort. Winter requirements would include, at a minimum, four certified snow tires.

Base Service Requirements – Schedule A

1. The program serves residents, guests, and commuters by providing on-demand rides to work, shopping, employment, recreation, restaurant, and nightlife access, and for various appointments. Service will be provided seven (7) days a week for approximately a twelve-hour period that will start from 11:00 a.m. until 11:00 p.m. (7:30 a.m. to 11:00 p.m. during ski season, Dec 1. – April 15.) and may be adjusted based on experience and demand. Service will also be provided between schedule zones on an on-demand basis.
2. All trips must initiate within an area defined by the boundaries of the Old Town District, also known as the “Schedule A Service Area” (See Figure 1 – Downtowner Schedule depicting schedules A-C Service Area). Schedule A is an area of about .9 square miles. Any changes in the service specifications shall be in writing and mutually agreed upon.
3. It is strongly preferred that service be provided in fully-electric vehicles, or failing that, hybrid or no or low-emission vehicles. These vehicles must be on-call via a mobile app. After requesting a ride, patrons must be picked up promptly and safely delivered to their destination, with a reminder to use the app again for subsequent trips back to their point of origin or another destination. Service must also utilize a queuing system to maximize efficiency and rider demand responsiveness.
4. The service should be free to the users, with driver tips accepted. The vendor shall describe the business plan with and without driver tips being accepted.

5. An initial fleet size of up to 3 vehicles is anticipated, including one ADA qualified vehicle. The vehicles should be fully electric, street legal, safety-inspected with 4-6 seats in each vehicle. Vehicles should also be able to be equipped with ski and snowboard racks in the winter season, along with appropriate snow tires.
6. The vendor shall provide a mobile app for ride hailing with preference given to the ability to integrate into Park City Transit's existing My Stop app.
7. Vehicles will be charged and stored in the City's Public Works facility parking garage when not in use.
8. Vehicles will be staged adequately and safely, utilizing legal staging spaces, without congesting the surrounding area, leaving the intersections and streets clear at all times. Vehicles may stop to pick up or drop off passengers who do not use the mobile app whenever and wherever it is safe, with sufficient vehicle capacity and time before the next app-scheduled pick up.
9. Qualified drivers must be screened, hired and trained by the vendor, with background, criminal history and motor vehicle license checks to ensure no history of criminality and clean driving records.
10. The operator and all employees must have valid Utah driver's license(s) and adhere to all local, county, and state traffic and driving laws.
11. A designated local service supervisor will be available at all times to ensure full compliance with correct operating procedures and conditions.
12. The operator will communicate any problems or requests to Park City Municipal Corporation through the Transportation Manager.
13. The operator will maintain accurate and complete records for the service and submit a monthly report to the Park City Municipal Corporation Transportation Manager by the 5th day of each month for the preceding month's service activity, along with the preceding month's invoice. The monthly report shall include, at a minimum, the following information: ridership, vehicle service miles, vehicle service hours, and customer feedback (complaints and accolades). Other information may be requested at the discretion of Park City.
14. With approval from Park City Municipal Corporation's Transportation Planning Manager, or designee, the vendor will have the right to suspend operation of the vehicles without penalty in the case of extreme weather.
15. Should any vehicle be removed from operation, without a vehicle replacement, the vendor shall provide credit to the City on the next invoice in an amount equal to the established monthly rate, divided by thirty (30), multiplied by the number of days that a vehicle is out of operation.
16. Advertising associated with the vehicles will be subject to written approval by the City. In general, interior advertising will be held to less-stringent standards than exterior signage and advertising. All advertising and signage must comply with the City's sign code and

must be explicitly approved by the City. Any exterior graphics will be consistent with existing Park City Transit branding, and intended to let the public know about the free ride service.

17. Term. The term of the project will be approximately May 15, 2017 through May 15, 2018, with an option upon mutual agreement to extend year-round operations for up to three (3) additional years. The term of any agreement may be terminated by either party upon thirty (30) days written notice, in the event of failure to fulfill or comply with any material term of the agreement, and such breach remains uncured thirty (30) days after written notice of default.
18. Fees for Services. During the term, the vendor shall bill the City for the provision of services with the agreed-upon schedule and specifications. Invoices will be paid monthly within thirty (30) days of invoice.
19. The vendor shall act as an independent contractor and the relationship established hereunder between the parties shall not be construed as that of an employer-employee, partnership, joint venture or other form of joint enterprise. In addition, any employees, agents, representatives, independent contractors, or consultants of the vendor that provide services to the City shall not be deemed employees of the City.
20. The vendor shall have a representative based in Park City during the duration of this program to provide managerial support and collaborate with City officials during the program's implementation and initial operations.
21. The vendor shall have an established "roll out" marketing and outreach plan to inform the greater community of services provided. This will include collaborating with City officials, local businesses, Chamber, and transportation companies, and informing the public of this new service. Vendor shall provide an itemized startup cost associated with the roll out effort.
22. The vendor will have a demonstrated experience in providing this type of service, and must have experience operating in a "Mountain Resort Town" environment in summer and winter seasons.
23. The vendor shall have an established process for sharing ridership data with Park City Municipal Corporation in a format integrated with its app-based ride service.
24. Insurance. No person shall operate or permit a for-hire vehicle owned or controlled by such person to be operated as a vehicle for hire upon the streets of Park City without first having obtained commercial transportation insurance coverage for at least \$1,000,000 per vehicle if the vehicle provides taxicab service, has a seating capacity of fifteen (15) passengers or fewer, including the driver, and is not operated on a regular route. If the vehicle seats sixteen (16) or more passengers, including the driver, the owner is to provide proof of commercial transportation insurance coverage for at least \$5,000,000 per vehicle. Proof of this commercial insurance shall be required prior to the issuance of the for-hire vehicle permit.
25. The operator must have a current PCMC business license and for hire licenses for the vehicles throughout the contract period.

Neighborhood Feeder Connections Schedule B - D: Service Requirements

1. The program serves residents, guests, and commuters by providing on-demand rides to work, shopping, employment, recreation, restaurant, and nightlife access, and for various appointments. Service will be provided seven (7) days a week for approximately a twelve-hour period that will start from 11:00 a.m. until 11:00 p.m. (7:30 a.m. to 11:00 p.m. during ski season, Dec 1. – April 15.) and may be adjusted based on experience and demand and will be an on demand service that operates exclusively within each zone to serve as a first/last mile service to connect to Park City Transit fixed routes (<http://www.parkcity.org/departments/transit-bus>).
2. Schedule B : All trips must initiate within an area defined by the boundaries of the Park Meadows, Spiro, and Thaynes Canyon Service Area, also known as “Service Area B” (See Figure 1 –Service Area).

Schedule C: All trips must initiate within an area defined by the boundaries of the Bonanza, Prospector, Lower Deer Valley, and Masonic Hill Service Area, also known as “Service Area C” (See Figure 1 – Service Area). This is an area of about 1.7 square miles. Any changes in the service specifications shall be in writing and mutually agreed upon.

Schedule D: All trips must initiate within an area defined by the boundaries of the Canyons/Silver Springs Service Area, also known as “Service Area D” (See Figure 2 – Service Area). Any changes in the service specifications shall be in writing and mutually agreed upon.

3. It is strongly preferred that service be provided in fully-electric vehicles, or failing that, hybrid or no or low-emission vehicles. These vehicles must be on-call via a mobile app. After requesting a ride, patrons must be picked up promptly and safely delivered to their destination, with a reminder to use the app again for subsequent trips back to their point of origin or another destination. Service must also utilize a queuing system to maximize efficiency and rider demand responsiveness.
4. The service should be free to the users, with driver tips accepted. The vendor shall describe the business plan with and without driver tips being accepted.
5. An initial fleet size of up to 3 vehicles is anticipated, including one ADA qualified vehicle. The vehicles should be fully electric, street legal, safety-inspected with 4-6 seats in each vehicle. Vehicles should also be able to be equipped with ski and snowboard racks in the winter season, along with appropriate snow tires.
6. The vendor shall provide a mobile app for ride hailing with preference given to the ability to integrate into Park City Transit’s existing My Stop app.
7. Vehicles will be charged and stored in the City’s Public Works facility parking garage when not in use.
8. Vehicles will be staged adequately and safely, utilizing legal staging spaces, without congesting the surrounding area, leaving the intersections and streets clear at all times. Vehicles may stop to pick up or drop off passengers who do not use the mobile app whenever and wherever it is safe, with sufficient vehicle capacity and time before the next app-scheduled pick up.

9. Qualified drivers must be screened, hired and trained by the vendor, with background, criminal history and motor vehicle license checks to ensure no history of criminality and clean driving records.
10. The operator and all employees must have valid Utah driver's license(s) and adhere to all local, county, and state traffic and driving laws.
11. A designated local service supervisor will be available at all times to ensure full compliance with correct operating procedures and conditions.
12. The operator will communicate any problems or requests to Park City Municipal Corporation through the Transportation Manager.
13. The operator will maintain accurate and complete records for the service and submit a monthly report to the Park City Municipal Corporation Transportation Manager by the 5th day of each month for the preceding month's service activity, along with the preceding month's invoice. The monthly report shall include, at a minimum, the following information: ridership, vehicle service miles, vehicle service hours, and customer feedback (complaints and accolades). Other information may be requested at the discretion of Park City.
14. With approval from Park City Municipal Corporation's Transportation Planning Manager, or designee, the vendor will have the right to suspend operation of the vehicles without penalty in the case of extreme weather.
15. Should any vehicle be removed from operation, without a vehicle replacement, the vendor shall provide credit to the City on the next invoice in an amount equal to the established monthly rate, divided by thirty (30), multiplied by the number of days that a vehicle is out of operation.
16. Advertising associated with the vehicles will be subject to written approval by the City. In general, interior advertising will be held to less-stringent standards than exterior signage and advertising. All advertising and signage must comply with the City's sign code and must be explicitly approved by the City. Any exterior graphics will be consistent with existing Park City Transit branding, and intended to let the public know about the free ride service.
17. Term. The term of the project will be approximately May 15, 2017 through May 15, 2018, with an option upon mutual agreement to extend year-round operations for up to three (3) additional years. The term of any agreement may be terminated by either party upon thirty (30) days written notice, in the event of failure to fulfill or comply with any material term of the agreement, and such breach remains uncured thirty (30) days after written notice of default.
18. Fees for Services. During the term, the vendor shall bill the City for the provision of services with the agreed-upon schedule and specifications. Invoices will be paid monthly within thirty (30) days of invoice.
19. The vendor shall act as an independent contractor and the relationship established hereunder between the parties shall not be construed as that of an employer-employee,

partnership, joint venture or other form of joint enterprise. In addition, any employees, agents, representatives, independent contractors, or consultants of the vendor that provide services to the City shall not be deemed employees of the City.

20. The vendor shall have a representative based in Park City during the duration of this program, to provide managerial support and collaborate with City officials during the program's implementation and initial operations.
21. The vendor shall have an established "roll out" marketing and outreach plan to inform the greater community of services provided. This will include collaborating with City officials, local businesses, Chamber, and transportation companies, and informing the public of this new service. Vendor shall provide an itemized startup cost associated with the roll out effort.
22. The vendor will have a demonstrated experience in providing this type of service, and must have experience operating in a "Mountain Resort Town" environment in summer and winter seasons.
23. The vendor shall have an established process for sharing ridership data with Park City Municipal Corporation, in a format integrated with its app based ride service.
24. Insurance. No person shall operate or permit a for-hire vehicle owned or controlled by such person to be operated as a vehicle for hire upon the streets of Park City without first having obtained commercial transportation insurance coverage for at least \$1,000,000 per vehicle if the vehicle provides taxicab service, has a seating capacity of fifteen (15) passengers or fewer, including the driver, and is not operated on a regular route. If the vehicle seats sixteen (16) or more passengers, including the driver, the owner is to provide proof of commercial transportation insurance coverage for at least \$5,000,000 per vehicle. Proof of this commercial insurance shall be required prior to the issuance of the for-hire vehicle permit.
25. The operator must have a current PCMC business license and for hire licenses for the vehicles throughout the contract period.

Schedule E: Kimball Junction Circulator Service Terms and Conditions

Summit County is seeking a vendor to operate its Kimball Junction Circulator to begin in the summer of 2017 for a period of one (1) year with an option to extend for an additional three (3) years. This program will provide fixed route service in and around the commercial areas of Kimball Junction. Provider must be able to adequately provide electric vehicles that can operate in all seasons applicable for a mountain resort.

Kimball Junction Circulator Service Requirements

1. The program serves the County's residents, guests, and commuters by providing a dependable, public transit alternative to the private vehicle for traveling to work, shopping, and restaurant and nightlife access. During the pilot period, service will be provided along an approximately four-mile route, every 15 minutes, Monday through Sunday for approximately a 13-hour period that will start from 6 AM until 7 PM and may be adjusted based on experience and demand.
2. All trips must begin and end within an area defined by the boundaries of the Kimball Junction Circulator, also known as "Service Area E" (See Figure 2 – Service Area). Any changes in the service specifications shall be in writing and mutually agreed upon.
3. It is strongly preferred that service be provided in fully-electric vehicles, or failing that hybrid or no or low emission vehicles.
4. The service should be free to the users, with driver tips accepted. The vendor shall describe the business plan with and without driver tips being accepted.
5. An initial fleet size of two vehicles is anticipated, including one ADA qualified vehicle. The vehicles should be fully electric, street legal, safety-inspected with eight or more seats in each vehicle. Vehicles should also be able to be equipped with ski and snowboard racks in the winter season, along with appropriate snow tires.
6. The vendor shall employ vehicle location technology that has the ability to be incorporated into any future transit/trip planning app developed or purchased by the County.
7. Vehicles may be charged and stored at the Sheldon Richins Building when not in use.
8. Qualified drivers must be screened, hired and trained by the vendor, with background, criminal history and motor vehicle license checks to ensure no history of criminality and clean driving records.
9. The operator and all employees must have valid Utah driver's license(s) and adhere to all local, county, and state traffic and driving laws.
10. A designated service supervisor will be available at all times to ensure full compliance with correct operating procedures and conditions.

11. The operator will communicate any problems or requests to Summit County through the Transportation Planning Director.
12. The operator will maintain accurate and complete records for the service and submit a monthly report to the Summit County Transportation Planning Director by the 5th day of each month for the preceding month's service activity, along with the preceding month's invoice. The monthly report shall include, at a minimum, the following information: ridership, vehicle service miles, vehicle service hours, and customer feedback (complaints and accolades). Other information may be requested at the discretion of Summit County.
13. *Vendors bidding on both Schedule A, Schedules B-D, and/or Schedule E services may provide one report with complete data for all services.*
14. With approval from Summit County's Transportation Planning Director, or designee, the vendor will have the right to suspend operation of the vehicles without penalty in the case of extreme weather. Should any vehicle be removed from operation, without a vehicle replacement, the vendor shall provide credit to the County on the next invoice in an amount equal to the established monthly rate, divided by 30, multiplied by the number of days that a vehicle is out of operation.
15. Advertising associated with the vehicles will be subject to written approval by the City. In general, interior advertising will be held to less-stringent standards than exterior signage and advertising. All advertising and signage must comply with the County's sign code and must be explicitly approved by the County. Any exterior graphics will be consistent with existing Park City Transit branding, and intended to let the public know about the free ride service.
16. Term. The term of the project will be approximately May 15, 2017 through May 15, 2018 with an option upon mutual agreement to extend year-round operations for additional three (3) years. The term of any agreement may be terminated by either party upon thirty (30) days written notice, in the event of failure to fulfill or comply with any material term of the agreement, and such breach remains uncured thirty (30) days after written notice of default.
17. Fees for Services. During the term, the vendor shall bill the County for the provision of services with the agreed-upon schedule and specifications. Invoices will be paid monthly within 30 days of invoice.
18. The vendor shall act as an independent contractor and the relationship established hereunder between the parties shall not be construed as that of an employer-employee, partnership, joint venture or other form of joint enterprise. In addition, any employees, agents, representatives, independent contractors, or consultants of the vendor that provide services to the County shall not be deemed employees of the County.
19. The vendor shall have a representative based in the greater Park City area during the duration of this program, to provide managerial support and collaborate with County officials during the programs implementation and initial operations. *Vendors bidding on both Schedule A, Schedule B-D, and/or Schedule E services may employ the same local representative to manager both services at a location agreed upon by all parties.*

20. The vendor shall have an established “roll out” marketing and outreach plan to inform the greater community of services provided. This will include collaborating with County officials, local businesses and transportation companies, and informing the public of this new service. *Vendors bidding on both Schedule A, Schedule B, and/or Schedule C services may deploy a concurrent marketing program, with approval from both City and County.*
21. The vendor will have demonstrated experience providing this type of service, and must have experience operating in a “Mountain Resort Town” environment in summer and winter seasons.
22. The vendor shall have an established process for sharing ridership data with Summit County, in a format easily integrated into future proprietary trip planning apps.
23. Insurance. No person shall operate or permit a for-hire vehicle owned or controlled by such person to be operated as a vehicle for hire upon the streets of Park City without first having obtained commercial transportation insurance coverage for at least \$1,000,000 per vehicle if the vehicle provides taxicab service, has a seating capacity of fifteen (15) passengers or fewer, including the driver, and is not operated on a regular route. If the vehicle seats sixteen (16) or more passengers, including the driver, the owner is to provide proof of commercial transportation insurance coverage for at least \$5,000,000 per vehicle. Proof of this commercial insurance shall be required prior to the issuance of the for-hire vehicle permit.
24. The operator must have a current Summit County business license throughout the contract period.

Proposal Requirements

In your proposal, please answer/provide the following:

Providers must be able to demonstrate that they have experience in providing this type of service and have the equipment and trained personnel available to meet the program requirements.

1. Schedule A Service: Number and specification(s) of vehicles. The proposer shall provide the number of vehicles proposed to be provided during the pilot project period and the specifications of each vehicle. Each vehicle shall be preferably fully-electric, streetlegal, safe, in good working order, and with 4-6 seats for passengers. The proposer shall describe ADA accessibility for the vehicles and how passengers with mobility impairments can use the service.
2. Schedule B-D Services: Number and specification(s) of vehicles. The proposer shall indicate the number of vehicles proposed to be provided during the pilot project period and the specifications of each vehicle. Each vehicle shall be preferably fully-electric, streetlegal, safe, in good working order, and with 4-6 or more seats for passengers. The proposer shall describe ADA accessibility for the vehicles and how passengers with mobility impairments can use the service.
3. Schedule E Services: Number and specification(s) of vehicles. The proposer shall provide the number of vehicles proposed to be provided during the pilot project period and the

specifications of each vehicle. Each vehicle shall be preferably fully-electric, streetlegal, safe, in good working order and with 8 or more seats for passengers. The proposer shall describe ADA accessibility for the vehicles and how passengers with mobility impairments can use the service.

Unless otherwise indicated, the following questions apply to both Schedule A, Schedule B-D, and Schedule E services. Bidders are not required to provide duplicate answers.

4. Describe in detail how your company will be able to provide this service. Please include the following in your service description and operating agreement:
 - How would you handle on-demand service requests? Describe how ride requests will be prioritized and dispatched. (N/A to Schedule E)
 - Describe your business plan and an alternate plan that would not involve driver tips.
 - Describe, provide access to, and provide a demonstration of the mobile app that would be utilized, and back-up ride-hailing procedures in the event that the app is not functional. (N/A to Schedule E)
 - Describe your company's customer service policies and procedures including customer service training and protocols, as well as methods for handling customer complaints.
 - Provide the responsibilities, schedule, and contact information for the required service supervisor. Explain how the supervisor will interact with the City/County and with passengers.
 - Describe how service supervisors will interact with City/County Staff, Council, and other parties during the implementation and operations process. Detail how service supervisors also will help market services to the greater public during the roll out process.
 - Provide a detailed mock schedule by day of the week and hour of the day to illustrate your proposed service schedule to accommodate demand in and around downtown Park City. (N/A to Schedule E)
5. Given the nature of the on-demand service within the small area of town in and around the commercial core, what would the typical passenger wait time be under normal operating conditions? (N/A to Schedule E)
6. What are the service performance metrics that you would be able to provide the City/County and at what intervals? At a minimum, the City/County requires daily and hourly ridership figures for each vehicle, boarding and alighting information with date/time/origin and destination of requests for service (where applicable), customer complaint information, vehicle accident and repair reports, and intermittent survey information from passengers about the nature and purpose of their trips and whether the service replaced the need for an automobile trip.
7. What ability would vehicles have to integrate into a potential city wide "tap on tap off" system that incentivizes employee to utilize alternative transit means? Would this be able to be utilized by data tracking systems to track utilizing by Old Town and Kimball Junction employees?

8. Do you have back-up vehicles available to serve in the event of long-term breakdowns or success of the operation with demand for service well-beyond initial expectations?
9. Describe your driver recruitment, screening, and hiring policies and procedures, including background checks and motor vehicle operation history. What is your policy regarding drug and alcohol screenings?
10. Describe your driver training procedures and topics covered.
11. Provide contact information for 3-5 professional references who can discuss your company's capabilities to fulfill this scope of work.
12. Funding. The funding for this evaluation may be provided from City Transit Fund funds and/or County General Funds.

Content of SOQ/Quotation

Statements of Qualifications/Quotations will be evaluated on criteria listed below SOQ/Quotations shall be limited fifteen (15) pages for proposals on Schedule A, Schedule B-D, and Schedule E services (a one page cover letter can be included and will not be counted toward the page count) plus resumes and supportive information in an Appendix and a sealed fee quotation.

SOQ/Quotations lacking the required information will not be considered. The SOQ shall include at a minimum the following:

- Proposed team and their experience with Point to Point App Based Transportation technologies.
- Proposed project approach including timeline (key milestones)
- Three (3) recent references for similar projects performed by the proposed team members
- Other factors deemed relevant by the selection committee, including but not limited to the nature and extent of requested changes to our standard contract (i.e., unwillingness to comply with insurance/indemnity provision counts against a bidder.)

A fee quotation shall be submitted in a separate sealed envelope marked clearly with the proposing firm's name and "Fee Quotation." Proposals and firms will be ranked utilizing the above factors. The City will then open each firm's fee quotation and select the top firm in which to begin negotiations. If the City and the top firm can't agree on the terms of the contract, the City will begin negotiations with the second ranked firm. This process will continue until the City can agree with a firm on price/scope and a contract will then be awarded. Quotations shall be honored for no less than ninety (90) days.

The fee quotation must be presented in an Operating Plan for each Schedule that includes the following:

- Monthly Fee per Vehicle and Proposed Number of Vehicles. This should include monthly preventative maintenance cost.

- Fix bullet to match others Present fee information with and without drivers accepting tips
- Service specifications and responses to questions listed in the Proposal Requirements section of this document.
- Operator service manager(s) name(s) and phone number(s) to allow contact at any time during service hours.
- Certificate of insurance, demonstrating adequate general liability and garage keepers' insurance coverage.
- Sample of daily/monthly report formats.

I. Selection Process

SOQ/Quotations will be evaluated and ranked by individual team members using the factors listed in Section IV, Content of SOQ/RFQ, above. The selection committee shall then meet to discuss their individual SOQ\RFQ submittals, their rankings and to prepare a final overall team ranking using the factors listed in Section IV, Content of SOQ/RFQ, above. Cost will be considered but will not be the sole determining factor.

The selection process will proceed on the following schedule:

- Proposals will be received by Park City prior to **3:00 p.m. on Friday March 24th, 2017**, at the Park City Municipal City Hall Building, 445 Marsac Ave., Park City, UT 84060. Any questions must be submitted in writing by 2:00 p.m. Wednesday, March, 15, 2017. A non-mandatory pre-bid meeting will also be scheduled for 11:00 a.m. March 15, 2017. Questions received in writing and/or at the pre-bid meeting will be answered and any associated addenda will be posted by Friday, March 17, 2017.
- A selection committee made up of Park City Municipal Corporation and Summit County staff and others will review the submitted Statements of Qualifications/Quotations and select a proposer. A short list interview may be required for those selected for final interviews. Should interviews be required, the short list firms will be contacted no later than five (5) business days prior to interviews. Virtual or Teleconference interviews may be allowed. Park City, in consultation with Summit County, will negotiate a final scope and fee with the top ranked proposer and recommend to City Council and County Council for final approval and contract. Award of the contract is subject to approval by both Park City and Summit County Councils.
- Park City will negotiate a final scope and fee with the top- ranked proposer, and if the proposed amount warrants, will recommend to City Council for final approval and contract.
- Contract and Notice to Proceed on or about July 1, 2017,

Park City reserves the right to:

1. Disqualify incomplete proposals. Proposals lacking required information will not be considered.
2. Change any dates or deadlines.
3. Waive minor defects in the proposals submitted.
4. Request additional information from respondents.
5. Change the nature or scope of the project without penalty.
6. Negotiate terms with one or more of the short listed firms.
7. Reject any or all proposals for any reason, without penalty.
8. Take any steps deemed necessary to act in the City's best interest.
9. The City may, at its discretion, award the Base Bid only, all Alternate Bid items, or any Alternate Bid items, as determined necessary for budgetary purposes.

Park City Municipal Corporation reserves the right to cancel or modify the terms of this SOQ/RFQ and/or the project at any time and for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals. Park City will provide respondents written notice of any cancellation and/or modification. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City. All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to UCA § 63G-2-309, as amended. Park City Municipal's policy is, subject to Federal and State and local procurement laws, to make reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers.

Professional Services Agreement

Park City will enter into a Professional Services Agreement with the selected proposer (offeror). A sample of the agreement is attached. The offeror selected to provide the services/products shall be required to enter into a written agreement in substantially the form as shown in the attached SAMPLE AGREEMENT (Appendix A) which shall be the basic form used to develop the final agreement.

- Submittal of an offeror's proposal acknowledges that the offeror is willing to enter into the agreement if awarded the contract. Offerors are advised to read thoroughly the Sample Agreement, as the selected offeror will be required to comply with its requirements.
- If offeror takes exception to any term or condition set forth in this proposal and/or the Sample Agreement and any of its Exhibits and Attachments, said exceptions must be clearly identified in the response to this SOQ/RFQ. Exceptions or deviations to any of the terms and conditions must be submitted in a separate document accompanying offeror's proposal identified as "Exceptions." Such exceptions shall be considered in the evaluation

and the award processes. The City shall be the sole determiner of the acceptability of any exception.

Information to be submitted

To be considered, the following must be received at the Park City City Hall, 445 Marsac Ave, Park City, UT 84060 no later than **3:00 PM** (MDT) on Friday, March 24, 2017.

- One (1) electronic copy of proposal in a .pdf format.
- One (1) sealed fee quotation marked clearly with Firm Name and the words “Fee Quotation.”

Preparation of Proposals

- A. Failure to Read. Failure to read the Request for Proposal and these instructions will be at the offeror's own risk.
- B. Cost of Developing Proposals. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the offeror. The City assumes no liability for any costs incurred by offerors throughout the entire selection process.

Proposal Information

- A. Discussions with Offerors. The City reserves the right to enter into discussions with the offeror(s) determined to be reasonably susceptible of being selected for award, or to enter into exclusive discussions with the offeror whose proposal is deemed most advantageous, whichever is in the City’s best interest, for the purpose of negotiation. In the event that exclusive negotiations are conducted and an agreement is not reached, the City reserves the right to enter into negotiations with the next highest ranked offeror without the need to repeat the formal solicitation process.
- B. Equal Opportunity. The City will make every effort to ensure that all offerors are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

C. Proposal Ownership. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned to the offeror.

D. Rejection of Proposals.

- Park City Municipal Corporation reserves the right to reject any or all proposals for any reason.
- Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.
- No proposal shall be accepted from, or contract awarded to, any person, firm, or corporation that is in arrears to the City, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to the City, or that may be deemed irresponsible or unreliable by the City. Offerors may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFQ.

E. Appeals Procedure. Any supplier, vendor, or contractor who determines that a decision has been made adversely to him, by the City, in violation of applicable City, State or federal procurement regulations, may appeal that decision to the Park City Council. The complainant contractor shall promptly file a written appeal letter with Alfred Knotts, Park City Municipal Corporation, 445 Marsac Ave, Park City, Utah 84060, alfred.knotts@parkcity.org within five (5) working days from the time the alleged incident occurred. The letter of appeal shall state all relevant facts of the matter and the remedy sought.

Upon receipt of the notice of appeal, the manager shall forward the appeal notice, his investigation of the matter, and any other relevant information to the City Council. The City Council shall conduct a hearing on the matter and provide the complainant an opportunity to be heard. A written decision shall be sent to the complainant.

Subject to the Government Records Access and Management Act (GRAMA)

All responses, inquiries, and correspondence relating to this RFQ and all reports, charts, displays, schedules, exhibits, and other documentation produced by the offeror that is submitted to the City, as part of the proposal or otherwise, shall become the property of the City when received by the City and may be considered public information under applicable law. The City is subject to the disclosure requirements of the Government Records Access and Management Act, Title 63, Chapter 2, Utah Code Annotated. The City generally considers proposals and all accompanying material to be public and subject to disclosure. Any material considered by the offeror to be proprietary must be accompanied by a written claim of confidentiality and a concise written statement of reasons supporting the claim. Blanket claims that the entire RFQ is confidential will be denied. The City cannot guarantee that any information will be held confidential. Under Section 63-2-304 of the Government Records Access and Management Act, if the offeror makes a claim of confidentiality, the City, upon receipt of a request for disclosure, will determine whether the material should be classified as public or protected, and will notify the offeror of such determination. The offeror is entitled under the Government Records Access and Management Act to appeal an adverse determination. The City is not obligated to notify the offeror of a request, and will not consider a claim of confidentiality, unless the offeror's claim of confidentiality is made in a timely basis and in accordance with the Government Records Access and Management Act.

ATTACHMENT A